STUDENT HANDBOOK
2018-2019

This Copy Belongs To: ________________________________

(Last updated August, 2018)

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**Introduction**

Welcome to Salt Lake Community College (SLCC) Dental Hygiene Program. By entering this program you have chosen a dynamic and challenging field of study that can bring you very rewarding opportunities and experiences. The purpose of this handbook is to give students quick access to information regarding policies and procedures that regulate the activities and expectations of the SLCC Dental Hygiene Program.

This handbook should be used in conjunction with the SLCC Student Code of Conduct manual and the SLCC Course Catalog. Specific information you are required to know about college-wide policies and procedures is contained in these publications; hence it is important to carefully review the information included therein. *Additions and corrections may be added to this handbook as deemed necessary by program administration with due notice to students.*

**Program Description**

The SLCC Dental Hygiene Program offers an Associate of Applied Science (AAS) degree which prepares graduates to practice entry level dental hygiene. Dental hygienists provide preventive and therapeutic health care services including oral health assessment & education, pit & fissure sealants, fluoride treatments, oral prophylaxis and advanced periodontal therapy; in addition to public dental health services.

Upon administrative approval, second-year SLCC dental hygiene students are eligible to take examinations required for licensure in all fifty states, including the written National Board Dental Hygiene Examination (NBDHE) and state or regional clinical examinations, such as the Western Regional Examination Board (WREB).

**Career Opportunities**

Dental hygienists may secure employment in a variety of settings, including private dental offices and clinics, schools, nursing homes, hospitals, public health facilities and other government agencies. Due to the unique nature of the profession, dental hygienists enjoy a flexible work schedule ideal for balancing career and lifestyle needs.

**Faculty/Administration and Full Time Faculty**

**DENTAL HYGIENE DEPARTMENT**

The Dental Hygiene program is administered by a Division Manager, Program Manager, Clinic Manager, and program support. The faculty includes three full-time faculty, four adjunct supervising dentists, and approximately twelve adjunct registered dental hygienists (RDH) who teach in classes and in clinic. All dentists and hygienists are board certified, licensed in the state of Utah, and current on their professional development/continuing education.

Program Coordinator: Renee Mendenhall, RDH, MBA
First Year Coordinator: Sandra Wilkie, RDH, MS
Second Year Coordinator: Kristen Hall, RDH, BS
DIVISION OF ALLIED HEALTH/STAFF
Associate Dean: Brenda K. Lyman, OTD, OTR/L
Administrative Assistant: Amy Minshall
Division Number 801-957-6238

SCHOOL OF HEALTH SCIENCE
Interim Dean: Jennifer Saunders, Ph.D.
Administrative Assistant: LuAnne Holt

Salt Lake Community College Vision, Mission, and Values Statements

VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

VALUES

- Collaboration – We believe we’re better when we work together.
- Community – We partner with our community in the transformative, public good of educating students.
- Inclusivity – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- Learning – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- Innovation – We value fresh thinking and encourage the energy of new ideas and initiatives.

Salt Lake Community College Student Learning Outcomes

- Acquire substantive knowledge.
- Communicate effectively.
- Develop quantitative literacies.
- Think critically and creatively.
- Become a community engaged learner.
- Work in a professional and constructive manner.
- Develop computer and information literacy.
- Develop lifelong wellness.
I. Core Competencies (C). Core Competencies reflect the ethics, values, skills, and knowledge integral to the profession of dental hygiene. The entry level dental hygienist must be capable of discerning and managing oral health therapy and ethical issues in a rapidly changing environment influenced by regulatory action, economics, social policy, health care reform, cultural diversity, scientific discovery and emerging technologies. Consequently, dental hygienists must be able to acquire and synthesize information in a systematic and critical manner. As oral health professionals, dental hygienists are required to respect and adhere to the state and federal laws, regulations and established standards that govern their practice.

C.1 Apply a professional code of ethics in all endeavors.
   a. Apply principles of ethical behavior in decision-making, in interactions with patients, staff, and peers, in personal conduct.
   b. Provide ethical dental hygiene care to promote patient health and wellness, and assume responsibility for dental hygiene interventions.

C.2 Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.
   a. Apply provisions of the Utah State Dental Practice Act and other appropriate state and federal laws, recommendations, and regulations in the provision of dental hygiene care.
   b. Apply provisions of the American Dental Hygienists’ Association Code of Ethics.

C.3 Use critical thinking and comprehensive problem-solving to provide oral health care that promotes patient health and wellness in the provision of evidenced-based practice.

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 emerging technologies, accepted scientific theories and research into educational, preventive, and therapeutic oral health services.

C.8 Promote the values of the dental hygiene profession through leadership service-based activities, positive community affiliations, and active involvement in local organizations.

C.9 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.

C.10 Accurately document recommended, planned, and provided oral health services and maintain patient records as confidential, legal entities.

II. Health Promotion and Disease Prevention (HP). The entry level dental hygienist must be competent in the performance and delivery of oral health promotion and disease prevention services in private practice, public health and other alternative settings. Dental hygienists play an active role in the promotion of optimal oral health and its relationship to general health.

HP.1 Promote positive values of overall health and wellness to the public and organizations within and outside the profession.

HP.2 Communicate respect for the goals, values, beliefs and preferences of all patients while promoting optimal oral and general health.

HP.3 Identify individual and population oral health needs and risk factors and assist in the development, implementation and evaluation of appropriate health promotion strategies.

HP.4 Evaluate factors that can be used to promote patient adherence to disease prevention and encourage patients to assume responsibility for health and wellness.

HP.5 Evaluate and implement methods to ensure the health and safety of the patient and the oral health professional in the delivery of care.
III. Community Involvement (CM). The entry level dental hygienist is prepared to promote the values of oral and general health to the public and organizations within and outside the profession, which could include consumer groups, businesses and government agencies. As oral health professionals, dental hygienists support health care initiatives and facilitate access to care and services for diverse populations.

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 Promote access to care through screening, referral and educational services to bring individuals into the health care delivery system.

CM.3 Provide dental hygiene services in a variety of settings, which could including but not limited to, nonprofit community clinics, extended care facilities, community programs, and schools.

CM.4 Promote the values of oral and general health to the public and organizations within and outside the profession, which could include consumer groups, businesses and government agencies to support health care issues.

CM.5 Discuss selected 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.

IV. Patient Care (PC). The entry level dental hygienist is prepared to provide safe, culturally competent, comprehensive patient centered care for members of diverse populations. These populations include; child, adolescent, adult, geriatric, medically compromised, and special needs patients. Program graduates are capable of effecting all steps in the dental hygiene process of care which includes; Assessment, Diagnosis, Planning, Implementation, and Evaluation.

PC.1 Assessment – Systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of patient populations using methods consistent with medico legal principles. This component of the dental hygiene Process of care includes:

a. Identify predisposing and etiologic risk factors that require intervention to prevent disease.

b. Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.

c. Manage patients identified as at risk for a medical emergency in a manner that prevents an emergency; be prepared to handle an emergency situation.

PC. 2 Dental Hygiene Diagnosis - Use patient assessment data, diagnostic technologies, and critical decision making skills to determine a dental hygiene diagnosis. In collaboration with other oral health professionals reach conclusions about the patient’s oral health care needs.

PC. 3 Planning- Utilize reflective judgment in developing a comprehensive patient dental hygiene care plan. This aspect of the dental hygiene process of care involves:

a. 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.

b. Communicate the plan for dental hygiene services to the dentist or other interdisciplinary health team members to determine its congruence with the overall plan for the patient’s oral healthcare.

c. Make referrals to professional colleagues and other health care professionals as indicated in the patient care plan.

d. Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.

e. Using a problem-based approach, formulate a planned sequence of educational and clinical services to facilitate optimal oral health.

f. Obtain the patient’s informed consent based on a thorough case presentation.

PC. 4 Implementation- 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. This step in the dental hygiene standard of care includes:

a. Provide selected adjunct preventive and therapeutic dental hygiene services that can be legally performed.
b. Efficiently deliver effective preventive and therapeutic dental hygiene care.

PC. 5 Evaluation - Evaluate the effectiveness of services provided, and modify care plans as needed, including the patient’s satisfaction with oral health care received and oral health status achieved. This aspect of the dental hygiene standard of care involves:

a. Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques and patient self-reports as specified in patient goals.
b. Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses, and services when expected outcomes are not achieved.
c. Develop and maintain a continuing care program.

V. Professional Growth and Development (PGD). The entry level the dental hygienist must be prepared to take advantage of a variety of opportunities for professional growth and development and must be able to transfer skills, e.g., in communication, problem-solving, and critical thinking to grow individually as a professional and collectively as a profession.

PGD. 1 Identify career opportunities for the dental hygienist within healthcare, industry, education and other roles as they evolve for the profession.
PGD. 2 Utilize practice management and marketing strategies to be used in the delivery of oral health care.
PGD. 3 Access professional and social networks and resources to pursue professional goals.
PGD. 4 Pursue lifelong learning by continually accessing and critically evaluating scientific literature; participating in continuing education to improve knowledge and skills.

Reference

Salt Lake Community College Equal Opportunity Affirmative Action

The College is committed to equitable, civil, and concerned treatment for all individuals regardless of age, gender, race, color, national origin, disabling conditions, religion, sexual preference, or veteran status. It is imperative that students learn to recognize, understand, and celebrate human differences.

Colleges can, and indeed must, help their students become open to the differences that surround them; differences of race, religion, age, gender, culture, sexual preference, physical ability, and nationality. These matters are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced. Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as intolerance exists in any form in the larger society, it will be an issue on the College campuses. SLCC is committed to maintaining an environment free from prejudice.

SLCC embraces both the letter and the spirit of the Americans with Disabilities Act, which in part states: “.... no qualified individual with a disability shall, by reason of such disability, be excluded for participation in or be denied the benefits of the services programs or activities of a public entry, or be subjected to discrimination by such entity....”.

Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA must contact the Disability Resource Center (DRC). The DRC determines
eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 South Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957-4947

Program Goals

Goal #1 Education
- Provide appropriate didactic and clinical instruction through an interactive, competency-based curriculum that is reviewed regularly and modified as necessary to address the dynamics of a constantly changing profession.
- Provide didactic and clinical instruction in a positive learning environment that leads to appropriate social and ethical development as a health care professional.

Goal #2 Patient Care
- Systematically collect, analyze, and accurately record baseline data on general, oral, and psychosocial health status using methods consistent with medico-legal principles. Using this data, determine a dental hygiene diagnosis at a level consistent with the student’s education and scope of practice.
- Provide educational and clinical services in the support of optimal dental health to diverse populations that may include medically compromised, mentally or physically challenged, or socially or culturally disadvantaged.
- Provide excellent, ethical, professional dental hygiene treatment based upon competencies within didactic and clinical instruction.

Goal #3 Professionalism
- Encourage student and faculty participation in and support of professional service organizations that promote the service mission of the program and the dental hygiene profession.
- Recognize opportunities for continued professional growth and apply these experiences and skills to achieve an ever-increasing level of professionalism.

Goal #4 Professional Development
- Provide opportunities for faculty development and recognition.
- Encourage faculty and student participation in pursuit of continuing education toward becoming life-long learners.

Goal #5 Civic Engagement
- Foster opportunities for faculty and student involvement in service activities that are consistent with personal development goals and that promote dentistry as an integral component in the overall health and welfare of the community.
- Develop civic literacy and become community-engaged learners who act in mutually beneficial ways with community partners.
Program Philosophy/Mission Statement

As Dental Hygiene faculty, we believe in upholding the Mission Statement of Salt Lake Community College to provide an atmosphere for learning by offering a comprehensive curriculum leading to an Associate of Applied Science Degree in Dental Hygiene. We are committed to providing quality education to students regardless of race, culture or age, who will be prepared academically, technically, and ethically to meet the challenges of providing dental hygiene care to a broad range of ethnically, socioeconomically and chronologically diverse populations.

The SLCC Dental Hygiene Program is accredited by the Commission on Dental Accreditation (CODA).

American Dental Association  
Commission on Dental Accreditation  
211 East Chicago Avenue  
Suite 1900  
Chicago, Illinois 60611

The student is responsible for maximizing learning experiences during formal education. With this responsibility comes the realization that this is a dynamic discipline, providing development of skills that can facilitate continued learning after the completion of the initial, formal education.

The instructors provide support, direction and creative learning experiences and, along with the learner, are responsible for determining the best method to assist students in acquiring knowledge and skills to become competent professionals. Learning is augmented by the instructor, whose roles include advisor, facilitator, mentor and role model.

Program Code of Ethics

ORAL HEALTH CARE VALUES AND PROFESSIONALISM

Professional behavior is a fundamental element of becoming a competent oral health care professional. As individuals, health care professional’s personal values may vary, but as members of their professions, they are expected to share and uphold those values that characterize the practice of healing and medicine. The assumption and expectation is that the student will behave in a professional manner in all dealings with patients, peers, instructors and others throughout their tenure in the program.

As defined in our clinical setting, professionalism includes the quality of a student’s interpersonal relationships, patient communication and care, professional appearance, professional responsibilities, problem solving ability, performance management, infection control and best practice procedures. These qualities of the student’s behavior will be evaluated in the same manner as clinical performance. Our professional behavior is also based on the American Dental Hygiene Association (ADHA) Code of Ethics for Dental Hygienists. All
students are required to be members of this association and as such are expected to be in compliance with this code throughout their tenure in the program. The ADHA Code of Ethics is available at: [https://www.adha.org/resources-docs/7611_Bylaws_and_Code_of_Ethics.pdf](https://www.adha.org/resources-docs/7611_Bylaws_and_Code_of_Ethics.pdf)

Unprofessional conduct may result in the loss of one full letter grade, or result in more severe consequences, up to and including dismissal from the program. Specifically, student behavior will be in compliance with the following rules:

- Students will not only provide the highest standard of care, but also treat their patients with respect and dignity regardless of race, creed, national origin, age, disability, sex, or source of payment.
- Students will be scrupulously honest in completion of didactic and laboratory assignments, examinations, entries in patient, student and other clinic records, in treatment rendered, and in their use of SLCC equipment and supplies.
- Students will conduct themselves in a mature, courteous, and professional manner in lecture halls, clinics, laboratories, and all other areas.
- Students who are disruptive, disrespectful, insubordinate, repeatedly arriving late after breaks, or are found sleeping in lecture hall/clinic/lab or other areas will be asked to leave and will be marked absent for that class. Repeated offenses may be grounds for dismissal from the program.
- Cell phones are NOT allowed in class/clinic/lab. All cell phones must be kept on silent mode & placed inside either purses/lockers or backpacks during class/clinic/lab. Text messaging is expressly prohibited during any course session.
- Absolutely no MP3 players, IPODS, ear/head phones or ANY other unauthorized electronic devices are allowed in class, clinic or lab. If a student wishes to audio tape or in any other way record or duplicate an instructor’s lecture or ANY other materials presented, he/she must get written permission from the instructor first. The use of laptops or any personal electronic devices in the classroom are allowed only for note taking or specifically assigned internet research. Permission for in-class use of laptops or ANY personal electronic device may be revoked by the instructor anytime the privilege is abused.*
- Persons who violate these rules or disrupt class/lab/clinic will surrender their electronic devices to a public place in the front of the classroom until class is over. Repeated offenses may be grounds for grade reduction and/or termination from the program.
- In order to be notified in cases of personal/family emergencies the students will provide the number of the Clinic Manager (clinic: 801-957-6001/801-957-6005) to child care providers, spouses, and/or others in advance. If an emergency then arises, the appropriate person should be told to contact the Clinic Manager with a message and the student will be summarily notified.
- Students will NOT bring minor children to lecture courses for any reason or to clinical rotations unless they are specifically scheduled for an appointment.
- Students may not forward a message(s) or attachments from SLCC faculty, staff or administration that is intended only for their use. It may contain information that is privileged and confidential or otherwise exempt from disclosure under applicable law;
hence any unauthorized use, dissemination, distribution or reproduction of any message, email, or written communication is strictly prohibited.

- As an important part of your educational experience you will be reading and documenting in patient dental records. Use of these records in an educational setting is carefully guided by federal HIPAA regulations which include not divulging any patient information to anyone who does not need it for treatment or educational purposes. If patient information is shared in an educational exercise all identifying items such as: name, contact information and any other specifics which would identify them, must be removed. Discussion of personal patient information with other students for unauthorized purposes is strictly prohibited. Discussing identifying patient information with family, friends, or others not directly involved in the educational process is similarly prohibited. In addition, patient records are to be accessed by students **ONLY** in the clinic area. Students may not remove patient records from the clinic area at any time and must return the records to the front desk staff by 5:00 pm to be locked in the cabinets at the end of the clinic session. Patient records are **NEVER** to be stored in student lockers, clinic drawers, etc. Violation of any HIPAA regulation is treated very seriously and may carry severe sanctions up to and including dismissal from the program.

**Program Essential Functions for Career Success**

**ESSENTIAL SKILLS**

Essential skills are non-academic criteria used in the admission, promotion, and graduation of students; which are published, discipline-specific skills critical for the safe and reasonable practice of Dental Hygiene. They also protect qualified persons with disabling conditions against discrimination.

Essential skills are concrete statements of the minimum physical, sensory/motor, communication, behavioral/social, mental/emotional, and environmental requirements for normal and safe professional function. They are intended to inform the prospective student/professional of the attributes, characteristics, and abilities essential to dental hygiene practice.

Professional competency is the summation of many cognitive, affective and psychomotor skills. The College has a moral and ethical responsibility to select, educate, and certify competent and safe students and practitioners. Patient health and safety is the sole benchmark against which we measure all performance requirements, including the essential skills addressed in this document.

- **COMMUNICATION/VERBAL AND AUDITORY**

  Obtain medical/dental history from the patient, parent, or guardian. Deliver, receive, and interpret verbal and non-verbal communication to and from the patient, instructor,
peer students and staff personnel. Student will accurately record findings in all patient records.

- **OBSERVATION AND SENSORY SKILLS**

  Visually assess, bimanually palpate, and tactfully interpret hard and soft anatomic structures. Possess appropriate depth perception with vision from a distance of 18 inches with or without corrective lenses. Recognize and react to signs of medical emergency.

- **MANUAL DEXTERITY AND MOTOR SKILLS**

  Use of personal protective devices (tolerate face mask/shield, safety eyewear, surgical gloves and laboratory coat). Carry out OSHA infection control procedures (use of cleaners and chemicals).

  Perform dental hygiene procedures (scaling, polishing, x-rays), and manipulate dental materials. Access the patient from a seated or standing position, with or without assistive device (wheel chair). Operate switches, knobs, levers in operation of the dental chair and accessory equipment in all clinics and laboratory settings. Student will demonstrate appropriate psychomotor skills, manual dexterity, and motor ability to perform fine and gross motor skills to allow for effective and safe instrumentation.

- **CONCEPTUAL/ANALYTICAL REASONING**

  Perform treatment modalities using concepts and judgments that are the standards of care for the Dental Hygiene profession.

- **SOCIAL SKILLS**

  Respect and maintain FERPA/HIPAA Privacy & confidential personal information guidelines. Demonstrate respect and caring for all patients. Demonstrate sensitive responses to patients in clinical settings. Interact with peers, patients, staff and faculty in an emotionally stable, professional and ethical manner. Respect diversity of cultures among clinical patients, i.e., patient condition, periodontal health etc., college personnel and peers. Demonstrate team approach in carrying out responsibilities in all settings whether in on-site clinical rotation, classroom, or offsite rotation.

**Student Services**

The Jordan High Technology Center (HTC) and the Student Pavilion on the Jordan Campus offer a variety of services including college cashier, health center, bookstore, copy center, and limited food service. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC General Catalog describes these student services in detail (http://catalog.slcc.edu/).
The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, tele-course videos, and more.

Library staff provides assistance with: e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the Internet.

Patrons may access the library's online catalog and full text database services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS

The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, see the website for links.

- Jordan Campus
- Miller Campus
- South City Campus
- Taylorsville Redwood Campus

LIBRARY CARD

Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk on the Jordan Campus HTC Building, and in the Student Center at the Taylorsville Campus. Your library ID is your Student "S" number.

Community User Cards for non-SLCC personnel are available at Library Circulation desks for $20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC colleges or Universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

LIBRARY STAFF

Need assistance? Please contact our library staff. They are happy to assist you in any way that they can! They are located in the Jordan Health Sciences (JHS) building, room 235; 801-957-6202.

BLOG
Interested in library news and tutorials? Check out the college blog: http://saltlakecommunitycollege.blogspot.com/

**Student Advising Policy**

An Academic Advisor is available to provide specialized academic assistance to students. Program advising and career counseling is available through individual appointments with the Health Sciences Academic Advisor (see updated contact list available each fall through Clinic Coordinator).

Program faculty members maintain regular office hours for students to meet with them and discuss their performance and remediate or resolve concerns in that specific course.

Approaching one faculty member to resolve concerns in a different faculty member’s course is inappropriate.

**Learning Support and Tutoring Services**

Salt Lake Community College provides a number of free tutoring resources to assist you in meeting your learning goals. These resources include tutoring and workshops, and are located at all major campuses or centers, including online. The following link will help direct you to the resources that you need: http://www.slcc.edu/tutoring/index.aspx

**Student Records**

A cumulative record is kept on each student in the program. This record contains admission application, personal references, immunization record, and other pertinent information such as grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah. This file is kept in the Program Coordinator’s files and archived.

**Financial Aid**

Information about financial aid provided through SLCC and other venues can be found in the current SLCC College Catalog. If a student needs more in-depth information/assistance, he/she should contact the Financial Aid Office in the Student Center at the Redwood/Taylorsville Campus.

**Health and Wellness Services**

Salt Lake Community College Health Center (Taylorsville and South City Campus only), Jordan Campus Health and Wellness Center have limited hours and change with each semester. Please contact the Taylorville’s Health Center.

The Health and Wellness Center was established to improve the quality of student life on
campus. The Center is open 8:00 am to 2:00 pm, Monday through Friday at the Redwood Campus and Jordan Campus Student Pavilion (TBA when classes are in session).

The following services are currently offered by the college Health and Wellness Center:

- Blood pressure and weight checks
- Stabilization and treatment of minor to moderate injuries
- Response to emergencies with intent to stabilize until further medical services is available
- Evaluation of healthy vs. unhealthy lifestyles including scheduled mass screenings
- Treatment of common complaints (flu, colds, etc.)
- Health education as needed/requested
- Family planning information
- Treatment using pharmaceutical agents (no narcotics) when necessary
- Referrals as needed to various providers and agencies
- TB testing
- Immunizations
- Counseling

Disability Resource Center

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Security Parking (Student and Faculty Safety)

The safety of the faculty and students in the Dental Hygiene program is of paramount concern to the department and the college. While work in this field carries with it a certain amount of risk from such sources as physical, chemical, or biological factors, adherence to CDC and OSHA guidelines should help to ensure the safety of all involved. To this end, these are the safety guidelines for the Dental Hygiene program at SLCC for students and faculty. Every attempt will be made to insure the safety of everyone involved in a laboratory setting.

- Students must strive to maintain optimal health through lifestyle and good nutrition.
- Students must show evidence of all immunizations required by the program before starting practical courses.
- Students must be supervised at all times by a faculty member while in a clinical and/or laboratory setting.
- Students must wear OSHA required PPE at all times when in a clinical and/or laboratory setting or when exposure to body fluids may occur.
- Accidental exposure to physical, chemical, or biological materials presenting a risk of
injury or possible harm will be reported to the faculty member, department coordinator and the College Risk Manager immediately so steps to limit harm to the student or faculty can be taken.

- Protocol mandated by the College will then be followed and appropriate steps will taken depending on the type of incident which has occurred.
- Campus Police and Emergency Numbers:
  - Emergencies: 911
  - Jordan Campus:
    - Police 801-957-3800 (Non-emergency)
    - Animal Control 801-840-4000

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**Title IX**

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the College’s educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D.
Title IX Coordinator
Salt Lake Community College
Taylorsville Redwood Campus – STC 276A
(801) 957-5027
ken.stonebrook@slcc.edu

Online Reporting Form: [http://www.slcc.edu/title-ix/complaint.aspx](http://www.slcc.edu/title-ix/complaint.aspx)

Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, (801) 957-4268. For more information about Title IX, go to: [http://www.slcc.edu/title-ix/index.aspx](http://www.slcc.edu/title-ix/index.aspx)

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**Student Rights and Responsibilities**

Students accept both the rights and obligations of citizenship. They retain and enjoy all rights secured by the Constitution and local, state or national laws.

Rights and freedoms are best preserved in a community whose members are mutually tolerant of the exercise of rights and freedoms and whose members are free from physical violence, force, abuse and threat. Toward that end, SLCC has adopted certain personal and organizational
standards, policies and procedures that govern the responsibilities and behavior of its members. Violations are grounds for judicial action and possible disciplinary sanctions. Any students, who assist, encourage or incite others to violate SLCC policies are similarly subject to such action.

**Student Dress Code**

**CLINIC DRESS CODE**

Dress code during clinic/laboratory sessions and rotation assignments is based on principles of professionalism; safe practice and OSAP/BBP infection control policies and is required as follows:

- Uniforms or medical scrubs must be worn under lab jackets or procedure gowns (*lab jackets/procedure gowns are NEVER worn outside the SLCC dental hygiene clinical area*)
  1. Two sets of program designated uniforms/scrubs must be purchased. The required uniform, brand, style and color will be shared with incoming first year students during the summer orientation meeting. Vendor(s) will be accessible to provide easy access to order uniforms. Students will **NOT** be required to purchase uniforms from any specific dealer, but will be limited as to brand, style(s) and color as announced during orientation. In addition, the uniform/scrub top must be professionally embroidered with the approved SLCC logo, the student’s first name, last initial and SDH (denoting “student dental hygienist”).
  2. A plain (no logo) t-shirt may be worn *under* the scrub top (as long as it doesn’t show outside the uniform)
  3. Scrub pants must **NOT** be so long as to drag on the floor or become ragged or discolored due to excessive length
  4. Uniforms must be clean and pressed and be without: stains, holes, tears, bleach marks, etc.
  5. If a student presents in inappropriate/unprofessional attire or appearance, program faculty/administration may dismiss the student from clinic. Student must correct the deficiency before returning.

- It is recommended that students keep an additional, clean uniform in their clinic locker in case a change of attire becomes necessary.
- Impeccable personal and oral hygiene is essential, including the use of deodorant. Additionally, students must not enter clinical areas smelling of cigarette smoke, heavy perfume, or other strong odors.
- Hair must be clean, tidy, and well-controlled. It should not fall into the student’s or instructor’s field of vision/operation. If hair retaining accessories are worn, they must be small, conservative and easily disinfected.
  1. It is **NOT** appropriate to wear hair or decorative extensions in clinic.
  2. If hair is more than chin-length, it must be pinned/pulled back in a tidy fashion; without locks falling forward or touching the shoulders.
  3. Shorter hair may be worn in a *conservative* style and color as preferred.
4. Un/lightly scented hairspray may be used only as needed for control.

- Nails must be clean, well-manicured have intact cuticles and be trimmed short (such that the nail is not visible over the fingertip when viewed from the palm side of the hand.

The following are **expressly prohibited**:
1. Any kind of acrylic nails, tips/gel overlays
2. Nail polish

- Hands must be clean and free from open, abraded, or weeping lesions. If any of these conditions exist, students must consult with faculty regarding the need to wear additional barrier protection or to avoid intraoral procedures until the condition improves.

- Jewelry of **ANY** kind is prohibited during patient treatment in clinic. The CDC and other national disease prevention organizations recommend that NO jewelry be worn by team members in the perioperative/clinical setting, due to the following risks it generates:
  1. It interferes with the efficacy of washing and disinfection of the skin which is vital to preventing cross-contamination.
  2. Skin underneath rings has shown to have increased colonization of microorganisms as compared to other areas of the skin.
  3. Rings and other jewelry cause gloves to tear and may interfere with the ability to wear correct glove size, in addition to negatively affecting the integrity of the glove.
  4. Necklaces, chains, earrings and other jewelry increase skin desquamation and shedding, increasing potential for nosocomial infection (i.e. infection acquired in a health care setting) for both patient and clinician.
  5. Exposed jewelry may become contaminated during procedures that include aerosolized particles, blood or body fluids and become a source of nosocomial infection.

- Contaminated clinic attire must be removed before leaving the clinical area and be washed routinely using bleach/antimicrobial detergent and kept separate from other personal clothing.

- **Students MUST** have a pair of shoes appropriate for and designated **ONLY** for clinical use at SLCC (remain in the building) and be stored in a closed container in the student’s locker. In addition they must be:
  1. Predominantly white
  2. Fabricated of leather or vinyl (nursing or conservative athletic shoes preferred)
  3. Have non-marking soles
  4. Clean
  5. Supportive
  6. Completely cover the foot including toe and heel (with no openings or holes)

- **Socks are required** clinic wear and must be:
  1. Scrupulously clean
  2. White (not detectibly yellowed or stained)
  3. Mid-calf to knee length (i.e. completely cover any exposed skin beyond the length of the pant, even while sitting)
• Strong perfume, scented body lotions, cologne, hair spray, aftershave and etc. are **expressly prohibited**
• If worn, make-up, should be subtle and carefully applied prior to entering clinic.
• False eyelashes and hairpieces are **expressly prohibited**.
• Program issued name tags must be worn and be surface disinfected at the end of each clinic day.
• Student who are or become pregnant during their tenure in the program have radiation safety and other requirements to fulfill as instructed by the Clinic Manager. *(A dosimeter must be worn at waist level during clinic and turned in at the end of every semester).*
• Chewing gum, eating or drinking is **expressly prohibited** while in the clinical setting.
• Special requirements for particular labs and clinics will be designated by the instructor. If a student is not appropriately attired, the instructor may ask him/her to leave and correct the deficiency before returning

**Violation of the dress code may result in the loss of “Core Evaluation” points each day.**
**Flagrant/repeat violations of the dress code may result in percentage reductions in the total clinic grade and more severe consequences up to and including dismissal from the program.**

**Grading Scale**

**COURSE GRADING POLICY**

A minimum grade of “C” (75%) is necessary in all core dental hygiene courses and other courses required for the AAS degree in order to be eligible to graduate from the Dental Hygiene Program. Core courses must be taken in sequence and a minimum of a “C” grade (75%) is necessary in all didactic courses to progress from one semester to the next. **There is no opportunity for repeating a failed course in the Dental Hygiene Program.**

Course grades are computed as follows:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95 – 100</td>
<td>A</td>
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<tr>
<td>90 – 94</td>
<td>A-</td>
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<tr>
<td>87 – 89</td>
<td>B+</td>
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<td>83 – 86</td>
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<td>C</td>
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<td>71 – 74</td>
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<td>67 – 70</td>
<td>D+</td>
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<tr>
<td>64 – 66</td>
<td>D</td>
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<tr>
<td>None</td>
<td>D-</td>
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<td>63 &amp; below</td>
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Minimum passing grades of 75% for all clinical and/or lab courses progress at an incremental build as follows:

**Semester 1**  Assessment Competency  
**Semester 2**  Periodontal Class II Competency  
**Semester 3**  Periodontal Class III Competency  
**Semester 4**  Periodontal Class IV Competency
Individual grades within a course falling below 75% will elicit a “Letter of Concern” indicating that the student is on academic probation within the program. Once on probation the student must participate in academic counseling and remediation. Receiving a final cumulative grade of less than 75% in any course will end the student’s participation in the program. There is no opportunity for repeating a failed course. If a student is dismissed due to academic failure or Student Code of Conduct infractions, the interested student will need to re-apply to the Dental Hygiene Program at a later date and will not be given special consideration for re-acceptance. Some Code of Conduct violations may prevent a student from re-entering the program at any time.

Attendance and Tardiness Policies

ATTENDANCE POLICY

Regular attendance in a professional school such as SLCC Dental Hygiene Program is essential to provide the prerequisite knowledge and skills that are foundational to each ensuing class/clinic/lab session. Consistent punctual attendance in ALL lectures, laboratory, clinical sessions and other assigned venues (VA rotations, dental/dental hygiene annual conventions, community assignments, etc.) is critical to student success and is considered a minimum requirement in this rigorous field of study.

Infrequent legitimate reasons for absence may include: unexpected personal/immediate family illness verified by a physician’s note; an accident verified by a police report/insurance claim; or verified death in one’s immediate family. Health care and other personal appointments are NOT considered legitimate reasons for absence and MUST be scheduled during non-class hours.

Legitimacy of absences will be determined by SLCC dental hygiene faculty/administration and will then be recorded as either “excused” or “unexcused”. A SINGLE excused absence will be allowed per course during the semester. UNEXCUSED absences are considered evidence of negligence or a lack of commitment on the student’s part; hence, any unexcused absence may result in the student being placed on academic probation. Two unexcused absences in any course during the semester may result in more severe consequences, up to and including dismissal from the program.

Absences from clinic MUST include notification of the student’s assigned patient for that clinic session. In addition, students must contact the Clinic Manager/course instructor (801-957-6001 or 6005) prior to the start time for the class/clinic/lab session. Make-up work for any absence must be arranged with the course instructor no later than 5 days after the absence occurs. Quizzes missed during an absence will be allowed to be made-up at the discretion of the course instructor. Extended/repeated absences, even when legitimate, may result in more severe consequences up to and including significant grade reduction and/or dismissal from the program.
Tardiness Policy

Arriving late for class/clinic/lab is disruptive and requires needless repetition of course material by the instructor and as such is not acceptable. Students are allowed **ONE** tardy per course during the semester without repercussions. If three (3) tardies are accrued during one semester they will be counted as an unexcused absence. Additional tardies may result in the loss of up to ten percent of the final course grade. Anyone who arrives more than fifteen (15) minutes beyond the start time of the class will be marked as an **unexcused absence** for that day. Tardiness policy also applies to timeliness in returning to class after scheduled breaks.

Exam/Testing Policy

Quizzes and exams must be taken on the day they are scheduled during the course. A missed quiz will only be allowed to be made up at the discretion of the course instructor and may result in a score of zero. The course instructor **may**, for a legitimately excused absence and with advance notice, allow the student to make up an exam. However, that exam may not be the same one given on the scheduled date and may include essay questions or oral presentation of required material. Exams missed due to **unexcused** absences **may** be made up at the discretion of the course instructor. Students are never allowed to re-take an exam to simply to improve their score. Students guilty of academic dishonesty with regard to testing are subject to immediate dismissal from the program.

Assignment Policy

Responsibility for participating in class assignments and clinical practicum rests upon the student. The student is required to participate in class, student clinical/lab activities, and student practicum. All course assignments must be completed as assigned.

Academic Dishonesty Policy

Academic dishonesty is unacceptable behavior for any student and is a clear violation of the SLCC Student Code of Conduct and the higher level of conduct expected of a health care professional and may warrant immediate dismissal from the program. Academic dishonesty is defined as: “Any unauthorized act that may give a student an unfair advantage over other students”, which includes but is not limited to:

- Cheating, or assisting another student to cheat on assignments, presentations, or written/clinical examinations of any kind. Talking to another student(s) during a quiz or examination will be presumed to be cheating.
- Plagiarism of any kind, including presenting the scholarly work of another as one’s own
- Representing another’s assignment, project or clinical work as one’s own
- Falsifying or forging patient/student/other clinical records, including attendance records
- Misuse of SLCC equipment and/or supplies, including the use of equipment and/or supplies for unauthorized purposes
- Misrepresentation in the presentation or collection of patient fees
- Misconduct in patient care such as:
1. Initiating patient treatment without authorization
2. Providing treatment without proper supervision
3. Providing unauthorized/unnecessary treatment
4. Treating patients while under the influence of alcohol and/or drugs
5. Behaving in a way that could be construed by the patient as verbal/sexual harassment or as being verbally/physically abusive
6. Abandoning a patient prior to completion of treatment without notification

Additional academic and non-academic disciplinary offenses are actionable by SLCC as stated in the Student Code of Conduct. In addition, dental hygiene students are held to higher standards of ethical and professional behavior as defined by the American Dental Hygiene Association and itemized in other sections of this document.

Graduation Requirements

In addition to the core courses of the Dental Hygiene Program, other courses are required for graduation with either an A.A.S. or an A.S. in Dental Hygiene from SLCC. These graduation requirements are listed in the SLCC general catalog. Students are responsible for the timely completion of all graduation requirements based on the catalog year they were admitted into the program. SLCC advisors and dental hygiene faculty/administration are not accountable for a student’s failure to fulfill the necessary requirements in order to graduate with his or her class.

Students must understand that GRADUATION (not just course completion) from an ADA accredited Dental Hygiene Program is an absolute prerequisite both to be licensed as a registered dental hygienist and to sit for national and regional board examinations.

Social Media Policy/Technology in the Classroom Policy

The advent of technology use in the classroom as an instructional tool has caused both opportunities and distractions. The expectations for the dental hygiene student are that you are engaged and present during class time, which means that you will be free from technological distractions. Research has shown that these distractions may cause individual inattentiveness and can make it difficult for others to stay focused on the immediate discussions.

POLICY

- Cell phones, iPods, pagers, laptops, High-Resolution DVR Spy Pens with webcam and microphone or any device (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. Individual instructors may have policies regarding the use of technology in the classroom. If there is an emergency and a student must use their cell phone, please exit the classroom to take the call.
- Students discovered reading/sending text messages or emails during class will be asked to leave the class and will be counted absent for that class session thus losing
“professionalism points” for the day and potentially receiving an unexcused absence. This includes sending instructors assignments during the stated course time.

- Students are expected to engage in discussion for the class. Computer use is accepted to access your textbook, take notes, and research the discussion topic.
- Students may not record or publish information from the class without written authorized use from the instructor. If used without authorization you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS. Students who record and/or publish anything related to the course or program will be in violation of the American Dental Hygienists’ Association (ADHA) Code of Ethics and may be placed on probation or dismissed from the program depending on the severity of the violation.

Students in the Dental Hygiene program at Salt Lake Community College have the right to develop a Facebook page or other social media pages. If a page is created, it shall not include the name Salt Lake Community College or SLCC Dental Hygiene program anywhere on the page. Students in the SLCC Dental Hygiene program shall understand that the page is not an extension of the program, the classroom, or the college.

At no time shall confidential or personal information about classmates, faculty, or information of a private nature discussed in class be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the program. Confidential or personal information shall include but is not limited to:

- Personal information of a classmate, faculty, and clinical preceptor.
- Academic information of classmates.
- Derogatory comments of a classmate, faculty, and clinical preceptor.
- Classroom discussion/pictures or videos of procedures performed during clinical education.
- Information of the clinical site, patient information and any other information that may be obtained through the student practicum.

Social media shall constitute the following but not be limited to:

- Facebook
- Twitter
- Instagram
- Pinterest
- LinkedIn
- Reddit

Program and Student Code of Conduct

The SLCC Student Code of Conduct governs the behavior of the student body. As members of the academic community, students enjoy the privileges and share the obligations of the larger community of which the College is a part. With membership in this community come obligations, which are consistent with goals of personal and academic excellence. These
obligations include acceptance of a code of civilized behavior as defined by the SLCC Code of Conduct.

Each student is held responsible for fully understanding and complying with its policies. In addition, dental hygiene students have the added responsibility to safeguard the health and welfare of their patients. Dental Hygiene students are held to a higher level of accountability including scrupulous ethical and professional behavior in all settings. Depending on the nature and severity of the infraction, dental hygiene students who commit a violation of the SLCC Student Code of Conduct or a breach of professional behavior as defined by the program may be summarily dismissed from the program.

**Grievance Procedure**

Students who wish to address an issue occurring within the classroom, SLCC dental hygiene clinic, or any clinical rotation must follow certain protocol. The student has 5 (five) days from the incident to contact the instructor in writing to meet in an attempt to resolve the issue. The instructor has 5 (five) days from the date of the student correspondence to respond to the student. If during this time the issue goes unresolved, the student may contact the Program Coordinator within 5 (five) days of the meeting with the instructor. The Program Coordinator has 5 (five) days to respond and attempt to resolve the student issue. If during this time the issue goes unresolved, the student may contact the division Associate Dean within 5 (five) days from the meeting with the Program Coordinator. If during this time the issue goes unresolved, the student may contact the School of Health Sciences Dean within 5 (five) days from the meeting with the Associate Dean. If this process has been completed without resolution, the following process may be continued.

Students are encouraged to pursue educational studies and other College sponsored activities that will promote growth and personal development. In pursuing these ends, the student should be free from unfair and improper action by any member of the College community.

A student should attempt resolution with those involved with the problem. If no resolution is found:

- Students grieving against another student presents grievance to the Dean of Students.
- Students grieving against a faculty member must present a written grievance to the Department Coordinator or Associate Dean within five days of the occurrence.
- If a resolution is not met, a written grievance must be submitted within five days to the Dean of the Health Sciences. Additional SLCC members may be involved for resolution.
- Students grieving against a student, faculty member or staff member based on disability related issues presents grievances to the ADA coordinator.
- Students then follow the procedures outlined in the Student Code of Conduct, page 23.

Refer to the Student Code of Conduct document:

Satisfactory Progress/Dismissal Policy

Satisfactory Progress

Satisfactory progress required for continuance in the SLCC Dental Hygiene program includes achieving a minimum of an overall course grade of a “C” (75%) in all core courses AND successfully passing all course competency evaluations. Additionally, students MUST maintain safe practice and professional/ethical conduct in clinical settings and scrupulous honesty in all matters academic or clinical at all times, failing to do so may result in immediate dismissal from the program.

Any time a student receives a grade on a major test or assignment within a didactic course that is below a “C” the student will receive a Letter of Concern from the appropriate faculty member indicating that he/she is on academic probation within the program. This letter mandates that the student meet with the instructor to determine the cause of the poor performance and then outline and complete a remediation plan to bring up the course grade on future assignments/tests. Student didactic and clinical grades are regularly posted online for student review and faculty are available to discuss any concerns that students have as needed during the term.

Clinical satisfactory progress also is closely tracked to determine areas of weakness. In clinical courses students are given daily grades on their work through a variety of evaluation forms and the online grading system Tal Eval. If a student is struggling with a particular skill it is noted by the instructor and is discussed with the student at the end of the clinical session.

If a student continues to struggle, a more formal process of remediation occurs involving a Learning Rx wherein the attending clinical instructor meets with the student and reviews past performance and then with student input writes a formal plan of remediation based on specifically targeted skills or skill sets. This plan includes the performance level expected and date(s) by which the targeted skill(s) will be reevaluated for progress. As the student rotates through different clinical instructors this form follows them until the appropriate progress is made, at which point the Learning Rx is signed & considered complete. If the student continues to fail in these or other skills, further performance evaluations will be instituted until success is achieved. If the student is ultimately unable to be successful in critical clinical skills, they may be dismissed from the program.

Any student who wishes to challenge and appeal final grades must first submit a written request for appeal to the Dental Hygiene Program Satisfactory Progress Committee - a committee formed to oversee satisfactory progress in the dental hygiene program. Appeals must be submitted no later than 7 days after receiving any grade less than 75%. It is the student’s responsibility to acquire and submit any documentation that would support the appeal process. The Satisfactory Progress Committee will review the submitted documentation and meet with the student, after which the student’s academic status in the Program will be determined.
Receiving a **final** cumulative grade of less than 75% in any course will **end** the student’s participation in the program. There is no opportunity for repeating a failed course. If a student is dismissed due to academic failure or Student Code of Conduct infractions, the interested student will need to re-apply to the Dental Hygiene Program and will not be given special consideration for re-acceptance. Some Code of Conduct violations may prevent a student from re-entering the program at any time.

**Deferment Policy**

Students are allowed a one-time deferment considered on a case by case basis.

**Incomplete Policy**

**INCOMPLETE**

Incomplete grades are only available in the following circumstances:

- Emergency circumstances as identified by Program Coordinator
- Seventy-five % of course must be completed with a current passing grade (minimum of a “C+” or 78%)
- Student must meet with Program Coordinator and submit an Incomplete Form including a plan for completing course within the following semester.
- Incomplete grades will be given only in extenuating circumstances, beyond the student’s control, with appropriate documentation. Students who have an incomplete in a course will not be allowed to continue in the program until the course is completed successfully since the coursework is sequential. If the student receives an unsatisfactory grade in any course the student must reapply for the program the next year.

**Readmission Policy**

If a student is dismissed due to academic failure or Student Code of Conduct infractions, the interested student will need to re-apply to the Dental Hygiene Program according to the selective admissions process and will not be given special consideration for re-acceptance. A student will need to reapply to the program and meet all requirements or any changes/prerequisites to the program before they are admitted to the program as a new student.

**CONSENT TO BE A LAB PARTNER/PATIENT IN THE EDUCATIONAL ENVIRONMENT**

An important part of your educational experience, particularly when first learning clinical skills, is to sit as a patient for your fellow classmates to practice upon. It is important that you are a willing and cooperative “patient” during these learning experiences so that the educational process for both yourself and your partner is facilitated. You will never be asked to sit for experiences such as repeated radiographic procedures, etc. that would be unsafe or harmful.
Patient experiences you will be asked to sit for include, but are not limited to: patient operator positioning, home care education, initial instrumentation skills including the use of explorers, probes and calculus and plaque removal instruments, placement (not exposure) of radiographic film or sensors, you may be asked to sit for needed radiographic surveys, dental sealants or fluoride treatments. In your second year, during DH 2341 Anesthesia Lab you will also be required to sit as a patient for intraoral local anesthesia injections, for which a minimal amount of anesthetic (without vasoconstrictor) will be injected. Students are also required to administer and receive nitrous oxide in conjunction with the local anesthesia course. Exceptions are considered on an individual basis. You must sign consent forms for both clinical practice and anesthesia practice courses.

**Drug Screen/Alcohol Policies & Student Responsibility**

**DRUG SCREEN POLICY**

The Salt Lake Community College Health Sciences Programs conform to the common health profession requirement for drug screening. Both enrollment in the Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug screen. This Program supports and enforces a zero (0) tolerance drug policy.

The timing for a drug screen is random, but within the academic year, and at the discretion of program faculty. A student has 24-hours to complete the drug screen once instructed to do so by faculty. Exceptions to the 24-hour period will not be allowed based on personal needs including work obligations. The drug screen must be conducted as per Program requirements. Failure to meet these requirements will result in the student’s dismissal from the Program.

A student taking prescription medication must provide the lab a copy of the physician’s script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility’s physician for verification and confirmation of the prescribed substance.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the Program unless documentation justifying the positive result is provided by the testing facility to the College’s Risk Department or Division Office.

If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first. If a student receives a second negative dilute or failed screen, the student will be dropped from the Program.

A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results,
the student will be dropped from the Program.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation can be arranged to transport the student to the designated drug screen site.

**Student Responsibility for Professional Behavior**

While serving in a capacity representing the College as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence on College campuses, clinical placements, and other sites (including but not limited to conference attendance, meetings, study groups, etc.). Students who violate this, will be subject to Program discipline, including program dismissal.

Student must take the responsibility that personal actions, such as those listed above, affect others within their presence. Please refer to the College’s “Drug Free Workplace” policy C252.08.

**ALCOHOL POLICY**

The Salt Lake Community College policy C3S2.01 prohibits:

1. Public intoxication, use, or possession of alcoholic beverages on College property
2. Providing or possessing alcohol contrary to law

Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of College regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanction.

**Student Responsibility for Professional Behavior**

With suspicion of student alcohol intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. A student will be held at their location until transportation can be arranged to transport the student. A student will be immediately dismissed from the Program if having had or expected to have client contact while under the influence, especially when occurring at clinicals or during clinics. Program dismissal may also occur with intoxication or possession, while in contact with fellow students, faculty, and other stakeholders of the Program or College when serving in the capacity or identifying oneself as a College student.

**Immunization/Certification Compliance**

Curriculums in Health Sciences include practical clinical/fieldwork experiences for students. Most clinical/fieldwork experiences are arranged off-site of campus and require contractual
agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before placed.

Student Responsibility
- Purchase a Complio account.
- Upload all immunization and certification paperwork to the correct file or location in Complio.
- Complete required immunizations and certifications by due dates set by the Program.

Academic Clinical/Fieldwork Coordinator Responsibility
- Notify the student who is out of compliance in Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance of a student for the clinical/fieldwork if the student is working towards immunization compliance—such as with the Hepatitis B vaccination series.
- Refer the student to the Division if any additional paperwork is required.
- Assure no student is placed at a clinical/fieldwork site until full compliance can be determined on the Division spreadsheet or cleared through the Division.

Possible Reasons for Noncompliance
- Paperwork has not been uploaded or uploaded into the wrong area.
- Overdue dates for annual immunizations/certifications.
- Not completing paperwork with the Division office.

What to Do if Showing Noncompliant in Complio
- Contact your academic clinical coordinator immediately.
- Non-compliance may trigger a consequence as set by each individual program. Students unable to complete clinical/fieldwork experiences cannot progress in the curricular sequence. Lateness in completing responsibilities for immunizations/certifications (as listed above) may trigger loss of a clinical/fieldwork site resulting in student dismissal from the Program for lacking expected professional behavior.

Bloodborne Pathogens/Transmittal Disease Policy and Informed Consent

Bloodborne Pathogens Policy
Students entering the dental hygiene profession must understand that many procedures performed by a dental hygienist expose him/her to bloodborne pathogens requiring strict
adherence to OSAP infection control protocols and standard precautions as outlined in detail in the Bloodborne Pathogens Policy and training module presented by the SLCC Dental Hygiene Program. Annually students will be required to complete and test at an acceptable level in this training module before being allowed to work in the clinical setting.

The treatment to prevent HIV infection after a potential exposure is a multiple drug therapy that, when first administered within 1-2 hours of the significant exposure, has been shown to result in a 79% decrease in HIV seroconversion. The Center for Disease Control (CDC) recommends immediate evaluation of bloodborne pathogen exposures to determine whether or not this treatment should be initiated.

The procedures outlined below should be followed immediately if you feel that you have been exposed. (It is critical that you do not wait to report the incident or to seek medical evaluation. Any significant exposure requires starting treatment within 1-2 hours of the incident.)

1. Notify your Clinical Instructor (CI) and appropriate Clinic Coordinator (CC) immediately that you have had a bloodborne pathogen exposure.
2. Identify the source of exposure. If you were exposed directly by another individual, get that individual’s name and learn how that individual can be reached for immediate follow-up testing if necessary. If you were exposed through a wound inflicted by a needle or other contaminated article, carefully bag and label the item and keep it isolated so that your CI or CC can retrieve it.
3. Fill out and sign exposure paperwork with the appropriate CC.
4. Have the CC/Clinic Manager notify SLCC Risk Management.
5. Your individual exposure incident will be evaluated right away by a knowledgeable physician to determine what course of treatment, if any, is required. Anyone significantly exposed should start treatment within 1-2 hours post-exposure.

OSHA/HIPAA Regulations/FERPA/Patient Confidentiality/Student Insurance

OSHA & HIPAA REGULATIONS

Hospitals and other health care facilities are required to follow the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. These were established to protect the patients’ and employees’ safety and privacy. OSHA involves requiring healthcare providers to wear personal protective equipment (PPE) when handling contaminated items. This is why students will be expected to wear appropriate PPE when in the clinical facilities.

HIPAA is designed to establish new patient rights and privacy controls through the use of a common set of standards and requirements about how to use and protect health information. This means the student will be expected to protect patient’s privacy. Students may be required to attend additional training at the clinical facilities.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except “Directory Information,” which may be released upon request unless the student specifically withholds permission to do so (directory information restriction*). SLCC, however, does not release students’ addresses or telephone numbers for personal or commercial use.

*No information may be released on a student with a “directory information restriction.”

PATIENT CONFIDENTIALITY POLICY

Dental Hygiene students will ensure confidentiality of all persons associated with the Dental Hygiene Program including other students, externship clients, faculty and clients from the OTA/PTA clinic in accordance with the Code of Ethics and Salt Lake Community College.

OTHER PROGRAM POLICIES

- Students who wish to release personal information regarding the need for special accommodations or disability to an externship educator/site must sign a written release.
- Criminal background checks may be released to service learning and extern placements which require it but only through procedures outlined by the Allied Health Division office.
- Transcripts requests or grades must be referred to the Registrar (801-957-4298).
- Requests for copies of externship evaluations must be made from the facility with which each student was assigned. After grades are posted, copies of externship evaluations will not be provided to a student.
- Students may not provide personal information (phone numbers, addresses, email addresses, etc.) regarding fellow students to any source other than DH program academic faculty and fellow DH students. Classmate information cannot be shared with extern sites, clinical extern educators, supervisors, job recruiters, etc.

STUDENT INSURANCE

SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. NAHGA Claim Services will continue to process any student accident insurance claims that are still open as well as any new claims that occur up to the deadline. The following are answers to common questions about student health insurance.

SLCC - Workers’ Compensation for Health Sciences Students

Question. When are students covered?
Answer. Students are covered when involved in a clinical. A clinical is a required period of supervised practice done off campus. A lab is a required part of class supervised on campus.

Question. What is covered?
Answer. Medical expenses

Reporting an Injury

Question. How soon does an injury need to be reported?
Answer. Report immediately to the Clinical Instructor; also report to Risk Management by the next business day.

Question. Who do I report an injury to?
Answer. Report to Risk Management, 801-957-4533

Military Leave & Jury Duty

MILITARY LEAVE/DEPLOYMENT STUDENT RESPONSIBILITY

A student called up for active duty or active service (not including the 2-week required annual training) in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) in ‘times of national emergency’ and who requests a Military Activation Drop must:

Provide the College a completed “Military Activation Drop Form” found online at www.slcc.edu/veterans along with their call up orders as soon as possible after receiving military orders. The notice need not include a statement of an intention to return to the College. If military necessity renders it impossible to provide advanced notice, initiate a Military Activation Drop by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to Salt Lake Community College Veteran’s Services Office, STC 059, P.O. Box 30808, 4600 South Redwood Road, Salt Lake City, UT 84130; or by FAX to (801) 957-4987 or by email to: veterans@slcc.edu. The “Military Activation Drop Form” and call up orders may also be provided by a designated family member should mobilization be immediate. NOTICE: If using educational benefits, the VA will determine if there is an over payment (Housing /BAH – Book Stipend) due to military call-up.

MILITARY LEAVE PROGRAM STANDING

- Students will receive an excused absence from each class for a two (2) week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student’s standing in the program.

- Students absent over two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year’s cohort beginning with courses not completed.
1. Example—if withdrawn in the 4th semester of the program, student tuition will be returned (according to federal law) for that semester. Educational VA benefits will restart for a repeat of that 4th semester the following year.

2. Example—if returning before the 4th semester of the program, students may (and are advised to) audit courses previously taken again to be current with the material. Contact the SLCC Vet Services for tuition waiver opportunities for auditing.

- Students deployed over one (1) and up to two (2) years will be given admission preference into the next year’s cohort, but must begin with first semester courses. Contact the SLCC Vet Services for tuition waiver opportunities.

- Students deployed over two (2) years will need to reapply to the program.

**JURY DUTY PROGRAM STANDING**

- Students will receive an excused absence from each class for a two (2) week period of jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student’s standing in the program.

- Students with jury duty for two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year’s cohort beginning with courses not completed.
  1. Students may (and are advised to) audit courses previously taken again to be current with the material.

- Students with jury duty for one (1) and up to two (2) years will be given admission preference into the next year’s cohort, but must begin with first semester courses.

- Students with jury duty over two (2) years will need to reapply to the program.

**Unsafe Practices**

**Unsafe Practice**

The safety of students, faculty, staff, and others must be safeguarded at all times, particularly during procedures where blood borne pathogens are involved. Lack of careful attendance to established rules of professionalism and safety in clinical or laboratory courses is considered negligence and will not be tolerated. Unsafe behavior includes violation of accepted best practices, current standard of care guidelines, radiation hygiene, or OSAP infection control procedures.
Students guilty of unsafe practice or blatant lack of professionalism may receive as much as a thirty percent reduction in their total clinic grade and/or more severe consequences, up to and including dismissal from the program. **Due to the fact that pregnancy requires more rigorous radiation and other safety protocols, students who are, become, or reasonably suspect the possibility of pregnancy during their tenure in the program MUST inform the Clinic Manager, sign a release form and take responsibility for adhering to all increased safety protocols.**

**Supplies and Fees**

Due to the unique nature of the profession of Dental Hygiene, there are specialized instruments required for the practice of Dental Hygiene. The Dental Hygiene student is required to purchase an instrument kit for use during the 2 year Dental Hygiene program. This instrument kit has been specially chosen by the faculty of the Dental Hygiene department to reflect current trends in the Dental Hygiene profession and to build optimal student competency in skill level. These instruments are the property and responsibility of the Dental Hygiene student during their 2-year program and after graduation.

**Practicum/Clinical Requirements**

**GENERAL POLICIES**

**Professional Conduct and Performance Guidelines**

Dental Hygiene is a profession that requires high standards of behavior in addition to the mastery of a large body of knowledge and clinical skills. In addition to fulfilling all academic requirements, students are required to display behaviors consistent with accepted standards of professional conduct.

The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the dental hygiene curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

- **Appearance:** Displays appropriate professional appearance and is appropriately groomed as defined in the SLCC Dress Code.
- **Attitude:** Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback to improve performance.
- **Dependability:** Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.
- **Function under stress:** Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Recognizes the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.
• **Initiative:** Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

• **Integrity:** Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

• **Tolerance:** Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to inappropriate interactions with others.

**DENTAL HYGIENE PROCESS OF CARE STANDARDS**

**Comprehensive Dental Hygiene Care**

The dental hygiene care model at the Salt Lake Community College encourages students to deliver comprehensive patient-centered care. Comprehensive dental hygiene care is defined as integrated preventive and treatment services provided by a dental hygienist to meet the identified needs of the individual patient.

The first step to delivering effective comprehensive care is a systematic dental hygiene assessment and diagnosis. Using information gathered during the assessment phase, the student in collaboration with the Clinical Instructor will formulate a dental hygiene diagnosis that will allow them to develop a treatment plan to direct patient treatment and sequencing according to the specific needs of the patient. Patient dental hygiene care is then directed according to the plan.

Dental hygiene students are considered “colleagues in training” (CIT), and as such are expected to uphold and maintain the same standards of patient care that are expected of professional dental hygienists. Even though the CIT may not be ready to assume total responsibility for the process of care, he or she must continually aspire to meet professional standards; thus, must know and understand the Dental Hygiene Process of Care Standards. Faculty mentors assist the CIT in providing dental hygiene process of care in accordance with the standards.

**PRACTICE STANDARDS**

**Professional Responsibilities**

Dental hygienists are responsible and accountable for their dental hygiene practice and conduct. Dental hygienists:

- Adhere to current jurisdictional legislation, regulations, codes of ethics, practice standards, guidelines and policies relevant to the profession and practice setting.
- Seek and advocate for practice environments that have the organizational and human support systems as well as the resource allocations necessary for safe, competent and ethical dental hygiene practice.
- Access and utilize current research-based knowledge through analyzing and interpreting the literature and other resources.
- Manage their dental hygiene practice within the practice setting utilizing evidence-based decision making.
- Question, and if necessary, take action regarding policies and procedures inconsistent with desired patient outcomes, evidence-based practices and safety standards; evidence-based decision-making is the systematic application of the best available evidence to the evaluation of options and decision making in clinical, management and policy settings.
- Follow dental hygiene process, demonstrating sound professional judgment and integrity.
- Recognize patient rights and the inherent dignity of the patient by obtaining informed patient consent, respecting privacy and maintaining confidentiality.
- Demonstrate cultural competency by using a patient-centered approach, always acting or advocating in the patient’s best interest.
- Provide a safe environment that meets universal infection control and workplace health and safety requirements and protocols.
- Respond to emergency situations.
- Consult and collaborate with other colleagues, health professionals and experts as necessary.
- Maintain documentation and records consistent with regulatory requirements.
- Identify technological and product options; select the best option for the situation and patient need.
- Recognize, acknowledge and ask for help with any personal, physical or psychological condition that affects, or may affect, the ability to practice safely and effectively.
- Maintain competence through lifelong learning.
- Support the professional association through personal membership.

**Community Service Requirement**

Each student must complete a total of 40 hours of non-profit dental-related community service during the 2 years in the SLCC dental hygiene program. A minimum of 10 hours must be completed by the end of each semester in the dental hygiene program for a minimum of 40 hours. If students fail to meet this requirement, graduation from the SLCC Dental Hygiene Program may be postponed until they are completed. Specifically assigned graded course projects are NOT counted toward community service requirements. Hours spent volunteering in an individual dental office also does NOT qualify as community service time. A maximum of 10 hours at one location, event, or type of services will be accepted. All community service hours are to be documented on the appropriate form, signed by both the supervisor of the service project and the appropriate Clinic Coordinator or faculty member and then submitted to the appropriate program support person for documentation in the student file. Undocumented hours will not be counted toward the community service requirement.

Approved dental hygiene-related activities include, but are not limited to:
K-12 school presentations
Give Kids a Smile
Humanitarian Efforts
Global Relief Humanitarian Efforts
Other Community Health Fairs
Nursing Facilities Oral Health Programs
School-Based Oral Health Programs
Parent-Teacher Conference Events

Disparities Clinics
Special Olympics
Junior League Care Fair
Back to School Nights
Midvale Health Fair
Donated Dental
Mock Board Volunteer
BLOODBORNE PATHOGENS/TRANSMITTED DISEASES INFORMED CONSENT

I, _________________________________the undersigned, have completely read and fully understand the SLCC policy for the prevention of bloodborne pathogens/disease transmission among individuals in the health care setting. I acknowledge that I must attend the SLCC sponsored training course (during Clinical Dental Hygiene courses) addressing these policies and take and score appropriately on the required post-test prior to beginning clinical treatment of patients/lab partners.

I also understand that it is my absolute and critical responsibility to adhere to these policies, both for my personal protection and that of those I work with including faculty, staff, peers, patients and others. I furthermore agree to report any incident which relates to this policy to my Clinical Instructor/Clinic Coordinator/Clinic Manager and SLCC officials as outlined in the policy guidelines.

____________________________________
Legibly Print Student Name

____________________________________                 _________________
Student Signature                 Date
SLCC DENTAL HYGIENE PROGRAM OUTCOME ASSESSMENT REPORTING COMPLIANCE

I agree to notify SLCC of my whereabouts for a minimum of one year after graduation from the Dental Hygiene Program. I will provide to the Program any change of address I may have on a timely basis.

I agree to the above requirements as indicated by my signature in the appropriate space below.

Current Name ________________________________

Current Address ______________________________

Current Phone # Home_____________________   Cell _____________________

Emergency contact

Name_____________________________ Relationship ______________________

Phone #_____________________________
I ______________________ the undersigned, have completely read and understand that I am responsible for knowing and understanding all of the information incorporated in the SLCC College/Dental Hygiene Student Handbook 2018-2019. I have had any questions or concerns answered to my satisfaction and agree to comply with all these policies and procedures as indicated by my signature below.

__________________________________
Legibly Print Student Name

__________________________________  ______________________
Student Signature  Date