

# DENTAL HYGIENE PROGRAM



## Student Handbook 2017-18



1200 12<sup>th</sup> Ave S  
HEC 332  
Seattle, WA 98144

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# The Dental Hygiene Program Handbook

In addition to the College Policies  
in  
Areas Specific to the Program

Welcome Letter  
Program Philosophy  
Mission Statement  
Program Learning Outcomes  
Program Goals

Dear Student,

Congratulations and welcome to the BAS in Allied Health with the Dental Hygiene Track Program of Seattle Central College.

We are pleased that you have chosen our school and program. You are beginning an eight quarter curriculum of demanding study and practice. Our goal is that at the conclusion of your education, you will have become a competent member of the exciting and multi-dimensional and inter-professional career in oral health as a practicing dental hygienist.

Our curriculum is specifically designed to provide you with the critical skills and knowledge that will enable you to succeed in the ever-changing field of oral health care. Our unique program is charged with the mission of encouraging, fostering, and serving students from a variety of socio-cultural and ethnic backgrounds. The unique centrality of the school's urban setting supports our program's ability to offer a rich variety of learning experiences in a broad spectrum of settings including extended care facilities and local community dental clinics. It is our primary task to help you gain the specialized technical and interpersonal skills needed to perform at the highest level of patient care regardless of setting or type of patient.

Various resources are available so that you may realize your educational goals. In addition to our highly qualified dental faculty and excellent dental hygiene training facilities, you will be able to access various resources, a well-equipped media lab, computer center, large library, and student assistance center to further your educational experience.

Please receive our best wishes for a gratifying experience here and a successful start in your career as a dental hygienist.

Faculty, Staff, and Administration, Seattle Central College  
Dental Hygiene Program

# SEATTLE CENTRAL COLLEGE

## DENTAL HYGIENE PROGRAM —PHILOSOPHY—

The Dental Hygiene Program functions within the framework, mission, values and learning outcomes of Seattle Central College. The Seattle Central Dental Hygiene Program promotes educational excellence through liberal and technical education in a diverse multicultural urban environment where scientific knowledge, skill development and societal changes are addressed. This program prepares dental hygienists for the workplace, service to the community, and the different roles in oral health care.

We believe dental hygiene contains elements that are both art and science. It is our job to ensure that students are afforded an opportunity to achieve a solid academic grounding in the science of dental hygiene. We do this by creating a learning environment which is accessible, diverse, responsive, and innovative. We emphasize that each student develops critical thinking skills and encourage lifelong learning, so that at post-graduation each student will remain competent and current within the field of dental hygiene.

The faculty and program director are committed to helping students achieve learning outcomes. We do this by creating an intra-personal learning environment based upon the following principles:

- Students and patients are adult learners from diverse backgrounds, experiences, and have individual needs and expectations.
- Student-centered learning and engagement facilitation is crucial for academic success of each student.
- Dental hygiene is a profession requiring a strong knowledge base, critical thinking, communication skills, and effective teamwork.
- Assessment of a student's progress is made throughout the learning process.
- Concern for the community's health is integral to providing quality lifelong care for patients.
- Achieving competency toward professional dental hygiene standards and the use of technical literacy is a program outcome.
- Since students will encounter a variety of career settings, they are provided the skills necessary to successfully apply their learning in oral health while integrating scientific evidence into practice.

# Seattle Central College Dental Hygiene Program

## VISION

The Dental Hygiene program at Seattle Central College will serve diverse communities throughout King County, using leading-edge technology to create a nationally recognized program. The program will have a voice throughout professional organizations, and on the state, national, and global level, which will shape the direction of future programming.

### ***Mission Statement of the Seattle Central College Allied Oral Healthcare Programs:***

Seattle Central College Allied Oral Healthcare Programs (Seattle Central College AOHP) serve as leaders in the dental industry and promotes accessible, exceptional education through a responsive technology-infused curriculum that is designed to serve the learning needs of a diverse student population, create career pathway opportunities for dental professionals, meet the workforce needs of the dental profession, and promote community health and access to high-quality oral health care for all. In this way, Seattle Central College AOHP will prepare excellent and highly professional oral healthcare practitioners who are:

- Skillful, competent, ethical professional caregivers
- Culturally and ethnically competent
- Committed to excellence within the profession
- Life-long learners
- Actively involved in the promotion of community oral health education services; especially to underserved populations
- Serve as liaisons for future oral healthcare practitioners

### ***Mission Statement of the Dental Education Partnership:***

The mission of the Dental Education Clinic partnership is to collaboratively enrich the health and well-being of our culturally diverse community. Together, we provide quality comprehensive dental care to patients who have difficulty accessing care so they may live healthier lives; and prepare excellent and highly professional oral health care practitioners by providing real life experiences.

## VALUES

The administration, faculty and staff of the Seattle Central College Dental Hygiene Program commit to delivering an education that is learning-centered, high-quality and broad-based to prepare dental hygiene practitioners for the diverse oral health care environment of our region. We ensure opportunities for academic achievements for underserved and underrepresented adults, as well as the general population, by creating a learning environment that is:

- Accessible.
- Innovative.
- Supportive of inquiry, evidence-based research and open, thoughtful exploration of new knowledge, technology and ideas.
- Current and relevant.
- Sensitive and responsive to the different learning styles and support needs of our students.

# Seattle Central College

## Dental Hygiene Program Learning Outcomes

The graduate of the Seattle Central Dental Hygiene Program **will be able to**:

1. **Qualify for all national and regional examinations** required to obtain licensure as a Registered Dental Hygienist (RDH) in the State of Washington.
2. **Demonstrate effective** communication, professional and ethical behavior, sensitivity in treatment, and enhanced opportunities for intra– and inter–professional collaboration in the delivery of culturally competent and ethical care.
3. **Use the highest standard of the dental hygiene process of care and education** in the treatment and management of the child, adolescent, adult, geriatric and medically compromised patients in all aspects of dental hygiene practice and expanded duties as allowed by the Washington State practice act which includes the following:
  - Collect and analyze data to identify patient needs and oral health problems.
  - Establish realistic goals and treatment strategies to facilitate optimal oral health.
  - Provide treatment as identified in the assessment and planning phase.
  - Measure the extent goals identified in the treatment plan were achieved.
  - Use evidence–based practice and a patient–centered care philosophy in all aspects of dental hygiene practice.
  - Assess, plan, implement and evaluate community–based oral health programs including, health promotion and disease prevention activities.
  - Demonstrate appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.
  - Evaluate current scientific literature for evidence–based clinical applications.
  - Use problem solving strategies related to comprehensive patient care and management of patients.
  - Comply with OSHA, WISHA, and HIPAA Regulations.

### Seattle Central College Dental Hygiene Program Goals

**Goal 1.** Assure access to dental hygiene services and educational opportunities for underrepresented minorities, ethnic and cultural groups, immigrants and other persons with limited access to oral health care and/or higher education.

**Goal 2.** Graduate students from a program of dental hygiene which meets current standards of patient care, applied research, and community service.

**Goal 3.** Demonstrate evidenced–based decision making in all aspects of the program by applying research to the selection of educational methodology, pedagogy, scientific content, and patient care treatment and management.

**Goal 4.** Develop and implement a financial plan that sustains the financial health of the dental hygiene program and is aligned with the dental hygiene program’s mission and strategic direction.

**Goal 5.** Assess program educational effectiveness by gathering and evaluating data in an ongoing cycle of planning and evaluation.

# Section I

## Introduction to the Program

### A. GENERAL INFORMATION

The Seattle Central Dental Hygiene Program is a part of the Allied Health Division. The division's main office is located at the Pacific Tower, 1200 12<sup>th</sup> Ave S, Seattle, WA 98144 in room HEC 202. The Dental Hygiene Program Office is located in room 603 at Seattle Vocational Institute. This handbook has been developed as a source of information for academic procedures and policies and to provide you with a greater understanding of the Dental Hygiene Program and its policies. If additional information or clarification is needed, feel free to contact any of the dental hygiene faculty members, or the program director. This information is important, since it will help navigate you through the requirements and tasks of the program. After reading this handbook, each student is required to acknowledge his/ her understanding of the program's practices and policies and his/her agreement to abide to them by signing the Student Agreements and Program Authorizations (see drafts in the Appendix) as well as the Report of Medical History for Students in Allied Health Programs. Policy changes can be implemented at the discretion of the program administrator and/or full-time dental hygiene faculty. Students will be notified of changes in writing and sign a statement verifying acknowledgment of new policies.

Dental Hygiene Contact Persons

Email is [firstname.lastname@seattlecolleges.edu](mailto:firstname.lastname@seattlecolleges.edu)

Name	Title	Phone
• Ms. Ona U. Canfield	Program Director & Interim Senior-Year Co-Lead	206-934-3184
• Ms. Starla Bowman	Sophomore & Junior-Year Lead Instructor	206-934-3146
• Ms. Cynthia Newman	Interim Senior-Year Co-Lead Instructor	206-934-6922
• Dr. Marilyn Tonon	Full-time Faculty	206-934-4140
• Ms. Ruth Gordon	Clinic Manager	206-934-3197
• Ms. Nancy Harris	Program Coordinator	206-934-4186
• Mr. David Gourd	Division Executive Dean	206-934-4349
• Ms. Alexis Fein	Division Administrative Assistant III	206-934-6907
• Ms. Carrie Sasynuik	Interim Division Program Assistant Hourly	206-934-6953

### B. HISTORY OF THE COLLEGE

The present location of Seattle Central College was the original site of Broadway High School built in 1902. The name of the school has undergone many changes in the transition from the Seattle Public School system to the Community College system.

When first built, the school was named Seattle High, but throughout the years the building has also been known as Washington High, Broadway High and Edison Technical School. Using Edison Technical School as its nucleus and with the addition of adult training and college courses, the city had its first community college.

In 1967, with the passage of the Washington Community College Act, Seattle Central College became a part of State Community College District VI. Since that time, the college has grown rapidly and now awards two-year Associate of Arts and Associate of Applied Science degrees, vocational certificates and diplomas. The college is a state assisted institution in the Washington



State Community College System and is accredited by the Northwest Association of Colleges and Universities.

### **C. ROLE OF THE DENTAL HYGIENE GRADUATE WITHIN THE SCOPE OF DENTAL PRACTICE**

Dental hygiene covers a continuum ranging from oral health maintenance to critical decision making and directing the activities of others. The practice of the dental hygiene graduate includes assessment, planning, implementation, and evaluation of comprehensive dental care. The dental hygiene *process of care* is used as a basis for making independent judgments and decisions that require current knowledge of law, codes of ethics, and standards regulating the practice of dental hygiene. The hygienist's charge is to be responsive to our society's need for quality health care. Each hygienist bears the personal responsibility of maintaining high standards of care, strengthening hygiene practice and upgrading their knowledge by use of current educational resources in light of a rapidly changing health care environment. Dental hygienists practice interdependently with all members of the health care team.

Working in a private dental practice continues to be the primary place of employment for dental hygienists. However, today there are many other career pathways to explore as well. The American Dental Hygienists' Association (ADHA) has a document to help you explore defining your role as an oral health care provider: <http://www.adha.org/professional-roles>.

### **D. VITAL SKILLS FOR SUCCESS IN DENTAL HYGIENE (AFFECTIVE & PSYCHOMOTOR)**

Dental hygiene students are being prepared to do the broad range of entry-level hygiene skills, therefore, students must be able to perform the following vital skills either without or with reasonable accommodation. If you believe that you would need accommodation to do these essential functions, please consult Disability Support Services: 206-934-4183.

1. Observation Function: Use of the senses to gather information.
2. Communication Function: Use of speech, reading, and writing to communicate with co-workers, clients, families, and other health care professionals.
3. Motor Function: Provide physical care to clients and work on average 8 hours per day or more. Perform physical tasks which require superior hand and finger dexterity and eye-hand coordination.
4. Intellectual/Conceptual Function: Synthesize information from a variety of sources and apply it in making decisions regarding client care.
5. Behavioral/Social Function: Demonstrate emotional stability and flexibility to function effectively and professionally in situations of stress while placing client needs first.

**E. STUDENT/FACULTY BREAK AREAS**

Students and faculty share some common break areas such as bathrooms and hallways. These areas are “safe” areas for both and communication regarding academics in and around these areas during breaks is not permitted. Please discuss these matters in the classroom, in the clinic, or in offices during their scheduled times.

**F. PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION (CODA)**

In accord with the U.S. Department of Education’s Criteria and Procedures for Recognition of Accrediting Agencies, the Commission requires accredited programs to notify students of an opportunity to file complaints with the Commission.

Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

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 treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

The accredited program must retain in its files information to document compliance with this policy so that it is available for review during the Commission's on-site reviews of the program.

# Section II

## Policies

### A. STUDENT RESPONSIBILITIES:

1. Assume the major responsibility for self-directed learning.
2. Proceed in a pre-determined sequence of courses, which will entail the concurrent participation in theory and clinical practice courses.
3. Retain and integrate beginning knowledge with subsequent learning.
4. Achieve the program objectives within a given time frame.
5. Retain all course materials and textbooks for reference throughout the entire program.
6. Keep personal matters regarding patient/client care in strict confidence. Sharing of information about patients/clients in public is a direct violation of the patient's/client's right to privacy.
7. Act as professionals while representing the college. Misconduct reflects on all students, faculty, and the college.
8. Comply with district's and college's rules and regulations.
9. Comply with civil authority.
10. Maintain high standards of academic integrity.

### B. GENERAL

- All buildings of the college are non-smoking.
- Alcohol and drugs are not permitted.
- Students should be respectful of one another and keep noise levels to a minimum. Students shall not engage in any conducts that disrupt the educational mission of the college, including but not limited to, excessive noise and music. Boisterous conduct, profane or other improper language will not be tolerated.
- Drugs and weapons (including guns and knives) are not allowed on college property at anytime.
- No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces.
- Tables, chairs, desks, and other furniture and equipment shall not be moved from one room/area to another unless requested in advance and by or under the supervision of SCC Facilities Rental staff.
- Foods and drinks are to be served in designated areas only. No foods or drinks in rooms with carpet. The serving of alcoholic beverages by outside groups is strictly prohibited.
- Advertising, posting, and distribution of materials, related to the event, may be distributed in designated areas.
- No photographs are permitted of patients unless a consent is obtained. No use of personal cameras or phone cameras are allowed. All photographs of patients are taken with clinical equipment once consent has been obtained.
- No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces.
- Applicants are required to remove at their expense, decorations, materials, equipment, furnishings, and debris left after use of college facilities. All groups shall leave the college facilities in the same order and condition in which they found them.

### **Technical Advisory Committee Representative**

Each class elects one student to serve as a representative for the class on the Technical Advisory Committee and one student to serve as a representative at selected faculty meetings. The representatives will serve as a liaison between students and faculty for one academic calendar year.

### **Fragrance Free Workplace**

To promote a fragrance-free environment, patients, students, faculty, staff, and guests are requested to refrain from wearing perfume, cologne, and other fragrances. Here is a link providing several resources regarding the rationale for a fragrance free environment in healthcare: <http://www.chemicalsensitivityfoundation.org/fragrance-free-workplaces.html>.

### **C. PROFESSIONALISM:**

The student is held to the standards of the American Dental Hygienists' Association's Code of Ethics for Dental Hygienists.

An excerpt of these standards are:

"The professional traits that a dental hygienist must demonstrate and a dental hygiene student should strive to develop are..."<sup>1</sup>

- Honesty and integrity
- Caring and compassion
- Reliability and responsibility
- Maturity and self-analysis
- Loyalty
- Interpersonal communication
- Respect for others
- Respect for self

## **Professional Behavior Guidelines for Healthcare Professionalism in Relationship to American Dental Education Association (ADEA) Statement on Professionalism in Dental Education as Approved by the 2009 ADEA House of Delegates**

**Competence:** Acquiring and maintaining the high level of special knowledge, technical ability, and professional behavior necessary for the provision of clinical care to patients and for effective functioning in the dental education environment.

- Demonstrates awareness of own inadequacies, abilities, and/or knowledge with guidance.
- Recognizes own limits and when to seek help.

**Fairness:** Demonstrating consistency and even-handedness in dealings with others.

- Relates and cooperates well with members of the healthcare team.
- Advocates for changes in policies, procedures, or practices for the benefit of patients.
- Advocates for societal health issues.

**Integrity:** Being honest and demonstrating congruence between one's values, words, and actions.

- Never misrepresents or falsifies information and/or actions.
- Does not engage in other unethical behaviors.
- Maintains confidentiality of patient information.
- Never use his or her professional position to engage in a romantic or sexual relationship(s) with patients or members of their families; never misuse professional position for personal gain.

**Responsibility:** Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.

- Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol, and any other existing policy of the dental hygiene school.
- Appearance, dress, professional behavior, follow professional norms.
- Accepts and incorporates feedback in a nonresistant and non-defensive manner.
- Accepts responsibility for failure or errors.
- Completes tasks in a timely fashion (papers, reports, examinations, appointments, patient records, and patient care tasks).
- Does not need reminders about academic responsibilities, patient responsibility, or other healthcare professionals in order to complete them.
- Appropriately available for professional responsibilities (i.e., required activities, available for clinical services and volunteer and civic activities).
- Takes on appropriate responsibilities willingly (not resistant or defensive).
- Communicates with other members of the healthcare team in a timely manner.

**Respect:** Honoring the worth of others.

- Shows respect for patients autonomy.
- Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry.
- Never expresses anger physically.
- Is not arrogant or insolent.
- Accepts professional boundaries for patient relationships.

**Service-mindedness:** Acting for the benefit of the patients and the public we serve, and approaching those served with compassion.

- Makes appropriate attempts to establish rapport with patients or families.
- Shows sensitivity to patients or families feelings, needs, or wishes.
- Demonstrates appropriate empathy.
- Shows sensitivity to the needs, feelings, and wishes of healthcare team members.

#### **D. EXAMS AND ASSIGNMENTS:**

Examinations are scheduled and announced in the course syllabus at the beginning of each quarter. Announced and unannounced quizzes may be given at the discretion of faculty. Each course syllabus details the policy for missed examinations and quizzes for the particular course. Missing more than one examination and/or two quizzes in any dental hygiene course may result in failure of the course.

The student's final grade is based on examinations, quizzes and assignments. Many of the examinations will be multiple-choice and case-based format. This facilitates the student's preparation for the national, regional, and board licensing examinations prior to graduation. (See Appendix A for Grading Scale.)

#### **E. WRITTEN AND ORAL WORK:**

A student's final grade in many courses is derived from a combination of written and oral formats. All research papers will follow the format described in the Publication Manual of the American Psychological Association (APA). APA specific guidelines and resources that help students with this format are available in Seattle Central's library and Writing Center. Criteria for grading papers are included in course syllabi. Oral forms of communication will include class presentations and clinical conferences. Criteria for grading may also be found in course syllabi. Resources are available in the library and Writing Center.

#### **REQUIREMENTS OF WRITTEN WORK:**

Electronic submission of written work is not accepted in the Dental Hygiene Program, unless expressly permitted by the course instructor. Written assignments will be evaluated on format as well as content and are to follow these standards: (If assignments do not follow the format, instructors will not accept the submission.)

1. Be on a standard 8 ½ x 11 size paper, unless some other format has been required.
2. Have proper headings, which include: student's name, course number, date, title of assignment, and instructor's name and credentials.
3. Papers are required to be typed or word processed and double-spaced, unless otherwise stated.
4. Typed on one side of the paper.
5. Demonstrate correct spelling, sentence structure, syntax and in the required format.
6. Document resources and bibliographies in the proper format.
7. Contain numbered pages, stapled or clipped together, unless submitted in a folder or notebook.
8. When requested, document sources using the American Psychology Association (APA) guidelines.

*Guidelines for writing in APA style may be found from various sources. The recommended reference is:*

American Psychological Association. (2009) *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

#### **F. STUDENT RECORDS — CHANGE OF INFORMATION:**

It is the responsibility of the student to notify:

- a. The Program Coordinator, **AND**
- b. The Registrar if there are any changes in personal data.

#### **G. PROGRESS POLICY:**

Once in the program the theory and clinical courses are taken concurrently.

Students identified as performing less than satisfactorily during any given quarter, may be given a Learning Contract at the discretion of the course instructor. The student is required to complete the conditions of the contract to continue in the dental hygiene program. (See Appendix B for Learning Contract.)

- a. Any grade below a 2.5 or 75% is considered an unacceptable grade according to Seattle Central College Dental Hygiene Program policy.
- b. For any dental hygiene course in which a student receives a grade below a 2.5, this student will be placed on probation and given a learning contract, at the instructor's discretion, which must be completed on time and according to the course instructor's policy. If a student receives a grade below 2.5 in two or more courses during the course of the program, the student will be dismissed from the program.
- c. If a learning contract is not fulfilled by the student, the student will be dismissed from the program.
- d. All dental hygiene coursework must be completed sequentially in order to progress in the program.

#### **H. STUDENT MISCONDUCT:**

Students are expected to adhere to the Washington State Administrative Code regarding student conduct (WAC 132F-121-110). Any student who does not adhere to this code will be dismissed from the program.

Reasons for dismissal may include academic or disciplinary issues.

1. Academic Misconduct includes:
  - a. Any form of deception or plagiarism in assignment submissions. Plagiarism is defined as stealing, passing off as one's own the ideas or words of another, presenting as one's own idea or product from an existing source, including the Internet.
  - b. Any form of cheating during exams. This includes talking to other students, showing one's work to another student, sharing information electronically, using electronic devices to look up information, or copying from another student's paper. All students involved in the academic misconduct will receive a zero for the assignment or the exam. The faculty will decide additional consequences.

## 2. Disciplinary Misconduct:

The student will be removed from the clinical area and/or classroom if the instructor observes unsafe or inappropriate behavior that may jeopardize the patient's safety; cause harm to self or others, or is disruptive to the learning environment. If the student is dismissed by a clinical site for any reason, the college is under no obligation to find an alternative site for the student. The student will not be given a passing grade for the course. Depending on the reason for dismissal, the Program may take additional steps to remediate the issue up to and including dismissal from the Dental Hygiene Program. Unsafe or inappropriate behaviors include, but are not limited to:

- Any care that is below minimum standards.
- Any inappropriate social or emotional behaviors.
- Any acts of dishonesty.
- Any inappropriate use of drugs, or using drugs prescribed for others (drug diversion).
- Any charting in a patient's record that includes inappropriate or derogatory remarks concerning the patient/client or staff.

Any of the above occurrences (academic or disciplinary) may result in immediate dismissal from the program. Exact wording of the WAC provisions and any applicable policies and procedures are available from the college Vice President for Student Development and on the district website.

### I. PROBATION:

Faculty expect that dental hygiene students will demonstrate integrity, professionalism, safety, and satisfactory academic performance. Documented concerns regarding unacceptable performance will be considered justification for the Director of Dental Hygiene to place a dental hygiene student on probation. Probation means that the student's performance or behavior constitutes probable cause for dismissal from the program. Short-term probation defers the dismissal decision until the end of the quarter in which it is issued. Another determination of the specified amount of the probationary period will be decided by a committee should a committee be formed. Long-term probation period designation is the duration until successful graduation from the program depending on the circumstances. This provides the student with an opportunity to demonstrate improved behavior before a dismissal decision will be made.

Notice of probation will include verbal and written communication describing the student's unacceptable performance, expectations for future behavior, and consequences if expectations are not met. The right of due process will always be granted to the student. (See K. Student's Rights/Grievances & Due Process). At the end of the specified probationary period a decision is made to dismiss the student from the program or to return the student to non-probationary status. Infractions which may be considered as cause for probation may include the following:

#### 1. Unsafe practices:

- a. Failure to adhere to infection control protocol.
- b. Failure to adhere to safety protocol for mercury, radiation, handling of sharps, and hazardous chemicals.
- c. Failure to review a patient's medical history or make necessary medical consultations and/or modifications of treatment.
- d. Failure to obtain instructor permission before proceeding with patient treatment.

#### 2. Violations of the Code of Ethics:

- a. Failure to follow through on requests to meet patient needs made by the dentist or hygienist.



- b. Failure to communicate necessary information about patient needs to the patient or faculty/staff.
  - c. Failure to adhere to confidentiality laws and use of unauthorized photographic equipment.
- 3. Acts which increase liability for the school:**
- a. Failure to secure required instructor supervision.
  - b. Violation of standards regarding security and confidentiality of patient records.
  - c. Failure to record legally required information in the patient records.
  - d. Failure to review the chart of a returning patient prior to appointment.
  - e. Failure to obtain informed consent prior to patient treatment.
- 4. Harassment:**
- a. Verbal.
  - b. Physical.
  - c. Sexual.
- 5. Conduct:**
- a. Exhibiting a pattern of being unprepared for clinic or didactic sessions.
  - b. Any disorderly, lewd, indecent, obscene, disrespectful, or verbally abusive behavior.
  - c. Unprofessional conduct towards patients, fellow students, staff or faculty.
  - d. Demonstrating unethical behavior.
- 6. Failure to follow Seattle Central College Protocol:**
- a. Exhibiting a pattern of failure to follow department standards and procedures as outlined in the Student Handbook and Clinic Manual.
- 7. Academic difficulty:**
- a. Earning one grade (2.4 or lower) in one dental hygiene academic or clinical course.
  - b. Earning an incomplete grade in any academic or clinical course.

## **J. DISMISSAL**

**Students will be dismissed immediately from the dental hygiene program for breach of Seattle Central College policy and dental hygiene program policy which may include, but is not limited to, the following:**

- 1. Illegal acts:**
- a. Practicing dental hygiene without a license.
  - b. Falsifying patient records.
  - c. Substance abuse (working on patients while under the influence of alcohol and/or drugs).
  - d. Criminal offenses or theft (on school premises or at clinical sites).
- 2. Unsafe practices:**
- a. Administering a contraindicated drug/medication.
  - b. Administering an excessive dose of drug/medication to any patient.
  - c. Violation of infection control procedures resulting in potential harm to a patient, student or staff member.
- 3. Repeated occurrences of unacceptable performance:**

- a. If a student on probation fails to rectify the situation, engages in additional misconduct, or demonstrates additional academic or clinical weakness, that student will be dismissed.

**4. Academic difficulty:**

- a. Earning a grade of 2.4 or lower in two or more dental hygiene academic or clinical course(s).
- b. Receiving a “NC”, “W”, or “Y” grade.
- c. Two consecutive quarters and/or three or more concurrent courses in the same quarter of an incomplete grade in either an academic or clinical course.
- d. Receiving a grade of E (1.8 or below) in any one of the academic or clinical courses in the dental hygiene curriculum.
- e. Failure to complete required learning contracts after being placed on probation.
- f. Submitting the work of another person as your own.

**5. Conduct:**

- a. Ongoing behavior that, in the professional judgment of dental hygiene faculty, is unsafe.
- b. A second instance, within a ten week period, of failure to adhere to the RCW Chapter 70.02 or the Health Insurance Portability and Accountability Act, 45 C.F.R. Parts 160 through 164, regarding the maintenance of confidentiality of the records of a dental hygiene patient.
- c. Providing dental hygiene treatment services outside of school sponsored settings.
- d. Behavior or behaviors that carry a threat of bodily harm.
- e. Academic dishonesty, including cheating and plagiarism, forgery, alteration, or misuse of documents and false statements.

**6. Clinical Ineffectiveness:**

- a. Student has failed to meet the previous quarter’s requirements in more than one class. The measure of deficiency is decided at the discretion of faculty when assessing the student’s ability to complete clinical, academic, and program requirements.
- b. Student may not carry more than one quarter of incomplete clinical requirements before registering for a subsequent quarter. For example, the preceding fall and winter quarter clinical requirements must be complete before registering for spring quarter.
- c. Student has failed to complete all clinical requirements by end of program.

All syllabi will provide an explanation of grading policies so that students may understand performance requirements. Students who are experiencing significant academic and clinical difficulty will receive verbal and/or written notification from course instructors, who may recommend that the student seek additional tutoring, clinical practice, coursework, or home study to avoid being dismissed or placed on probation.

When a student is dismissed from the program, the student will be advised as to the possible options to follow should he/she wish to seek re-entry. Recommendations might include: (1) written petition for re-entry, (2) additional coursework, (3) job exposure in the dental field, (4) personal counseling and guidance, (5) study skills assistance, etc. A copy of these recommendations will become a part of the student’s file and may be reviewed should the student seek re-entry into the program. ***Please refer to L. Exiting from the Program and M. Re-Entry into the Program.***

## **K. STUDENT COMPLAINT PROCESS**

### ***COMMUNICATION AND PROBLEM SOLVING***

The primary goal of the faculty of the Dental Hygiene Program of Seattle Central College is the development of a program designed to provide competent dental hygienists for the community. The complexity of information provided and intensity of evaluation are such that, at times, students may feel a sense of anxiety or frustration. Many of these feelings can be lessened or allayed when the lines of communication between faculty and students remain open and concerns are shared at the earliest opportunity.

The following is provided in an attempt to help explain the appropriate channels of communication.

1. In general, the first person to contact is the instructor working closest with the student. In clinic this would be the block instructor and in a didactic class it is the lecturer. Most concerns can be resolved at this level with calm, objective conversation and good will.
2. If the student cannot reach a satisfactory solution by discussing concerns directly with the involved instructor, the student may then contact the program director for further assistance. The program director will arrange an informal meeting with the student and other appropriate individuals, including one or more of the following: lead instructor, and/or advocate selected by the student. The purpose of a meeting would be fact-finding and seeking possible solutions.
3. If the complaint is not resolved at the program level, the student may meet with the Executive Dean of Allied Health Division. The Executive Dean must have the complaint in writing although this is still considered part of the informal process.
4. If a satisfactory solution is not reached, then the student may initiate a formal student complaint process according to College Policy set forth in Title 132F of the Washington Administrative Code (WAC), chapter WAC 132F-121-060 through -090 and as outlined in the Seattle Central College Student Handbook. (For more information on the complaint process, (See K. Student's Rights/Grievances & Due Process).
5. If there is still no resolution after a formal student complaint process the student may initiate an appeals process as outlined in the Seattle Central College Student Handbook.

Note: Faculty, leads, or the program director or the dean will not meet privately with a student to discuss complaints about another instructor's grading.

When student concerns are placed in writing, only signed letters will be considered. Anonymous letter(s) from a student(s) expressing concern about a particular incident will not be considered.

## **L. STUDENT'S RIGHTS/GRIEVANCES & DUE PROCESS**

Each student has the right to appeal any disciplinary or academic decision. Students who feel unfair treatment has occurred are to first discuss this with the course instructor.

Guidelines for this action may be obtained from the Director of Student Leadership, (MAC 350) 206-934-6924.

The Seattle College District has developed policies and procedures that are generally set forth in the Washington Administrative Code (WAC) chapter WAC 132F- 122 (370.10-.70) to be used for the processing and disposition of complaints about campus employees. These

procedures are designed to respect the rights and dignity of both the complainant and the respondent in the resolution of the problem. Students' rights are carefully protected to ensure that students do not suffer retaliation from articulating a problem or filing a formal complaint.

If the written response does not resolve the complaint, the complaints officer will call the parties together for a conference where they can talk face to face in an atmosphere of fairness and cooperative problem solving. This meeting will include the student, the respondent, the respondent's supervisor or unit administrator, and the complaints officer. The student may bring an advocate.

#### **M. EXITING FROM THE PROGRAM**

All dental hygiene students who wish to leave the program prior to completion are required to have an exit interview. The initial exit interview is with the Dental Hygiene Program Director. The student may be referred to the division counselor. The purpose of the meeting is to inform the student of procedures for academic withdrawal and the process for re-entry opportunity.

Students who are planning on returning to the program are encouraged to work on their skills during the interruption of course of study. This will help the student stay current in their field and reinforce their skills. Students must meet quarterly registration deadlines to withdraw from a course.

#### **N. RE-ENTRY INTO THE PROGRAM**

Re-entry refers to any student previously enrolled in the program seeking to re-enter after leaving up to a year. Students seeking re-entry into the program must meet the following eligibility criteria:

1. Submit a letter using the program template to the Re-Entry Committee stating:
  - a. Student's potential ability to benefit from re-entrance.
  - b. Specific strategies developed for success based on the specified criteria in the Re-Entry application.
2. Application for re-entry does not guarantee re-admission to the program. Students continuing in the program without interruption have priority over returning students and will be placed in available clinical spaces first.
3. Completion of final clinical evaluation conferences or core courses.
4. Submission of a letter to the Program Director regarding the student's intent to return and complete a Re-Entry Application.
5. Return to the program within the designated time limit (one year).
6. Successful completion of any required courses with a 2.5 or better and meeting the same academic standards as current students.
7. Any student who repeats a failed theory course must also take the concurrent clinical/lab course.
8. Any student who repeats a failed clinical/lab course must also audit the concurrent theory course.
9. A student may only be re-admitted once to the program after failing a theory or clinical course. If unsuccessful in the second attempt (no matter which quarter), the student will not be re-admitted to the program with this program appeal process.
10. Re-entry into the program is based on whether the student has met the above eligibility criteria and if there is available space in the clinical/program area. Students will be processed according to the date of application (a minimum of one quarter in advance is required in order to be considered), the earliest being considered first.

*Note: Re-entry is not to be confused with a new application.*

#### **O. NEW APPLICATION TO THE PROGRAM AFTER DISMISSAL**

Students who have been formally dismissed and submit a new application to the Seattle Central Dental Hygiene program, are subject to the following:

- Complete the application process in full.
- Will be subject to the same selection process as a new applicant.
- All clinical and lab courses and corresponding didactic courses in the program's Scope and Sequence must be retaken.
- All failed clinical or didactic courses must be retaken.
- All other didactic courses with a passing grade in the program's Scope and Sequence must be audited.

# Section III

## Clinical Laboratory Procedures

### A. VISITORS/CHILDREN IN LAB OR CLINICAL SITES:

Visitors and/or children are not allowed in the classroom, labs or clinics due to potential safety hazards.

### B. CLINICAL INSTRUCTION:

Clinical instruction and experience are provided throughout the program. Experiences are provided in the on-site dental clinics at Seattle Vocational Institute (SVI) and at off-site dental clinics including community dental health clinics, extended care facilities, and community health agencies. It is the student's responsibility to arrange transportation to and from the facility. Students are responsible for safekeeping of their own property at all on- and off-site clinics. Seattle Central and/or the Dental Hygiene program are not responsible for missing or stolen property. Please use assigned lockers for personal belongings.

1. During the eight-quarter program, students may be assigned to day, evening or weekend clinical rotations. Clinical assignments are not negotiable and are final upon posting.
2. Attendance is mandatory for successful completion of all clinical courses. Any absences will be discussed by faculty regarding how the student will complete requirements and/or required clinic time.
3. The procedure for reporting clinical absences is to notify the lead course instructor via email at a minimum of one hour prior to the start of the clinical rotation. Students are also required to email the lead instructor and the supervising RDH at any off-site clinic. When possible, a phone call to the rotation site supervisor is also required. The course instructor, with the assistance of the lead and program director may review clinical absences to determine whether or not the student may continue in the clinical rotation or the program.

Students are to be prepared prior to arrival at clinical rotations and are expected to arrive 30 minutes prior to the assigned clinical rotation to review patient charts and to set up for the appropriate procedures for the session. All students will be caring for clients with diverse diagnoses and needs (including clients with communicable diseases and HIV infection). Students are expected to follow universal precaution guidelines when working directly with all clients. These will be taught prior to entry into the clinical area. Students are also expected to have their hand instruments and equipment with them in the clinical area if requested by the facility. The student will be required to refrain from providing patient care in the clinical facility if the clinic manager, supervising dentist or clinical instructor does not have adequate assurance that the student is prepared to deliver safe care. Students may not begin any treatment until a supervising dental hygiene instructor or dentist is present in the treatment facility. (See Safety Handbook Section of the Clinic Manual.)

The role of the clinical instructor is one of instruction and evaluation. It is the student's responsibility to seek instructor guidance and support in performing care. Clinical performance will be evaluated at each clinical session and may include both daily evaluation and performance evaluation(s). Performance evaluations will be completed by the block instructor and reviewed by the student following each clinical session. Students will also provide self-evaluation of their

clinical progress of each performance evaluation. All areas of the performance evaluation must be initialed by the appropriate instructor and/or supervising dentist who may have worked with the student during the evaluation. It is the responsibility of the student to ensure that all areas of evaluation are signed and/or initialed by the appropriate instructor. All performance evaluations will be kept in the student's Clinic Notebook which is to remain in the treatment facility at all times. Students may arrange a time to discuss any daily performance evaluation individually with the instructor involved. Final evaluations will be reviewed and a decision rendered by the instructor, with possible assistance from the lead, and then shared with the student. Final evaluations must be signed by all parties and then placed in the student's file.

**Clinical grades are based on the following evaluation criteria to derive a decimal grade:**

- "A" - Acceptable
- "I" - Improvable
- "S" - Standard Not Met

**Students will be evaluated in a variety of areas on each daily clinic evaluation which may not be limited to including:**

- Patient Education and Oral Hygiene Instruction
- Environmental, Ergonomic and Instrumentation Factors
- Application of Knowledge
- Time Management
- Policies and Procedures
- Professionalism, Growth, and Development
- Environmental Exposure/Infection Control and Safety

**C. STUDENT UNIFORM AND DRESS CODE:**

Safety, professionalism and prevention of infectious disease exposure dictate the program policy on dress and appearance. The Washington Industrial Safety and Health Act (WISHA) define exposure as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties".

The guidelines are as follows:

- solid color protective garment as defined in the "Bloodborne Pathogen Exposure Control Plan"
- protective eyewear with side shields, mask and gloves
- solid-colored lab coats (wrinkle free) as described in DH Fundamentals Class (These will be ordered as a class. Please refer to estimated cost of program as a part of Uniform and Shoes.)
- uniform tops
- solid color, matches pant color
- scrub-type design
- no printed tops of any kind
- clean, wrinkle-free
- appropriate scrub top (no t-shirts, sweaters, sweatshirts, or tank tops)
- may wear a white or black long sleeve shirt (no collar, no buttons) under scrub top for warmth
- uniform pants or skirts
- solid color clean, wrinkle free
- scrub type – matches scrub top

- ankle length (hem off of the floor)
- no leggings or sweats
- white socks
- shoes white shoes or shoes with solid color
  - clean and in good repair
  - toe enclosed
  - non-absorbent material
  - should not be worn out of building
- wear name identification on left pocket
- wear hair controlled so that it is out of the face and does not hang forward
- Head wear/scarves may be worn for religious purposes only
- undergarments not visible
- no visible tattoos
- no fragrances of any type
- keep fingernails clean and short with no colored polish (no artificial nails)
- no facial piercing(s) or tongue piercing bars
- daily showers and clean hair
- clean shaven (men)
- brush / floss prior to each session
- Clothing must be clean and in good repair. Clothing should fit well. Baggy, drooping pants are discouraged.
- Daily care/grooming including clean hair, nails, & shaved facial hair (men).
- Tops should cover the midriff area, as well as not expose cleavage.
- Shorts, jeans, and/or tank tops are not to be worn in any part of the treatment facility where patients are present (i.e. clinic, hallway, x ray room).
- Gum chewing is prohibited during all clinic sessions.

#### **D. LAB COATS:**

Dental Education Clinic (DEC) & Student Practice Lab (SPL) all students wear lab coats from a service. The dental hygiene lab coats will be located near assigned lockers on the 4th Floor near the Dental Sim Lab. These lab coats will be navy blue.

Dental Education Clinic (DEC) & Student Practice Lab (SPL) all students wear lab coats from a service. The dental assistant lab coats will be located near assigned lockers on the 3rd Floor near room 328. These lab coats will be white.

Note: each student is allocated one lab coat for use all day in the DEC and SPL. If a student is scheduled for an afternoon clinic in the DEC, please hang them in the operatory for use later. If a student is scheduled in the operatory only half day, then return it to the soiled bag near the lockers. It is against OSHA regulations to go to the bathroom with it on or eat lunch. What this really means is that it is not allowed to wear it out of the clinical area.

In labs, such as dental materials and in the Dental Sim Lab, please wear the student issued lab coat. Student will wear student issue lab coats (not the service) for all rotation sites or site issued.



## E. APPEARANCE IN DENTAL HYGIENE CLASSES:

Students are encouraged to maintain a clean, well groomed, professional appearance for classes at Seattle Central College and Seattle Vocational Institute. As a selected student of the Seattle Central College Dental Hygiene Program, you are representing your school, your program and your future profession. These guidelines are not intended as a judgment of personal taste, but as a tool towards encouraging professional appearance and behavior.

- ✓ Clothing must be clean and in good repair. Clothing should fit well. Baggy, drooping pants are discouraged.
- ✓ Daily care/grooming including clean hair, nails, & shaved facial hair (men).
- ✓ Tops should cover the midriff area, as well as not expose cleavage.
- ✓ Shorts, jeans, and/or tank tops are not to be worn in any part of the treatment facility where patients are present (i.e. clinic, hallway, x ray room).
- ✓ Gum chewing is prohibited during all clinic sessions.

## F. PREP

Seattle Central College or Seattle Vocational Institute is not responsible for supplying patients to dental hygiene students. Students are responsible for finding their own patients to satisfy their quarterly patient requirements. Students will be advised in how to recruit patients during the first and second quarter. Students **must** confirm their own patients for clinical sessions, complete all required clinical documentation, and update their Clinic Notebooks. Students must be prepared prior to each clinical session to maximize their learning experience. Preparation includes having all appropriate tools and equipment for a clinic session which is outlined in the student instrument issue and Clinical Dental Hygiene course syllabi.

## G. ABSENCES

In case of absence, the student must call with a minimum of one hour notice to the facility **and** lead course instructor. The student is also responsible for contacting her/his patient to reschedule the appointment. In some instances, if the Patient Service Representative is available, she/he may assist the student with rescheduling the patient. There are no make up sessions for absences (regardless of reason) and students may not rearrange any portion of the clinic schedule to accommodate the absence.

If the student does not call and does not show up for class or clinic, this will result in an automatic failure for the clinic session and possible probation.

**Extended absence:** Absence from class or clinic for an extended period will be taken under advisement by the faculty as to whether the student can meet requirements or will be asked to make up the time or repeat the class. 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 lectures and pick up handouts.

Evaluation will be made as to the student's ability to continue. An extension of time in our program may be needed to complete requirements (additional quarters on contract), based upon the amount of time missed. Refer to Section II, F. Progress Policy, page 14 of this Student Handbook. If you have a family emergency or a truly urgent matter, we try to work with you individually. We do not provide accommodations for vacations. If you choose to take time off, it is at your own risk.

In summary, there are no excused absences and due to the nature of a lock-step program, the junior or senior coordinator is to be notified if an emergency has caused the need for an absence from the program. Learning builds over time and sequentially. The loss of class time might hinder the learning experience and educational process. The program will consider the need for an absence to evaluate how to handle the student's emergency.

Due to the rigorous physical and academic demands, pregnancy is cautioned while in the program. Exceptions cannot be made for a student who becomes pregnant during her enrollment in the dental hygiene program. If a student does become pregnant, she must complete the Pregnancy Release Form (Appendix H) including a physician's statement. **(See Appendix I for Pregnancy Release Form.)**

## **H. CLINICAL INCIDENT**

The student must provide a review of the incident and include the following in a **report (See Appendix C for Clinical Incident Form):**

1. A description of the incident including how/why the incident occurred and what action was taken subsequent to the incident.
2. Any factors that may have contributed to the incident.
3. A review of the complete procedure for safety.
4. Specific strategies for preventing a recurrence of a similar incident in the future.

Students must be counseled, and referred to receive a medical evaluation to determine whether the student has been exposed to or contracted an infectious disease from this incident. It is the student's financial responsibility to complete this process for themselves or any patients testing.

Please refer to the Safety Handbook in the Clinic Manual for EXPOSURE CONTROL INCIDENTS. Note: The educational environment contains multiple latex products and exposure to potential blood borne pathogens. Current infection control standards are taught in the program.

## **I. DETECTION AND REPORTING OF CHILD/VULNERABLE ADULT/DOMESTIC ABUSE:**

All dental hygiene students and clinical instructors will identify and report to the appropriate authorities any suspected cases of child/adult/domestic abuse or neglect encountered in the Seattle Central College Dental Hygiene Clinic.

Washington state law (Revised Code of Washington, Chapter 26.44) is designed to protect children, who have been non-accidentally injured, sexually exploited or deprived of the right to minimal nurture, health and safety by their parents, custodian or guardian. The intent of the law is to provide comprehensive protective services for abused, neglected, exploited and abandoned children found in Washington State. Refer to RCW, Chapter 26.50 for domestic violence and RCW, Chapter 74.34 for vulnerable adults.

State law (RCW 26.44.030) requires licensed health service providers including dental hygienists, who have reasonable cause to believe the child has suffered from abuse or neglect to report such findings to the Child Protective Services of the Department of Social and Health Services and/or to the local law enforcement agency where the child resides (local police department, prosecuting attorney, State Patrol, Director of Public Safety, or the Sheriff's Office).

The state law (RCW 26.44.080) further states that those required by law to report must do so and those that knowingly fail to make a report shall be guilty of a gross misdemeanor.

State law (RCW 74.34.035) requires licensed health service providers including dental hygienists, who have reasonable cause to believe the vulnerable adult has suffered from abuse or neglect to report such findings to the department of health. When there is reason to suspect that sexual assault has occurred, mandated reporters shall immediately report to the appropriate law enforcement agency and to the department.

REFER TO THE SEATTLE CENTRAL COLLEGE DENTAL HYGIENE CLINIC MANUAL FOR ADDITIONAL INFORMATION ABOUT PROCEDURES FOR DETECTION AND REPORTING.

#### **J. APPLIED PRACTICE IN DENTAL HYGIENE**

This course is designed to help learners achieve a higher level of personal self-sufficiency and success in the program. This clinical course involves a planned arrangement with a student to improve specific dental hygiene skills. The instructor recommends individualized instruction that will address the areas of need. Students will receive a recommendation and approval to enroll into this course series as needed.

# Section IV

## Expectations and Requirements

### A. TRANSPORTATION:

Transportation to and from the clinical facilities is the student's responsibility.

### B. HEALTH (MEDICAL RESPONSIBILITY):

Students are responsible for their own medical expenses. If it is necessary for the student to get medical care of any kind, including Emergency Room treatment due to an injury sustained while participating in clinical work, the student will be responsible for any charges incurred. If a student does not carry a private health insurance policy, they may obtain one through the Health Insurance Marketplace (Exchange), or they may purchase a private insurance plan.

The open enrollment period is fall of each year. Individual plans all cover the same core set of essential health benefits and include services like prescription drugs, maternity care, and mental health coverage. You can compare plans based on price, benefits, and other features before making a choice. For exchange plans, enrollees may qualify for lower monthly premiums and out-of-pocket costs based on household income. You can find information on the Washington Health Benefits insurance exchange at the following website: [www.wahbexchange.org](http://www.wahbexchange.org). If you are interested in an individual plan, you can find information by visiting [www.weinsurestudents.com](http://www.weinsurestudents.com) or by calling 844-417-5075.

All clinical students are required to meet the health standards of any dental employee. A physical exam, TB screening using the two-step PPD/Manitou screening test, diphtheria-tetanus immunization and a current rubella titer are required for all Dental Hygiene Program students entering the program and before allowed in the clinical setting. TB screening is required annually and prior to the start of fall quarter. Completion of the Hepatitis B vaccination series is mandated prior to starting clinical sessions. A copy of verification of current health insurance is required to be turned in to the Dental Hygiene Program Office.

### **College Students in Healthcare Curriculums: Clinical Work in Local Hospitals**

<http://www.vaccinerights.com/healthcareworkers.html#students>

College students doing clinical work in hospitals and other local healthcare facilities are being told that they are required to get shots, in addition to those required by state law for all college students. These additional shots are required by the hospital or other institution, and may not be covered by state exemption laws. However, Title VII of the 1964 Civil Rights Act makes it unlawful for employers "controlling apprenticeship or other training or retraining" to discriminate against individuals based on religion and other factors, so students in healthcare curriculums have a federal right to refuse vaccines in their clinical work, for religious reasons, and if denied that right, may file an EEOC complaint alleging discrimination. However, since most who attempt this exemption on their own are turned down. Schools will tell you-- accurately as far as it goes--that they are under contract to provide vaccinated students for clinical training, and that there is no exemption. So, it is unlikely that they will do anything based on a student's telling them that they have a legal right under federal employee-employer (Title VII) law.

The right is there. HOWEVER, very few schools and clinical facilities are aware of the application of Title VII to this specific situation. So, it is a difficult one to win. Your chances are best if you involve the assistance of a knowledgeable attorney.

Medical exemptions are probably acknowledged, but what qualifies is subject to debate, and schools are likely to apply strict standards.

While Title VII provides a legal right, it does not address vaccines specifically. Therefore, the better long-term solution is to become legislatively active. We need to convince state legislators to enact laws giving all persons, including students, the right to refuse vaccines when doing clinical work in local hospitals. Presently, few states have statutory exemption laws for healthcare employees, and probably none have laws for students doing clinical work in local hospitals as part of their college curriculum.

### **C. PROFESSIONAL LIABILITY INSURANCE:**

All students are required and responsible to obtain professional liability insurance prior to performing any procedures in lab/clinic whether it be at the Pacific Tower or at affiliated clinical sites. The student policy is available through the American Dental Hygienists' Professional Liability Insurance Plan for students from Proliability by Mercer. To qualify for student premium rates, you must be a registered member of ADHA Student American Dental Hygienists' Association. Here is a web link:

[https://proliability.mercer.com/ahc/prol/?APPLICATION=PROL&professionCode=DENTAL&associationAbbreviation=ADHA-P&\\_ga=1.119083721.1773568905.1458747818](https://proliability.mercer.com/ahc/prol/?APPLICATION=PROL&professionCode=DENTAL&associationAbbreviation=ADHA-P&_ga=1.119083721.1773568905.1458747818)

### **D. STUDENT AMERICAN DENTAL HYGIENISTS' ASSOCIATION and WASHINGTON STATE DENTAL HYGIENISTS' ASSOCIATION:**

Students are required to be members of the American Dental Hygienists' Association during their course of study at greatly reduced membership cost for dues. Students are required to be members of the Washington Dental Hygienists' Association during their course of study at greatly reduced membership cost dues. To find out about the benefits of national membership and to apply, go to: <https://www.adha.org/student-benefits>. For state membership and apply, go to: <http://wsdha.com/>. However, at acceptance into the program, the program office will help you with your application for your annual membership.

### **E. CPR CERTIFICATION:**

Students must have valid Basic Life Support (BLS) certification, Provider C course, for health care professionals. These two certifications are acquired during the first quarter of the program in the course: "Introduction to Healthcare Practice" and must remain current throughout program. Students failing to have a valid CPR card MAY NOT attend clinical sessions.

### **F. EMPLOYMENT:**

Due to the intensity and rigor of the dental hygiene program, it is highly recommended that students refrain from working while in the program.

### **G. ATTENDANCE RATIONALE:**

Attendance and punctuality are mandatory. This differs from Seattle Central policies but is consistent with Allied Health Division programs because;

1. A large percentage of necessary material covered is given during lecture, and resources such as textbooks are not complete or specific enough to be relied upon alone.
2. One of the essential employability characteristics required by dental hygienists is dependability. Students must be willing to demonstrate this trait, as well as maintain promptness and punctuality throughout the program.
3. Attendance is part of the clinical evaluation. Staffing levels are an issue in the employment setting, and students need to demonstrate their ability to meet potential employers' expectations.
4. Students spend a limited time in the clinical setting. In order to meet performance criteria, as well as develop skills necessary to successfully complete the course, all clinical time must be utilized.
5. Punctual behavior means arriving to class/clinical on time and returning from lunch and breaks on time.
6. Refer to the course syllabus for each class for specific attendance/punctuality policies.

#### **H. BACKGROUND CHECK OF CRIMINAL HISTORY REPORTS**

Any discrepancies of a student's criminal history can deny rotations to clinical sites and will jeopardize the successful completion of the program.

#### **I. EMERGENCY CLOSURE/STORM DAYS:**

Clinical and/or theory courses will be canceled on days that the college cancels class. A telephone tree for notification will be established at the beginning of each quarter to assist in communicating closures or delays. School closure information is posted on the school website: <http://www.seattlecentral.edu/contact/weather-closure.php>

##### **What is SeattleCollegesAlerts?**

SeattleCollegesAlerts is the official emergency notification system used by Seattle Colleges (North Seattle, South Seattle, Seattle Central, SVI and the Siegal Administrative Center). The college district has contracted with [Rave Mobile Safety](#) to communicate with students and employees during campus emergencies that pose a safety concern for the college community.

**Our Rave-based emergency system is called SeattleCollegesAlerts.** Depending on circumstances, one or more of the colleges may send an alert.

**SeattleColleges Alerts:** <http://www.seattlecentral.edu/newscenter/2014/01/28/3472/> (Students can subscribe to this website and alerts can be sent to their phones, etc.)

# Section V

## Resources

### A. STUDENT SERVICES:

A variety of resources are available to assist students in reaching their career and educational goals. Students are encouraged to become acquainted with the available resources and services so they may be used when needed.

1. **Disability Support Services:** Provides accommodations and accessibility for deaf students and students with disabilities. Services include advocacy, interpreters, counseling, readers and admissions assistance. Room BE 1112, 206-934-4183, <http://www.seattlecentral.edu/disability-support/index.php>
2. **Financial Assistance:** The College has a variety of funds available for students who are in need of financial assistance. Specific instructions and information are available to all students in the Financial Aid Office by calling 206-934-3844. <http://seattlecentral.edu/finaid/index.php>
3. **Registration:** Once the student has met with Advising and met the entrance requirements of the program, the student can register. The registration process will be explained during the student's orientation to the college in an assigned START session. <http://seattlecentral.edu/start/index.php>
4. **Minority Affairs and Multicultural Services:** Minority affairs and multicultural services are available to assist minority and foreign students in the college system. Room BE 1103-A5. The office phone number is 206-934-4085.
5. **Student Leadership** (formerly Student Affairs and Activities Office): The Student Leadership Office provides support to the students and organizations of the college. Student complaints are received and processed to the Director of Student Leadership if they cannot be resolved at the division level. The Student Leadership Office is located in MAC 350, 206-934-6924.
6. **Student Government:** The Associated Student Council is recognized as the official voice of the student body. It is composed of student officers elected to deal with issues and concerns. Students are encouraged to participate in this organization. Information can be obtained in Room MAC 350. 206-934-4057.
7. **Student Support Programs:** WorkForce Services  
Workforce Services programs can provide the support and funding you need to complete one of our career-focused associate degree or certificate programs. Services include funding for tuition, fees, books and transportation as well as emergency financial assistance and resource referrals. Visit [startnextquarter.org](http://startnextquarter.org) and take a short survey to see if you qualify for benefits. Then, attend a Start Next Quarter workshop or make an appointment at 206-934-3854 to meet with an Advisor to receive detailed information about our programs. Address: Student Services Center, 907 E Pine, Seattle WA 98122.
8. **Vocational Training Services:** As a student, you may utilize the services of other vocational training programs at Seattle Central, including Campus Optical, Cosmetology, and various Culinary Arts Programs.
9. **Student Activity Center:** Students are encouraged to use the facilities in the Student Activity Center located across the street from the main building next to the Bookstore. A fee is automatically deducted with tuition every quarter when registering for five (5) credits or more, which allows use of the exercise equipment, inside track, and game courts.

## B. PARKING AND ORCA CARD AT PACIFIC TOWER

Student Orca Cards and Parking Permits for the Pacific Tower Health Education Center

### Bus Riders—Orca Cards

1. The Orca Card currently costs \$125 per quarter for an Orca card with a \$200 balance value for students who are enrolling for 10 or more qualified credits. Here is the link to the web page for the form to fill out and submit at the cashier's office on the main campus. <http://www.seattlecentral.edu/transportation/orca.php>
2. The King County Metro #60 and #36 busses stop at the Pacific Tower. Many other busses stop on Jackson St and 12 Ave including the new streetcar. From there you can either walk south on 12th Ave to the Pacific Tower or take the #60 or #36 busses on 12th Ave next to Jackson St and get off at Pacific Tower (three stops).

### Vehicle Parking Permits

Students may buy monthly parking permits by paying Republic Parking directly. Here is the link. <http://rpnw.com/lot/seattle/30-504>. You will need to get a card/fob from Republic Parking to enter the parking garage after you pay Republic Parking.

### Vehicle Parking—Hourly

For those that prefer, parking at the West Parking Garage can be paid for on an hourly basis. Here are the current rates. Drive to the gate, take a ticket and follow the directions for paying for the parking.

0-1 Hours	Mon, Tue, Wed, Thu, Fri	\$2.00
1-2 Hours	Mon, Tue, Wed, Thu, Fri	\$3.00
10-24 Hours	Mon, Tue, Wed, Thu, Fri	\$10.00
2-3 Hours	Mon, Tue, Wed, Thu, Fri	\$5.00
3-4 Hours	Mon, Tue, Wed, Thu, Fri	\$6.00
4-10 Hours	Mon, Tue, Wed, Thu, Fri	\$7.00
Early Bird	Mon, Tue, Wed, Thu, Fri	\$5.00
Evenings after 4pm	Mon, Tue, Wed, Thu, Fri, Sun, Sat	\$5.00
Weekend Special	Sun, Sat	\$5.00

### Vehicle Parking—Quarterly

SCC Student Quarterly Parking

Base Amount:	\$104.42
Tax Amount:	\$10.02
Seattle Parking Tax Amount:	<u>\$13.06</u>
Total	\$127.50 per quarter

### Vehicle Parking—Street

There is street parking that is currently free on the east, west and south sides of the property. Note: Parking spots are taken quickly in the early morning.

**Where to Park:** SCC faculty, staff and students **should park in stalls 173 – 266** on levels P7 and P8 in the West Parking Garage.

SCC Monthly Parking  
At the Pacific Tower West Garage



Conveniently located on the West Side of the Pacific Tower Campus.



Monthly Parking sign up is fast and easy, please visit our website at:

<http://rpnw.com/lot/seattle/30-504>

Pacific Tower West Parking Garage  
1200 12<sup>th</sup> Ave S.  
Seattle, WA 98144

Operated By Republic Parking NW



For more information, please contact the Garage Management at

**(206) 441-7928**

## **C. INSTRUCTIONAL SERVICES**

### **1. Instructional Resource Center**

- a. Library: The library maintains current subscriptions to journals, supplemental resources, and SOME textbooks, which are kept on reserve at the circulation desk. Any assigned readings from sources other than required texts may be placed on reserve by the faculty. If additional references are needed, ask the librarian for assistance. Private rooms are available for study groups. The library's phone number is 206-934-4050.
- b. Audio-Visual Lab: The student is expected to preview any assigned audio/visual materials in this area only. Students must check in with the technician before using the machines and materials. For further information, call 206-934-4053.
- c. Computer Center & Library Open Lab: The Computer Center and the Library Open Lab are available to all Seattle Central students. Current Seattle Central enrollment and payment of at least the Universal Technology fee and/or the computer user fee are required to use the facility. The Center's phone number is 206-934-4194. The Library is located in room BE 2101 and the phone number is 206-934-4050.
- d. Health Science Library at Pacific Tower: The Library at the Health Education Center is located on the 3<sup>rd</sup> floor in HEC 301.

### **2. Bookstore**

- a. Required and recommended textbooks, and many related materials are available in the Bookstore located across Broadway Avenue 206-934-4148. The student should purchase these instructional materials before each quarter begins. In addition, the Bookstore sells school supplies, popular paperbacks and magazines, sportswear and various other articles.

### **3. Counseling**

- a. The college provides free professional counseling to assist students with career planning academic or personal problems. Faculty may refer a student to the Allied Health Division counselor. Students may see the counselor by making an appointment in room HEC 201 or by emailing Ruby Hansra at [Ruby.Hansra@seattlecolleges.edu](mailto:Ruby.Hansra@seattlecolleges.edu). Her telephone number is TBA at a later date.

### **4. Student Academic Assistance Center**

- a. Specialists are available to help students in the college system. The free support service includes academic counseling, career guidance, and personal growth instruction, college survival and study skills instruction. The office phone number is 206-934-3852, for additional information.

### **5. Tutoring Services**

- a. Tutoring is available to all students enrolled at Seattle Central. Please utilize this service when needed. For additional information, call 206-934-3852.

### **6. Bulletin Boards**

- a. There are general student boards located throughout the college with special notices and general information for all Seattle Central students. Information about programs, scholarships, student organizations, meeting and special events are routinely posted. The Dental Hygiene Program bulletin board is located in the hallway across from BE 3204. The student is expected to check it frequently for announcements, special messages, and registration information.

### **7. Student Lockers**

- a. Refer to Clinic Manual

# Section VI

## Transition from Student to Graduate

### A. APPLYING FOR A DEGREE:

During the second quarter of the program, dental hygiene students need to apply for an associate of applied science-transfer (AAS-T) degree. The application form is provided by the program office. Each student is responsible for making sure all the required courses are complete by fall quarter of the entering year.

During the seventh quarter of the program, dental hygiene students need to apply for a Bachelor's of applied science dental hygiene track degree. The application form is provided by the program office. Each student is responsible for making sure all the required general education courses are complete before graduation.

### B. PROCEDURE FOR REQUESTING A LETTER OF REFERENCE:

The student may request a letter of reference from the instructor asking him/her to write the reference letter. The student must provide in writing the name and address of the agency of the prospective employer. Students should keep phone numbers of previous part-time clinical instructors. (See Appendix F for Student Educational Records Release.)

### C. GRADUATION:

Students must submit a "Request for Vocation Certificate or Degree" form to the Registrar's Office in the winter quarter of the year in which they plan to graduate. Seattle Central College holds a formal graduation exercise at the end of the Spring Quarter. Students who have completed the majority (i.e., within 15 or less credits of completion of the degree/program) of program credits are eligible to participate in the graduation ceremony with their class. All graduates of Seattle Central are expected to attend the ceremony. All students will automatically be sent an information sheet on graduation ceremonies when the application for their degree has been approved.

A separate dental hygiene pinning ceremony is held on the same day as graduation. A procedural planning guide is available in the director's office for arranging the event.

# Section VII

## Washington State Credentialing Requirements

### *Washington State Credentialing Requirements*

#### **Dental Hygienist (Chapter 18.29 RCW, 246-815 WAC)**

**Type of Credential:**  
License

**DOH Contact:**  
Customer Service Center - 360-236-4700

Credentialing Requirements	Verification Documents Obtained
Graduation from an American Dental Association Commission on Dental Accreditation accredited dental hygiene program	Official transcript with degree and date posted, received directly from applicant's program.
Work history (professional training and experience)	Must have complete chronology from receipt of dental hygiene degree to the date of application.
State licensure verification	Applicant lists all states where credentials are or were held, including where applicant has applied but a credential was not granted. A verification form must be completed and submitted by the jurisdiction where the applicant is or was credentialed. Applicant sends form to jurisdiction for completion. The jurisdiction sends completed form directly to the department. All applicants are checked through the American Association of Dental Boards Clearinghouse for disciplinary information.
Statement about: <ul style="list-style-type: none"> <li>• physical and mental health status</li> <li>• lack of impairment due to chemical dependency/substance abuse</li> <li>• history of loss of license, certification or registration</li> <li>• felony convictions</li> <li>• loss or limitations of privileges</li> <li>• disciplinary actions</li> <li>• professional liability claims history</li> </ul>	Applicant must answer personal data questions. An appropriate explanation and required documentation must be sent with positive answers. If there is a positive answer to the professional liability claims history question, the applicant must send an explanation of the nature of the case, data and summary of care given, copies of the original complaint, and the settlement or final disposition. If pending, applicant must indicate status.

## **Additional Information/Documents Required**

- **HIV/AIDS Training - seven hours**
- **Licensure by Examination:** Must successfully pass the following examinations: Drug and Law-Washington State; Restorative, Basic Hygiene and Local Anesthetic-Western Regional Examining Board; and National Board. Scores verified from appropriate organization/agency. Expanded functions training verified from approved dental hygiene education program.
- **Licensure by Credential:** Expanded functions training verified from approved dental hygiene education program. Must be licensed in a qualifying state, which is verified by the state board, as well as currently be in practice (within the last year) - certified on application.
- **Initial Limited License:** Expanded functions training verified from approved dental hygiene education program (for Local Anesthetic and Restorative Endorsements only) and successful completion of Drug and Law exam. Practice requirement (560 hours in the last two years). The initial limited license lasts for 18 months and is renewable.

## **Process for Approving/Denying Applications**

Credentialing staff review the application and supporting documents to make an initial determination on eligibility. Credentialing supervisors approve applications that do not have positive answers to personal data questions, have questionable verifying documents, or are otherwise “red flag” applications. Red flag applications are forwarded to the exception application process for determination by the appropriate disciplining authority. An applicant will be formally notified of a denial and has the opportunity for a hearing.

## **Renewal Requirements**

Dental hygienists must renew their license every year on or before their birthday. Dental hygienists must verify completion of 15 clock hours of continuing education every year including a current CPR card.

## **Process for Approving/Denying Applications**

Credentialing staff review the application and supporting documents to make an initial determination on eligibility. Credentialing supervisors approve applications that do not have positive answers to personal data questions, have questionable verifying documents, or are otherwise “red flag” applications. Red flag applications are forwarded to the exception application process for determination by the appropriate disciplining authority. An applicant will be formally notified of a denial and has the opportunity for a hearing.

# Section VIII

## ADEA Competencies for Entry into the Allied Dental Professions

(As approved by the 2011 ADEA House of Delegates)

### Introduction

In 1998–99, the Section on Dental Hygiene of the American Association of Dental Schools, now the American Dental Education Association (ADEA), developed and presented Competencies for Entry into the Profession of Dental Hygiene. These competencies were widely used by the majority of accredited dental hygiene programs in defining specific program competencies.

Following the June 2006 Allied Dental Education Summit, a special task force of the ADEA Council of Allied Dental Program Directors was formed to advance the recommendations from the summit. One recommendation was to develop similar competency statements for the dental assisting and dental laboratory technology disciplines. Given that charge, the ADEA Task Force on Collaboration, Innovation, and Differentiation (ADEA CID) undertook a comparative review of the then-draft Competencies for the New General Dentist and the existing Competencies for Entry into the Profession of Dental Hygiene. Both documents were analyzed from the perspective of where the allied dental professions should be headed to support an overall health care team concept and a professional model of education and practice and, at the same time, address curriculum innovation and change and better address access to care issues in the spirit of collaboration with multiple health care partners. The final ADEA Competencies for Entry into the Allied Dental Professions includes the dental assisting, dental hygiene, and dental laboratory technology disciplines and serves as a companion to the final ADEA Competencies for the New General Dentist. The Competencies for Entry into the Profession of Dental Assisting and the Competencies for Entry into the Profession of Dental Hygiene were approved by the ADEA House of Delegates in 2010; the Competencies for Entry into the Profession of Dental Laboratory Technology were approved by the ADEA House of Delegates in 2011.

The purpose of this document is to

- Define the competencies necessary for entry into the allied dental professions.
- Serve as a resource for accredited allied dental education programs to promote change and innovation within their programs.
- Support existing and future curriculum guidelines.
- Serve as a resource for new and developing accredited programs in the allied dental professions.
- Serve as a mechanism to inform other health disciplines about curricular priorities in allied dental education.
- Enhance opportunities for intra- and interprofessional collaboration in understanding professional roles of oral health team members and other health care providers.
- Support developing new education models for accredited allied dental education programs.

The competencies delineated in this document are written for the three primary allied dental professions and apply to formal, accredited programs in higher education institutions. While some competencies are common to these disciplines, application would differ based on the discipline, type of program, length of program, graduate credentialing options, defined scopes of practice, and institutional mission and goals for the program. Program faculties should define actual competencies and how competence is measured for their programs. While the majority of allied dental professionals work within an oral health care team supporting private practice dentistry, other models have and will evolve. Accredited allied dental education programs have a responsibility to prepare their graduates for the highest level of practice in all jurisdictions.

The competencies describe the abilities expected of allied dental health professionals entering their respective professions. These competency statements are meant to serve as guidelines. It is important for individual programs to further define the competencies they want their graduates to possess, describing 1) the desired combination of foundational knowledge, psychomotor skills, communication skills, and professional behaviors and attitudes required; 2) the standards used to measure the student's independent performance in each area; and 3) the evaluation mechanisms by which competence is determined.

The five general domains described in this document should be viewed as themes or broad categories of professional focus that transcend specific courses and learning activities. They are intended to encourage professional emphasis and focus throughout the discipline-specific curriculum. Within each domain, major competencies expected of the program graduate are identified. Each major competency reflects the ability to perform or provide a particular professional activity, which is intellectual, affective, psychomotor, or all of these in nature. Supporting competencies needed to support the major competencies and specific course objectives delineating foundational knowledge, skills, and attitudes should be further developed by each program's faculty, and these should reflect the overall mission and goals of the particular college and program. Demonstration of supporting competencies related to a specific service or task is needed in order to exhibit attainment of a major competency.

This document is not intended to be a standalone document and should be used in conjunction with other professional documents developed by the professional agencies that support the disciplines. This document is not intended to standardize educational programs in allied dental education but rather to allow for future program innovation, growth, and expansion. This document is also not intended to serve as a validation for program content within allied dental education or for written or clinical licensing examinations.

Program faculties should adapt this document to meet the needs of their individual programs and institutions. Given the dynamic nature of science, technology, and the health professions, these competencies should be reviewed and updated periodically.

## **Domains**

1. Core Competencies (C) reflect the ethics, values, skills, and knowledge integral to all aspects of each of the allied dental professions. These core competencies are foundational to the specific roles of each allied dental professional. Health Promotion and Disease Prevention (HP) are a key component of health care.
2. Changes within the health care environment require the allied dental professional to have a general knowledge of wellness, health determinants, and characteristics of various patient communities

3. Community Involvement (CM). Allied dental professionals must appreciate their roles as health professionals at the local, state, and national levels. While the scope of these roles will vary depending on the discipline, the allied dental professional must be prepared to influence others to facilitate access to care and services. Patient Care (PC). Allied dental professionals have different roles regarding patient care.
4. These are reflected in the competencies presented for each discipline. The roles of the allied dental disciplines in patient care are ever-changing, yet central to the maintenance of health. Allied dental graduates must use their skills following a defined process of care in the provision of patient care services and treatment modalities. Allied dental personnel must be appropriately educated in an accredited program and credentialed for the patient care services they provide; these requirements vary by individual jurisdiction.
5. Professional Growth and Development (PGD) reflect opportunities that may increase patients' access to the oral health care system or may offer ways to influence the profession and the changing health care environment. The allied dental professional must possess transferable skills (e.g., in communication, problem-solving, and critical thinking) to take advantage of these opportunities.

### **Competencies for Entry into the Profession of Dental Hygiene**

Dental hygienists must complete an accredited educational program and qualify for licensure in any state or jurisdiction. They practice in collaboration with dental and other health care professionals in a variety of settings.

#### ***Core Competencies (C)***

- C.1 Apply a professional code of ethics in all endeavors.
- C.2 Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.
- C.3 Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.
- C.4 Use evidence-based decision making to evaluate emerging technology and treatment modalities to integrate into patient dental hygiene care plans to achieve high-quality, cost-effective care.
- C.5 Assume responsibility for professional actions and care based on accepted scientific theories, research, and the accepted standard of care.
- C.6 Continuously perform self-assessment for lifelong learning and professional growth.
- C.7 Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
- C.8 Promote the values of the dental hygiene profession through service-based activities, positive community affiliations, and active involvement in local organizations.
- C.9 Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.
- C.10 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.
- C.11 Record accurate, consistent, and complete documentation of oral health services provided.



- C.12 Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.
- C.13 Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.
- C.14 Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.

***Health Promotion and Disease Prevention (HP)***

- HP.1 Promote positive values of overall health and wellness to the public and organizations within and outside the profession.
- HP.2 Respect the goals, values, beliefs, and preferences of all patients.
- HP.3 Refer patients who may have physiological, psychological, or social problems for comprehensive evaluation.
- HP.4 Identify individual and population risk factors, and develop strategies that promote health-related quality of life.
- HP.5 Evaluate factors that can be used to promote patient adherence to disease prevention or health maintenance strategies.
- HP.6 Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

***Community Involvement (CM)***

- CM.1 Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.
- CM.2 Provide screening, referral, and educational services that allow patients to access the resources of the health care system.
- CM.3 Provide community oral health services in a variety of settings.
- CM.4 Facilitate patient access to oral health services by influencing individuals or organizations for the provision of oral health care.
- CM.5 Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care.
- CM.6 Evaluate the outcomes of community-based programs, and plan for future activities.
- CM.7 Advocate for effective oral health care for underserved populations.

***Patient Care (PC)***

**Assessment**

- PC.1 Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medicolegal principles.
- PC.2 Recognize predisposing and etiologic risk factors that require intervention to prevent disease.
- PC.3 Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.
- PC.4 Identify patients at risk for a medical emergency, and manage the patient care in a manner that prevents an emergency.

### **Dental Hygiene Diagnosis**

- PC.5 Use patient assessment data, diagnostic technologies, and critical decision making skills to determine a dental hygiene diagnosis, a component of the dental diagnosis, to reach conclusions about the patient's dental hygiene care needs.

### **Planning**

- PC.6 Utilize reflective judgment in developing a comprehensive patient dental hygiene care plan.
- PC.7 Collaborate with the patient and other health professionals as indicated to formulate a comprehensive dental hygiene care plan that is patient-centered and based on the best scientific evidence and professional judgment.
- PC.8 Make referrals to professional colleagues and other health care professionals as indicated in the patient care plan.
- PC.9 Obtain the patient's informed consent based on a thorough case presentation.

### **Implementation**

- PC.10 Provide specialized treatment that includes educational, preventive, and therapeutic services designed to achieve and maintain oral health. Partner with the patient in achieving oral health goals.

### **Evaluation**

- PC.11 Evaluate the effectiveness of the provided services, and modify care plans as needed. PC.12 Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient self-reports as specified in patient goals.
- PC.13 Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses, and services when expected outcomes are not achieved.

### ***Professional Growth and Development (PGD)***

- PGD.1 Pursue career opportunities within health care, industry, education, research, and other roles as they evolve for the dental hygienist.
- PGD.2 Develop practice management and marketing strategies to be used in the delivery of oral health care.
- PGD.3 Access professional and social networks to pursue professional goals.

# Section IX

## Appendix

### APPENDIX A—Grading Scale

#### Seattle Central Grading Scale

The Seattle Central Colleges use a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

A	4.0-3.9	
A-	3.8-3.5	Excellent
B+	3.4-3.2	
B	3.1-2.9	High
B-	2.8-2.5	
C+	2.4-2.2	
C	2.1-1.9	Average
C-	1.8-1.5	
D+	1.4-1.2	
D	1.1-0.9	Minimum
D-	0.8-0.7	
E	0.0	Unsatisfactory

#### Dental Hygiene Grading Scale

The following letter symbols are awarded to these standards. The numbers are used to compute test scores and final grades for clinic and lecture courses. A minimum of 2.5 is required in all dental hygiene courses in order to progress in the program.

A (Excellent)	B (High)	C(Acceptable)	D(Unacceptable)	E
4.0 = 95-100	3.4 = 87-88	2.9 = 79	2.4 = 74	1.8 = 68
3.9 = 94	3.3 = 85-86	2.8 = 78	2.3 = 73	1.6 = 66
3.8 = 93	3.2 = 83-84	2.7 = 77	2.2 = 72	1.4 = 64
3.7 = 92	3.1 = 81-82	2.6 = 76	2.1 = 71	1.2 = 62
3.6 = 91	3.0 = 80	2.5 = 75	2.0 = 70	1.0 = 60
3.5 = 89-90				0.0 = $\leq$ 59

In the event it is either necessary or desirable to round up a set of numbers, the following rule will apply.

- any number over 5**, round up to the next number (94.6 becomes 95)
- any number less than 5**, round down (94.4 becomes 94)
- the number 5** rounds either up or down to the closest **even** number (93.5 become 94, 92.5 becomes 92)

#### Dental Hygiene Clinical AIS Evaluation Criteria

The following letters are assigned for clinical evaluation. For each Daily Clinical Evaluation form a score will be assigned; A=Acceptable, I=Improvable or S=Standards not Met. These scores are designed to show skills development.



EDUCATIONAL AGREEMENT CONTRACT

EDUCATIONAL AGREEMENT

Between the

SEATTLE CENTRAL COLLEGE DENTAL HYGIENE PROGRAM

And

, SID:

**I. PURPOSE**

The parties to this Educational Agreement are the Seattle Central College Dental Hygiene Program (Seattle Central College) and dental hygiene student, XX XXXX. This agreement describes the terms between Seattle Central College DH Program and XXXXXX as described below.

**II. TERMS & CONDITIONS**

This Agreement may be changed, modified, or amended only by written agreement executed by both of the parties hereto. Such amendments shall not be finding unless they are in writing and signed by personnel authorized to bind Seattle Central College DH Program and XXXXXX.

- XXXXX has been accepted into Seattle Central College DH Program and understands that s/he will XXXX:
- XXXXXX will follow the Seattle Central College DH Program Student Handbook policy.
- XXXXXX understands these conditions and terms as explained to her and outlined in this Agreement.

**III. ALL WRITINGS CONTAINED HEREIN**

This Educational Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the parties hereto.

\_\_\_\_\_  
Student name  
SID xxx-xx-xxxx

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ona U. Canfield, Director  
Seattle Central College  
Dental Hygiene Program

\_\_\_\_\_  
Date

**APPENDIX C – DRAFT INCIDENT REPORT FORM**

**SEATTLE CENTRAL COLLEGE  
DENTAL HYGIENE PROGRAM  
INCIDENT REPORT FORM**

**CONFIDENTIAL**

AFFECTED PERSON: \_\_\_\_\_  
\_\_\_\_\_ Employee\* \_\_\_\_\_ Student \_\_\_\_\_ Patient \_\_\_\_\_ Other

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

RELEVANT DATA:      HBV Immune Status      POSITIVE \_\_\_\_\_ NEGATIVE \_\_\_\_\_  
                                 Tetanus Immunization      Current \_\_\_\_\_ YES \_\_\_\_\_ NO

DATE OF INCIDENT: \_\_\_\_\_

LOCATION OF OCCURRENCE: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSSIBLE DISEASE EXPOSURE: \_\_\_\_\_ NO                      \_\_\_\_\_ YES (Describe below)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOLLOW-UP ACTION TAKEN (to be completed within one week of incident): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

***Note: The College cannot provide or reimburse you for any costs associated with medical care for exposure.***

Reported By: \_\_\_\_\_

Reported To: \_\_\_\_\_ Date: \_\_\_\_\_

Copies Sent To: \_\_\_\_\_

\*Maintain this record for duration of employment plus 30 years.



**APPENDIX D – DRAFT STUDENT AGREEMENT**

**DENTAL HYGIENE STUDENT AGREEMENT  
PROGRAM POLICY AGREEMENT**

I, \_\_\_\_\_ (print student name) understand that to achieve a minimum satisfactory grade in the Dental Hygiene Program, according to the grading standards specified in the Dental Hygiene Program’s Academic Standards Policy, I must adhere to the following:

1. Abide by all program policies and procedures in effect for the duration of my enrollment in the Dental Hygiene Program.
2. Abide by the Code of Ethics of the American Dental Hygienists’ Association as defined in the Student Handbook.
3. Be present and prepared for all scheduled classes, clinics, conferences, and examinations.
4. When unable to be present, notify the department, as outlined in the Attendance and Absences Policy described in the Student Program Policy.
5. Respect and preserve the confidential nature of all medical and personal information related to patients, students, faculty, and/or staff.
6. Conform to the Student Dress Code as described in the Student Program Policy.
7. Be responsible for providing total patient dental hygiene care to my assigned patient(s).
8. Under no circumstances shall I be considered an employee of the facility or agency of the College or of Neighborcare Dental Clinic as a student participating in the Dental Hygiene Program.
9. Respect Seattle Central College drug free, smoke free, and fragrance free, anti-harassment, no bullying policies.
10. I understand the terms and conditions of the agreement and I will comply with the requirements and the Dental Hygiene Student Handbook, Seattle Central College policies, and Neighborcare Health Dental Clinic policy during my enrollment in the dental hygiene program.

**Acknowledgment of Academic Policy**

I further understand that the following may result in probation or dismissal from the Seattle Central College’s Dental Hygiene Program:

1. Failure to adhere to the Code of Ethics of the American Dental Hygienists’ Association.
2. Failure to achieve the Academic Standards of the dental hygiene program.
3. Failure to adhere to the Academic Honesty Policy of the dental hygiene program.
4. Failure to adhere to the Conduct Policy during examinations as described in the student handbook.
5. Failure to achieve competency tests or meet the criteria of competency required for graduation from the Seattle Central College’s Dental Hygiene Program.
6. Performing dental hygiene procedures while employed as a dental assistant or similar occupation, during enrollment in the Dental Hygiene Program.

Student Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Birth date \_\_\_\_\_ (mm/dd/yyyy)

Ethnicity \_\_\_\_\_

Phone \_\_\_\_\_

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

**APPENDIX E – DRAFT OATH of CONFIDENTIALITY**

**SEATTLE CENTRAL COLLEGE DEPARTMENT OF DENTAL HYGIENE  
OATH OF CONFIDENTIALITY**

The fact of becoming established as a patient of record, all information and records pertaining to services provided to patients at Seattle Central College Department of Dental Hygiene shall be considered confidential in accordance with uniform medical records laws of Washington State and the Patient Protection and Affordable Care Act (PPACA).

As a condition of:

- Obtaining practical experience at Seattle Central College Dental clinic or any site assigned in conjunction with a course of study at Seattle Central College,
- Performing volunteer work at Seattle Central College,
- Conducting evaluation or research concerning persons receiving services at Seattle Central College.

I, \_\_\_\_\_ (print student name) agree not to divulge, publish or otherwise make known, except as authorized by law, any information regarding persons who have received or are now receiving services at Seattle Central College Dental Clinic such that the person who received such services is identifiable without consent of the person. This assurance extends to all students, faculty, and staff whose medical/dental records may be used for educational purposes.

I recognize that unauthorized release of confidential information may subject me to civil liability under the provisions of state law and that any person may bring an action against me should I willfully release confidential information or records.

I hereby agree to abide by the conditions regarding confidentiality as outlined above and stated in the law.

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

Print Student Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Witness Name \_\_\_\_\_



**APPENDIX F – DRAFT AUTHORIZATION TO RELEASE PERSONAL INFORMATION & EDUCATIONAL RECORD**

**AUTHORIZATION TO RELEASE PERSONAL INFORMATION  
AUTHORIZATION TO RELEASE STUDENT EDUCATIONAL RECORD**

I, \_\_\_\_\_ (print student name) hereby authorize the release of information of my academic achievement in the Dental Hygiene Department to:

- Potential Employers
- Subsequent Schools
- Scholarship Sponsors
- Other: \_\_\_\_\_

**Type of information to be released:**

- Academic achievement
- Clinical skills
- Communication skills (observed and experienced by patients, peers, faculty, staff)
- Faculty assessment of ethical/professional characteristics
- Rank in class
- Faculty assessment of potential for particular setting (i.e. perio, practice, pedo practice, restorative practice)

I authorize the faculty, staff and administration to discuss intra-departmentally about my academic achievements, clinical skills, communication skills, and ethical/professional characteristics to effectively assess my educational progress in this program (observed and experienced by patients, peers, faculty, and staff).

**Signatures**

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

Print Student Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Witness Name \_\_\_\_\_

**This authorization form will be placed in the student’s permanent file. The student should feel free to review or revise it at any time. This agreement will be in effect until graduation. If you want these records released after graduation, a new release must be submitted.**

**APPENDIX G – DRAFT MEDICAL AGREEMENT**

Please indicate the type of medical coverage you have and provide the information requested, include a copy of your medical insurance card.

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

**Medical Insurance Coverage**

I have accident and health insurance. I have submitted my insurance information to the Program Coordinator. (A copy of insurance card.)

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

Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX H – DRAFT EQUIPMENT AGREEMENT

### EQUIPMENT AGREEMENT

As a student of the Seattle Central College Dental Hygiene Program, I understand that during the course of my studies I will be required to and will use costly equipment. This equipment will be used by me during lab and clinical sessions as well as potentially being checked out by me for use at home.

I understand that I am responsible for exercising due care while transporting and using this costly equipment.

I further understand that should the equipment be damaged, lost or stolen as a result of my failure to exercise due care while the equipment is in my possession or use, or as a result of any unauthorized, improper or abusive use of the equipment by me, I am responsible for any and all costs of such damage or loss.

I understand that I must purchase an instrument issue as well as rent instruments for offsite clinical rotation sites in order to learn clinical skills during the program.

#### Signatures

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

Print Student Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Witness Name \_\_\_\_\_

## APPENDIX I – DRAFT HEALTHCARE RELATED PROGRAM PREGNANCY RISK

### HEALTH CARE RELATED PROGRAMS PREGNANCY RISK FORM

#### Health Care Related Programs Risks and Pregnancy Guidelines

Students in each of the college's health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. No patient is discriminated against in the provision of health care. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn **Standard Precautions** and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needle-stick or instrument-related injuries.
- Risk of bloodborne pathogen exposure.

#### **Statement Regarding Pregnancy**

Student disclosure of her pregnancy status to program personnel is strictly voluntary. While the college does not require that a pregnant student disclose her pregnancy, the college encourages any student who is pregnant or may become pregnant to discuss with her advisor any potential risks and limitations. Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health-care practitioner document any restrictions that may assist the college in providing reasonable accommodations when required.

Should the student's health-care provider indicate that there are restrictions, once notified, the college is required to abide by the restrictions. If a student is placed on restrictions by her health-care provider and these restrictions are significant enough to compromise the student's ability to continue in a laboratory course or clinical placement, the student may be required to withdraw from the course and re-enter the program at a later date, following delivery. If a health-care provider indicates that there are no restrictions, the student may continue in her laboratory or clinical course without any changes.

#### **Statement Regarding Infectious Diseases**

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, among others.

**All** students are required to have appropriate immunizations before they are admitted to their program of study (specific information is given to all admitted students). Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally-expose him/herself. All students entering a health-related program of study must be aware of this slight, but real, potential.

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and understand the potential risks that may exist to me and my unborn child should I decide to continue in health program laboratory and clinical placements for the remainder of my pregnancy.

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

**APPENDIX J – DRAFT LEARNING CONSENT STATEMENT and ACKNOWLEDGMENT OF PROBATION and DISMISSAL POLICY & CRIMINAL HISTORY**

**SEATTLE CENTRAL COLLEGE DENTAL HYGIENE PROGRAM  
STUDENT LEARNING CONSENT STATEMENT**

As a student in The Seattle Central College Dental Hygiene Program, I am aware that there are risks involved in the practice of Dental Hygiene. These include, but may not be limited to: radiation exposure, risk of exposure to infectious diseases, administration of local anesthetic agent, a sometimes stressful work environment and risk of exposure to conditions and substances that may affect personal health or the health of an unborn child.

In addition, as a student, I understand that it is to my educational benefit to serve as a subject and/or patient in clinical learning, laboratory and classroom situations. These include, but may not be limited to: as a subject for the practice of other students in Dental Hygiene skills, local anesthetic injection and nitrous oxide administration.

It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

**ACKNOWLEDGMENT OF  
PROBATION AND DISMISSAL POLICY & CRIMINAL HISTORY**

I understand that if I am placed on probation or dismissed from the program, I will receive a written notice from the Dental Hygiene Program Office. To appeal such a decision, I will follow the appeal procedure as listed in the Dental Hygiene Student Handbook.

In accordance with health facility affiliation agreements, students enrolled in clinical courses are required to complete a Request for Criminal History Form. All information will be kept confidential. Students should be aware that certain convictions may prevent clinical placement and employment and that completion of this program does not guarantee certification, licensing or employment.

I further understand it is my right to express any and all concerns and/or contraindications for activities for which I am a subject. I will report immediately any adverse reactions that I may experience. I understand that I may revoke this consent in writing at any time and that if I refuse to participate in any dental hygiene program activities that may place me at risk, as outlined above, that I am responsible to provide an appropriate subject for the completion of the required activity.

I verify that I have an opportunity to ask questions regarding circumstances outlined above. My signature verifies that I have read all the information provided in the Student Handbook for Seattle Central College, Department of Dental Hygiene. I have had an opportunity to discuss the policies and release forms contained therein. I also have had an opportunity to ask questions and accept the responsibilities set forth by these policies.

**Student Agreements & Program Authorizations 2017-18**

**Signatures**

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

Print Student Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Witness Name \_\_\_\_\_

**Confirmation of Agreement**

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX K – DRAFT Seattle Central College Release Form



**SEATTLE CENTRAL  
COLLEGE**  
*One of the Seattle Colleges*

RELEASE FORM

I hereby authorize Seattle Central College and those acting pursuant to its authority a nonexclusive grant to:

- a) Record my likeness and voice on video, audio, photographic, digital, electronic, online formats, or on any and all other media.
- b) Record my testimonial statements/comments through digital media and/or transcription.
- c) Use my name in connection with these recordings.
- d) Use, reproduce, publish, republish, exhibit, edit, modify, or distribute, in whole or in part, these recordings in all media without compensation for any purpose that Seattle Central, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts. These recordings may appear in a variety of formats and media now available to Seattle Central and that may be available in the future (e.g. print publications, videos, DVD, Internet, mobile, digital).

I hereby release Seattle Central and those acting pursuant to its authority from liability, claims, and demands for any violation of any personal or proprietary right I may have in connection with such use, including any and all claims for libel, defamation and/or invasion of privacy. I understand that all such recordings, in whatever medium, shall remain the property of Seattle Central. I have read and fully understand the terms of this release.

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Signature (if under 18): \_\_\_\_\_

Date: \_\_\_\_\_

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

Witnessed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

**APPENDIX L – DRAFT Dental Hygiene Student Emergency Contact Information**

Student Name: \_\_\_\_\_

Please list up to three (3) emergency Contacts

1. In Washington State
2. Out of Washington State
3. Anyone you would else you would like to list.

	Emergency Contact Name	Emergency Contact phone numbers	Emergency Contact Email Address
1.		Home:	
		Cell:	
2.		Home:	
		Cell:	
3.		Home:	
		Cell:	

# Dental Hygiene Student Handbook Authorizations 2017-18

I have read and understand the Dental Hygiene Student Handbook Policies.

## Signatures

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

Print Student Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Witness Name \_\_\_\_\_