

Wayne  
County  
Community  
College  
District

Wayne County Community College District



**HEALTH  
SCIENCE  
CENTER**



# Dental Hygiene Program Orientation Handbook 2024-2026



## **Dental Hygiene Program Goals**

1. The Dental Hygiene Graduate will be competent with respect to “Competencies For The Dental Hygiene Graduate.”
2. Maintain a contemporary program curriculum that reflects relevant and current evidence based dental hygiene practice.
3. Prepare students to pass all licensing examinations successfully.
4. Maintain expert dental hygiene faculty and staff with relevant work experience, educational methodology and lifelong learning experiences.
5. Maintain admissions policies to ensure qualified students.
6. Maintain an active advisory board.
7. Satisfy patients with the quality of student dental hygiene care.
8. Maintain a quality assurance program for patient care.

# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

## VISION STATEMENT

Wayne County Community College District will be known as a premier community college and innovator in the areas of high-quality academic and career education, talent development in support of regional economic growth, diversity and inclusion, and technological advancement.

## MISSION STATEMENT

Wayne County Community College District's mission is to empower individuals, businesses, and communities to achieve their higher education and career advancement goals through excellent, accessible, culturally diverse, and globally competitive programs and services.

## WAYNE COUNTY COMMUNITY COLLEGE DISTRICT'S VALUES

### 1. Supporting Excellence in Teaching and Learning:

We value and support effective teaching and learning. We are committed to excellence in teaching and learning as defined by high standards for student learning outcomes. We are committed to providing a supportive, caring, safe, and responsive learning environment for students that will maximize their opportunities for academic and career success. We value our faculty and staff as productive contributors to the future of the college and its students.

### 2. Honoring Diversity

We honor the worth of individuals of all racial, gender, ethnic, and national origins and value persons from all socio-economic, educational, and experiential backgrounds. We value our role as "Democracy's College," providing an open door of educational opportunity to all who can benefit from our services. We help our students live responsibly in a global society by nurturing in them an increased appreciation and understanding of diverse cultures and ideas.

### 3. Serving the Common Good

We value being an integral part of the communities we serve, providing community services that improve the economic, social, cultural, and educational life of these communities.

### 4. Being Accountable

We are accountable to the students who depend on us to provide them with a quality education, the citizens who support us with their tax dollars, and the businesses that depend on us to provide them with highly trained employees. We commit to being good stewards of the resources that are provided to us to carry out our mission.

### 5. Operating with Integrity

We exemplify the values of honesty, responsibility, trust, fairness, reliability, and mutual respect in every aspect of our work.

# **Dental Hygiene Program**

## **Mission Statement**

The mission of the Dental Hygiene Program is to develop the knowledge, skills and ethical behaviors of its students. The program will strive to provide a high quality, low cost education in a multicultural community.

Students will receive a broad educational experience, which emphasizes communication skills, evidence based research, critical thinking, psychosocial concepts, cultural awareness, service learning, ethical behaviors and professionalism.

To achieve this mission, the program is committed to preparing students to address the oral health care needs of the community by providing affordable, high quality patient centered care to diverse patient populations in a variety of health care settings as well as participating in community health promotion projects.

## **Philosophy**

The dental hygiene program at Wayne County Community College District provides an education based in the social, behavioral and biological sciences. In support of the College's mission the program has continued to develop and deliver curriculum which addresses instruction, learning and assessment. The program emphasizes advising, curriculum delivery, faculty and staff training and student outcomes.

The program helps students in the development of clinical skills, critical thinking skills and acquiring a knowledge base in dental hygiene.

The major emphasis of the dental hygiene education is a preventive approach to dental diseases. Committed faculty and staff and adherence to program goals facilitates positive directions in both student attainment of knowledge and the development of responsible and competent dental hygienists.

# Wayne County Community College District

## Dental Hygiene Associate of Science Degree Outcomes

Degree outcomes are a result of the student's efforts in reaching competency: they demonstrate the skills that the graduate will be able to perform in the workplace.

Be a Life-Long Learner: Cultivating an appreciation of learning and acquiring the habits of a self-directed learner;

- ❖ Devise strategies for education, a personal, and professional development (3)
- ❖ Recognize the need for continuing education (3)
- ❖ Access resources available for personal and professional growth (3)

Act: Assess performance of a competency (novice, intermediate, expert)

- ❖ Demonstrate awareness of what an effective performance entails (9)
- ❖ Self-Assess your performance according to established standards (9)
- ❖ Reflect on your own learning (9)
- ❖ Apply what you have learned (8)
- ❖ Model effective behaviors (1)
- ❖ Perform according to established standards (1)

Think: Think clearly, critically and creatively making reasoned judgments

- ❖ Analyze systems, processes and situations (7)
- ❖ Synthesize information from a variety of sources to make an informed decision (6 & 7)
- ❖ Integrate new ideas into the thinking process (7)
- ❖ Evaluate information and ideas according to principles and guidelines (9)
- ❖ Identify, define, and think critically about the issues that arise in daily life, both personally and professionally (2)
- ❖ Apply the principles and methods of science (2)
- ❖ Apply mathematical and technical skills (especially computer skills) to meet personal and career needs (2)
- ❖ Apply the principles and methods of the social sciences (2)

Value: Value quality, integrity and diversity

- ❖ Appreciate the role of culture and the arts in both society and personal life (4)
- ❖ Appreciate both our common humanity and the diversity of cultures – historically, around the globe, and within contemporary America (4)
- ❖ Apply the skills needed to work ethically and effectively with others (1)
- ❖ Assess the basic social, political, and economic issues of the contemporary world (4 & 5)

Communicate: Communicate with different audiences using varied and appropriate means

- ❖ Read, write, and speak effectively (2)
- ❖ Use the vocabulary of mathematics to communicate quantitative information (2)
- ❖ Use appropriate technology (e.g. calculators, computers) to manage information, solve problems, and communicate (2)
- ❖ Demonstrate the ability to work effectively in multi-cultural contexts (2 & 5)

# COURSE DESCRIPTIONS

## **ALH 230 Medical Ethics**

Ethical principles and consideration for the allied health professional. Guidelines for practice and conduct relative to legal, moral and ethical duties and responsibilities.

## **DEN 100 Professional Development**

An introductory course designed to prepare the dental programs student to become a member of today's dental health team. Along with basic dental and medical terminology, an orientation to the profession of dentistry, the student is instructed in developing skills necessary for success as a member of the dental health team. Emphasis is placed on professional standards, ethics, assertive communication, empathy training, time management, goal setting and job preparation.

## **DEN 112 Medical and Dental Emergencies**

*Prerequisite: Program Admission*

This course will familiarize the student with common medical emergencies in the dental office. Preventive measures and management of these emergencies will be reviewed. Additionally, information on the basic physiology and pathophysiology occurring with common medical emergencies as well as variations in clinical signs will be presented. Reinforcement occurs throughout the students clinical experiences by real or simulated emergencies.

## **DEN 200 Dental Radiology Theory**

This course includes lectures on the nature, effects, and use of radiology in dentistry with special emphasis on radiation hazards and protection.

## **DEN 201 Dental Radiology Lab**

This course concentrates on the practical aspect of exposing digital images and mounting traditional radiographs, diagnostic radiographs with emphasis on the two intra-oral techniques: bisecting and paralleling. In addition, students will be able to identify normal radiographs landmarks. It is strongly recommended that this course be taken simultaneously with DEN 200 or after the completion of DEN 200.

## **DHY 101 Fundamentals of Dental Hygiene**

*Prerequisite: Program Admission*

*Corequisite: DHY 120*

Fundamentals of dental hygiene focuses on developing the cognitive, affective, and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public. This course will prepare the dental hygiene student with cognitive, psychomotor, and affective skills for entry into clinical dental hygiene practice. Also, this course will expose the student to selected services and skills performed by the dental hygienist. Fundamentals of Dental Hygiene is an introduction to the principles of dental hygiene practice. The students will be presented with topics to prepare them to perform basic skills safely and effectively. Theory of taking a complete medical and dental history, intra/extraoral examination, dental charting, periodontal charting, basic instrumentation, and use of the explorer will be covered. Students will practice procedures in the clinical course DHY 120. Emphasis will also be placed on professional standards, ethics, effective communication and confidentiality.



## **DHY 110 Oral Anatomy and Physiology**

*Prerequisite: Program Admission*

This course provides an in-depth study of the morphology and function of primary and permanent teeth, including all of the structures involved in the mechanism of mastication, primary and permanent tooth eruption schedules and anatomical forms, function of primary and permanent dentition, vocabulary used to describe teeth and other structures in the oral cavity and the principles of occlusion. Included is a detailed study of the skeletal, muscular, circulatory and nervous systems of the head and neck.

## **DHY 111 Histology and Oral Embryology**

*Prerequisites: DHY 101, DHY 110, DHY 120*

Basic principles of histology and embryology are reviewed with emphasis on tissues of the oral cavity and contiguous structures. Histology and embryology encompasses the development of the oral facial complex including the formation of the enamel, dentin and pulp, root formation, the attachment apparatus and the eruption and shedding of teeth.

## **DHY 120**

### **Clinical Techniques**

*Prerequisite: Program Admission*

*Corequisite: DHY 101*

This course is designed to develop skills in the techniques utilized for dental hygiene practice. Students will practice techniques on mannequins and student partners in the clinical setting. Each topic covered in the didactic course DHY 101 will be practiced and evaluated in this course.

## **DHY 121 Oral Pathology**

*Prerequisites: DHY 110, DHY 111, DHY 131, DHY 132*

Oral Pathology will focus on the study of disease and the disease process with an emphasis on the detection, symptoms and treatment of diseases of the oral region and the oral manifestations of systemic diseases.

## **DHY 129 Clinical Dental Hygiene I – Lecture**

*Prerequisites: DHY 101, DHY 120*

*Corequisite: DHY 130*

Clinical dental hygiene is that portion of the dental hygiene curriculum focused on developing the cognitive, affective and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public. This course will prepare the dental hygiene student with cognitive, psychomotor and affective skills for entry into clinical dental hygiene practice. Also this course will expose the student to all of the selected services and skills performed by the dental hygienist.

## **DHY 130 Clinical Dental Hygiene I – Lab**

*Prerequisites: DHY 101, DHY 120*

*Corequisite: DHY 129*

The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public. Clinical practice is provided in

collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease control. Treatment includes implementation of various clinical dental hygiene services and an evaluation of treatment effectiveness based on the patient and practitioners' efforts. Sequential courses are designed to increase the student's speed and ability. Assessment of student progress in attaining program and clinical competency is ongoing.

### **DHY 131 Clinical Dental Hygiene II – Lecture**

*Prerequisites: DHY 129, DHY 130*

*Corequisite: DHY 132*

Clinical dental hygiene is that portion of the dental hygiene curriculum focused on developing the cognitive, affective and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public. This course will expose the student to additional selected services and skills to enhance the student's ability to provide comprehensive dental hygiene services.

### **DHY 132**

#### **Clinical Dental Hygiene II – Lab**

*Prerequisites: DHY 129, DHY 130*

*Corequisite: DHY 131*

The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public. Clinical practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease control. Treatment includes implementation of various clinical dental hygiene services and an evaluation of treatment effectiveness based on the patient and practitioners' efforts. Sequential courses are designed to increase the student's speed and ability. Assessment of student progress in attaining program and clinical competency is ongoing.

### **DHY 209**

#### **Clinical Dental Hygiene III – Lecture**

*Prerequisites: DHY 130, DHY 131, DHY 132*

*Corequisite: DHY 210*

This course expands on the foundations of clinical dental hygiene. Through the incorporation of case studies students will develop critical thinking skills to review assessment data and formulate a dental hygiene diagnosis for the purpose of developing a dental hygiene care plan including plans for implementation and evaluation. Topics to support the process include are limited to, the identification of risk factors for periodontal disease (CAMBRA), advanced power scaling and instrumentation techniques, adjunctive clinical procedures and nutritional counseling.

### **DHY 210**

#### **Clinical Dental Hygiene III – Lab**

*Prerequisites: DHY 130, DHY 131, DHY 132*

*Corequisite: DHY 209*

The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and



evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public. Clinical practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease control. Treatment includes implementation of various clinical dental hygiene services and an evaluation of treatment effectiveness based on the patient and practitioner's efforts. Sequential courses are designed to increase the student's speed and ability. Assessment of student progress in attaining program and clinical competency is ongoing.

### **DHY 211 Pharmacology**

*Prerequisites: DHY 129, DHY 130*

Pharmacology embraces the physical and chemical properties of drugs, the preparation of pharmaceutical agents, the pharmacokinetics of drugs, and the effects of drugs on living systems. Pharmacology encompasses the therapeutic application of medicines, toxicity and practical and legal issues pertaining to the development, marketing and dispensing of drugs.

### **DHY 213 Periodontology**

*Prerequisites: DHY 129, DHY 130*

Periodontology is the scientific study of the periodontium in health and disease. This course covers the diagnosis, treatment, and prevention of pathologic conditions affecting the supporting and surrounding tissues of the teeth, the gingiva, periodontal ligament, alveolar bone and cementum.

### **DHY 214 Local Anesthesia and Pain Management**

*Prerequisites: Program Approval, DHY 211, DHY 131, DHY 132*

This course is designed to provide students with the basic and current concepts of local anesthetics, nitrous oxide sedation and pain control. Systemic effects, tissue diffusion and the toxicity of anesthetics and dental therapeutic agents used in dentistry will be reviewed. Assessment of the patient's health status, level of apprehension and pain threshold will be included in determining the indications and contraindications of pain control and alleviation of pain. Selection and administration of appropriate anesthetic agents and evaluation of the proper technique will be evaluated. The student will learn to administer local anesthesia, safely, effectively and painlessly. The student will learn to safely administer and monitor nitrous oxide oxygen sedation in compliance with Michigan Law.

### **DHY 219 Clinical Dental Hygiene IV – Lecture**

*Prerequisites: DHY 209, DHY 210*

*Corequisite: DHY 220*

This course is a continuation of Clinical Dental Hygiene III (DHY 209). The role of the dental hygienist in treatment planning, providing preventive care for various population groups and dental practice management will be explored.

### **DHY 220 Clinical Dental Hygiene IV – Lab**

*Prerequisites: DHY 209, DHY 210*

*Corequisite: DHY 219*

The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of

preventive, educational and therapeutic services to the public. Clinical practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease control. Treatment includes implementation of various clinical dental hygiene services and an evaluation of treatment effectiveness based on the patient and practitioner's efforts. Sequential courses are designed to increase the student's speed and ability. Assessment of student progress in attaining program and clinical competency is ongoing.

### **DHY 221 Dental Biomaterials**

*Prerequisites: DHY 101, DHY 120*

Biomaterials is the science and technology of materials used in dentistry. Chemical, physical and manipulative characteristics of various restorative and procedural materials will be explored in the prevention and treatment of oral disease. Laboratory experiences develop skills in working with these materials and illustrate the characteristics and use of dental materials.

### **DHY 223 Dental Health Education**

*Prerequisites: DHY 130, DHY 131, DHY 132*

Dental health education is concerned with the knowledge, attitudes, skills and behaviors necessary to promote oral health and prevent oral disease through educational efforts. This course will explain the principles and theories of education which will enhance the ability of the dental hygiene student as an oral health educator. The approach taken will provide students with the knowledge and skills necessary to meet the needs of community groups as distinct from the traditional clinical approach designed to meet the needs of individual patients.

### **DHY 225 Management of Special Patients**

*Prerequisites: DHY 209, DHY 210*

Introduces the characteristics and unique dental health needs of patients with medical, physical, mental, social, emotional, the elderly, and selected medical and compromising conditions. Emphasis is placed on modified dental hygiene treatment for these special populations. Dental hygiene care of the individual with special needs deals with the special requirements of persons with developmental and/or acquired conditions.

### **DHY 226 Advanced Periodontology**

*Prerequisite: DHY 213*

Advanced Periodontology is designed to acquaint the dental hygiene student with the clinical diagnosis and treatment of periodontal diseases with special emphasis on the surgical techniques utilized.

### **DHY 227 Radiology II**

*Prerequisites: DEN 200, DEN 201*

Continuation of the science and clinical practice of oral radiography, including radiographic interpretation, normal anatomy on periapical and extraoral films, recognition of abnormalities and the limitations of radiography.

### **DHY 229**

#### **Clinical Dental Hygiene V – Lecture**

*Prerequisites: DHY 219, DHY 220*

*Corequisite: DHY 230*

This course is a continuation of Clinical Dental Hygiene IV and offers other aspects of clinical practice to include career alternatives, job seeking skills, resume preparation, licensure requirements, rules and

regulations and state practice acts. Course information will assist the student in applying legal and regulatory concepts to the practice of dental hygiene.

### **DHY 230 Clinical Dental Hygiene V – Lab**

*Prerequisites: DHY 219, DHY 220*

*Corequisite: DHY 229*

The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public. Clinical practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease control. Treatment includes implementation of various clinical dental hygiene services and an evaluation of treatment effectiveness based on the patient and practitioner's efforts. Sequential courses are designed to increase the student's speed and ability. Assessment of student progress in attaining program and clinical competency is ongoing.

### **DHY 231 Community Dentistry**

*Prerequisites: DHY 209, DHY 210*

Community dental health is concerned with the knowledge, attitudes, skills and behaviors necessary to promote oral health and prevent oral disease through community-based efforts. This course is designed to introduce students to the basic principles of dental public health and the responsibilities of the dental hygienist in promoting oral health and preventing oral disease in a community. The health care system including the social, political, psychological, cultural and economic forces directing the system will be discussed. Special emphasis is placed on the role of the dental hygienist in community practice as distinct from the traditional clinical private practice; and the theoretical base for assessing, designing, implementing and evaluating community dental health programs.

### **DHY 233**

#### **Dental Hygiene Seminar**

*Prerequisites: DHY 219, DHY 220*

Provide a comprehensive approach and review of the theories and practice of dental hygiene. This course is designed to apprise students of national and regional state board requirements, strengthen test-taking skills and provide an opportunity for review of topic areas evaluated on these board examinations

# **Competency Requirements of Dental Hygiene Education Wayne County Community College District Retention, and Graduation Standards**

## **INTRODUCTION**

The Associate of Science degree in Dental Hygiene is recognized as a broad undifferentiated degree designed to prepare competent oral health care professionals. One of the goals of the dental hygiene education program is to prepare competent dental hygienists that are eligible for licensure to practice dental hygiene. The core curriculum is designed to support the student attainment of the necessary clinical competencies for graduation. The education of a dental hygienist requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for appropriate decisions required in practice. The current practice of dental hygiene emphasizes collaboration among dental hygienists, dentists, health care professionals and the patient.

## **POLICY**

The Wayne County Community College District endeavors to select applicants who have the ability to become highly competent dental hygienists. As an accredited dental hygiene program, Wayne County Community College District adheres to the standards promulgated by the American Dental Association Commission on Dental Accreditation. Within these standards, the Wayne County Community College District has the ultimate responsibility for the selection of students; the design, implementation and the evaluation of the curriculum; the evaluation of student progress; and the determination of who should be awarded a degree. Retention decisions are based not only on prior satisfactory academic achievement but also on non-academic factors that serve to ensure that the candidate can complete the essential functions of the academic program required for graduation.

The College has the responsibility to the public to assure that its graduates can become fully competent dental hygienists, capable of delivering quality care in a timely manner and preserving the health and well-being of the patients they serve. Thus, it is important that persons admitted, retained, and graduated possess the intelligence; integrity; respect of the rights, privileges and property of others; compassion; humanitarian concern; and physical and emotional capacity necessary to practice dental hygiene.

The Dental Hygiene Program as part of the Wayne County Community College District is committed to the principle of equal opportunity. The College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status. When requested, the College will provide reasonable accommodation to otherwise qualified students with properly certified disabilities.

## **PROGRAM**

Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required of all students at graduation. The competencies required by the curriculum are in the following areas: intellectual (conceptual, integrative, and quantitative abilities for problem solving and diagnosis), motor, sensory, communication, and behavioral and social aspects of the performance of a dental hygienist. These are attributes that each student must possess and the use of a third party for the fulfillment of these attributes is not adequate.

The student must have the cognitive abilities necessary to master relevant content in the basic, behavioral, dental hygiene and clinical dental hygiene sciences at a level deemed appropriate by the faculty. These skills may be described as the ability to recall, comprehend, integrate, analyze, synthesize, and evaluate material. He/she must be able to discern and comprehend dimensional and spatial relationships of structures, and be able to develop critical thinking, problem solving, and decision making skills appropriate to the practice of dental hygiene. The student must have the ability to acquire the skills necessary for the independent delivery of acceptable dental hygiene patient care.

The student must have the ability to take a medical history, measure vital signs, expose and interpret radiographs, and perform a clinical extra and intra oral examination. Such tasks require the ability to communicate with the patient. The student must also be capable of perceiving the signs of disease as manifested through the clinical examination. Such information is derived from direct visual examination; images of the head, neck, and oral cavity; palpable changes in the head and neck region; and auditory information.

The student must have the manual dexterity to deliver dental hygiene patient care services. For the safety and protection of the patients, the student must be able to perform basic life support and first aid including CPR and function in an emergency situation. The protection of the patients and students also necessitates the ability to use sterile techniques and universal precautions and to maintain personal hygiene. The student must present with the physical, medical, and emotional fitness required to protect the health and safety of the patients, faculty, staff, and students.

The student must be able to communicate effectively with patients and family, dentists, physicians, and other members of the health care team. The communication skills require the ability to assess all information including the recognition of the significance of non-verbal responses and immediate assessment of information provided to allow for appropriate, well-focused follow-up inquiry. The student must be capable of responsive, empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.

The student must be able to process and communicate information on the patient's status with accuracy in a timely manner. This information then needs to be communicated in a succinct yet comprehensive manner to all parties of concern. Written patient assessments and patient records must be complete and accurate. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

The student must be able to understand the basis and content of dental medical ethics. He/she must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. The student must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the care of patients. The student must be able to manage patients with a range of moods and behaviors in a tactful, compassionate, congenial, and personal manner. The student must be able to tolerate physically demanding workloads and to function effectively under stress, and to accept criticism. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients.

The student must be able to interact productively, cooperatively, and in a collegial manner with individuals of differing personalities and backgrounds, and be an active contributor to the process of providing health care by demonstrating the ability to engage in teamwork and team building. The

student must demonstrate the ability to identify and set priorities in patient management and in all aspects of his/her professional work. The student must be punctual and perform work in a timely manner. The student must exhibit the maturity, commitment, and dedication expected of a health care professional to whom patients entrust their health, safety, and well-being.

The student must be able to deliver services to all patient populations including children, adolescents, adults, developmentally disabled persons, medically compromised persons, and vulnerable adults.

These competencies of dental hygiene education identify the requirements for retention, and graduation of applicants and students, respectively, at Wayne County Community College District. Graduates are expected to be qualified to enter the practice of dental hygiene. It is the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the competencies essential requirements described.



# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

## COMPETENCIES FOR THE

### DENTAL HYGIENE GRADUATE

Wayne County Community College District's Dental Hygiene Program Competencies for the Dental Hygiene Graduate identifies and organizes the values, knowledge and skills our graduates must acquire to become competent, courteous and caring practitioners in the delivery of dental hygiene services in public and practice settings.

As a participating member of the health care team, the dental hygienist plays an integral role in assisting patients to achieve and maintain optimal oral health. Dental hygienists provide educational, clinical, and consultative services to individuals and populations of all ages, including the medically compromised, mentally or physically challenged, and socially or culturally disadvantaged.

#### **I. Professionalism:**

1. **Ethics.** The dental hygiene graduate must be able to discern and manage ethical issues of dental hygiene practice in a rapidly changing environment.  
This competency includes that the dental hygiene graduate must:
  - 1.1 Provide humane and compassionate care to all patients.
  - 1.2 Maintain honesty in relationships with patients, colleagues and other professionals.
  - 1.3 Ensure the privacy of the patient during dental hygiene treatment and counseling and the confidentiality of patient records.
  - 1.4 Comply with state and federal laws, recommendations, and regulations governing the practice of dental hygiene.
  
2. **Information Management, Problem Solving and Critical Thinking.** The dental hygiene graduate must be able to acquire and synthesize information in a critical, scientific and effective manner in order to provide dental hygiene care to promote patient health and wellness.  
This competency includes that the dental hygiene graduate must:
  - 2.1 Accept responsibility for solving problems and making decisions by accepted scientific principles.
  - 2.2 Critically analyze published reports of oral health and the dissemination of evidenced-based research and apply this information to the practice of dental hygiene.
  - 2.3 Evaluate the safety and efficacy of oral health products and treatment.
  - 2.4 Demonstrate the ability to communicate professional knowledge verbally and in writing with individuals and groups from diverse populations.
  - 2.5 Employ the principles of scientific writing.
  - 2.6 Assume responsibility for lifelong learning and self-assessment.
  
3. **Professional Identity.** The dental hygiene graduate must be concerned with improving the knowledge, skills and values of the profession.  
This competency includes that the dental hygiene graduate must:
  - 3.1 Advance the profession through professional association, involvement in community partnerships and professional collaborations, leadership, service activities and affiliation with professional organizations.
  - 3.2 Promote the values of the profession to the public and other organizations outside of the dental profession.

## **II. Health Promotion and Disease Prevention:**

4. Self Care Instruction. The dental hygiene graduate must be able to provide planned educational services using appropriate interpersonal communication skills and educational strategies to promote optimum health.  
This competency includes that the dental hygiene graduate must:
  - 4.1 Identify the health needs of individuals and assist them in the development of appropriate and individualized self-regimens.
  - 4.2 Encourage patients to assume responsibility for their health and promote adherence to self-care regimens.
  
5. Community Involvement. The dental hygiene graduate must be able to initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.  
This competency includes that the dental hygiene graduate must:
  - 5.1 Assess, plan, implement and evaluate community-based oral health programs.
  - 5.2 Use screening, referral and educational services to bring consumers into the health care delivery system.
  - 5.3 Provide dental hygiene services in a variety of settings, including hospitals, clinics, community programs and schools.

## **III. Patient Care:**

6. Assessment: The dental hygiene graduate must be able to provide accurate consistent and complete documentation systematically collect, analyze and accurately record baseline data on the general oral and psychological health status using methods consistent with medicolegal principles.  
This competency includes that the dental hygiene graduate must:
  - 6.1 Systematically collect, review, analyze and update a complete medical, family, psychological and dental history using methods consistent with medicolegal principles.
  - 6.2 Recognize the patient record as a legal document and maintain its accuracy and consistency.
  - 6.3 Recognize medical conditions that require special precautions or consideration prior to or during dental hygiene treatment that impact overall patient health.
  - 6.4 Identify the patient at risk for a medical emergency and be prepared to manage the emergency should it occur during an appointment.
  - 6.5 Perform a comprehensive extraoral and intraoral examination including assessment of vital signs, and be able to record the findings.
  - 6.6 Perform a comprehensive examination of the teeth and accurately record the results.
  - 6.7 Identify the need for radiographs, obtain radiographs of diagnostic quality and distinguish normal from abnormal on said radiographs.
  - 6.8 Evaluate the periodontium, and identify conditions that compromise periodontal health and function.
  - 6.9 Identify conditions and diseases that affect dietary intake and food selection and recognize risks and benefits of alternative food patterns.
  - 6.10 Analyze and interpret the data to formulate a dental hygiene diagnosis related to and congruent with the diagnosis of the dentist and other health professionals. Obtain consultation as indicated.
  
7. Planning. The dental hygiene graduate must be able to discuss the conditions of the oral cavity, actual and potential problems, etiological and contributing factors and recommended and

alternative treatments available.

This involves collaborating 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.

This competency includes that the dental hygiene graduate must:

- 7.1 Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.
- 7.2 Establish a planned sequence of educational, clinical services and evaluation based on the dental hygiene diagnosis using the problem-based approach. Identify oral conditions; potential problems; etiologic and risk factors; and available treatment modalities.
- 7.3 Communicate the plan for dental hygiene services to the dentist, clinical faculty or other interdisciplinary health team members to determine its congruence with the overall plan for oral health care.
- 7.4 Establish a collaborative relationship with the patient in the planned care to include etiology, prognosis and treatment alternatives.
- 7.5 Make referrals to other health care professionals.

8. Implementation. The dental hygiene graduate must be able to provide patient centered care that is culturally appropriate and based on current standards of practice and specialized treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in achieving oral health goals.

This competency includes that the dental hygiene graduate must:

- 8.1 Utilize accepted infection control procedures.
- 8.2 Perform dental hygiene interventions to eliminate and/or control etiologic factors to prevent and control caries, periodontal disease and other oral conditions.
- 8.3 Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.
- 8.4. Provide adjunct dental hygiene services that can be legally performed in any state in which the dental hygienist practices including life support measures to manage medical emergencies.

9. Evaluation. The dental hygiene graduate must be able to evaluate the effectiveness of planned clinical and educational services and modify as necessary.

This competency includes that the dental hygiene graduate must:

- 9.1 Determine the clinical preventive outcomes of dental hygiene interventions using indices, instruments and examination techniques.
- 9.2 Determine the patient's satisfaction with the dental hygiene care received and the oral health status achieved.
- 9.3 Provide subsequent treatment or referrals based on evaluation findings.
- 9.4 Develop and maintain a health maintenance program.

## Program Assessment Tools

<b>Assessment Mechanism:</b>	<b>Code</b>	<b>Level</b>	<b>Code</b>
Clinical/preclinic demonstration	C	Novice	I
Covered but not assessed	CN	Beginner	II
Exams	E	Competency	III
Homework	H	Proficient	IV
Not covered	NC	Expert	V
Oral reports	O		
Papers	P		
Reports-written	R		
Self-assessed-student survey	S		
Portfolio	PT		
Case Study	CS		
Computer Simulation	CS		
Licensure Examination	L		
Performance	PF		
TBA	To be determined		

# Wayne County Community College District

## Dental Hygiene Program

### Scope of Care

#### To Our Patients:

Welcome to the Wayne County Community College District Dental Hygiene Clinic. The clinic offers a variety of services that are provided as part of the College's educational program by dental hygiene students, under the supervision licensed dentists and dental hygienists.

Clinical faculty evaluates every component of your treatment, and students must follow a carefully designed treatment protocol in order to provide you with individualized comprehensive care. Therefore, care progresses more slowly, appointments take longer, and in most cases more than one appointment is necessary to complete treatment.

The following services are completed for nominal fee:

- Blood pressure screening
- Oral cancer examination/evaluation of oral health status
- Risk assessment for cavities and/or periodontal disease
- Oral hygiene instruction
- Dietary counseling (if indicated)
- Oral Prophylaxis (removal of deposits and polishing)
- Fluoride application (if indicated)
- Dental sealants
- Radiographs (X-rays)

Whitening is also provided for an additional fee. The dental hygiene student/faculty will discuss which services would be of benefit to you. Payment is expected prior to services being rendered.

At the first appointment, we will take your blood pressure, review your medical history and obtain medical clearance if indicated by these assessments. We will also examine your oral hygiene status and radiographs will be taken if indicated.

The clinic provides only dental hygiene services. You must see your private dentist regularly (at least once a year) for a complete evaluation. The program is not responsible for a lack of follow-up by you and/or for anything other than dental hygiene care.

Supervising Dentists are available for consultation and diagnostic services. If it is determined that additional work is needed (filling, crowns etc.), we will refer you to your dentist or will provide a referral list if you currently do not have a dentist. Additional work must be completed prior to your next recall appointment.

All services are essential aspects of the clinical education of our students. Each student has a number of requirements that he/she must complete in order to graduate, and certain procedures that he/she must follow. It is possible that some of the procedures performed by our students may not be part of the treatment provided by your private dentist/dental hygienist. Nevertheless, we feel that they are important aspects of your care.

Radiographs will be taken only when deemed necessary, however they will be recommended when essential for an informed decision on treatment. If you are unable or unwilling to cooperate in this or any procedure, please inform one of the faculty. You may be advised to seek treatment elsewhere.

Please review a description of your patient's rights and responsibilities before treatment begins.

# Wayne County Community College District

## Dental Hygiene Program

### Dress Code

#### LAB and PRECLINIC/CLINICAL APPEARANCE

#### GENERAL EXPECTATIONS OF DENTAL HYGIENE STUDENTS

- General professional expectations for classroom dress include:
- All clothing apparel should have shoulder straps that are at least 2” wide. Necklines should be high enough so as not to expose any cleavage
- Skirts/shorts, with arms down and shoulders level; the garment should be at least fingertip length
- Female student should wear a bra while on campus and while in attendance at all related WCCCD functions
- No midriff/waistline should be exposed
- There should be no exposure of skin due to holes or cutouts in blouses, skirts, slacks, jeans, or shorts
- While in clinic, undergarments must be flesh tone/neutral in color and not visible under clothing. No thong or other undergarments are permitted to be visible.

#### LABORATORY AND PRE-CLINIC ATTIRE (NO PATIENT CARE)

- A disposable laboratory coat will be worn over scrub uniforms during laboratory classes that do not involve patient (or classmate) care/contact.
- Clinic shoes should be professional, white clinic shoes with white soles and toes covered. Shoes should be clean and white prior to each clinical session. Shoes with laces must maintain a clean and white appearance to the laces, as well as to the shoes. Clinic shoes must be worn when students are in uniform – no street shoes or sandals are allowed with uniforms.
- Students must wear safety glasses. Side shields are required. Safety glasses are included in the student kit.
- Hair must be neat, clean, and secured back from the face and off the collar. Hair color should be professional in appearance. ***Hair must be secured (anchored).*** Ponytails or pigtails must be pinned up, off the collar (back of the neck). If movement of the head (thus, hair) interferes with, or poses a threat to, asepsis and/or patient treatment, the student will not render treatment until the hair infraction is corrected. Hair clips should be unobtrusive and no more than 4” in size. Bangs should not brush over glasses or masks.
- Males must be well groomed, if you wear a beard please ensure that your beard is short (less than ½ inch in length).
- Students must wear full clinical attire when shadowing and/or practicing in clinic.
- Additional instructions are discussed separately. The following apply to Lab and Pre-Clinic Attire:
  - Behavior and Language
  - Body Adornments/Tattoos
  - Jewelry
  - Personal Care
  - Miscellaneous



## **CLINIC ATTIRE (PATIENT CARE)**

Students must adhere to *clinical attire* requirements when working with patients or when shadowing and/or practicing in clinic. *All* guidelines discussed under “Laboratory and Pre-Clinic Attire” apply to “Clinic Attire” with the following exceptions and/or additions:

- The student will wear uniforms selected by the program that consist of scrub pants, and short-sleeve scrub tops.
- Students will be provided with disposable gowns to cover their uniforms during patient treatment.
- White socks are required. Anklet socks are not allowed due to exposure of legs.
- The hemline of uniform pants will not fall below the top of the shoe or rise above the ankle.
- Lab coats are to be worn during all clinical procedures to include patient treatment, patient dismissal/rescheduling, pre- and post-operative disinfection procedures and clinical assistant duties.
- Lab coats must be left in designated clinic areas when leaving the clinic area. Under no circumstances should soiled gowns be worn when consuming food and/or beverages.
- **Do not** enter any patient treatment area or dispensary in street clothes unless covered with a clean lab coat. No open toes shoes are allowed when working in any clinical or laboratory area.
- Additional instructions are discussed separately. The following apply to Clinical Attire:
  - Behavior and Language
  - Body Adornments/Tattoos
  - Jewelry
  - Personal Care
  - Miscellaneous

## **GUEST SPEAKER/FIELD TRIP ATTIRE**

- Business attire only.
- Those not meeting requirements will not be permitted to participate.

## ***BODY ADORNMENTS/TATTOOS***

No lewd (offensive) tattoos are permitted in class or clinic. Inappropriate tattoos must be covered. No visible body piercings are permitted, i.e. nose, eyebrows, lips, tongue, etc. No removable ornamental tooth coverings are allowed on anterior teeth, i.e., grilles.

## **JEWELRY – Lab/Clinic**

- Watches are permitted as long as they are covered by PPE.
- Necklaces of a single chain/strand may be worn around the neck as long as the chain stays within the neckline of the uniform.
- Bracelets are not permitted.
- Only one (1) small earring per earlobe is allowed in clinic. No other earrings are to be worn on or near the face - to include tongue, nose, lip, and brow rings.
- Those students who are married and wish to wear their wedding rings may wear the wedding band as long as it is not so ornate as to harbor bacteria. No other rings are allowed.

## PERSONAL CARE

A professional attitude is reflected in a professional appearance. Students are asked to be very conscientious in maintaining a clean and professional environment for their patients. Particular areas of which to be aware are:

- **Body odor:** due to the warmth of the clinic and grading sessions that can elevate nervous conditions, please be sure to apply ample amounts of effective deodorants.
- **Mouth odor/oral hygiene:** avoid heavily seasoned foods (onions and garlic particularly) 24-48 hours prior to patient treatment. These foods have a lingering effect on your breath. Optimal oral hygiene is a MUST for students so that a positive example can be established for our patients.
- **Smoking** is **highly discouraged** due to its damaging effects to the soft tissues of the mouth, lungs, and overall health. Students will not be permitted in clinic/lab if their clothes, hair, breathe, and/or fingers smell of smoking.
- **Hand care:** nails should be short, clean, and well-manicured and should not be longer than 2 mm from the nail bed. Students are not permit to wear nail polish of any kind, while in clinic. Proper hand care promotes asepsis and patient confidence in the clinician. Please avoid cuts/torn cuticles, etc., as these are entry for pathogens.
- **Cosmetics** should not be excessive. Proper application should reflect a neat, natural appearance.
- **Perfumes and fragrances** may not be worn on clinic days. Heavy perfumes and fragrances are discouraged at all times (even in class), as many people are allergic to smells.
- **Hair:** Long hair must be secured in a ponytail, not to brush the collar or back of the neck, bangs should not touch the top of safe glasses. Males must be well groomed, if you wear a beard please ensure that your beard is short (less than ½ inch in length).
- **Oral Hygiene** Dental Hygiene students are required to keep good oral hygiene. Brushing, flossing and mouth rinse are to be used daily. Avoid smoking, alcohol, and spicy food consumption as they contribute to bad mouth odors.

## BEHAVIOR/LANGUAGE

Dental hygiene students represent the Dental Hygiene Program and the health care professionals of the Health Science Center, in general. At all times, a professional attitude should be reflected in speech and in dress attire. At all times, dental hygiene students are expected to dress and behave with respect for themselves and with the highest respect and regard for others on campus. Students who are reported to have embarrassed classmates, faculty, and/or staff in regards to their wardrobe/behavior/language on campus or on rotation sites/community assignments will be referred for a conference with the Program Dean. Serious and/or repetitive infractions could result in probation or dismissal from the Dental Hygiene Program.

## MISCELLANEOUS

- Gum is **NOT** to be chewed in any clinic or other patient treatment areas.
- When in the clinic, a student should store her/his books and personal belongings in an assigned locker. Personal effects will not be stored in clinic operatories.
- No food or drink is allowed in the dental hygiene clinic area. (Due to the occasional warmth of the clinic only water in a clear water bottle is permitted)
- Students may not enter the clinic when patients are present unless in clinical uniform (buttoned lab coat, long pants, clinic shoes, and with hair pulled back off the collar and anchored). No

interruptions of clinic sessions will be allowed. Non-compliance with any stated policy will result in disciplinary procedures.

# **Basic Life Support Certification Policy/Vaccinations**

## **Wayne County Community College District Dental Hygiene Program**

Applicants are informed of the Basic Life Support Certification Policy in the:

Plan of Work Meeting

Information Session during DEN 100

Dental Hygiene Program Orientation Handbook

Orientation Session

The Statement Reads:

### **Accepted applicants must provide the following before the first day of classes:**

- Copy of Current Health Care Provider CPR Certification (Class must include Adult, Child, Infant CPR and Use of Defibrillator).
- Students must maintain certification in basic life support including cardiopulmonary resuscitation.
- Certification may be either CPR/AED for the Professional Rescuer (American Red Cross) or Healthcare Provider CPR/AED (American Heart Association).

**All students' vaccinations and CPR certification must be up to date and valid in order for the students to be able to see and treat patients.**

### **LIABILITY INSURANCE**

Students must carry professional liability (malpractice) insurance while enrolled in the dental hygiene program. **The policy must be effective for 2 years with coverage at \$2,000,000 per incident with \$4,000,000 aggregate.** Students must submit a photocopy of their liability insurance certificate on the first day of dental hygiene classes. Students will not be permitted to participate in clinical activities without proof of liability insurance coverage.

# INFECTIOUS DISEASE POLICY

The Wayne County Community College District Dental Clinic is committed to providing quality preventive dental care in a safe environment. Dental healthcare workers have an obligation to provide care to all members of the public who come to the dental clinic for treatment, regardless of a patient's infectious disease status. It is the policy of the WCCCD Dental Clinic that no patient will be denied treatment because of an infectious disease with the exception of those procedures that the Centers for Disease Control and Prevention and the U.S. Public Health Services have determined must be provided in a more controlled environment (for example, active infection with tuberculosis).

To maintain a safe environment and minimize the transmission of infectious disease in the dental healthcare setting, it is the policy of the WCCCD Dental Clinic that standard precautions including, but not limiting to gloves, face masks, gowns, face shields, bonnets and protective eyewear will be used during patient treatment.

It is also the policy of the WCCCD Dental Clinic that instrument/items used during treatment are either heat sterilized or disposed of according to the local, state, and federal guidelines regarding waste management.

It is also the policy of the WCCCD Dental Clinic that members of the dental healthcare team providing treatment are required to submit information regarding their health status, including but not limited to infectious diseases and immunizations against infectious diseases such as the hepatitis B virus, measles, mumps, rubella, polio, chicken pox, and tetanus. Proof of recent testing for tuberculosis is also required.

Patients to be seen for treatment the WCCCD Dental Clinic are also required to complete a medical history including, but not limited to information on infectious diseases.

It is also the policy of the WCCCD Dental Clinic that upon review of the information provided the Supervising faculty member may request additional information from the patient's physician prior to the beginning of treatment. All information is treated in an ethical and confidential manner according to professional and governmental standards.

As a patient in the WCCCD Dental Clinic, you are welcome to ask any member of the dental healthcare team, providing, your care, to explain these infection control procedures further.

# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

## DENTAL HYGIENE PROGRAM

### **Policy on BLOODBORNE INFECTIOUS DISEASES** (For dental hygiene students, patients, faculty and staff)

All students in the program, faculty, staff and patients who present with a medical history positive for bloodborne infectious diseases, will be serviced following all the guidelines of the Americans with Disabilities Act. All Occupational Safety and Hazard Association (OSHA) guidelines as well as state requirements will be strictly adhered to and universal precautions followed on every patient.

**Patients:** Clinical case judgment will be handled on a case by case basis depending on the ability of the student to deliver the appropriate Standards of Care. With the approval of the patient's physician, the patient will be treated as all other patients, providing the systemic condition / status is stable. Patients will be referred elsewhere if their dental needs are greater than the educational dental hygiene clinic at Wayne County Community College District can provide (as is the case with non-infectious patients).

**Dental Hygiene Students:** Wayne County Community College District will not lower its academic requirements in order to accommodate a student with a disability. Accommodations will be handled on an individual case basis, such that they do not unduly burden the college financially. Students enrolled in the program must develop acceptable manual skills and standards of competency developed by the college's dental hygiene program.

**Faculty and Staff:** Faculty and staff will be treated no differently in regards to their work responsibilities, unless at some point in their disease state, they have a negative impact on the health of those they work with, or are unable to adequately function in their job.



# Wayne County Community College District Dental Hygiene Program

## Infectious Diseases in Students

This policy:

1. Provides guidance for management of health care students with infectious diseases.
2. Is intended to enhance the safety of patients and health care workers.
3. Acknowledges that a patient's right to informed consent must outweigh the worker's right to privacy when a risk of disease transmission is present.

*The determination of risk is based upon scientific evidence and current legal and policy precedent.*

### **Student Infectious Disease Implications**

Healthcare workers (HCW) have an ethical obligation to their patients to know their own infectious disease status. For this reason, all workers who believe they are at risk for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), or other bloodborne diseases are encouraged to evaluate their health status with their personal physician.

1. All dental students will be required to submit information regarding their HBV immunity, as determined by evidence of protective antibody to hepatitis B surface antigen (anti-HBs), status prior to matriculation.
2. The vaccination series and post-vaccine testing for surface antibody would be completed before matriculation.

### **Verification of Immunity**

All students that have not verified immunity to HBV must submit results of a HBV surface antigen (HBsAg) test within two months after acceptance to the program, and before October 30.

1. If the test is positive, a HBV e-antigen (HBeAg) test result is also required.
2. The risk of transmission of HBV from HCW positive for the e-antigen has been shown to be significantly higher than the risk posed by those who do not carry the e-antigen.

Entry into the healthcare professions is a privilege offered to those who are prepared for a lifetime of service to the ill. Students, faculty, and health care staff have a fundamental responsibility to provide care to all patients assigned to them, regardless of diagnosis. A failure to accept this responsibility violates a basic tenet of the medical profession... to place the patient's interests and welfare first.

# HEALTH & BEHAVIORAL SCIENCE INFECTION CONTROL PLAN

## Infected Employee and Student Health Care Workers

An ethical code is a hallmark of the health professions and has as its framework the principles of honesty, justice, and doing no harm. Students and faculty within the Health & Behavioral Science disciplines have an ethical obligation to protect patients, peers, and colleagues from harm. Thus, each individual in the institution is ethically bound to understand and adhere to the obligations outlined in Wayne County Community College District's plan.

### 1. Definitions

- A. MDCH - Michigan Department of Community Health
- B. HCW - Health Care Worker
- C. HBV - Hepatitis B Virus
- D. HCV - Hepatitis C Virus
- E. HIV - Human Immunodeficiency Virus
- F. CDC - Centers for Disease Control and Prevention
- G. Health Care Worker (HCW) - Persons, including employees, whose activities involve physical contact with patients or with blood or other body fluids in health care settings.
- H. Infected Health Care Worker - Any health care provider who is infected with HBV, HCV, HIV, or other infectious organisms, which are a potential threat to the health of others.
- I. Exposure - Refers to percutaneous, mucosal, or surgical exposure to the blood or internal body fluids of a patient or HCW. Exposure is not necessarily synonymous with infection.
- J. Invasive Procedures - Surgical entry into tissues, cavities, or organs, or repair of major traumatic injuries associated with any of the following:
  - 1. An operating room, emergency department, or outpatient setting, including both physicians' and dentists' offices.
  - 2. The manipulation, cutting, or removal of any oral or peri-oral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists.
- K. Exposure-Prone Procedures - The CDC has indicated that certain invasive surgical and dental procedures implicated in the transmission of HBV, HCV, and

HIV from infected HCW to patients, despite adherence to the principles of standard precautions, should be considered exposure-prone.

## 2. Purpose

- A. To provide a framework to employees and students regarding the infected healthcare worker in order to assist in meeting their ethical obligations to each other and patients.
- B. To define recommendations for the prevention of transmission of Hepatitis B Virus (HBV), Hepatitis C Virus (HVC), and Human Immunodeficiency Virus (HIV), and to implement Michigan Department of Community Health (MDCH) guidelines on HBV, HCV, and/or HIV infected health care workers.
- C. To compliment the processes and programs of Wayne County Community College District, and specifically address issues applicable for the health care worker infected with a blood borne pathogen.

## 3. Policy

Based on accumulated scientific knowledge of risk and the availability and practice of recommended infection control precautions, prudence dictates that HBV /HCV /HIV infected students/faculty monitor their status while continuing to perform their duties as long as they are functionally capable. The protection of the patient and student/faculty is achieved through strict adherence to the CDC guidelines on standard precautions.

### A. Standard Precautions

- 1. All students and faculty must adhere to standard precautions, including the appropriate use of hand hygiene procedures, protective barriers, and care in the use and disposal of needles and other sharp instruments, to prevent the transmission of blood borne infections.
- 2. Students and faculty must comply with current WCCCD infection control guidelines used in patient treatment procedures.
- 3. Students and faculty who have open lesions or weeping dermatitis of the hands, forearms, or other locations that may contact patients should report to the Program Dean for an assessment and evaluation. Students and faculty with such lesions should refrain from invasive or exposure-prone patient care, and from handling patient care equipment and devices used in performing invasive or exposure-prone procedures until the condition resolves.

### B. Education

- 1. All students and faculty will receive training and updating on barrier techniques, standard precautions, and other scientifically accepted infection control practices appropriate for the tasks assigned.
- 2. Faculty and students will receive training on the appropriate use of engineering controls, medical devices and procedures that further reduce the risk of exposure to the blood and body fluids of either the patient or the faculty/student.

### C. HBV/HCV/HIV Testing and Confidentiality

1. Routine or mandatory HBV /HCV /HIV serologic testing is not recommended.
2. Student and faculty are encouraged to undergo personal assessments to determine their need for testing. These assessments should include known high-risk behaviors, as well as risks associated with health care-related occupational exposure. If they are at risk, students and faculty should seek out their HBV/HCV/HIV status to protect and improve their health and to receive appropriate counseling.
3. All confidentiality laws will be followed to protect the identity of infected students, faculty and their patients.
4. Whenever clearly documented exposures to blood and other internal bodily fluids occur between students, faculty and their patients, counseling will always be requested prior to serologic testing. A student or faculty member who exposes a patient to his or her blood/body fluid is ethically bound to inform the patient of this exposure and to undergo testing as appropriate.

### D. Guidance for Infected Health Care Workers

1. An HBV/HCV/HIV - infected students/faculty are encouraged to seek counseling from his or her personal physician, as needed to better:
  - A. Understand the risk of HBV/HCV/HIV transmission in any invasive or exposure-prone procedure; and
  - B. Receive advice on appropriate special precautions
2. An infected student or faculty member should seek appropriate medical care and periodic evaluation of health status, counseling on the advisability of continuing to work in the health care setting, and information on safer sexual practices and partner notification.
3. An infected student/faculty member should inform his or her physician when there is significant risk of compromised patient care. Their physician must provide written recommendation regarding continued matriculation.
4. Limiting the practice of HBV/HCV/HIV -infected students/faculty is not routinely justified, because of the extremely low risk of disease transmission and the negative consequences of restricting the health care practice. The practice of an infected student/faculty should be evaluated by his or her physician and modified only if there is clear evidence that the student/faculty poses a risk of transmitting infection through an inability to meet basic infection control standards, personal medical conditions, documentation or evidence of previous transmission of blood borne infections, or because the student/faculty is functionally unable to care for patients.
5. Any infected student/faculty that performs invasive or exposure-prone procedures should practice only after the evaluation and with continuous monitoring of their personal physician's recommendations, who act in accordance with this process. An

infected student/faculty who performs invasive or exposure-prone procedures must inform the Program Dean of their status. These individuals will then inform the District Medical Director, who will consider the situation and make recommendations about the clinical practice of the infected student/faculty.

E. Notification of student/faculty HBV /HBC/HIV.

1. When the HBV /HCV /HIV serostatus of an infected student/faculty becomes known, any notification of patients will be considered on a by-case basis taking into consideration whether exposure has occurred, an assessment of specific risks, confidentiality issues, and available resources. Any decision to notify patients will be made by the clinical affiliate in consultation with the District Medical Director, local and state public health officials and the infected student/faculty member, if available.
2. Reporting of these conditions is required by rules as well as law in Michigan.

# Wayne County Community College District Dental Hygiene Program

## MEDICAL INFORMATION

### I. Student Vaccination Policy

#### **"Statement on required vaccinations for participation in the Dental Hygiene professional curriculum:**

Dental Hygiene students are required to provide documentation of current Tetanus vaccination, TB skin test or chest x-ray, and Hepatitis B vaccination prior to beginning the fall curriculum. Students may opt to sign a Declination Form, indicating that they choose not to receive the Hepatitis B vaccination. The Council on Dental Therapeutics of the American Dental Association recommends the Hepatitis B Vaccine for all hygienists. The dental hygiene faculty supports this recommendation and encourages the students to contact either their personal physician for its administration, or their local County Health Department.

All students, all clinical faculty and Supervising Dentists are required to be immunized against Hepatitis B as well as evidence of immunity to measles. Tetanus immunization and current tuberculin skin test (TST).

Students enrolled in the Dental Hygiene Program will be performing exposure prone procedures and will be required to wear safety glasses, gloves, face masks, face shield and protective clothing during all laboratory and clinic activities that produce airborne particular matter, or expose students during dental procedures. An exposure prone procedure is one in which there is increased opportunity for the exchange of blood borne pathogens between the patient and the dental health care provider because of the kind of procedure being performed.

Safety policies, procedures and protocols are taught and followed according to OSHA regulation and CDC standards to provide a safe learning and patient care environment. The program policies on Bloodborne Pathogens and Infectious Disease are available to applicants upon request. Upon acceptance to the program extensive training in this area will occur.

Applicants who have an infectious disease or who are carriers of an infectious disease should seek counsel from their physician and the program dean prior to application. The College will follow CDC suggested work restriction for health-care personnel infected with or exposed to major infectious diseases in health care settings, from the CDC's Guideline for Dental Infection Prevention and Control, available at <https://www.cdc.gov/dental-infection-control/hcp/index.html>.



## **Health History and Immunization Policy:**

All students are required to be immunized against Hepatitis B as well as evidence of immunity of Tetanus/Diphtheria, Influenza, MMR and Varicella. In addition, students must provide documentation of a current negative TB test.

Dental hygiene students are required to submit a Dental Hygiene Program Physical Examination and Immunity Documentation. *This health information is due to the dental hygiene Program Dean on your first day of preclinical in the dental hygiene program.* The following immunizations must be up to date, or the student must provide proof of immunity to each:

- Hepatitis B
- Influenza
- MMR
- Varicella
- Tetanus/diphtheria
- Covid 19 (recommended, but not required, as of 12-18-2024)

*In addition, students must provide documentation of a current negative TB test.* Students who decline the Hepatitis B vaccine must submit a declination form to the dental hygiene program by the end of the first week of the first semester of the of the dental hygiene program (fall semester of the year the students is admitted to the program). A negative TB test and up to date immunizations (listed above) are required of all dental hygiene students.

### **The only exceptions are listed below:**

- **Hepatitis B:** Only students who submit a declination form are exempt from receiving the Hepatitis B vaccine. This form **MUST** be submitted to the dental hygiene program by the end of the first week of the first semester of the dental hygiene program (fall semester of the year the student is admitted to the program).
- **Pregnancy:** Based upon the medical opinion of the student's OB physician, a student who is pregnant may be exempt from the vaccines until after the end of the pregnancy. Written documentation by the student's OB physician must be submitted to the dental hygiene program by the end of the first week of the first semester of the dental hygiene program (fall semester of the year the student is admitted to the program). At the end of the pregnancy, the student has 30 days to submit the required health information which must include documentation of the following vaccines or lab tests: influenza, MMR, tetanus, diphtheria and pertussis, varicella/chicken pox and 1<sup>st</sup> hepatitis B vaccine. In addition, the student must complete the TB test. If the student declines the Hepatitis B vaccine, the declination form must be completed and returned to the dental hygiene program within 30 days of the end of the pregnancy.
- **Allergies:** Based upon the medical opinion of the student's physician, a student may be exempt from any or all of the following vaccines or lab tests due to a documented allergy to the vaccine: influenza, MMR, tetanus, diphtheria and pertussis, varicella/ chicken pox, Hepatitis B or TB test. Written documentation by the student's physician must be submitted to the dental hygiene program by the end of the first week of the first semester of the dental hygiene program (fall semester of the year the student is admitted to the program). The student will be required to provide documentation for all vaccines or lab tests, including the TB test, for which a documented allergy is not provided by the student's physician. If the student declines the Hepatitis B vaccine, the declination form must be completed and returned to the dental hygiene program chair by the end of the first week of the first semester of the dental hygiene program (fall semester of the year the student is admitted to the program).

Students enrolled in the Dental Hygiene Program will be performing exposure prone procedures and will be required to wear safety glasses, gloves, face masks, face shield and protective clothing during all laboratory and clinic activities that produce airborne particulate matter, or expose the students to patients during dental procedures. An exposure prone procedure is one in which there is an increased opportunity for the exchange of blood borne pathogens between the patient and the health care provider because of the kind of procedure being performed. Safety policies, procedures and protocols are taught and followed according to OSHA regulations and CDC Standards to provide a safe learning environment. The program policies on bloodborne pathogens and infectious diseases are available to applicants upon request. Upon acceptance to the program, extensive training in this area will occur.

Applicants who have an infectious disease or who are carriers of an infectious disease should seek counsel from their physician and the Program Dean prior to application. The College will follow CDC suggested work restrictions for health-care personnel infected with or exposed to major infectious diseases in health care settings, from the CDC's Guideline for Dental Infection Prevention and Control, available at <https://www.cdc.gov/dental-infection-control/hcp/index.html>.

## IMMUNIZATIONS

A record of immunizations must be on file at the Dental Hygiene Program before students can start a preclinical/clinical education. Evidence of this required immunization must be given to the Program Dean before starting the Dental Hygiene Program. **DO NOT WAIT TO START YOUR IMMUNIZATIONS!** Because of your contact with patients or infective material from patients, many healthcare workers (HCWs) (e.g.,) physicians, nurses, emergency medical personnel dental professionals and students, medical and nursing students, laboratory technicians, hospital volunteers, and administrative staff are at risk for exposure to and possible transmission of vaccine-preventable diseases. Maintenance of immunity is therefore an essential part of prevention. Evidence of all vaccination is required for continuing the admission process and before preclinical/clinical courses.

Notwithstanding the other requirements, a student may be provisionally enrolled in the first semester of the program if the student has received at least one dose of each specified vaccine prior to registration, and goes on to complete each vaccination series on schedule in accordance with the Centers for Disease Control and Prevention's Recommended Adult Practices (ACIP), American College of Obstetricians and Gynecologists (ACOG), The American Academy of Family Physicians (AAFP), and the American College of Physicians. Enrolled students may not participate in clinical rotational until all vaccinations are complete.

### 1. Immunization Record Form

The immunization record form verified by a physician or nurse practitioner will document:

- The date of each required immunization *or* date of a positive titer result for each with report and lab values attached.

NOTE: If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a clear photocopy of that documentation may be attached to the Physical Examination and Immunization Record form.

## A. Physical Examination

The physical examination form must be completed by a physician or nurse practitioner and must document the applicant's medical history, health questionnaire, and results of a physical examination.

## B. Tuberculosis Screening

An intradermal PPD (Mantoux) "skin" test is required for all applicants. **The PPD must be completed within six (6) months of the applicant's anticipated entry into a health occupations program.** When accepted to a health occupations program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the program.

If the PPD indicates a positive reaction, documentation must indicate the induration of the test site and the applicant must also obtain a chest x-ray or Quantiferon blood test verifying the absence of active disease. **The chest x-ray or Quantiferon blood test must be current within one (1) year of program entry.** The chest x-ray will then be valid for two (2) years while the student is enrolled in the program. Individuals who have received the BCG injection or who have a history of tuberculosis or a positive PPD result should obtain a chest x-ray or Quantiferon blood test rather than the PPD.

## C. Immunizations Required

1. Varicella (also known as "chickenpox") – Must send in proof of 1<sup>st</sup> vaccination (in the series of 2), or proof of adequate antibodies (Titer) to Varicella.
2. MMR (Measles, Mumps, Rubella) – Must send in proof of 1<sup>st</sup> immunization (in the series of 2) or proof of adequate antibodies (Titer) to Measles, Mumps and Rubella.
3. Hepatitis B- Must send in proof of 1<sup>st</sup> vaccination (in series of 3) or proof of adequate antibodies (Titer) to Hepatitis B.
4. Tetanus- Proof of last Tetanus shot within the past 10 years
5. A flu shot will be required for all admitted students prior to the start of the next flu season.

# IMMUNIZATION/TRAINING REQUIREMENTS

## STUDENTS AND FACULTY:

All students and faculty using the college dental clinic facilities are required to submit:

- 📄 Report of Vaccination History
  - With titer results documenting immunity
- 📄 Current **CPR** Certification Card
  - For health care providers
- 📄 Hepatitis B vaccine series
- 📄 PPD Mantoux /TB Test Annually
  - (May require chest radiograph if previously positive PPD Mantoux/TB test)
- 📄 MMR (measles, mumps and rubella)
- 📄 Varicella
- 📄 Tetanus (every 10 years)
- 📄 TB Skin test
- 📄 Health Sciences Orientation (every 2 years)
- 📄 HIPAA Training
- 📄 Prevention of Medical Errors
- 📄 Infection Control Training
- 📄 Human Trafficking
- 📄 Implicit Bias Training

It is the responsibility of each student and faculty member to ensure that the appropriate documentation is in the department files prior to clinical assignments.

### **Hepatitis B Vaccine:**

The ADA and United States Public Health Service have strongly recommended that all dental personnel (dentists, auxiliaries, technicians) acquire the Hepatitis B Vaccine (Heptavax B or synthetic vaccine). Pregnancy is not considered a reason not to acquire the vaccine. All clinical personnel should have themselves vaccinated for protection against contracting a disease that is potentially fatal. It is not possible to determine from a patient's health history if they are a carrier of hepatitis. Every patient must be treated as a potential carrier.

Students and dental clinic personnel are at high risk because of exposure to the number of high risk patients requesting health care delivery in the college dental clinic facility. It is therefore recommended that individual arrangements be made for receiving the Hepatitis B Vaccine. It is critical that asepsis/sterilization procedures be meticulously enforced to protect against hepatitis, herpes, HIV/AIDS, etc.

Students who receive the Hepatitis B Vaccine prior to clinic assignments are *required to sign a statement* (on the back of the Health Sciences Physical Form) indicating that they have been informed about the risks of Hepatitis B and the need for active immunity and are releasing the college of liability in the event they contract the disease.

### **Hepatitis B Vaccine (recumbent)**

Hepatitis B virus is one of at least three Hepatitis Viruses that can cause a systemic infection with major liver complications. Although the primary modes of transmission are through blood and blood products,

viral antigens have been found in saliva, tears, breast milk, urine, semen, and vaginal secretions. Hepatitis B virus is quite stable and capable of surviving for days on environmental surfaces. Infection may occur when Hepatitis B Virus, transmitted by infected body fluids, is implanted via mucous surfaces or introduced through accidental or deliberate breaks in the skin

Person whose work activities involve extensive and frequent contact or potential contact with blood or body fluids containing blood or potential contaminated equipment or other materials, are at risk for Hepatitis B exposure, even when protective apparel is routinely used. It is recommended that persons with healthcare jobs, with potential for blood exposure, receive vaccination against Hepatitis B. Ninety percent (90%) of people who are vaccinated develop and antibody titer that is protective against the disease.

### **Indications**

Hepatitis B vaccine is indicated for immunization against infection caused by the known subtypes of Hepatitis B Virus. The vaccine will not prevent hepatitis caused by other agents, such as; Hepatitis A Virus, Hepatitis C, Hepatitis D, Hepatitis E, or other viruses' known to infect the liver.

Vaccination is recommended in persons three years of age or older, especially those who are increased risk of infection with Hepatitis B Virus, for example; Health care personnel and select patients.

### **Dosage**

The immunization consists of three doses of vaccine which are necessary to achieve the desired immunity. A titer is required after the third dose to confirm immunization.

Initial Dose:	Elective month
Second Dose:	One month after Elective Dose
Third Dose:	Five months after Second Dose

### **Contraindications/Adverse Reactions**

- Hypersensitivity to the yeast or any component of the vaccine.
- Hepatitis B Vaccine is generally well tolerated according to the manufacturer. No serious adverse reactions attributable to the vaccine have been reported during the course of clinical trials involving administration of the vaccine to over 6000 individuals as stated by the manufacturer. As with any vaccine, there is the possibility that broad use could reveal rare adverse reactions not observed in clinical trials.
- Rare localized reactions have included erythema, swelling, and warmth, usually subsided within two (2) days of vaccination.
- Low grade fever (less than 101 degrees F) occurs occasionally and is usually confined to the 48-hour period following vaccination. Although uncommon, fever above 102 degrees F has been reported
- Systemic complications including malaise, fatigue, headache, nausea, dizziness, myalgia, and arthralgia are infrequent and have been limited to the first few days following vaccination. Rashes have rarely been reported.

## Infectious Disease Policy

The WCCCD Dental Clinic is committed to providing quality preventive dental care in a safe environment. Dental healthcare workers have an obligation to provide care to all members of the public who come to the dental clinic for treatment, regardless of a patient's infectious disease status. It is the policy of the WCCCD Dental Clinic that no patient will be denied treatment because of an infectious disease with the exception of those procedures that the Centers for Disease Control and Prevention and the U.S. Public Health Services have determined must be provided in a more controlled environment (for example, active infection with tuberculosis).

To maintain a safe environment and minimize the transmission of infectious disease in the dental healthcare setting, it is the policy of the WCCCD Dental Clinic that standard precautions including, but not limited to gloves, face masks, and protective eyewear will be used during patient treatment.

It is also the policy of the WCCCD Dental Clinic that instrument/items used during treatment are either heat sterilized or disposed of according to the local, state, and federal guidelines regarding waste management.

It is also the policy of the WCCCD Dental Clinic that members of the dental healthcare team providing treatment are required to submit information regarding their health status, including but not limited to infectious diseases and immunizations against infectious diseases such as the hepatitis B virus, measles, mumps, rubella, polio, chicken pox, and tetanus. Proof of recent testing for tuberculosis is also required.

Patients to be seen for treatment the WCCCD Dental Clinic are also required to complete a medical history including, but not limited to information on infectious diseases.

It is also the policy of the WCCCD Dental Clinic that upon review of the information provided, the supervising faculty member may request additional information from the patient's physician prior to the beginning of treatment. All information is treated in an ethical and confidential manner according to professional and governmental standards.

As a patient in the WCCCD Dental Clinic, you are welcome to ask any member of the dental healthcare team, providing your care, to explain these infection control procedures further.



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## Infection Control Practices

### ONE VISION, ONE DISTRICT, ONE COLLEGE



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**NORTHWEST CAMPUS • HEALTH SCIENCE CENTER**  
 8200 W. Outer Drive, Detroit, MI 48219  
 313-943-4010



Healthcare safety is a concern for everyone. We take the responsibility for the safety of our students, patients, faculty and staff very seriously. This brochure has been prepared to help explain the infection control procedures used at Wayne County Community College District (WCCCD).

### Standard Precautions

All procedures performed by our students, faculty and staff are designed to accomplish good infection control with every patient. This is called applying "standard precautions" infection control measures that are the same for every patient.

These include:

- Wearing Gloves
- Changing gloves and washing hands between patients
- Using disposable items that can be thrown out after each use
- Sterilizing or disinfecting instruments and equipment that can be reused

### What We Do

Before you enter the treatment area, the dental unit and chair are cleaned and disinfected. All dental instruments are either sterilized or disinfected, as appropriate for the type of material.



Virtually all instruments can withstand high heat. They are first cleaned and then sterilized by one of the several proven methods that use high heat.



Those few items that cannot be heat sterilized or disposed of after treatment are first cleaned and then disinfected with special disinfectants.

Both of these methods are approved by the Centers for Disease Control and Prevention and the American Dental Association.

### Sterilization of Handpieces

We are pleased to inform you that all of our dental instruments and handpieces are cleaned, lubricated, and heat sterilized between each patient use.

The American Dental Association has recommended heat sterilization of handpieces and other small equipment. Modern technology has made it possible to sterilize all reusable handpieces.

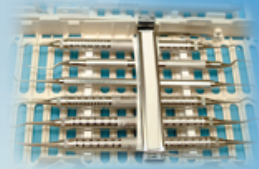
### Checklist for Patients

We care about the health and well-being of all our patients and employees. To prove this for yourself, use the following checklist next time you visit us to note how we perform each item:

- Washing hands
- Wearing protective clothing
- Appropriate sterilization and disinfection
- Providing wrapped and sterile instruments



- Properly disinfecting and sterilizing handpieces



- Using disposable items

- Proper disposal of waste

We are very conscious of using all precautions to promote a safe environment for you.

If you have any questions, please do not hesitate to give the Dental Hygiene Program a call before your next appointment at 313-943-4010. We are very proud of our infection control program and are happy to discuss it with you.





# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

## DENTAL HYGIENE PROGRAM

### POLICIES AND PROCEDURES

#### GENERAL CONDUCT

Professional Conduct is expected in clinic, lab, in class, and in all activities associated with the Dental Hygiene Program at all times, including extramural sites. When students are working with patients or visitors, they will address the faculty and staff in an appropriate and professional manner.

Courtesy is expected towards patients, classmates, faculty, staff, visitors in the dental hygiene facilities and all activities associated with the dental hygiene program.

Honesty is the major characteristic of professional integrity. It cannot be measured in parts, and is either present in its entirety or absent. Honesty expected of all students in the program.

Theft of school property or property of another student constitutes grounds for dismissal.

The privacy of instructor/dean's offices is to be respected at all times. **If the door is closed**, it is safe to assume that s/he is busy at the moment and **should not be disturbed unless it is an emergency**. It is best to leave a note on the door and the instructor/dean will get back to you as soon as possible. The Dean's door is often open, but please be courteous, don't just walk in and begin your conversation.

**Gum chewing** does not reflect professional dignity; therefore, it is not acceptable in class, clinic or any activities associated with the dental hygiene program.

The Health Science Center is a smoke-free facility therefore, smoking is not permitted in the clinic facility, classrooms or any activities associated with the dental hygiene program. If you must smoke go outside and **PLEASE** use appropriate receptacles. Furthermore, as a health professional if you smoke, you are encouraged to seek a smoking cessation program to assist you in quitting. Smoking may affect your future employability as employers, co-workers, and patients frequently object to the odor.

A student may be asked to leave the clinic or classroom if his/her conduct or appearance does not meet professional standards and program policy.

Part-time employment will not be allowed to interfere with the completion of duties and study.

Dental hygiene is considered a profession and dental hygienists are considered professionals. Therefore, students may not accept tips or gifts for services they perform. The Program realizes that a student can develop a warm friendship with a patient in their care. Occasionally, in this type of situation, a patient may offer a gift relating to something she/he and the student have discussed during the previous weeks (i.e.; homemade jam, smoked salmon, etc.). Students may use their discretion regarding this situation, keeping in mind that you are professionals. Absolutely, under no circumstances, are students to accept money. This not only degrades the student, but the entire profession of dental hygiene.



## **CLINIC ETIQUETTE**

Voices in the clinic and reception areas are to be kept at all acceptable level during normal clinic hours.

## **CHILDREN AND GUESTS**

Your children are welcome at appointed times for clinic, but are not allowed otherwise in classroom or clinic areas while the Dental Hygiene student is attending class or clinic.

Students are not to act as "babysitter" to other children in the clinic awaiting an appointment while they are seeing a patient themselves. This is unprofessional and draws attention from the primary patient in the chair.

## **CELL PHONES, SMART WATCHES, LAPTOPS, IPODS, WIFI, etc.**

ALL mobile communication devices must be silenced in the classrooms. If you must receive phone calls or a text message for an emergency situation, use vibrate. However, ALL mobile devices are forbidden in the clinic setting and this means no texting or calling on a cell phone or smart watches in clinic. If you feel you have an extenuating circumstance, you may discuss it privately with the Program Dean.

Laptops may be allowed in some classrooms/courses for note taking, etc.; however, the use of laptops must be restricted to course activities. Any email use, browsing, etc, will result in the loss of laptop use for a determined period of time. Be AWARE that current research shows students with laptops or other electronic device in class earn 5% lower grades than those who do not have these devices.

## **E-MAIL ETIQUETTE/CONDUCT**

Email use is widely accepted, but most of us have typically only forwarded anecdotes rather than use it for business. All email communication will be made through your college email. Listed below is business etiquette to remember when using email as a student in our program.

- 1 Always be brief, yet respectful. Use your full name when initiating an email to a person.
- 2 Brevity is critical in an email. State your intentions and do not use excessive wording.
- 3 Remember that the person on the other end cannot see or hear you; thus, sarcasms can be lost and interpreted as harmful or rude.
4. Always be aware that what you place in writing is a legal document.
5. Complaining about anything in an email needs to be severely monitored. We know that the use of email is a vital link to you, but be very cautious in your conduct amongst yourselves, to the instructors, and to the director.

Remember to error on the cautious side and if you have needs that would be better addressed with a phone call, please let us know WHEN we can call, WHAT your preferential number is, and WHAT it is about so we can meet your needs.

## **STUDENTS AND FACULTY ARE NOT TO BE CALLED OUT OF CLASS OR CLINIC UNLESS IT IS A CONFIRMED EMERGENCY**

### **USE OF A PERSONAL CELL PHONE FOR PATIENT CONTACT/RECRUITMENT**

Since each student is responsible for finding the appropriate patients necessary for their own education in the dental hygiene program, we understand the need to be reachable, nevertheless, the Wayne County Community College District Dental Hygiene program does NOT recommend use of your personal cell phone for contacting patients. There have been compromising situations for students in the past and we want to ensure your safety at all times.

## **ATTENDANCE AND ABSENCES**

No classes within the Dental Hygiene Program are normally excused. ALL classes will meet on days and times specified unless the instructor *has* received prior approval from the Program Dean. We expect you to be available for class Monday through Saturday 8:00am – 5:00pm on a regular basis, occasional evenings and/or weekend events do occur and attendance in these select instances are mandatory. 100% attendance and promptness is expected for all classes, clinic and lab sessions, assigned duties and rotations. Promptness includes reporting early enough to be ready to begin activities or patient care at the beginning of the session.

## **ATTENDANCE EXPECTATIONS**

Each course faculty will establish specific attendance expectations. Permission must be obtained from faculty to leave any classes, clinic and lab sessions, assigned duties and rotations early. Lack of attendance, or appropriate communication related to attendance, will be reflected in the student's final course grade as indicated in the individual course syllabi and in accordance with departmental policy. Two or more absences will result in course failure (If you have two absences in a course that equals an automatic course failure, no exceptions). Extenuating circumstance are the only excused absences. Extenuating circumstances are hospitalization or death of an immediate family member (parents, grandparents, siblings, children or spouse). Documentation from urgent cares and doctors' offices will not be permitted.

## **COMMUNICATING ABSENCES**

When absent for any reason, the student is expected to notify the **appropriate** course instructor and/or the Program Dean prior to the start of class.

## **EXTENDED ABSENCES**

A serious illness, accident, or personal emergency requiring absence from class for an extended period of time will be given individual consideration by the Program Dean and relevant faculty to determine whether the student can reasonably be expected to complete the program requirements. A student may be asked to make-up missed time by extending their enrollment time, repeat a course, or return at a future date and repeat courses to adequately complete program requirements. Students will be assigned an incomplete course grade (I) for any course not completed due to extended absence.

## **RETURNING FROM AN ABSENCE**

It is the student's responsibility to contact all appropriate instructors and arrange time to make-up any missed lab sessions, clinic sessions, or examinations according to the instructor's syllabus.

It is up to each instructor to determine how missed time may be made up. The student will generally forfeit clinic time lost from absence. Prior to the students, return appropriate documentation must be turned into the Program Dean stating the student is safe to return and continue classroom and clinical duties.

## **RESPONSIBILITY FOR MISSED MATERIALS**

The absent student will be identified to fellow students when appropriate. Any class handouts and notes are to be collected by a fellow student. When possible, students should identify a classmate in advance to collect materials on their behalf.

The student is held responsible for all material and knowledge covered during his/her absence. It is the student's responsibility to arrange for a fellow classmate to take notes or tape the lecture (if permitted by faculty) and pick up any handouts.

## **PERSONAL APPOINTMENTS**

It is expected that students will manage personal appointments at times other than during scheduled classes and clinics. Students' schedules are assigned to allow time during the week for personal needs.

## **MISSED EXAMINATIONS / QUIZZES/EVALUATIONS**

There will be **no** make-up quizzes or examinations, unless there are documented extenuating circumstances.

## **PERSONAL PROBLEMS**

When personal situations seem overwhelming and you need help. We hope that you will contact the Program Dean for assistance.

Counselors are available in the Counseling Center; additionally, the Program Dean and Dental Hygiene faculty may be able to assist with referrals or to supply you with other resources. The Dental Hygiene course of study is demanding. You represent a select group with rigid entry requirements that suggest competence and commitment. Do not let a seemingly insurmountable problem that probably can be resolved, stand in the way of your success. We want you to succeed in your chosen profession.

## **USE OF DENTAL HYGIENE FACILITIES**

Students cannot remain in a classroom or clinic area after class hours without supervision by staff or faculty. **USE OF COPYING OR FAX MACHINES BY STUDENTS IS NOT ALLOWED, ASK FACULTY OR STAFF TO RUN COPIES WHEN APPROVED.**

## **ACADEMIC SUPPORT**

Dental hygiene faculty members are available to assist students, by appointment. The assignment of these instructors is intended to facilitate a student's progression through the program and to make them available to address student concerns and discuss future goals. It is the dental hygiene student's responsibility to initiate contact with the assigned faculty member.

## **PAYMENT OF TUITION & FEES**

A minimum of 65% of the full assessment is due at time of registration. Payments may be made via WebGate.

***Wayne County Community College District reserves the right to cancel the registration of any student who does not make required tuition and fees payment within the specified timeframe.***

## **GRADING**

The grading system used by the Dental Hygiene Program clinic and lecture courses is structured as follows, unless indicated otherwise by a course instructor.

93 – 100%	=	A	68 – 74%	=	D
86 – 92%	=	B	68 and under	=	F
75 – 85%	=	C	Incomplete	=	I

## **EVALUATION OF PROGRESS**

Evaluation of student performance is recorded by the instructor in theory, clinical and laboratory settings. Written test results, clinical performance notes, and laboratory practice are utilized by the instructor to document evidence of a student's progress and learning needs.

## **PROFILE OF THE SUCCESSFUL DENTAL HYGIENE STUDENT**

Interviews with our students reveal that those who are successful on Board Examinations have these characteristics:

1. Prepare prior to class periods, including all assigned readings.
2. Establish regular hours of study (study 2-3 hours per credit per week).
3. Review all course material throughout the program transferring knowledge from one course to the next.
4. Follow the course objectives and performance behaviors to guide their study.
5. Seek out challenging clinical experiences.
6. Maintain at least a "C" grade in each class. \*Note Policy & Procedural Manual for course exception for progression.
7. Participate in study groups and/or have a study partner.
8. Take the standardized competency tests and utilize the resources provided.
9. Balance work, home and academic schedules.

It is important that the student assumes full responsibility for his/her own learning and demonstrates it through:

1. Frequent conferences with the instructor at his/her announced office hours.
2. Prompt attendance at all planned learning experiences.
3. Frequent self-evaluation to determine progress towards goals.
4. Meeting with assigned faculty for assistance in course planning and progression.

## **CHEATING**

Intentional deceit during the pursuit of academic course work, tests, class assignments or activities in any testing area, learning center, clinical setting or tutorial session, or in the gathering of research materials is considered cheating. Cheating includes but is not limited to:

- Copying from another student's test paper or knowingly allowing your test to be copied;
- Using materials during a test that are not clearly authorized by the person giving the test;
- Collaborating with another student during the test without permission;
- Knowingly using, buying, selling, offering, transporting or soliciting any of the contents of a test;
- Taking a test for another person, or permitting another student to take a test for you;
- Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course;
- Intentional misconstruing facts or incidents relating to an evaluated exercise or assignment that would change the earned grade;
- Electronic, internet transmissions or wireless transfer of data.

## **PLAGIARISM**

The representation of the work of others as one's own, including the use of term papers written by others is plagiarism. The use of another's words, ideas or information without acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

## **COLLUSION**

Obtaining from or giving to another student unauthorized assistance or material in any course work is collusion.

## **COMPROMISING INSTRUCTIONAL AND TEST MATERIALS/ MISREPRESENTATION/FRAUD**

Unauthorized acquisition, tampering with, or alteration of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructor's offices, tutoring labs, testing areas, assessment areas, secretarial offices, College offices and/or other areas is compromising test materials.

## **STUDENT CODE OF CONDUCT VIOLATIONS**

Inappropriate and/or illegal student conduct that represents grounds for disciplinary action includes, but is not limited to the following:

- Dishonesty, such as knowingly furnishing false information to the College;
- Forgery, alteration or misuse of College documents, records, identification, e-mail or other electronic information;
- Obstruction or disruption of teaching, administration of the College, disciplinary procedures or other College District activities, community service functions or other authorized College District-sponsored activities on or off College premises;
- Physical actions against any person on District-owned or controlled property or at a College/District sponsored or supervised function, or any conduct that threatens or endangers the health or safety of any person. A physical action is an action that results in contact with another, or which places a person in reasonable apprehension of harmful contact;
- Harassment or discrimination of anyone based on race, religion, color, sex, age, height, weight, marital status, national origin, disability, sexual orientation or status as a veteran;
- Psychological actions against any person on College District-owned property or controlled property or at College District-sponsored or supervised activity. A psychological action is any action that terrifies, intimidates, threatens or harasses another, or which places a person in reasonable apprehension of such action. Psychological actions include, but are not limited to: threats, stalking, harassment and discrimination, including the use of e-mail or telephone systems to carry out such action; Theft or damage to property of the College/ District or of a member of the College community or of a visitor to the College
- Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons that can be used to inflict bodily harm to any individual or damage to a building or grounds of College/ District-owned or controlled property;
- Failure to comply with directions of College/District officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so;
- Use of tobacco and tobacco products (smoking) in unauthorized areas;

- Verbal abuse and/or abusive behavior, includes excessive profanity, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically abused;
- Unlawful possession, use, sale, or distribution or being under the influence of any narcotics or other controlled substances or drug paraphernalia, except as may be expressly permitted by law;
- Engaging in lotteries or other forms of gambling on College/ District-owned or controlled property;
- Leaving unattended minor children on College-owned or controlled property or at College/ District-sponsored or supervised functions without making provisions for them to be cared for or supervised;
- Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security;
- Inappropriate use of electronic devices such as smart watches, cellular telephones or any other instrument that might be disruptive in an academic setting;
- Failure to obtain approval from the Campus President or designee, or appropriate administrator for solicitation of any type which involves the College student body, College employees or visitors; posting or distributing information of any kind within the premises of the College; selling of merchandise on College property by a student or a student organization.
- Any form of sexual misconduct.

### **NATIONAL BOARD DENTAL HYGIENE EXAMINATION POLICY**

The approval to take the National Board Dental Hygiene Examination will be granted by the Program Dean once final grades have been posted for the final semester of the Dental Hygiene Program. All dental hygiene courses must be successfully completed with a minimum of a 2.0. Once approved, a student may schedule an exam date.

### **THE COMMISSION ON DENTAL COMPETENCY ASSESSMENTS**

The privilege of taking the CDCA Examination will be extended to those students who, prior to graduation in the judgment of the dental hygiene Program Dean, demonstrate clinical competency at the time that the application is due and making satisfactory progress toward completion of clinical requirements. Those not meeting the privilege will be eligible to take the examination at a later schedule exam date upon completion of all clinical requirements and a grade of “C” or above in all program courses.

### **GRADUATE DEGREE REQUIREMENTS**

1. Academic cumulative grade point average of 2.0.
2. No outstanding clinical requirements.

### **DENTAL HYGIENE LICENSURE**

Graduates of the dental hygiene program are eligible to take the National Board Dental Hygiene Examination and state/regional clinical exams. Successful completion of an accredited dental hygiene

program and appropriate board examinations are required for dental hygiene licensure. Conviction of a felonious act may result in denial of licensure by state licensing agencies.

### **DENTAL HYGIENE BOARD EXAMINATIONS**

The National Board Dental Hygiene Examination is a computer-based comprehensive exam consisting of approximately 400 multiple-choice items, which cover functions that a dental hygienist is expected to perform. Students receive a pass/fail score. State or regional clinical board exams may be required for individual state licensure.

### **GRADUATION PROCEDURES AND REQUIREMENTS**

The Pinning Ceremony along with Commencement signals your accomplishment of the Dental Hygiene Program. The following information will identify the steps you need to follow to ensure all documents are in order.

### **DENTAL HYGIENE PINNING CEREMONY**

The Pinning Ceremony for dental hygiene students is each year (in December) along with the Recognition Ceremony for Allied Health Programs. Dental Hygiene students are also encouraged to attend the formal Commencement Ceremony for Wayne County Community College District that is held annually in June.

The Pinning Ceremony is an important occasion for Dental Hygiene students. The distinctive pin they receive from their school symbolizes professional achievement.

### **APPLICATION FOR DEGREE**

Sixth semester students in the Dental Hygiene Program must follow WCCCD procedures and timelines to apply for degree. Eligibility to participate in commencement exercises hinges upon meeting degree completion requirements.

Prior to the semester the student intends to graduate, he or she must:

- Be officially admitted to the program or their major,
- Obtain and complete an application for graduation,
- Submit the completed form to a counselor, Program Dean, or Chief Academic Officer for review.

Note: The signature of the counselor, program dean, or Chief Academic Officer indicates that they have reviewed the graduation requirements with the student.

It is the student's responsibility to coordinate all degree requirements for completion with the appropriate counselor, advisor, or academic department. If the student does not complete the graduation requirements outlined in the semester requested on the application, he or she must file another application in a subsequent semester and **pay a new graduation application fee**. The District Records Office will send a letter to the student acknowledging receipt of the application for graduation and indicating that the student has been placed on the roster for the next graduation ceremony.

For additional information about graduation requirements, please visit the Admissions and Records Office at the Northwest Campus in the Welcome Center or [www.wcccd.edu](http://www.wcccd.edu).

## **GRADUATION WITH HONORS**

Students who complete degree requirements with exceptionally high scholastic averages are eligible to receive degrees with honors. Those who have earned a grade point average of 3.75-4.00 are eligible to be graduated Summa Cum Laude; a grade point average of 3.50-3.74, Magna Cum Laude; a grade point average of 3.25-3.49 Cum Laude. In computing the grade point average, all courses taken at Wayne County Community College District are considered.

## **REGISTERED DENTAL HYGIENE LICENSURE**

Successful completion of all of licensing examinations allows Wayne County Community College District dental hygiene program graduates to practice as an RDH. The following information will assist you.

## **APPLICATION FOR REGISTERED DENTAL HYGIENE LICENSURE**

Students receive information about application for licensure during the sixth semester of the Dental Hygiene Program. The Dental Hygiene Program Dean certifies each applicant as having met Dental Hygiene Program requirements following completion of the sixth semester and determination of grades.

## **REQUEST FOR TESTING MODIFICATION ON LICENSURE EXAMINATION**

Students who require accommodations during testing situations are able to request testing modifications when making application to take the CDCA and National Board.

## **EQUIPMENT MAINTENANCE**

Each student is responsible for maintaining a neat work area in all labs and clinics. All equipment must be returned to its place at the conclusion of the clinic or lab session. Personal items must be stored in the student's locker at the end of each clinic session. Disregard for the school's facilities will be brought to the student's attention in a conference.

## **STUDENT PARTNERS**

First year and second year students are paired with a partner for lab courses. Clinic activities/assignments are given to student partners throughout the program. Students will also be assigned in partners for clinical courses/sections.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

As a student in a dental program at Wayne County Community College District, we are committed to protecting and securing your privacy. Please take note of the following policies that were developed to help us with this intent:

The Family Educational Rights and Privacy Act of 1974, FERPA is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational/financial records.

WCCCD accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from the student's educational/financial records without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency



in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the WCCCD community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These members include personnel in the Offices of Admissions and Records, Student Services, and academic personnel within the limitations of their need to know.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Vice Chancellor of Student Services in writing within two weeks after the first day of class for the semester.

Requests for nondisclosure will be honored by the institution for only one academic year. Therefore, authorization to withhold Directory Information must be filed annually with the Vice Chancellor of Student Services. Forms utilized to make this request are available in the Office of Admissions and Records at all campus locations. For additional information regarding the Family Education Rights and privacy Act please visit our website at [www.wcccd.edu](http://www.wcccd.edu) and reference the Student Handbook.

### **PHONES MESSAGES**

Students must sign a written release to allow staff and faculty members to leave private messages on your telephone # (such as class is cancelled, your patient cancelled...).

### **PHONES USE**

Students **MUST** use the clinical dental phone for **ALL** patient phone calls. Students **ARE NOT** to give patients their cell or home phone numbers.

### **REFERENCES**

Students commonly ask instructors or staff members to be a reference for them for such things as obtaining scholarships or employment. Students must inform the faculty first that they desire them to be a reference and must also sign a "consent to release" information form prior to the instructor or staff member revealing any information about you.

### **VISITORS**

Wayne County Community College District staff and instructors will NOT reveal to visitors or phone requesters that you are enrolled in a course or that you are present that day. They will also not come to get you for a visitor or tell the visitor where you can be found. If you are expecting a phone message or visitor, other than a patient who has been who has been assigned to you, you should inform the program dean, clinic coordinator, or appropriate faculty to give them permission to share your location etc.

### **THIRD PARTY DISCUSSIONS**

A staff member or faculty will not discuss any information about your grades, attendance or other private information when you are with another person, unless you specifically give permission at the time of the occurrence.

## **HIPAA**

Student must be aware of fines for breaking HIPAA regulations up to \$250,000 and/or 10 years in prison. Students that violate HIPAA in the dental hygiene clinic may be subject to dismissal from the dental hygiene program. HIPAA violations subject to dismissal: falsifying a patient's chart, taking a patient's chart out of the clinic, tossing patient's personal protected information in the trash, copying or taking pictures of a patient chart. This list is not all inclusive, please make yourself aware of HIPAA regulations, as violations may lead to program dismissal.

## **FLEXIBILITY STATEMENT**

Schedules of classes and calendars may be changed in response to institutional, weather or class problems that may arise that are beyond control. Please refer to the specific course syllabi and/or instructor when changes must occur. The College may be closed due to weather, electrical, etc. Please check your phone or radio/TV stations for College announcements.

## **REGISTERING FOR DENTAL HYGIENE PROGRAM COURSES**

The dental hygiene program is a closed program, meaning only a certain amount of accepted students can register for the specialized courses. In order to see clinic patients at the beginning of each term, the student **MUST** have officially registered for the clinic/lab courses. This is the only legal way a student can deliver dental hygiene procedures to the public.

## **SCHOOL CLOSURE**

School closure due to inclement weather will be announced over local television and radio stations and posted on Wayne County Community College District Website. It is your responsibility to contact your patient if the College is closed or if you are unable to come to school. Missed clinic days due to weather will not be made up, unless the college deems necessary.

## **STUDENT SCOPE AND SETTING OF DENTAL HYGIENE PRACTICE**

A dental hygiene student is not allowed to practice dental hygiene skills outside Wayne County Community College District educational facilities. Students must be officially registered for clinical courses in order to practice patient care during Wayne County Community College District scheduled clinical course hours.

## **USING DEPARTMENT TELEPHONES**

The telephones in the department or clinic are not for personal calls (exceptions will be made when circumstances occur related to course or clinic work). Personal cell phones and smart devices **MUST** be turned off during all clinic and class sessions and at off campus site sessions. Any personal phone calls made on cell phones should occur outside of the dental hygiene department areas during non-clinic/class time.

## **RESOURCES**

### **WCCCD PUBLICATIONS**

The following publications are published for student information:

### **COLLEGE CATALOG**

The College Catalog is a book containing course descriptions, certificate and associate degree requirements, and policies and general information about the District. The catalog is published every two years and can be found on our website at [www.wcccd.edu](http://www.wcccd.edu).

## CLASS SCHEDULE

The class schedule booklet is published prior to each semester, and includes a listing of classes, sections, dates, times, instructor names and meeting places for each campus that semester. This booklet is used for preparing your class schedule each semester. The class schedule can be found on our website at [www.wcccd.edu](http://www.wcccd.edu).

## STUDENT HANDBOOK

The WCCCD Student Handbook is a valuable guide for information about policies, services, and programs offered through WCCCD. Students can obtain a copy of the Student Handbook online at [www.wcccd.edu](http://www.wcccd.edu).

## LINKS TO PROFESSIONAL ORGANIZATIONS

There are many links that provide added information about the practice of Dental Hygiene, professional standards and best practices. Dental Hygiene faculty will integrate such content in class discussions and clinical assignments. Below is just a sample of the many you will access as you progress through the Dental Hygiene Program.

<b>ADHA</b> America Dental Hygienists' Association <a href="http://www.adha.org">www.adha.org</a>
<b>ADEA</b> American Dental Education Association <a href="http://www.adha.org">www.adha.org</a>
<b>Dental Hygiene Education</b> <a href="http://www.dhed.net">www.dhed.net</a>
<b>American Academy of Periodontology</b> <a href="http://www.perio.org">www.perio.org</a>
<b>Arestin</b> <a href="http://www.arestin.com">www.arestin.com</a>
<b>CDC</b> U.S. Centers for Disease Control and Prevention <a href="http://www.cdc.gov">www.cdc.gov</a>
<b>ADA</b> American Dental Association <a href="http://www.ada.org">www.ada.org</a>
<b>Dental Advisor</b> <a href="http://www.dentaladvisor.com">www.dentaladvisor.com</a>
<b>MDHA</b> Michigan Dental Hygienists' Association <a href="http://www.mdhatoday.org">www.mdhatoday.org</a>
<b>Crest and Oral B</b> <a href="http://www.dentalcare.com">www.dentalcare.com</a>
<b>Medline Plus</b> <a href="https://www.medlineplus.gov/">https://www.medlineplus.gov/</a>
<b>NIH</b> National Institutes of Health <a href="http://www.nih.gov">www.nih.gov</a>
<b>AndyRDH</b>

## **COLLEGE CATALOGUE**

The following topics can be viewed in the College catalog and online. All college policies apply to the Dental Hygiene Program and all of its courses.

- Admission Criteria
- Admission Procedure
- Transcripts
- Transfer Credits
- Costs
- Financial Aid
- Registration
- Tuition and Fees
- Refund Policy
- Transfer Programs
- Articulation
- Transfer Procedures

## **ACADEMIC POLICIES**

- Grading System
- Disputed Final Grade Policy
- Academic Status
- Graduation Requirements
- Commencement

## **REGULATIONS**

### **STUDENT RIGHTS & RESPONSIBILITIES:**

- Regulations and Rules of Conduct
- Integrity of Academic Work
- Student Complaint and Hearing Process
- Disability Services

### **SAFETY AND SECURITY**

- Law Enforcement on the Campus
- Reporting Criminal Activities/Emergences
- Maintenance/Security of Campus Facilities
- Crime Statistics
- Sexual Harassment
- Parking Regulations
- Drug & Alcohol Guidelines and Resources

## **COLLEGE FORMS**

Students will be responsible for all necessary paper work associated with the College. i.e. Drop & Add, Withdrawal, and Graduate Applications.

## **COMPUTER REQUIREMENTS/USAGE**

Students will be required to use E-Learning, Microsoft PowerPoint and Microsoft Word, E-mail and the Internet on a routine basis to complete program requirements throughout the program. Check individual instructor's syllabus for additional criteria.

## **CONFERENCES**

The faculty throughout the program will arrange periodical conferences with students and faculty members. This time may be scheduled either during lab or clinical times or outside of class time. One or more faculty members may meet with each individual student. Students may request to schedule a conference with faculty members as needed.

## **PROFESSIONAL PARTICIPATION/SERVICE LEARNING/LUNCH & LEARNS**

Students will be required to participate in service learning activities, lunch & learns and attend various functions. Some of these experiences will be part of course activities for grades, and many for the student's own personal gratification without grades or bonus points. Lunch & Learns are mandatory. Most of the participation will be off campus and out of class time.

## **OTHER EDUCATIONAL ACTIVITIES**

Students are expected to participate in activities outside scheduled class time. These activities are organized to promote professional development. Expenses such as travel, meals, course fees and any other expenses are the student's responsibility. Required activities may include professional conferences, guest lectures and participation in service activities.

## **LOCKER ROOM FACILITIES**

1. The locker rooms are shared with other dental program students and cooperation among students is expected.
2. Each student is responsible for purchasing their own combination lock. Lockers must be kept locked at all times. Wayne County Community College District is not responsible for lost or stolen articles.
3. Language in the locker rooms must be professional i.e. no slang or vulgarity.
4. Please only use magnets on locker, please refrain from using stickers (it's only your locker for 2 years).
5. Students are responsible for cleaning their lockers at the end of the Summer of their second year.
6. Daily cleanliness of the locker room is the responsibility of the students.
7. Do not leave food in the locker room or locked in your locker.

## **SCHEDULE CHANGES**

Each instructor has the discretion to alter a course schedule and assignments/testing/evaluations to benefit the learning process and increase student success.

## **STUDENT SERVICES, OPPORTUNITIES AND CONTACTS**

Check the current college catalog for a complete listing to all students. These include but are not limited to: financial aid, transfer, student's rights, learning L-disabilities, and sexual harassment.

## **STUDENT ETHICAL BEHAVIOR AND RULES**

Students will participate in an open forum discussion of ethical behavior and rules that they will live by over the duration of the program.

## **TESTS/QUIZZES/EVALUATION TOOLS**

You are responsible for checking with the instructor as to when the missed test will be available for the student to take. Tests/quizzes missed must be made up within one week of return. Tests/quizzes will only be available for make-up if there are documented extenuating circumstances.

## **TRANSPORTATION**

You must provide your own transportation to the College plus various community professional agencies, clinics, seminars, service learning sites and institutions as required by specific Dental Hygiene courses.

## **GRADUATION AND SPECIAL RECOGNITION CEREMONY**

Those students who will be eligible for their Associate of Science degree in dental hygiene may apply for graduation. The graduation ceremony will be conducted at the end of the spring semester. Applications must be filed with the Student Services Department and the published deadline must be adhered to. Students when they have completed all program coursework may participate in the College Wide Special Recognition Ceremony.

In order to graduate from the dental hygiene program with an Associate of Science degree in dental hygiene the student **MUST** pass **ALL** required coursework with a “C” grade or better and are then eligible to take the National Dental Hygiene Board Examination and the Commission on Dental Competency.

## **PATIENT REQUIREMENTS**

Each student will be required to successfully complete an assigned minimum of procedures with patients in specified Dental Hygiene clinical courses. It will be the student's responsibility to provide his/her own patients as well as college clinical patients that meet stated criteria for the clinical courses. See individual course requirements.

Students will be required to be patients for each other throughout the program. See individual clinical course syllabi.

## **CLINICAL RECORDS**

Clinical records are the property of Wayne County Community College District Dental Clinic and are retained by the clinic. No patient record or radiographs are to be scanned, copied, emailed or removed from the dental hygiene clinic without faculty authorization. Students who fail to comply with this policy maybe dismissed from the program.

## **DISABILITY STATEMENT**

If a student has a learning disability the student must submit appropriate documentation to the Access Department.

## **PROFESSIONAL PORTFOLIO**

Students will develop a professional portfolio, which reflects their development, best work and accomplishments for the entire program. The portfolio will store documents needed for license and professional development. The faculty will provide information regarding what should be considered for inclusion. In addition, the professional portfolio allows the program to determine whether program goals and student competencies are being met. The professional portfolio is a requirements for graduation, will follow the student from first year, through graduation and into their professional career.

## **MENTORING**

Each student will be regularly meet with the Dental Hygiene faculty and/or Dean/Associate Dean. Schedules will be provided to students of the advising sessions. These sessions are to assist with staying on task, developing study skills and tracking their progress in the program.

## **OUTSIDE EMPLOYMENT**

Students are discouraged from engaging in outside employment during the academic year. Students who choose to work must meet all school commitments and responsibilities. Work schedules must be adjusted to accommodate class schedules and program requirements.

## **CAMPUS REPRESENTATION**

Each student is a “representative” of Wayne County Community College District and the Dental Programs. Unethical or unprofessional conduct is cause for dismissal from the program. Students are to be guided by the Code of Ethics of the American Dental Hygiene Association, the Dental Hygiene Code of Ethics, Wayne County Community College District and the State of Michigan Practice Act. Unethical and/or unprofessional conduct will be grounds for dismissal. Unprofessional conduct will be discussed in further detail in individual course material.

## **CONFIDENTIALITY**

By law, all information contained in a patient’s dental record is considered confidential. Information obtained from patients or their doctor is considered confidential. Similarly, cases discussed or presented during class or laboratory sessions are done in a manner that promotes the educational value of the case while maintaining the confidentiality of the patient. Confidential information **MUST NOT** be disclosed to unauthorized individuals. To disclose such information is sufficient cause for immediate dismissal form the program. Prior to provision of any patient care, each student will be required to participate in the Wayne County Community College District Dental Department HIPAA Training Program.

## **CHART MANAGEMENT**

Patient charts are to remain confidential at ALL TIMES. Students are not allowed to take print, scan or email copies of charts. When you are not actively viewing a patient’s chart the monitor should be turned off or minimize the screen for patient privacy. Students are not to view the charts of patients they are not treating. When you are done with a patient’s chart be sure to close out their chart on the computer.

## **CONFERENCE AND EVALUATIONS**

Individual student conferences are scheduled periodically with the student’s mentor or individual course instructor. The conferences are for the benefit of the student. They are designed to give the student an evaluation of his/her progress and to supplement student-instructor dialogue.

## **DISMISSAL**

The following problem areas may result in dismissal from the program if appropriate counseling fails.

1. Non-completion of course requirements. The dental hygiene curriculum is offered in a sequential format; the student may register for courses only in sequence, and with department approval.
2. Negligent clinical performance.
3. Unethical or unprofessional conduct (including plagiarism, cheating or falsifying clinical records, altering charts or grade sheets).
4. Unauthorized disclosure of confidential information.

5. Miss handling of patient's personal protected health information.
5. Excessive absenteeism or tardiness, which affects student performance.
6. See Policy and Procedures for Promotion in regards to academic dismissal and program withdrawal.
7. Failure to comply with a reasonable directive from any Wayne County Community College District faculty, staff or clinical site supervise/representative.



**WAYNE COUNTY COMMUNITY COLLEGE DISTRICT**  
**DENTAL HYGIENE PROGRAM**  
**PREGNANCY POLICY**

Exceptions can not be guaranteed for a student who becomes pregnant during her enrollment in the dental hygiene program. Because of various potential health hazards, pregnancy while in the Dental Hygiene Program is discouraged.

If a student cannot participate in some element of required clinical education (i.e. Local Anesthesia), it will be her/his responsibility to arrange an appropriate patient substitute for required clinical sessions.

Evaluation will be made as to the student's ability to continue, based upon the amount of time lost. If the Program Dean feels that the student will be unable to complete requirements within the allotted time frame, the Program Dean may suggest that she/he withdraw or take a leave of absence from the program. When the student feels she/he would like readmission to the dental hygiene program, she/he may then reapply for re-entry.

**Policies Applicable to a Pregnant Student**

**I. Purpose:**

To facilitate the timely completion of Allied Health and Nursing ("Health Science") Programs the College will maintain a record of working with pregnant students to enable them to complete didactic courses, clinical rotations and clinical competency requirements with minimal disruption of planned schedules. The College will make pregnant students aware that the Programs will ensure equitable didactic and clinical experiences during pregnancy.

**II. Regulations Pertaining to Clinical Practicum:**

**A. Possible Radiation Exposure**

Program accreditation requires that a licensee's policy for pregnant students is in compliance with current Nuclear Regulatory Commission (NRC) regulations. Under such regulations, the "licensee" is the clinical facility that holds the NRC license to use reactor-produced radioactive material. In the context of our Programs, the licensee is the site of a student's clinical education and any on campus component of a program where there is a potential for fetal/embryonic exposure to radiation, such as with x-ray equipment. The regulations pertain to declared pregnant women. According to 10 CFR 20.1003 <https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1003.html>, declared pregnant woman means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

While, according to the NRC, a pregnant student is not required to declare her pregnancy the student who wishes to do so should complete the attached form and submit it to the Provost of

Health Science. The Provost will in turn submit it to the designated person at the on campus instructional site or clinical site where the student is assigned. At that time the on campus program or clinical affiliate will institute the necessary procedures to ensure compliance with 10 CFR 20.1208, namely, that “the licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy due to occupational exposure of a **declared pregnant** woman does not exceed 0.5 rem (5 mSv).” As stated above, the **declared pregnant** woman must provide an estimated conception date; this information enables the clinical affiliate to estimate the dose to the embryo/fetus that was likely received prior to declaration.

If the declared pregnant student completes her clinical practicum at multiple clinical facilities she must declare her pregnancy at each site to ensure continuous, coordinated, monthly exposure monitoring to herself and her embryo/fetus throughout the period of pregnancy.

The College supports a woman’s right to privacy and is committed to ensuring compliance with NRC regulations. However, the College strongly urges a pregnant student In Health Science Programs to formally declare herself as pregnant so she and the embryo/fetus will benefit from additional radiation safety education and heightened radiation safety practices. Note that the discussion with the Program Dean or clinical faculty does not constitute declaration of pregnancy. Only a signed, formal statement to that effect will suffice.

## **B. Nitrous Oxide Use Policy**

The purpose of the Nitrous Oxide Policy is to establish procedures and guidelines to protect the health and safety of those students who may be exposed to Nitrous Oxide. This will minimize exposure to concentrations of Nitrous Oxide which exceed recommended exposure limits established by the National Institute of Occupational Safety on Health (“NIOSH”).

Waste anesthetic gases, although not yet covered by federal regulations, have long been recognized as health hazards to operating room and dental personnel. Nitrous Oxide enters the body by inhalation and is readily absorbed through the lungs and transported throughout the body. Short term or acute exposure to Nitrous Oxide may cause headaches, nausea, fatigue and irritability. Long-term or chronic exposure is suspected of causing serious health problems, including, increased incidents of spontaneous abortions, congenital abnormalities and liver, kidney and nerve disorders.

Many different materials are used along with Nitrous Oxide to anesthetize patients (and in this case animals), but for ease of monitoring the Nitrous Oxide component of anesthetic gas mixtures is generally regarded as an indicator or exposure. For a normative mixture of waste anesthetic gases, if the concentration of Nitrous Oxide is less than a 25 ppm time-weighted average (TWA), it is assumed that the levels of other gases are acceptable.

Personnel who are pregnant or are expecting to become pregnant should not work in areas where Nitrous Oxide is used unless exposure monitoring has shown that Nitrous Oxide levels do not exceed a TWA of 25 ppm. Chronic exposure to Nitrous Oxide in excess of 50ppm has been shown to increase the probability of spontaneous abortion and decrease the probability of conception. Brief exposure above 50ppm has not been demonstrated to adversely effect women’s health, however.

The College encourages students exposed to Nitrous Oxide (principally in the dental, veterinary technology and surgical technology programs) to declare for pregnancy by completing the attached form and submitting it to the Provost of Health Science. The Provost will in turn submit the form to the designated person at the on campus instructional site or clinical site where the student is assigned. At that time, the on campus program or clinical affiliate will institute necessary precautions to ensure that exposure to Nitrous Oxide is less than a 25ppm time-weighted average.

### **III. Declaration of Pregnancy:**

A pregnant student is not required to declare her pregnancy. If a student chooses not to declare pregnancy she will have the option to continue in the program without modification. Additionally, a declared pregnant student also has the right to continue in the program without modification.

The program urges that high safety standards be maintained by a declared pregnant student for her welfare and that of the embryo/fetus. The program is committed to working with a pregnant student to make every effort to allow her to complete course requirements as originally scheduled. As her wellness permits, a declared pregnant student shall continue her course work in the professional program as usual. Exceptions to this must be accompanied by a physician's note.

For the general purpose of educating all female students in the Health Science Programs foregoing practices will apply for the declared pregnant student with respect to her clinical practicum experience involving possible radiation and nitrous oxide exposure. This policy should be included in all college documents with information on Health Science Programs (catalog, student handbook for programs, admission packages etc.)

## **Third Party Complaints and Comments**

The Wayne County Community College District Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation.

A copy of the Standards can be obtained through the Commission.

If you have a complaint or comment pertaining to the established Standards set forth by the Commission as they relate to the current Wayne County Community College District Dental Hygiene Program, they can be directed to the:

American Dental Association Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611  
Tele: (312) 440-2500

These comments or complaints are due in the Commission's office no later than 60 days prior to the stated site visit.

## **Complaints:**

The Campus Administration maintains a file to document student complaints. Any dental hygiene student may submit a formal complaint to the Campus Administration and/or the Commission on Dental Accreditation. Complaints must be in writing and include the following.

- Complaint must be signed.
- Complaint must be appropriate in that alleged program “is not in substantial compliance with Commission Standards” or the” ... situation is of a continuing and pervasive nature, as opposed to an unfair or arbitrary act of an individual or isolated nature.”

**To submit to the Campus Administration, the student can submit a student inquiry form to the Campus Administration (see attached Student Inquiry Form and the Student Inquiry Process).**

**To submit to the Commission on Dental Accreditation mail to:**

**Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, Illinois 60611**

### **Statement from Commission Evaluation and Policies/Procedures:**

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



## Wayne County Community College District

### *Career/Transfer Programs*

### *Criminal History Check Procedure*

#### Overview

Students enrolling in various career/transfer programs at Wayne County Community College District (WCCCD) who are required to complete clinical rotations in health care facilities, working with children and/or various public safety agencies may be requested to provide a criminal history check without fingerprints. This criminal history check may be required by law, a requirement of the clinical/practicum/fieldwork location and/or a profession standard of practice. Therefore, those students enrolled in these career/transfer programs must obtain a criminal history report from the website [www.CastleBranch.com](http://www.CastleBranch.com).

After arriving at the website, click on “Student” and then enter AY35 as your code and you will be directed to a page that lists the type of criminal background checks that you will request. The current cost is \$33.00. Payment options are detailed on the website.

The Program Dean will then be able to view the report any questions related to Wayne County Community College District’s criminal history check procedure should be referred to the appropriate program coordinator or director.

Please sign the “Criminal History Background Check” form at the back of this document and submit to the Program Dean.

#### **Based Upon Michigan Law**

Students applying for admission to the Dental Hygiene Program will be subject to a criminal background check, the results of which could preclude an applicant from admission to Wayne County Community College District's Dental Hygiene Program on the basis of any of the following:

- A felony conviction, or conviction for an attempt or conspiracy to commit a felony within the past 15 years
- Any misdemeanor conviction involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years . Any misdemeanor conviction involving fraud or theft against a vulnerable adult.

It is possible to graduate from a program at Wayne County Community College District but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment.

## **Dental Hygiene Program**

### **Wayne County Community College District**

The Dental Hygiene Program teaches all functions allowed by the Michigan State Practice Act. All are taught to clinical competency except the following which are taught to laboratory competency; placing and removing sutures and placing and removing periodontal dressings.

## **CRITERIA FOR SUCCESSFUL PROGRAM COMPLETION**

1. All students must complete the courses in the curriculum set forth by the program in sequence and with final grades of “C” or better, in order to graduate from the program.
2. All students must complete the general education requirements set forth by the College before they will be awarded the Associate of Science Degree in Dental Hygiene.
3. All students must pass appropriate program requirements before being eligible to sit for the National Board Dental Hygiene Examination and the Commission on Dental Competency Assessment.
4. All students must participate in a minimum of 80 hours of community service hours before being eligible for graduation.
5. Students must successfully complete all dental hygiene program competencies, clinical requirements, portfolio review, OSCE exams, and possess the knowledge, skills and abilities necessary to perform their job at a level expected of a licensed professional before graduating and being certified to take the National and State Board examinations.



## **CODE OF ETHICS FOR WAYNE COUNTY COMMUNITY COLLEGE DISTRICT DENTAL HYGIENE PROGRAM**

- To provide oral health care utilizing highest professional knowledge, judgment and ability;
- To serve all patients without discrimination;
- To hold professional relationships in confidence;
- To utilize every opportunity to increase public understanding of oral health practices;
- To generate public confidence in members of the dental health professions;
- To recognize and uphold the laws and regulations governing this profession;
- To maintain professional competence through continuing education;
- To exchange professional knowledge with other health professions;
- To represent dental hygiene with high standards of personal conduct.

# **Wayne County Community College District Dental Hygiene Program**

## **QUALITY ASSURANCE PLAN FOR PATIENT CARE**

An ongoing comprehensive quality assurance plan has been implemented to ensure that the Department of Dental Hygiene adheres to certain standards of care. These standards have been identified as our guiding principles of patient care. The plan encompasses several components: Clinical Treatment, Patient Satisfaction, Chart Audits, Infection Control and Radiology. These components will be continually reviewed to identify deficiencies, to implement corrective measures, and evaluate the effectiveness of the corrective measures. A multi-level approach will provide a thorough assessment of the quality of care provided to our patients.

## **WAYNE COUNTY COMMUNITY COLLEGE DISTRICT DENTAL HYGIENE GENERAL STANDARDS OF PATIENT CARE**

1. Patients will be provided with preventive and therapeutic dental hygiene services as deemed appropriate by the Dental Hygiene Faculty.
2. Patients or patient guardians will receive written information about college and clinical policies and the Patient Rights and Responsibilities.
3. A thorough medical history will be gathered prior to treatment and will be reviewed at each appointment. Changes will be documented. Modifications of treatment as a result of new findings will be documented.
4. Patients will be provided with a comprehensive intra and extra oral examination. A complete examination will be performed, including: dental charting (for restorations and pathology), periodontal assessment, radiographs and other data collection procedures to assess the patient's needs. All patients will receive an oral cancer exam. The patient will be informed of any suspected pathology and will receive an appropriate referral from the Supervising Dentist.
5. Patients will have their oral hygiene evaluated, utilizing the criteria stated in the Clinic Manual, and including a Periodontal Diagnosis, amount of calculus, plaque and stain present, probing depth and clinical attachment level. Patients will be notified in writing of their periodontal disease status.
6. Patients will be presented with a Treatment Plan, determined by an analysis of the diagnostic data collected. Patients will be advised of benefits/risks and alternatives to treatment.
7. The Treatment Plan will include prevention, health promotion and education strategies that include as a minimum: access to fluoridation, oral hygiene instruction for self care, and tobacco cessation. Patients with identified risk factors associated with oral disease(s) will receive patient education, referral, and or training to reduce or eliminate risk factors.

8. At the completion of treatment, patients identified with risk factors for periodontal disease that can be modified by a student; such as oral biofilm, calculus, and stain will have been reduced or removed.
9. Patients will be satisfied with the quality of care they received in the Dental Hygiene Clinic.
10. The patient record will contain radiographs, services rendered, assessments, recommendations and an individual treatment plan. The patient record shall remain confidential.
11. Infection control measures mandated by OSHA will be followed.
12. Radiation procedures, protective measures and record keeping will comply with the Michigan State Department of Health and Radiation Safety.

# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT DENTAL HYGIENE PROGRAM

## SPECIFIC STANDARDS OF PATIENT CARE

### GENERAL STANDARDS

1. Patients will have equal access to care without discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, disability, veteran status, IDV status, or sexual orientation.
2. Patients of the dental hygiene clinic will have their treatment needs carefully assessed and will be given sufficient information to make knowledgeable decisions about their oral health care.
3. Prospective patients requiring emergency care for acute pain will be provided with a referral to the University of Detroit-Mercy School of Dentistry, Detroit Receiving Hospital, the University of Michigan School of Dentistry or their dentist of record.
4. Prospective patients will receive a thorough assessment examination where the patient, if accepted for treatment, will receive:
  - a. a statement of patient rights and responsibilities.
  - b. an estimate of dental needs.
  - c. an estimate of the time required to complete treatment and the cost of that treatment.
  - d. answers to questions about clinical procedure.
5. Patients will receive comprehensive care. If timely care cannot be provided by a student, the patient will be provided an appropriate referral.
6. Treatment will follow a sequenced treatment plan, which is reviewed with the patient at the beginning of the appointment sequence.
7. Patient care will be provided in a safe environment. Patients will receive treatment in an environment consistent with current and accepted infection control procedures. Provisions for managing medical and dental emergencies will be maintained.
8. Patients of record in the dental hygiene clinic will be referred to the University of Detroit-Mercy School of Dentistry, University of Michigan School of Dentistry their dentist of record for emergency palliative care.
9. Patient care will be monitored to help assure appropriate periodic dental recall visits to help patients sustain oral health.
10. Prescribed medications, instructions, and dosages will be noted in the patient record.
11. Patient care will be performed consistent with principles of informed consent.

12. Patient care will be evaluated to assure quality patient care outcomes.

## **PATIENT EXAMINATION**

1. All patients will have recorded a complete medical dental history that addresses:
  - a. any chief complaint(s) and history of the present complaint.
  - b. any acute or infectious disease.
  - c. any positive findings from the health questionnaire.
  - d. all medications and allergies.
  - e. any pertinent social and behavioral history.
  - f. any pertinent family history.
2. The complete medical/dental history will be updated at each recall interval, and the patient will complete a new health questionnaire when indicated.
3. Appropriate medical alert information will be noted on the patient health history to preserve patient confidentiality.
4. Patients will receive a comprehensive medical and oral evaluation based on historical information, observation, and vital signs (BP, pulse rate/character, respiration rate/character). This information will be updated at each appointment and at the recall interval.
5. Patients will receive an initial oral-facial examination and periodic examinations at the recall interval as long as the patient maintains the professional relationship with the dental hygiene clinic.
6. Appropriate radiographs and diagnostic casts if applicable, will be obtained as a part of the diagnostic and treatment-planning phase.
7. A problem list and diagnoses will be created for each patient and integrated into the treatment plan. Patients will be informed of their diagnosis and have questions answered.
8. The patient examination and diagnosis will involve appropriate specialty consultations when indicated.
9. Patients will be presented with a treatment plan based on the patient's oral health need, time availability, and when appropriate, alternate treatment plans will be presented.
10. Prognosis of the case will be discussed with the patient and questions answered. Significant risks and benefits of the selected treatment options will be discussed. The patient's chief complaint will be addressed in the treatment plan (Informed consent compliance.)
11. Before beginning treatment, patients will be given an estimate of the time required to complete their plan of care which includes the cost of treatment. The patient signature on the treatment plan verifies their acceptance of treatment as presented.

12. At the conclusion of the disease control phase of care, patients will be offered ongoing maintenance treatment.

## **RADIOLOGY**

1. Radiographs are prescribed based on a clinical examination and a review of the patient's medical dental history. Radiographs are exposed at predetermined intervals in accordance with acceptable radiographic principles and guidelines, and based on the individual needs of the patient.
2. Only those radiographs necessary for diagnosis and treatment are prescribed.
3. Exposed radiographs are evaluated by clinic faculty or the supervising dentist for technical quality. Appropriate dental hygiene faculty renders radiographic diagnoses.
4. Procedures are practiced to maximize the diagnostic quality of the radiographs while reasonable measures are taken to minimize the patient's radiation dose.
5. Intraoral radiographs must be taken under the correct patient account in DEXIS, your patient must have a computer "patient file" before taking radiographs. Intraoral radiographs should be properly "mounted" via computer. Taking unauthorized radiographs or re-takes will result in an unsatisfactory grade.
6. Patient treatment record should include authorization from DDS, along with the number and type of radiographs taken. If radiograph are brought in from an outside DDS, that must be documented in chart, by the supervising DDS.

## **ANESTHESIA/PREMEDICATION**

1. The local anesthesia used and dosage (number of cartridges, milliliters, or milligrams) will be recorded in the patient's record and countersigned by the supervising dentist.
2. Prior to local anesthetic administration, the patient's medical history and treatment plan will be reviewed and updated, as necessary, by the student and the supervising dentist. This will include documentation of *current* vital signs.
3. Premedication, when indicated, should be prescribed by the patient's primary care physician or medical specialist that deems premedication to be necessary. Only in extreme cases will our supervising dentist prescribe premedication. Supervising dentist will prescribe premedication in compliance with accepted premedication recommendations, and evidence of such will be documented in the patient's record. When indicated, appropriate consultations will be obtained prior to treatment.

## **OCCLUSION**

1. Evaluation of TMD will be based on an adequate patient history, an examination of the head and neck, and the use of diagnostic aids.

2. An occlusal guard maybe recommended for patients who exhibit evidence of excessive parafunctional activity. Patients will be referred to the University of Detroit-Mercy School of Dentistry, the University of Michigan School Dentistry, Detroit Receiving Hospital, Thea Bowman Center, and the Gary Burnstein Clinic or their dentist of record for fabrication of the occlusal prosthesis.
3. Patients presenting with more advanced TMD symptoms/disease will be referred to the above mentioned referral sites for treatment.

## **PERIODONTICS**

1. Care of patients with teeth will include an assessment of periodontal status, which will be documented in the patient record.
2. The periodontal diagnosis will be based on the patient history, clinical findings, and accepted diagnostic aids.
3. Indicated periodontal care, including appropriate re-evaluations, will be performed in a sequenced manner as a component of the overall comprehensive treatment plan.
4. Compliance with maintenance care will be monitored.
5. Patients will be referred to the University of Detroit-Mercy School of Dentistry, the University of Michigan School of Dentistry, Detroit Receiving Hospital, and the Gary Burnstein Clinic or their dentist of record for periodontal advanced care.

## **RESTORATIVE AND PROSTHODONTICS**

1. Diagnoses will be based on the patient history, clinical findings, complete intra/extraoral examination and radiographs appropriate for disease patterns.
2. Patients will be referred to the University of Detroit-Mercy School of Dentistry, the University of Michigan School of Dentistry, Detroit Receiving Hospital and the Gary Burnstein Clinic or their dentist of record for restorative treatment or prosthetic fabrication.
3. Patients will receive instructions regarding the need for proper care and maintenance of any prosthesis currently in use and for the care of supporting tissues.
4. Limitations, prognoses, and potential sequelae specific to removable prosthodontic appliance care will be explained to the patient as a part of patient education.
5. Patients will be informed of the importance of periodic recall examinations and maintenance procedures.

## **ORAL SURGERY**

1. Referrals for emergency treatment will reflect a diagnosis that is based on patient history, clinical examination and the use of appropriate aids.

2. Patients will receive a referral form completed by the supervising dentist indicating patient treatment needs.
3. Referral information will be entered in the patient record and signed by the supervising dentist.

## **ORTHODONTICS**

1. Diagnoses will be based on the patient history, clinical findings, complete intra/extraoral examination and radiographs appropriate for disease patterns.
2. Patients who require orthodontic treatment will be referred to the University of Detroit-Mercy School of Dentistry or the University of Michigan School of Dentistry.
3. Patients will receive a referral form completed by the supervising dentist indicating patient treatment needs.
4. Referral information will be entered in the patient record and signed by the supervising dentist.

## **ENDODONTICS**

1. Diagnoses will be based on the patient history, clinical findings, complete intra/extraoral examination and radiographs appropriate for disease patterns.
2. Patients who require endodontic treatment will be referred to the University of Detroit-Mercy School of Dentistry or the University of Michigan School of Dentistry or the Gary Burnstein Clinic or the patient's personal dentist.
3. Patients will receive a referral form completed by the supervising dentist indicating patient treatment needs.
4. Referral information will be entered in the patient record and signed by the supervising dentist.

## **PEDIATRICS**

1. Diagnoses will be based on the patient history, clinical findings, complete intra/extraoral examination and radiographs appropriate for disease patterns, spacing and development stage of the dentition.
2. Appropriate informed consent will be obtained for patients prior to examination and/or treatment.
3. Treatment will include referral to the University of Detroit-Mercy School of Dentistry or the University of Michigan School of Dentistry and Detroit, Receiving Hospital for space maintenance for pre-maturely lost primary teeth or restorative care when indicated.



4. Pediatric dental hygiene care will be provided to comprehensively treat disease of the hard and soft tissues in a sequenced manner.
5. Treatment plans will include recommendations for sealants and periodic recall examinations at appropriate intervals.
6. Patient behavior will be assessed and documented regularly. Appropriate behavior management techniques will be used as indicated.
7. At the conclusion of disease control care, all patients will be monitored for regular recall examinations and appropriate maintenance care. Periodic assessment will be done to assure treatment is completed in a timely manner and that it is of acceptable quality.

#### **PREVENTION AND MAINTENANCE**

1. Patients will have a recall examination based on the patient's disease status and risk level for dental disease.
2. The risk factors for oral disease will be explained to the patient as part of their treatment program and wellness report.
3. Preventative services will be included as part of the patient's comprehensive treatment plan.

## **Dental Hygiene Program Graduation Awards**

The Hu-Friedy Golden Scaler Award is sponsored by the Hu-Friedy dental instrument company. This award is presented to the graduating dental hygiene student who has demonstrated excellence in clinical dental hygiene skills, particularly in the area of instrumentation.

Sigma Phi Alpha is the national honor society of the dental hygiene profession. The goal of Sigma Phi Alpha is to stimulate scholarship, professional accomplishment and exemplary service in the field of dental hygiene. Alumni membership in Sigma Phi Alpha is awarded to graduating students on the basis of scholarship, character and potential for professional growth.

# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT



## MICHIGAN INSTITUTE for PUBLIC SAFETY E D U C A T I O N



### Personal Protection Procedure

#### Personal Protection Equipment Procedure

##### **Purpose:**

To minimize the potential of injuries to students and employees within the District facilities.

##### **Definition:**

Personal Protective Equipment (PPE) is defined as any device or barrier that protects the body from foreign substances entering the body through inhalation, absorption, injection, or physical contact.

- All known hazards will clearly be communicated to the students.
- The **instructor** shall provide training to all students covering these topics
  - When PPE is necessary.
  - What PPE is necessary.
  - How to properly don, doff, adjust, and wear PPE.
  - The limitation of the PPE.
  - Proper care and maintenance, useful life and disposal of the PPE
- It is the responsibility of the **Campus Chief Academic Officer or designee** to maintain record of each student who has been properly trained in the use of PPE.
- All PPE must be worn according to manufacturer's standards.
- The appropriate level of PPE will be provided and used by persons having the potential of exposure to the hazards.
- PPE will be maintained in a sanitary and reliable condition. It is the responsibility of the instructor to assure the adequacy of the PPE and report any damaged or defective equipment to the **Campus Chief Academic Officer/Campus Administrator in Charge**.
- At no time shall defective or damaged PPE be used in the lab setting.
- All unsafe acts shall be reported immediately to the **instructor** and/or **Campus Chief Academic Officer/Campus Administrator in Charge**.

Ref. 29CFR 1910.132

## Eye Protection Equipment Procedure

### Purpose:

To minimize the potential for injuries to students and faculty eyes in the lab setting.

### Definition:

A barrier worn by the individual that provides protection from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. This barrier must be equipped with side protection and meet ANSI Z87.1-1989

- All known hazards will clearly be communicated to the students.
- The **instructor** shall provide training to all students covering these topics
  - When eye protection devise (EPD) is necessary
  - What EPD is necessary.
  - How to properly don, doff, adjust, and wear EPD
  - The limitation of the EPD
  - Proper care and maintenance, useful life of the EPD
- It responsibility of the **Campus Chief Academic Officer or designee** to maintain record of each student has been properly trained in the use of EPD.
- All EPD must be worn according to manufactures standards.
- The appropriate level of EPD will be provided and used by person having the potential of exposure to the hazards.
- Eye protection devise will be maintained in a sanitary and reliable condition. It is the responsibility of the instructor to assure the adequacy of the eye protection and report any damaged or defective equipment to the **Campus Chief Academic Officer/Campus Administrator in Charge**.
- At no time shall defective or damaged EPD be used in the lab setting.
- All unsafe acts shall be reported immediately to the instructor or **Campus Chief Academic Officer/Campus Administrator in Charge**.

Ref. 29CFR 1910.133

\* Refer to chart A when dealing with injurious light radiation.

## Hearing Protection Equipment Procedure

### Purpose:

To minimize the potential for hearing loss to students and faculty in the lab setting.

### Definition:

Any barrier or piece of equipment that sufficient reduces noise to below acceptable standards.

- All known hazards will clearly be communicated to the students.
- The **instructor** shall provide training to all students covering these topics
  - Effects of noise on hearing

- Purpose of hearing protectors
- Advantages, disadvantages, and ability to reduce noise levels through use of hearing protectors.
- Selection, fitting, use, and care of hearing protectors.
- Purpose of audiometric testing and explanation of testing procedures
- It responsibility of the **Campus Chief Academic Officer or designee** to maintain record of each student has been properly trained in the use of PPE.
- All PPE must be worn according to manufacturer standards.
- The appropriate level of PPE will be provided and used by persons having the potential of exposure to the hazards.
- PPE will be maintained in a sanitary and reliable condition. It is the responsibility of the instructor to assure the adequacy of the PPE and report any damaged or defective equipment to the **Campus Chief Academic Officer/Campus Administrator in Charge**.
- At no time shall defective or damaged PPE be used in the lab setting.
- All unsafe acts shall be reported immediately to the **instructor or Campus Chief Academic Officer/Campus Administrator in Charge**.

Ref. 29CFR 1910.132 and R 325.60101-60138

## **Hand Protection Equipment Procedure**

### **Purpose:**

To minimize the potential for injuries to the students and faculty hands in the lab setting.

### **Definition:**

Any barrier worn that will prevent hazardous exposure such as those form skin absorption of harmful substances, severe cuts or lacerations. Severe abrasion, punctures, chemical burns, thermal burns and harmful temperatures extremes.

- It the responsibility of the instructor to determine the appropriate level of hand protection relative to the tasks to be performed, condition present, duration of use and the hazards and or potential hazards identified.
- The **instructor** shall provide training to all students covering these topics
  - When PPE is necessary
  - What PPE is necessary
  - How to properly don, doff, adjust, and wear PPE
  - The limitation of the PPE
  - Proper care and maintenance, useful life and disposal of the PPW
- It responsibility of the **Campus Chief Academic Officer or designee** to maintain record of each student has been properly trained in the use of PPE.
- All PPE must be worn according to manufactures standards.
- The appropriate level of PPE will be provided and used by person having the potential of exposure to the hazards.

- PPE will be maintained in a sanitary and reliable condition. It is the responsibility of the **instructor** to assure the adequacy of the PPE and report any damaged or defective equipment to the **Campus Chief Academic Officer/Campus Administrator in Charge**.
- At no time shall defective or damaged PPE be used in the lab setting.
- All unsafe acts shall be reported immediately to the **instructor** or **Campus Chief Academic Officer/Campus Administrator in Charge**.

Ref. 29CFR 1910.95

### **Foot Protection Equipment Procedure**

#### **Purpose:**

To minimize the potential for injuries to students and faculty feet in the lab setting.

#### **Definition:**

Any shoe or boot that meets ANSI Z41-1991 and adequately protects the feet from injuries due to falling or rolling objects, and objects piercing the sole.

- It is responsibility of the **instructor** to clearly communicate that the student must provide proper footwear in the lab setting. The Instructor will determine proper foot protection for each lab setting based on potential Hazards.
- The **instructor** shall provide training to all students covering these topics
  - When PPE is necessary
  - What PPE is necessary
  - The limitation of the PPE
- It responsibility of the **Campus Chief Academic Officer or designee** to maintain record of each student has been properly trained in the use of PPE.
- All PPE must be worn according to manufactures standards.
- It is the responsibility of the **instructor** to ensure that the proper footwear is being worn at all times by everybody entering the lab.
- All unsafe acts shall be reported immediately to the **instructor** or **Campus Chief Academic Officer/Campus Administrator in Charge**.

Ref. 29CFR 1910.136

### **Spill Protection Procedure**

#### **Purpose:**

To set and maintain safe standard for the prevention of chemical exposure.

#### **Definition:**

Spill protection shall be defined as any garment special designed to prevent material from coming to physical contact with the wearer.

- All known hazards shall be communicated to everyone in the laboratory.



- Everyone at risk of being exposed to a chemical shall don the appropriate spill protective garment during the lab session.
- The **instructor** shall determine the appropriate level after consulting the MSDS sheet for each chemical.
- It is the responsibility of **instructor** to train the students in the proper use of the protective garment. The **Campus Chief Academic Officer** must keep record of the training.
- It is the responsibility of the instructor to examine all spills protection devices to assure they are suitable for use and the appropriate type device.
- All unsafe acts shall be reported immediately to the **instructor** and/or **Campus Chief Academic Officer/Campus Administrator in Charge**.

Ref 29CRF 1910.1450

### **Responsibilities:**

- Each employee is responsible for complying with all procedures.
- Each employee is responsible to report any safety issue/concern immediately to the **Campus Chief Academic Officer/Campus Administrator in Charge**.
- Each employee shall not damage, move, or remove and safety related item that is provided for use at a place of employment; or do anything that would interfere with the use of that item by another person.
- Any employee who fails to comply with any procedure may be subject to disciplinary action.



## WCCCD CAMPUS EMERGENCY PROCEDURES



**Northwest**  
campus

### **BUILDING EVACUATION**

- In the event of a building alarm or notification via the public address system or face-to-face, evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Take all personal items with you, close the door, leave the light on, and faculty will take their attendance sheet.
- Do not use elevators!
- Secure any hazardous materials or equipment before leaving.
- Proceed to your designated gathering area.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel. Do not leave unless told to by WCCCD personnel or District Police Authority.

### **SEVERE WEATHER**

- Upon notification to "take cover" proceed to the severe weather gathering areas within your facility.
- If none are available, move to an interior room or hallway on the lowest floor and get beside, not under a sturdy piece of furniture. Stay away from windows. DO NOT open windows.
- Any fire doors in hallways should be closed.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of Emergency Personnel/WCCCD District Police Authority.
- Do not leave the campus until authorized by WCCCD District Police Authority.

### **FIRE**

- Activate the nearest fire alarm pull station and call 911 or WCCCD District Police Authority from any phone.
- Evacuate the building per the Building Evacuation plan.

### **BOMB THREAT**

- If instructed, to evacuate the building per the Building Evacuation plan.
- Do not use cell phones or radios within 300 feet of the area suspected of containing explosive device.
- Do not enter a building or leave the campus until authorized by WCCCD District Police Authority.

### **ARMED PERSON ON CAMPUS**

- Report any person on campus that is carrying a weapon to WCCCD District Police Authority.
- Do not approach the individual with the weapon.
- Seek sanctuary by proceeding to a room that can be locked; close and lock all windows and doors and turn off all lights OR exit the building if safe to do so. If doors cannot be locked, barricade the door with desks, chairs or office furniture.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 or WCCCD District Police Authority from any phone and advise the dispatcher of the events, inform him/her of your location, and remain in place until the police give the "all clear."
- If an active shooter enters your office or classroom, try to remain calm. Call 911 or WCCCD District Police Authority from any phone. If possible, alert police of the shooter's location and if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

### **POWER OUTAGE**

- Remain calm; the power will most likely come back on within a few minutes.
- If not, move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- Do not leave the campus until authorized by WCCCD District Police Authority.
- For information about a prolonged outage, check WCCCD website at [www.wcccd.edu](http://www.wcccd.edu) or the local media. Register for EAS through WebGate

### **SUSPICIOUS PERSON**

- Report any suspicious person/s on campus to WCCCD District Police Authority; provide as much information as possible about the person and their direction of travel.
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- If the individual is inside, do not block the person's access to an exit.
- Call WCCCD District Police Authority.

### **SUSPICIOUS PACKET**

- Do not touch or disturb object.
- Report any suspicious package(s) on campus to WCCCD District Police Authority; provide as much information as the location and description of package.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate per the Building Evacuation plan.

### **CAMPUS CLOSURE**

- Notification of closure of any or all District facilities will be made via the Emergency Alert System. Register online at [wcccd.edu](http://wcccd.edu)
- In addition, tune to a local radio or TV station for closure information and/or call the 24 hour info line at (313) 496-2600 for status of closures.

**REMAIN CALM AND PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.**

**To Report a Campus Emergency: DIAL 911 from any phone OR dial (313) 496-2800 to directly access the WCCCD DISTRICT POLICE AUTHORITY.**

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

