



DENTAL HYGIENE

STUDENT HANDBOOK

2021-2022



(Last updated July 2021)

The Program Course Syllabi are the property of Salt Lake Community College,
School of Health Sciences, Dental Hygiene Program.

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1.0 OVERVIEW AND GENERAL INFORMATION

1.1 WELCOME

Welcome to the 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.

1.2 PURPOSE OF THE HANDBOOK

This handbook will be used in conjunction with the Student Affairs Code of Student Rights and Responsibilities 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.

Refer to the [SLCC Institutional Syllabus](#) available on Canvas for the most up to date information regarding general information.

1.3 SALT LAKE COMMUNITY COLLEGE OVERVIEW

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

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- **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.

- **Integrity** – We do the right things for the right reasons.
- **Trust** – We build trust by working together in good faith and goodwill to fulfill the College’s mission.

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES

- Students develop quantitative literacies necessary for their chosen field of study.
- Students think critically and creatively.
- Students develop civic literacy and the capacity to be community-engaged learners who act in mutually beneficial ways with community partners.
- Students develop the knowledge and skills to work with others in a professional and constructive manner.
- Students develop information literacy.
- Students develop computer literacy
- Students develop the attitudes and skills for lifelong wellness.

SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY

It is the policy of Salt Lake Community College to comply with all federal, state, and local authorities requiring nondiscrimination, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246, 45 CFR Part 90, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008, and Utah’s Executive Order, issued December 13, 2006.

The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

1.4 STUDENT SERVICES

The [Jordan Student Center \(JSTC\)](#) on the Jordan Campus offers a variety of services including college cashier, health center, bookstore, fitness room, and limited food service. Student Services on the Jordan Campus is located at JSTC information desk in the first-floor commons.

The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC.

The [SLCC Current Student](#) webpage describes these student services in detail.

A. LIBRARY

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, telecourse videos, and more.

Library staff aids 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, view [All Hours & Locations](#).

LIBRARY CARD

Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood, and in room W175 at South City. Call (801) 957-4022 for more information.

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.

Your library ID is your Student "S" number.

LIBRARY STAFF

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

B. ADVISING AND COUNSELING SUPPORT SERVICES

The following services provide support for students enrolled in any class at the college.

- [Center for Health and Counseling](#): If you find yourself struggling with your mental or physical health this semester, the Center for Health & Counseling (CHC) provides convenient and affordable health care, mental health counseling, massage therapy services and healthy lifestyle programs right here on campus. CHC is staffed by experienced, licensed professionals who are attuned to the needs of college students. The services are low cost and completely confidential. The CHC is located at the Taylorsville/Redwood, South City, and Jordan campuses. For CHC hours, information about CHC services, or to book an appointment please call 801-957-4268 or visit slcc.edu/chc. If you wish to talk with someone immediately, you may start a free chat or call with a licensed crisis counselor, 24/7 through the [SafeUT App](#) or calling 1 (800)273-8255.
- [Veterans' Services](#): assists hundreds of students in using their VA education benefits each semester.
- [Academic Advising](#): helps students plan, explore, make decisions, access resources and evaluate their academic and career goals.

- To make an appointment with Academic Advising and a variety of other Student Support Services, you can use MySuccess. To access MySuccess, log in to your MySLCC portal, select the Advising Tab, and click “Login to MySuccess” under the find your advisor section. Your homepage will have your Primary Academic Advisor listed at the top (along with a list of services below, and a search bar to find other staff and services). Click on your Primary Advisor’s name to see their availability and to book an appointment. Check your Bruinmail for an email confirmation.
- [Academic Achievement Center](#): helps students achieve GPA requirements for graduation.

C. LEARNING SUPPORT AND TUTORING SERVICES

The following services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

- [Tutoring](#): index of all tutoring resources.
- [STEM Learning Resources](#): provides free tutoring and assistance in math and science courses at five campus locations.
- [Student Writing & Reading Center](#): provides in-person and online feedback on all writing and reading assignments.
- [Library Services](#): provides research help, print and online resources, computers and study space.
- [ePortfolio Lab](#): provides drop-in assistance for all ePortfolio questions.
- [eLearning Support](#): provides support for navigating online and hybrid classes.
- [Business Resource and Innovation Center](#): provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.
- [Academic Calendar](#): provides important dates for the academic year.
- [Bookstore](#): find course materials and SLCC merchandise as well as information on store hours

D. FINANCIAL AID

Information about financial aid provided through SLCC and other venues can be found in the current SLCC College Catalogue. If a student needs more in-depth information/assistance, they should contact the Financial Aid Office in the Student Center at the Redwood/Taylorsville Campus or on the Jordan Campus in the new Student Center next to the Advising Offices.

You may access information about your aid application and financial awards by logging in to:

MySLCC → Student tab → Financial Aid

E. SLCC TODAY BLOG

Interested in library news and tutorials? Check out [SLCC Today](#).

1.5 STUDENT SUPPORT SERVICES

A. GENDER & SEXUALITY STUDENT RESOURCE CENTER (GSSRC)

The Gender & Sexuality Student Resource Center has a strong initiative to enhance the quality of life and educational experience for minoritized gender and sexuality populations. We intentionally serve Womxn and LGBTQ+ in an environment that is welcoming, positive, and safe, by increasing the SLCC community's awareness, understanding, and integration of minoritized gender and sexuality. We will achieve this mission by providing:

- Educational and empowering programs and events
- Resources to Womxn and LGBTQ+ students
- Resources to allies, faculty, staff, and employees
- Awareness and advocacy on terminology, history, empowerment, and systemic change
- A physical space to connect with like-minded individuals, community, and resources at South City Campus in SCM 1-140

To receive support or get involved, contact us: GSSRC@slcc.edu; slcc.edu/GSSRC; 801.957.3143; Instagram & Facebook (@SLCCGSSRC).

B. THE 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.

Watch the following video to learn more about the DRC: [DRC Accessibility](#)

C. FOOD, CHILDCARE, AND CRISIS RESOURCES

There are several resources available for students at SLCC:

- For information about SLCC's food pantry for students, please visit the [Bruin Pantry](#).
- For childcare assistance, please visit [Child and Family Care Services](#).
- For information on other crisis resources, please visit [Crisis Circumstances](#).
- For information about campus safety, please visit [#SLCCSAFE](#).

D. THE OFFICE OF DIVERSITY AND MULTICULTURAL AFFAIRS

The Office of Diversity and Multicultural Affairs (ODMA) provides holistic educational support to Black, Indigenous, and Students of Color at Salt Lake Community College. We empower students to explore and embrace their intersectional identities as a fundamental step for achieving success. We promote this model of student development by offering a welcoming space at the Taylorsville Redwood Campus (STC 236), pairing students with student success coordinators, organizing cultural programming, and providing student leadership experiences and opportunities. For more information about ODMA or to get involved, please visit us at www.slcc.edu/diversity, 801.957.4954, or on Instagram/Twitter @SLCC_Diversity, or Facebook: /slccdiversity

E. THE DREAM CENTER

The SLCC Dream Center works holistically with undocumented students (with or without DACA) and members of mixed-status families to achieve their personal and academic goals. If your immigration status presents significant obstacles to your success at the College, whether that is engaging in particular activities, fulfilling specific course criteria, or impacting your academic career in any other way, confidential arrangements may be requested from the Dream Center. Please know that arrangements made with the Dream Center will not jeopardize your student status, access to scholarships, or any other part of your residence. To learn more, contact the Dream Center by emailing dreamcenter@slcc.edu, or on Instagram @slccdreamcenter

1.6 SECURITY AND PARKING

A. JORDAN CAMPUS POLICE AND EMERGENCY NUMBERS:

Emergencies: 911

Jordan Campus Police: 801-957-3800 (Non-emergency)

Animal Control: 801-840-4000

B. PARKING

SLCC's [Parking Services](#) regulates the sale of digital parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. Students need a digital parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. Designated student parking is shown on the [Jordan Campus Parking Map](#).

****Disclaimer: SLCC is authorized to regulate parking and traffic and to issue citations on all SLCC campuses by Utah State Code 53B-3-103, 106. Rules and regulations may change at the discretion of SLCC administration. The college is not responsible for theft or damage to vehicles parked on campus. Overnight parking is prohibited, and vehicles left overnight will be impounded.*

1.7 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: [Director EEO/Title IX](#)

Students may also use the [Online Reporting Form](#).

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 the following site: [What Does Title IX Mean For You?](#)

REPORTING INCIDENTS OF HATE OR BIAS

Salt Lake Community College (SLCC) is committed to fostering a safe and welcoming campus for all students, faculty and staff; in turn, it is the responsibility of each person at SLCC to join in creating an environment in which others can thrive without fear of hate or bias.

This form may be used to make the College aware of any incidents of hate or bias:

https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=90

1.8 LAND ACKNOWLEDGEMENT STATEMENT

Salt Lake Community College is located on the Native American shared territory of the Goshute, Navajo, Paiute, Shoshone, and Ute People. We honor the original ancestors of this land and also offer respect to our other tribal communities. We acknowledge this history to cultivate respect for and advocate with our indigenous students and communities still connected to this land.

1.9 STUDENT RIGHTS AND RESPONSIBILITIES

The Student Code of Rights and Responsibilities governs the behavior of our student body and is for student use. Its purpose is to state the specific authority and responsibility of the College in maintaining social discipline outline the process for a legitimate grievance, and establish the proper procedures to be followed to ensure "due process," which protects accused students from unfair imposition of penalties and sanctions. The Code outlines the specific rights which students are guaranteed, and the responsibilities students have as a community member. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

All students are expected to follow the [Code of Student Rights and Responsibilities](#).

2.0 OVERVIEW OF PROFESSION

A dental hygienist is a licensed oral health professional who promotes optimum oral health by providing education and therapeutic services to adults and children. A career in Dental Hygiene provides entry into a variety of professional opportunities including clinician, educator, administrator, public health worker, government worker, researcher or international health care provider.

CAREER OPPORTUNITIES

Dental hygienists may secure employment in a variety of settings, including private dental offices and clinics, schools, care facilities, hospitals, community 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.

2.1 ADHA CODE OF ETHICS

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 are 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 compliant 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

2.2 ESSENTIAL FUNCTIONS FOR CAREER SUCCESS

Essential skills are non-academic criteria used in the admission, promotion, and graduation of students. They include industry specific standards and 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 nonmaleficent 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.

The following categories of essential functions that successful dental hygienists demonstrate are adapted from [Midwestern State University Texas](#).

A. COMMUNICATION - VERBAL, AUDITORY AND WRITTEN

Communication is the “effective transmission or interchange of facts, attitudes, opinions or thoughts through words, gestures or other means”. “Skill is critical because, tact, ingenuity judgment and cultural sensitivity are taxed to the fullest in an attempt to obtain accurate and complete information from” patients, parents, guardians or caregivers. “Maintenance of complete records for every aspect of care provided for each patient is a key aspect of dental hygiene practice” (Wilkins’).

Communication skills must be sufficient to permit the student to transmit, deliver, receive, and interpret verbal and non-verbal communication to and from the patient, instructor, peer students and staff personnel. communicate with patients and other professionals. The student must:

- Demonstrate English language communication skills sufficient for interaction with others in verbal and written form (communication is clear and understandable to others).

B. OBSERVATION AND SENSORY SKILLS

Students are required to visually assess, recognize, and interpret variations or signs of disease in normal hard and soft anatomic structures. They must be able to recognize and react to signs of a medical emergency.

Visual acuity must be sufficient and adequate to allow the student to:

- Possess appropriate depth perception with vision from a distance of 18 inches with or without corrective lenses.
- Differentiate between shades of gray on radiographs to determine quality and identify anatomy.
- Differentiate between color variations in tissues to distinguish between normal and abnormal.
- Read control panels, technique charts, and other pertinent materials for patient care and professional practice.
- Demonstrate adequate depth perception in the instrumentation of tooth structures.

Hearing abilities must be sufficient to allow the student to communicate with and evaluate patients. The student must be able to:

- Evaluate stethoscope sounds in the monitoring of blood pressure and respiratory dysfunctions.
- Hear normal speaking level sounds and various voice ranges.
- Hear auditory alarms and telephones.

C. PHYSICAL QUALIFICATIONS, MOTOR FUNCTION, AND MOTOR FUNCTION

Students must have the physical ability to tolerate the ongoing use of personal protective devices including a respirators, face masks, face shields, safety eyewear, surgical gloves and laboratory coats. They are also required to carry out Occupational Safety and Health Administration (OSHA) and Organization for Safety and Asepsis Procedures (OSAP) including proper hand hygiene with an alcohol-based formulation or soap and water as well as the safe handling and application of cleaners and chemicals.

Students must be able to perform all functions and tasks required of a dental hygienist. A person with certain musculoskeletal conditions may have difficulty performing the daily activities required by the profession of dental hygiene. These include, but are not limited to degenerative conditions or injuries to the neck, back, shoulder, elbow, wrist and/or hands. Examples: herniated or bulging disks, chronic rotator cuff symptoms, and carpal tunnel. It is strongly recommended that individuals with any of these conditions be evaluated by their physician prior to pursuing the dental hygiene degree.

Motor functions must be sufficient to permit the student to be able to:

- Manipulate dental equipment and dental hygiene instruments with eye-hand coordination with both hands.
- Manipulate dental radiographic equipment unassisted.
- Use upper body strength to assist patients in emergency situations (perform CPR)
- Lift 25 pounds (strength to assist patient in transferring into a dental chair from a wheelchair)
- Sit unassisted for long periods of times.
- Demonstrate fine and gross motor skills necessary to provide safe and effective dental hygiene instrumentation and the administration of local anesthesia.
- Write clearly and neatly with pen.
- Use a computer keyboard and mouse.
- Demonstrate tactile abilities to allow for physical assessment using palpation and exploring and working strokes with dental hygiene instruments.
- Sustain repetitive push, pull and rotation movements of hands at the wrist

D. CONCEPTUAL/ANALYTICAL REASONING

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

Students must be able to demonstrate critical thinking skills deemed appropriate for the academic level and discipline content. A student must be able to:

- Comprehend and integrate knowledge from didactic courses and professional literature into the assessment, planning, implementation and evaluation of dental hygiene treatment.
- Demonstrate long and short-term memory

E. BEHAVIORAL AND SOCIAL SKILLS

Respect and maintain FERPA/HIPAA Privacy and 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 clinical rotation, classroom, or offsite rotation.

A student must be able to:

- Monitor his/her emotions. Manage strong emotions (such as grief and anger) in a professional manner.
- Perform multiple responsibilities concurrently.
- Adapt to a changing environment/stress and deal with the unexpected (such as a crisis situation).
- Provide treatment and services to all patients/clients without discrimination
- Treat others with respect
- Work effectively as a team member with dentists, faculty, staff, rotation site personnel and other dental hygiene students.

F. EMPLOYMENT QUALIFIERS

- Students must be able to obtain a license to practice dental hygiene. Each state has regulations governing the practice of dental hygiene, including licensing requirements.

2.3 PROFESSIONAL ORGANIZATIONS

Students are encouraged to join the following professional organizations:

- [SADHA – Student American Dental Hygiene Association](#)
 - The SLCC SADHA Chapter is run by students within the program.
- [UDHA – Utah Dental Hygienists’ Association](#)

2.4 LICENSURE

Graduation from the Dental Hygiene program does not guarantee the ability to obtain a Utah state license to practice as a Dental Hygienist. Licensure is the exclusive right and responsibility of each state. In order to practice as a Dental Hygienist, students must satisfy individual state requirements, independent of SLCC graduation requirements. It is highly recommended that students consult in advance with the Utah Division of Occupational and Professional Licensing (DOPL), or similar agencies in other states, to find out more about eligibility for licensure. DOPL can be reached at 801-530-6628 or at their website <https://dopl.utah.gov/>

For students who plan to work as a Dental Hygienist in another state, here is one suggested website for researching state licensure requirements: License Finder sponsored by the U.S. Department of Labor. If you have difficulty finding the licensure requirements for your state, please contact your academic advisor or SLCC's state authorization coordinator for help.

2.5 CERTIFICATIONS

Candidates for licensure must be graduates of an accredited dental hygiene program, have successfully completed both the Western Regional Boards in Local Anesthesia and Dental Hygiene and the National Board Dental Hygiene Examination (NBDHE). Candidates must also complete the application process from the Department of Professional Licensing (DOPL), hold a current CPR certification, and submit all board scores and official college transcripts.

Graduates are eligible to apply to the WREB exam and National Board. Please see their websites for more information:

- [National Board Dental Hygiene Examination \(NBDHE\)](#)
- [Western Regional Examining Board \(WREB\) Exams:](#)
 - Local Anesthesia - Written Exam
 - Local Anesthesia - Clinical Exam
 - Dental Hygiene - Clinical Exam

3.0 DENTAL HYGIENE PROGRAM OVERVIEW

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, dental radiographs, pit & fissure sealants, fluoride treatments, oral prophylaxis, local anesthesia, 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, including the written National Board Dental Hygiene Examination (NBDHE) and state or regional clinical examinations, such as the Western Regional Examination Board (WREB).

3.1 ADMINISTRATION, FULL TIME FACULTY, AND STAFF

DENTAL HYGIENE DEPARTMENT

The Dental Hygiene program is administered by a Division Associate Dean, Program Coordinator, Clinic Manager, and program support. The faculty includes three full-time faculty, adjunct supervising dentists, and adjunct Registered Dental Hygienists (RDH) who teach in classes, labs and in clinic. All dentists and hygienists are board certified, licensed in the State of Utah, and current on their professional development, CPR certification, and continuing education.

FACULTY AND FULL TIME STAFF

Renee Mendenhall, MBA, RDH
Program Coordinator

Sandra Wilkie, MS, RDH
First Year Coordinator

Kristen Hall, BS, RDH
Second Year Coordinator

Wendee M Shorter
Clinic Manager

DIVISION OF ALLIED HEALTH

Interim Associate Dean: Dr. Angela Belnap DHPE

Administrative Assistant: Natalie Spendlove

Division Numbers: 801-957-6216 or 801-957-6009

SCHOOL OF HEALTH SCIENCES

Dean: To Be Announced

Administrative Assistant: LuAnne Holt

3.2 PROGRAM MISSION, GOALS, AND PHILOSOPHY

A. PROGRAM MISSION STATEMENT

To provide 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.

B. PROGRAM GOALS

I. 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.

II. 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.

III. PROFESSIONALISM

- Encourage student and faculty participation in and support of professional service organizations that promote the service mission of the program, the College, 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.

IV. PROFESSIONAL DEVELOPMENT

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

V. 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.

C. PROGRAM PHILOSOPHY

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 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.

3.3 PROGRAM OUTCOMES

Graduates are expected to meet the following dental hygiene competencies for the entry-level dental hygienist.

A. 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.
 - c. 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.
 - d. 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.

B. 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.

C. 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 include 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.

D. 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.2 **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.3 **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.4 **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.5 **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.6 **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.

E. 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

ADEA, (2011). ADEA competencies for entry into the allied dental professions, (As approved by the 2011 ADEA House of Delegates). *Journal of Dental Education* 75 (7), 941-948.

3.4 PROGRAM CURRICULUM

Course Schedule AAS Dental Hygiene

FIRST YEAR

Semester: Fall	
Course	Cr/Hr
DH 1050 – Dental Radiology	2
DH 1060 – Dental Radiology Lab	1
DH 1100 – Dental Hygiene Theory I	3
DH 1110 – Clinical Dental Hygiene I	2
DH 1330 – Head and Neck Anatomy	2
DH 1340 – Dental Anatomy	1
DH 1350 – Dental Embryology/Histology	1
TOTAL	12

Semester: Spring	
Course	Cr/Hr
DH 1140 – Dental Materials	1
DH 1150 – Dental Materials Lab	1
DH 1400 – Dental Hygiene Theory II	3
DH 1410 – Clinical Dental Hygiene II	3
DH 1540 – Pharmacology	3
DH 1640 – Compromised Patient Special Needs	2
TOTAL	13

SECOND YEAR

Semester: Fall	
Course	Cr/Hr
DH 2050 – General and Oral Pathology	3
DH 2200 – Dental Hygiene Theory III	3
DH 2210 – Clinical Dental Hygiene III	4
DH 2340 – Local Anesthesia	2
DH 2341 – Local Anesthesia Lab	1
DH 2450 – Periodontology	2
TOTAL	15

Semester: Spring	
Course	Cr/Hr
DH 2220 – Community Dental Health	3
DH 2600 – Dental Hygiene Theory IV	3
DH 2610 – Clinical Dental Hygiene IV	5
DH 2800 – Practice Management	2
TOTAL	13

3.5 ACCREDITATION

The SLCC Dental Hygiene Program is currently accredited without reporting requirements by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA).

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

3.6 PROGRAM ADMISSIONS

A. GENERAL ADMISSIONS REQUIREMENTS

- Be admitted to SLCC as a matriculated student. See:
 - <http://www.slcc.edu/apply/index.aspx>
 - High School Graduate or equivalent
 - For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite course work has been completed. Transcripts should be sent to:
 - SLCC Office of the Registrar and Academic Records, 4600 South Redwood Road, P.O. Box 30808, Salt Lake City, UT 84130-0808
- OR
- Sent electronically to TransferEvaluation@slcc.edu
 - Also, a request to have an OFFICIAL evaluation of student's transcript(s) must be submitted to the SLCC Transfer Evaluation Office. The form is located at: <http://www.slcc.edu/transcriptevaluation/>. This process may take 4-6 weeks and must be completed before a student's application will be considered.
 - Complete SLCC Placement exam, or submit current SAT/ACT test scores, if MATH and ENGL course work have not been transferred to SLCC (required before you are able to register for classes that have MATH and ENGL courses as prerequisites). See: www.slcc.edu/testing.

B. SELECTIVE ADMISSIONS APPLICATION REQUIREMENTS

Program course prerequisites are as follows (Courses listed below (or equivalent transfer credit, AP or CLEP)) BIOL 2060/2026, BIOL 2320/2325, BIOL 2420/2425, CHEM 1110 & CHEM 1115 must be completed within the past five years and require a C+ grade or better. The remaining prerequisite courses require a C grade or better. AP Credit: AP scores of 3 or higher for a prerequisite course will be considered for admission into the program; however, this does not guarantee acceptance into the program. Please see the Dental Hygiene program academic advisor with questions.

Prerequisite Courses (Continued on next page):

COURSE NUMBER	COURSE DESCRIPTION	CREDIT HOURS
BIOL 2060/2065	Microbiology Lecture/Lab	4
BIOL 2320/2325	Human Anatomy Lecture/Lab	4
BIOL 2420/2425	Human Physiology Lecture/Lab	4

COURSE NUMBER	COURSE DESCRIPTION	CREDIT HOURS
CHEM 1110	Elementary Chemistry	4
CHEM 1115	Elementary Chemistry Lab	1
ENGL 1010	Introduction to Writing	3
MATH 1010*, 1040 or higher	Intermediate Algebra	4
COMM 1010, 1020, or 2110	Elements of Effective Communication	3
NUTR 1020	Foundation of Nutrition	3
SOC 1010	Introduction to Sociology	3
PSY 1010 or PSY 1100	Introduction to Psychology	3

Note: Prerequisite courses must be completed when you submit your application. Your application will not be considered complete and therefore no acceptance/denial will be determined until after the grades for the prerequisite courses have been posted. Your final grades will be assessed at the end of the semester and your acceptance into the program will be based on your grades meeting the program's selection requirements.

Note: It is the student's responsibility to examine each course description for details of other prerequisite classes. Those prerequisites must be satisfied before the designated program prerequisite course may be taken.

- **Observation Hours** - Required to be completed with a licensed clinical Registered Dental Hygienist (RDH) in a dental setting for a minimum of 40 hours. Please see the Dental Hygiene academic advisor.
- See the [Dental Hygiene Admissions](#) webpage for essential information regarding completion of application and additional requirements. Completion of the prerequisites allow students to apply to the program. Application submission does not guarantee admission to the program. Students may see the [Dental Hygiene Academic Advisor](#) for further information.

C. CONDITIONAL ACCEPTANCES

Notification of acceptance into the Dental Hygiene program are sent to students' Bruinmail accounts.

Acceptances into the Dental Hygiene program will be given on a "conditional" basis. Students must complete the following within the allotted time in their conditional acceptance letter to receive a full acceptance:

1. Order Complio compliance package.
2. Order background check.
3. Upload and enter documentation showing compliance for immunizations.
4. Complete drug screening (directions will be provided in the conditional acceptance letter)
5. Complete the American Heart Association BLS CPR certification.

Once all of the above items have been completed, the student will need to contact the Admissions Office for verification of compliance. If compliant, a full acceptance letter will be sent with additional instructions for anything else that will need to be completed before beginning the program. Once granted a full acceptance, a non-refundable deposit of \$2,500 is required toward the purchase your dental hygiene instruments and hold your place in the program.

Students must read all emails carefully and thoroughly to make sure they do not miss any information. If additional seats become available, new candidates will be accepted based on their place in the applicant ranking system.

Students should not initiate any of the compliance tasks unless they have received a conditional acceptance letter.

D. ADDITIONAL REQUIREMENTS AND DOCUMENTATION IN COMPLIO

Students admitted into the program will be required to purchase a COMPLIO (American DataBank) Compliance Package through <https://login.complio.com> and submit the following in COMPLIO:

- Proof of all required program vaccinations and/or proof of immunity.
- Proof of successful completion of CPR certificate (American Heart Association Two-Year BLS Provider).
- Certification must not expire while in program.
- Purchase and complete background check through SLCC's authorized vendor (American DataBank). Failure to pass background check may result in program dismissal.
- Upon notification, purchase, and complete drug screening through SLCC's authorized vendor. Failure to pass drug screen may result in program dismissal. Students are not to purchase the drug screen package until notified.
- Students are fiscally responsible for complying with requirements specific to working in clinical settings. The following costs are estimates only for planning. Actual cost and frequency are determined by vendors and specific clinical facilities. Estimated costs include:
 - Background check - \$30
 - Drug Screen Package - \$35
 - Compliance Package - \$15/yr

- Immunizations (Cost varies considerably based on insurance coverage, past vaccinations, and personal immunity)

It is the responsibility of the student to contact the Utah State dental licensing board (Division of Professional Licensing—DOPL) and seek advice regarding eligibility for certification and requirements needed to progress in this profession if the criminal background check discloses issues of concern.

I. DRUG SCREEN POLICY & RESPONSIBILITY

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 including, but not limited to, timing and location. 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.

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. 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.

II. CRIMINAL BACKGROUND CHECK

****This information was provided to you at the time you applied to the program. This is just a reminder regarding information that may have appeared on your criminal background check: You assume the risk if your criminal background check is not clear. If you do not pass the background check, you may not be able to complete clinical assignments that are a part of the program you are in. This may result in dismissal from the program or an inability to take advantage of certain clinical sites. If an issue arises you may be asked to withdraw from the program and it may be after the tuition refund deadline has passed. The clinical placement agencies make the final determination about accepting students for clinical placement. It is*

strongly recommended that if you know of any incidences that may impact you related to the past, that you take measures to have criminal offenses (felonies and or misdemeanors) expunged or sealed from your record if possible. Please consult with either your program coordinator or the appropriate associate dean.

Completing a criminal background check is a requirement for all students entering the Dental Hygiene Program. Potential students must understand that certain negative results on this test may preclude them from entering the program, being involved in clinical rotations and/or being eligible for licensure in the profession. The following guidelines must be adhered to:

- I understand that all dental hygiene students are required to submit a criminal background check.
- I understand that a criminal background check may be arranged for by the Program but will be paid for by the student.
- I understand that clinical placement agencies may require a criminal background check for clinical student placements. I am aware that the SLCC Dental Hygiene Program will disclose contents of the criminal background check to the clinical agency. The clinical agency may decline to have students placed at their facility.
- I understand that the clinical placement facility makes the final determination about accepting students for placement in their facility.
- If I cannot be placed successfully in a clinical setting to meet course requirements, I understand that I may not be able to successfully complete clinical courses.
- I must accurately describe and disclose to the Program Director case findings as noted on the criminal background record, if any.
- I understand that it is my responsibility to notify the Program Director in writing of any convictions occurring subsequent to the above criminal background checks.
- I understand that students with a history of a misdemeanor or felony involving moral turpitude may not be allowed in clinical settings and/or eligible for licensure/employment as a dental hygienist.
- I understand that, upon advise from the Department, it is my responsibility to contact the licensing agency to disclose findings and seek advice regarding eligibility for licensure and requirements needed to progress in a dental hygiene career or profession, if the criminal background check discloses issues of concern or subsequent to my acceptance/graduation from the SLCC Dental Hygiene Program I am convicted of any criminal behavior.
- I understand that the decision about eligibility for dental hygiene licensure is determined by the Utah Department of Professional Licensure. I have been made aware of the Dental Hygiene Practice Act-Rules and Regulations. The location of the document is found at www.dopl.utah.gov for further reference.
- I understand that upon completion of the Dental Hygiene Program, the Western Regional Examination Board (and/or other testing agencies) may require a national background check prior to sitting for licensure exams.

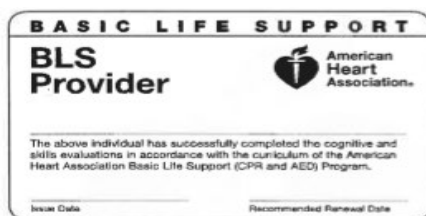
III. CPR CERTIFICATION/BLS PROVIDER

Upon acceptance into the Dental Hygiene Program and prior to any patient treatment responsibilities, all students must obtain and maintain throughout the duration of the program the appropriate Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) certification. Only American Heart Association (AHA) Two-Year BLS Providers will be accepted (a fee is required). **Your CPR certification must be kept current throughout the program.**

Documentation of initial and updated BLS/CPR certification must be **uploaded into Complio**. Students must monitor their own status regarding this requirement and be sure they re-certify prior to the expiration of their current BLS/CPR card. Failure to do so will result in their being unable to treat patients in the SLCC clinic which will stop their progress in the program.

BLS PROVIDER

A Basic Life Support (BLS) Health Care Provider Certification Card is required to participate in the program. Every student must have a current BLS certification through the American Heart Association (AHA) for the entirety of the program.



15-1805 3-card

IV. IMMUNIZATIONS

Additionally, upon acceptance into the program the following immunizations are required of each student (*fees required*). Students must upload official documentation to the Complio website. Failure to complete all immunization/ immunization series prior to the commencement of clinical experiences will result in the student being unable to treat patients in clinic which will stop their progress in the program.

- Annual Influenza Vaccination
 - Annual Influenza vaccination is generally offered between September and February. A current influenza vaccination is required for practicum placements and as such the student must be sure they are current for placement.
- COVID- 19 Vaccination
 - Considering the recent pandemic involving the COVID-19 virus, immunization is encouraged by not currently required. Evidence of this vaccine may be uploaded into Complio.
- Tuberculosis Skin or Blood Test: Required Annually
 - Proof of a negative 2-step PPD, QuantiFERON TB Gold test or T-SPOT.TB; if positive or you have had a past positive test, you must submit a negative chest x-ray. This requirement also includes international students who have had the BCG

immunization. X-ray results are good for three years. If you choose to do a PPD please know that the PPD is a 2-step test, the 1st step must be done no sooner than the dates specified in Complio and the 2nd step is required within 1 - 3 weeks after the 1st step is read. Results are good for 1 year.

- Please note that a 2 step PPD test requires 4 office visits: 1) Test is administered, 2) Test is read, 3) 2nd test is administered, 4) Test is read. The annual TB test would be a 1-step PPD, QuantiFERON or T-SPOT.
- Tetanus, Diphtheria and Pertussis (Tdap) Booster:
 - Tdap booster is good for 10 years. TD will be given subsequent to Tdap.
- Measles, Mumps, Rubella (MMR):
 - You must provide proof of a positive titer (blood draw) on all three (measles, mumps, and rubella). If your titer is negative (non-reactive) or equivocal you will need to reinitiate the shot series according to health care provider recommendations and provide proof of that series and a repeat titer.
 - NOTE: If given to adult females, since this is a live virus, you cannot be pregnant at the time you receive the immunization and you must avoid pregnancy for 3 months after administration
- Varicella (Chicken Pox):
 - Proof of two doses **OR** a positive titer (blood draw). Stating you had the disease is not acceptable. Varicella immunizations are expensive. If you had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.
- Hepatitis B vaccination series:
 - You must provide proof of a HEP B Surface Anti-body Titer HBsAB that proves immunity (Blood test). You will have to repeat the series if your titer is negative (non-reactive). It is recommended that you receive the Heplisav 2-dose series if possible, as this allows for a shorter time frame to complete the repeat series and titer. The series of shots can take up to 6 months so please plan ahead so this does not delay or jeopardize your admissions and clinical placement.
- Hepatitis A vaccination series:
 - Highly recommended but not required Proof of a two-dose series or a positive titer. If you start the series, you must complete it.

Immunizations requirements may change after the students have entered the Program due to current health issues and or clinical internship requirements. The student must comply at the student's own expense. **Failure to do so will result in dismissal from the Program.**

3.7 REQUIRED TEXTBOOKS, FEES AND SUPPLIES

The SLCC Dental Hygiene Program is a professional program requiring training utilizing specialized equipment and supplies. The maintenance and update of this equipment is paramount in order to meet accreditation standards and provide students with a state-of-the-art

clinic in which to learn and practice their dental hygiene skills. Students are assessed fees in specific clinics and labs in each applicable semester.

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 the SLCC sanctioned instrument kit for use during the two-year Dental Hygiene program. This instrument kit is evaluated annually for appropriate updates and revisions 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 two-year program and after graduation.

Required textbooks will be discussed in each course syllabus.

3.8 PROGRAM ADVISORY COMMITTEE

The Program Advisory Committee exists to assist in the direction of the Program. The Committee is composed of community leaders and students. A student representative will be chosen by each cohort to serve on the Committee during their time in the Program. The Committee generally meets three times per year. The student's role will be to bring the concerns and recommendations of the students to the Committee.

3.9 CANVAS LEARNING MANAGEMENT SYSTEM

Canvas Learning Management Software is the primary software used within SLCC classes and the Dental Hygiene Program. Although other software or programs may be used to supplement course material grading and online course discussions will be run exclusively through the Canvas platform.

Postings on Canvas will be considered as relative to the class and any information shared in Canvas is not to be shared outside of class including on other social media sources.

4.0 PROGRAM ADMINISTRATION AND ACADEMIC POLICIES

4.1 POLICIES AND PROCEDURES

A. STUDENT CONDUCT

The ***Student Affairs Code of Student Rights and Responsibilities*** 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 ***Student Affairs Code of Student Rights and Responsibilities***.

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 Affairs Code of Student Rights and Responsibilities*** or a breach of professional behavior as defined by the program may be summarily dismissed from the program.

B. PREGNANCY POLICY

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 and Program Coordinator as soon as feasibly possible.
- Sign a release form and take responsibility for adhering to all increased safety protocols.
- Radiation safety and other safety standards must be adhered to as instructed by the Clinic Manager.
- In addition to a student dosimeter badge turned in at the end of every semester, a fetal dosimeter badge must be worn at waist level during clinic/lab and turned in at the end of every month for close monitoring throughout the duration of the pregnancy.

C. STUDENT HEALTH

I. STUDENT INSURANCE

With the Affordable Healthcare Act, SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. Information about available plans can be found at <https://www.healthcare.gov>. 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.

Inadequate personal healthcare insurance coverage may affect clinical placements due to specific clinical affiliate requirements.

II. SLCC - WORKERS' COMPENSATION AND INJURY REPORTING

Workers' Compensation is a no-fault insurance system that pays medical expenses and helps offset lost wages for employees who experience work-related injuries or illnesses. Volunteers and students participating in a clinical may also receive medical benefits for injuries or illnesses that occur during volunteer or clinical assignments. Lost wage benefits are not available to volunteers or students.

Please use the [SLCC Workers' Compensation Claim Report](#)

Report injuries immediately to the Clinical Instructor; also report to SLCC Risk Management by the next business day.

III. STUDENT ILLNESS POLICY

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. A written note from a physician is required if a student must be absent 3 or more days from clinical. Students are required to inform the Clinical Coordinator and Clinical Educator as per the Attendance Policy.
- Students with illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student's physician, or the student may be asked or elect to withdraw from the clinical course until the illness is resolved. Additional options may be discussed at the discretion of the Clinical Coordinator and Program Coordinator. All information is confidential and not released unless mandated by law.

D. OCCUPATIONAL EXPOSURE/EMERGENCIES

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 Organization for Safety Asepsis and Prevention (OSAP) infection control protocols and universal precautions as outlined in detail in the **SLCC Bloodborne Pathogens Policy** and training module presented by the SLCC Dental Hygiene Program. 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.

I. UNSAFE PRACTICES

The safety of students, faculty, staff, and others must always be safeguarded, particularly during procedures where bloodborne 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 and Program Coordinator, sign a release form and take responsibility for adhering to all increased safety protocols.*

II. DISEASE PRECAUTIONS AND PREVENTION

Medical histories and examination often cannot and do not identify all patients infected with a HIV, Hepatitis B or other bloodborne pathogens. Disease can be transmitted through exposure to body fluids, secretions, and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider all patients as potentially infected with transmittable pathogens. All health care workers must adhere to infection control precautions to minimize the risk of exposure.

To minimize the risk of transmission of bloodborne pathogens, Universal Precautions should be used in the care of all patients.

CDC Blood Borne Information can be viewed online at [Occupational Safety and Health Bloodborne Infectious Diseases webpage](#).

They include but are not limited to the following:

- Health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Appropriate masks and protective eyewear or face shields should be worn during procedures that are likely to generate aerosols, droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed or hand-sanitized immediately after gloves are removed.
- All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close

as practical to the use area. Large-bore reusable needles should be placed in a puncture resistant container for transport to the reprocessing area.

- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
- Pregnant health care workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

III. INVASIVE PROCEDURES

An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries:

- in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices
- cardiac catheterization and angiographic procedures
- a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur
- the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for ALL such invasive procedures.

Health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or

cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

If a needle stick or any occupational exposure is encountered by the (student) healthcare worker please follow the following emergency procedures as noted in the CDC [Emergency Sharps Information](#).

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor
- Immediately seek medical treatment

IV. BLOODBORNE PATHOGENS

Please refer to the Dental Hygiene Clinic Manual for current program and Salt Lake Community College bloodborne pathogens policies and exposure control plan.

- Salt Lake Community College Bloodborne Pathogens Policy
- Salt Lake Community College Risk Management Incident Report Form
- Salt Lake Community College Workers Compensation Claim Form

School of Health Sciences Student Requirements for Bloodborne Pathogens:

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.
- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator. The clinical affiliate will treat the student with post exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.

V. EXPOSURE PROCEDURES

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.

E. 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 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. Therefore, 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.

F. ALCOHOL AND DRUG POLICY AND PROCEDURE

The purpose of this policy is to provide a safe working and learning environment for patients, students and clinical and staff in the SLCC Dental Hygiene Program. Healthcare organizations require that students who participate in the care of patients be subject to the same standards as their employees. Accordingly, both initial enrollment in the SLCC Dental Hygiene Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug test. If a faculty member suspects a student of drug or alcohol use during class or clinic sessions the entire cohort may be required to submit to drug testing.

POLICY

- **Applicability and Timing** - For all students enrolling in the SLCC Dental Hygiene Program, submitting a negative drug screen will be a requirement for admission. Repeat testing may also be required at future junctures in the program. Failure of the drug test or refusal to cooperate with any aspect of this policy, or any health system policy on substance

abuse may result in disciplinary action up to and including refusal of program enrollment, denial of clinical course progression, or dismissal from the program.

- **Cost** - The student is responsible for any and all cost of urine drug screening. The test will be conducted by an approved lab identified by the SLCC School of Health Sciences.
- **Use and Care of Information on Drug Screening** - Test results will be confidential with disclosure of results provided only to approved persons involved in evaluating qualifications for continued enrollment in the SLCC Dental Hygiene Program. Because of the necessity to comply with health system policies, disciplinary action against students may be imposed without the customary mechanisms of a warning and probation period.

PROCEDURE

- **Applicant's Responsibilities** - All students must complete a consent form for drug screening. If repeat testing is required during the program, students must complete testing within three (3) calendar days or seventy-two (72) hours of the assigned date at an approved testing lab. Failure to complete testing within the specified time frame may result in the applicant being denied admittance to the SLCC Dental Hygiene Program. If an applicant is denied admission related to failure to completed drug testing, the applicant will be ineligible to reapply for admission to the program for one (1) year.
- **False or Misleading Statements** - Any false information contained on any forms pertaining to this policy will be grounds for immediate dismissal of a current student from the Program, or rejection of an applicant wishing to enter the Program.
- **Refusal to Participate in Drug Test** - If a prospective student refuses to provide a timely drug test upon entry into the Program, the student's application will be rejected, and the student will be ineligible for reapplication for one (1) year. Tuition may be refunded in accordance with the College refund policy as stated in the catalog.
- **Results** - Students complete the urine drug screen at an SLCC School of Health Sciences approved site. If the sample is clearly negative in the screening procedure, a negative report will be sent to the SLCC Dental Hygiene Program Director. In such cases, no further action is required. In the case of a positive test, a Medical Review Officer (MRO) will be charged with interpreting the results and contacting the applicant/student to disclose any prescription medications. If determined by the MRO that the further investigation proves a negative result, no further action is required, and the negative result will be sent to the SLCC Dental Hygiene Program Director. If further interpretation proves the results are positive, the MRO will notify the applicant/student and the SLCC Dental Hygiene Program Director. The students may be terminated from the program unless a retest of the split sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional test. If the results of the retest are still positive, the student will be terminated from the Program. Tuition may be refunded in accordance with the College refund policy as stated in the catalog.
- **Program Re-application** - Students who refuse the drug test or whose test results are positive for controlled substances, must show proof that they have been evaluated by a certified substance abuse professional who determines what, if any, assistance that student needs in resolving problems associated with drug abuse/misuse. Proof that the substance abuse professional is certified must be given to the SLCC Alcohol and Drug Program administrator. Students identified as needing rehabilitation must show proof of

successfully completing the prescribed program before being allowed to re-enroll in the Dental Hygiene Program. This proof must be reviewed and approved by SLCC's contracted Medical Review Officer (MRO). If re-enrollment is approved, student will be subject to random drug testing during the duration of the program. If any test is positive, student will immediately be dismissed from the Program. This delayed progression counts as the student's one-time deferment.

- **Program Re-Enrollment** - Students who are re-enrolling in SLCC's Dental Hygiene Program after utilizing their one-time deferment will be required to submit documentation of a current drug test in accordance with the policy and procedure stated in this document above. The test must be completed, and documentation received in the Dental Hygiene Program Administrative Office within three (3) days or seventy-two (72) hours of notification of re-enrollment approval.
- **Suspicion Based Testing** - The Dental Hygiene Department may request students submit to testing on a reasonable suspicion basis. The faculty member or clinical staff will approach the student if their behavior is inappropriate or questionable and will require immediate alcohol and/or drug testing. Refusal to submit to testing will be deemed a refusal and result in termination from the Program.

G. 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 must 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/emails or completing extraneous course work during assigned class or clinic times may be dismissed from learning sessions. Consequently, students may lose "professionalism points" for the day and potentially receive an unexcused absence for that class or clinic session. Unacceptable course behaviors include, but are not limited to, studying for another instructor's exams, completing and or submitting assignments during stated course time periods.
- Students are expected to be focused and fully engage with designated course materials presented/discussed during class sessions. While participating in class, student computer use is acceptable and encouraged to access textbooks, view class power point presentations, take notes, participate in learning activities and research discussion topics.
- 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 may be placed on probation or dismissed from the program depending on the severity of the violation.

H. SOCIAL MEDIA POLICY

Students in the Dental Hygiene program at Salt Lake Community College are invited to join/follow the official college and program Facebook, Instagram pages at:

- https://www.instagram.com/slcc_hs/
- <https://www.facebook.com/groups/slccdentalhygiene/>

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

At no time may 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 includes 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 constitutes the following but is not limited to:

- | | | |
|-------------|-------------|---------|
| • Facebook | • Pinterest | • Lasso |
| • Twitter | • LinkedIn | • Vero |
| • Myspace | • Reddit | |
| • Instagram | • TikTok | |

I. 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 for five years and then archived. Transcripts requests or grades must be referred to the Registrar (801-957-4298).

I. 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). Information that MAY be released about a SLCC student includes:

- Student name(s)
- Address**
- Telephone number**
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Most recent previous school attended
- Participation in activities/sports
- Email address
- Student photograph

*** Address and telephone numbers will not be released except in circumstances described in the School of Health Sciences (SHS) Release of Information form. This form is provided at the SHS Orientation.*

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

Further information available about FERPA and student records retention is available on the website for the [Office of the Registrar and Academic Records](#).

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.

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.

J. PROFESSIONALISM

PROFESSIONAL CONDUCT

Professional conduct for the Dental Hygiene student encompasses standards of behavior related to ethics, morals, actions, knowledge and practices which have been established as the accepted way healthcare professionals will conduct themselves.

UNPROFESSIONAL CONDUCT

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 **at minimum**, 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, ethnicity, 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 typically** 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. Cell phones may be utilized in clinical settings for translation purposes.
- Absolutely **no** MP3 players, IPODS, ear/headphones 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 childcare 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.

4.2 ACADEMIC STANDARDS:

A. GRADING POLICY

A minimum grade of “C” (75%) is required 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:

95-100%	A	75-77%	C
90-94%	A-	71-74%	C-
87-89%	B+	67-70%	D+
83-86%	B	64-66%	D
80-82%	B-	None:	D-
78-79%	C+	<63%	E

Minimum passing grades of 75% for all clinical and/or lab courses progress at an incremental build as follows:

Semester 1: Assessment Competency **Semester 3:** Stage 2 Competency

Semester 2: Stage 1 Competency **Semester 4:** Stage 3 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.

B. ASSIGNMENT POLICY

Students in the Salt Lake Community College Dental Hygiene Program are expected to maintain good academic standing throughout the program. To develop understanding and mastery of required coursework and competencies, students must invest appropriate time, energy and focus. Therefore, student participation in course discussions, learning activities, assignments, lab and clinical assessments is mandatory. All course assignments including, but not limited to: discussions; homework; quizzes; written assignments; class presentations; case studies; group projects; clinical requirements, learning experiences; process evaluations; practicums and competencies; must be completed according to assignment guidelines and grading rubrics with a passing grade (75% a "C" or >) to maintain good standing in the program.

I. CLINICAL ASSIGNMENTS/REQUIREMENTS

- Students are required to provide their own patients to complete all required clinical assignments, task competencies, competencies, and mock boards.
- Failure to complete ALL clinical requirements may result in course failure and dismissal from program.

C. 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 will not be made up and will result in a score of zero. Students are also 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.

D. COURSE WITHDRAWAL/INCOMPLETE POLICY

The Dental Hygiene program will follow institutional policy regarding course withdrawals, administrative drops for non-attendance, and failure to drop/withdraw.

INCOMPLETE GRADES

A student's request to receive an incomplete course grade will be considered on a case-by-case basis and only granted according to the following criteria:

- Emergency circumstances as identified by the Program Coordinator in consultation with Clinical Coordinators.
- A minimum of seventy percent of course requirements must be completed with a current passing grade (minimum of a "C" or 75%)
- Incomplete grades will be given only in extenuating circumstances, beyond the student's control, with appropriate documentation. Since coursework is sequential, students must establish proficiency by successfully completing course requirements

at each level prior to proceeding to a more advanced level and continuing in the program.

- The student must meet with the Program Coordinator and Clinical Coordinator and submit an Incomplete Grade Form. Additionally, the student must create a contract that outlines work to be completed and or tests to be taken within the context of the semester immediately following the semester of incompleteness. The timeline for the resolution of the incomplete course grade will be determined by the course instructor. If the contract is not fulfilled within the specified time, the incomplete grade will be changed to a failing grade of E. (Appendix FORM B—in development)
- An incomplete course grade may only be granted during semesters 1, 2, or 3 of the Dental Hygiene Program. Only (1) one incomplete course grade may be granted per student during the four-semester duration of the program.
- If a student is dismissed due to academic failure to complete the designated course or receives an unsatisfactory grade in any course, 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.

E. SATISFACTORY PROGRESS/DISMISSAL POLICY

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 and requirements. Students are required to complete all duties of a Dental Hygienist that meet the industry standards. 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. The Letter of Concern will be presented to the student in conjunction with the School of Health Sciences Program Probation Form F.

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 Clinical Coordinator 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 successfully meet the industry standard in critical clinical skills in a timely manner, they may be dismissed from the program.

Any student who wishes to challenge and appeal final grades must follow the procedures in the College Grievance Policy.

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 ***Student Affairs Code of Student Rights and Responsibilities*** violations may prevent a student from re-entering the program at any time.

F. SCHOLASTIC INTEGRITY

Academic dishonesty is unacceptable behavior for any student and is a clear violation of the ***Student Affairs Code of Student Rights and Responsibilities*** 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:
 - Initiating patient treatment without authorization
 - Providing treatment without proper supervision
 - Providing unauthorized/unnecessary treatment
 - Treating patients while under the influence of alcohol and/or drugs
 - Behaving in a way that could be construed by the patient as verbal/sexual harassment or as being verbally/physically abusive
 - Abandoning a patient prior to completion of treatment without notification

- The practice of any dental hygiene education, training, experience or competency outside an authorized educational setting and, or, without a professional license.

****Additional academic and non-academic disciplinary offenses are actionable by SLCC as stated in the **Student Affairs Code of Student Rights and Responsibilities**. 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.*

G. 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.

H. 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. Hours accrued during summer break will be counted towards total hours but do not take the place of the 10 hours needed per semester. 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 with an organization will be accepted as part of the total 40 hours.

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 and then turned into the program support person for recording 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
- Disparities Clinics
- Give Kids a Smile
- Clinic Special Olympics
- Humanitarian Efforts
- Junior League
- Volunteering as a patient for a mock board examination
- Global Relief Humanitarian Effort

I. 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.

J. DEFERMENT POLICY

1. Students who wish to temporarily withdraw must do so with sound reasoning. Some reasons for deferment with a temporary withdrawal include:
 - Prolonged illness, injury, or disease that is expected to improve
 - Religious mission opportunities
 - Military deployment
 - Pregnancy
 - Other reason as agreed and collaborated between the student and the DH Program
2. Students who are approved to temporarily withdraw for a deferment will have their slot held for a period of one year. If the period of deferment exceeds one year, students will have a slot held for them for the year of re-entry but will have to retake coursework that is over one-year-old. A slot will not be held for students who are on probation at the time of their deferral request. Students who are on probation at the time of their deferment request must apply for re-entry to the DH Program.
3. Students must be receiving a grade of a C or higher in all DH courses at the time of a deferment request, in order for a program deferment to be approved. If a student is not receiving a C or higher in all classes at the time of their deferment request, DH Program deferment will not be approved, and the student must apply for re-entry to the Program.

*The Dental Hygiene program only offers a one-time deferment at the beginning of the program. In the event a student is offered a position with the in-coming 1st year cohort, but is unable to accept for personal reasons, the candidate may defer program entrance for one year. The candidate will automatically be placed in the next cohort for the following fall semester. Any additional deferment will be denied and the candidate must re-apply for the program.

K. PROGRAM AND COURSE WITHDRAWAL POLICY

It is the students' responsibility to complete the required documents needed to drop or withdraw from a course. Withdrawing from a course in the Program will lead to immediate dismissal as all courses are completed in a required sequence. Failure to withdraw or drop a course by the deadlines listed on the college academic calendar will result in an "E" on the student's transcript.

It is the student's responsibility to request a withdrawal or drop from each individual instructor.

- Students who quit attending class without an official withdrawal initiated by the student will remain on each instructor's class roster and continue to accrue a grade until a withdrawal or drop in that class has been completed.

- Faculty will not automatically withdraw or drop individual students from courses or the program without a written request and completed paperwork that meets the withdraw criteria past the withdraw date.
- If the student does not initiate a drop or withdrawal, a failing grade for the coursework could result.
- DH faculty will not sign a withdrawal if the student is failing the course at the time of the request. This is college policy.

L. ADVANCED STANDING POLICY

The SLCC Dental Hygiene Program does not currently offer acceptance to students with advanced standing.

M. ACADEMIC GRIEVANCE POLICY

In accordance with the [SLCC Code of Student Rights and Responsibilities](#), the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted, it is up to the faculty member's discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized that in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

STEP ONE:

A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

STEP TWO:

If a resolution cannot be made, the student must request in writing, five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee

ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

STEP THREE:

If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

4.3 ATTENDANCE STANDARDS

A. 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 (801-957-6005 or 6001) and Clinic Coordinator or course instructor prior to the start time for the class/clinic/lab session. Make-up work for any absence must be arranged with the Clinical Coordinator or 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.

B. 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 break.

**Tardiness and attendance issues may be considered on a case by case basis.*

C. MILITARY LEAVE

- 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.

D. JURY DUTY

Students will be allowed to miss classes with no penalty for verified jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed upon students 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 are required to provide written evidence of Jury Duty.

Extended Jury Duty over 2 weeks in duration may constitute withdrawal from courses. The student will be allowed to repeat the courses upon return with no penalty.

5.0 CLINICAL EDUCATION STANDARDS

5.1 CLINICAL AFFILIATES

SLCC Dental Hygiene Clinic

SLCC Jordan Campus
3491 West Wights Fort Rd.
High Tech Learning Center, Room 133

Community Building Community (CBC) Clinic

49 W Center St
Midvale, UT 84047

5.2 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.
- **Attitudes:** 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 honest 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.

5.3 CLINICAL EXPECTATIONS

A. 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. In addition, students will be asked to sit as a patient for the administration of nitrous oxide, during which a minimal amount of nitrous oxide/oxygen will be administered.

You will be provided with consent forms for both clinical practice and anesthesia practice courses.

B. DENTAL HYGIENE PROCESS OF CARE STANDARDS

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.

C. PRACTICE AND PROFESSIONAL STANDARDS

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

5.4 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*)

- Two sets of program-designated uniforms/scrubs must be purchased. The required uniform color will be shared with incoming first year students during the summer orientation meeting. Students will **NOT** be required to purchase uniforms from any specific dealer but will be limited to 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”).
- A plain (no logo) t-shirt may be worn under the scrub top (as long as it doesn’t show outside the uniform)
- Scrub pants must NOT be so long as to drag on the floor or become ragged or discolored due to excessive length
- Uniforms must be clean and pressed and be without stains, holes, tears, bleach marks, etc.
- If 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.
 - It is **NOT** appropriate to wear hair or decorative extensions in clinic.
 - 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.
 - Shorter hair may be worn in a conservative style as preferred, including natural or conservative color.
 - 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:
 - Any kind of acrylic nails, tips/gel overlays
 - 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:

- Interference with the efficacy of washing and disinfection of the skin which is vital to preventing cross-contamination.
- Skin underneath rings has shown to have increased colonization of microorganisms as compared to other areas of the skin.
- 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.
- 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.
- 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. Clinic shoes must be:
 - Predominantly black or white
 - Fabricated of leather or vinyl (nursing or conservative athletic shoes preferred)
 - Have non-marking soles
 - Clean
 - Supportive
 - Completely cover the foot including toe and heel (with no openings or holes)
- Socks are **required** clinic wear and must be:
 - Scrupulously clean
 - 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, etc. are **expressly prohibited**
- If worn, make-up, should be subtle and carefully applied prior to entering clinic.
- False eyelashes and/or eyelash extensions 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 must inform the Clinic Manager and Program Coordinator as soon as feasibly possible and sign a Declaration of Pregnancy Form. Radiation safety and other safety standards must be adhered to as instructed by the Clinic Manager. (In addition to a student dosimeter badge

turned in at the end of every semester, a fetal dosimeter badge must be worn at waist level during clinic/lab and turned in at the end of every month).

- Chewing gum, eating or drinking is expressly prohibited while in the clinical and/or lab settings. Food and drink are not allowed on the clinic floor.
- 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.*

5.5 CLINICAL SUPERVISION

Students will always be supervised during clinicals. It is the student's responsibility to ensure procedures are not performed unsupervised.

5.6 RADIATION MONITORING

Students are always required to wear a radiation monitor device (dosimeter badge) while utilizing ionizing radiation equipment. Dosimeter badges will be changed at regular intervals and students will be allowed to view their badge readings provided by program coordinators.

5.7 ACCIDENTS/INCIDENT REPORTS

All accidents that occur while on clinical assignment involving patients, clinic personnel, personal injury, and/or damage to equipment must be immediately reported to the clinic manager and/or clinical coordinator. Documentation of the incident will be completed in accordance with institutional policy.

5.8 PATIENT CONFIDENTIALITY

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

5.9 CLINICAL RESPIRATORY PROTECTION PROGRAM

The purpose of this program is to ensure that all employees and students required to wear respiratory protection as a condition of their employment are protected from respiratory hazards through the proper use of respirators.

PROGRAM COMPONENTS

- Program Administration
- Program Scope/Application
- Identifying Work Hazards
- Respirator Selection
- Medical Evaluations
- Fit Testing
- Proper Respirator Use
- Cleaning and Disinfecting
- Inspecting, Maintenance and Repairs
- Respirator Training
- Evaluating/Updating Program
- Roles and Responsibilities
- Documentation and Record-keeping

PROGRAM ADMINISTRATION

- Clinic Manager will be responsible for the administration of the respiratory protection program and thus is called the Respiratory Program Administrator (RPA).
- Program Coordinator will be responsible for monitoring the ongoing and changing needs for respiratory protection.

PROGRAM SCOPE AND APPLICATION

This program applies to all employees and students who could potentially be exposed to airborne respiratory illnesses during normal work operations, and during non-routine or emergency situations. Some of the types of work activities required to wear respirators are outlined in the table below:

Work Process	Location	Type of Respirator
Patient contact/care (Airborne Precautions)	Community Settings	N95- disposable
Patient contact/care (Airborne Precautions)	Patient Care Areas	N95- disposable

**K95 mask may be substituted if N95 is unable to be properly fit tested*

IDENTIFYING WORK HAZARDS

The respirators selected will be used for respiratory protection from potentially airborne infectious diseases; they do not provide protection from chemical exposure. Through normal working situations employees and students may be asked to have contact with clients who could be infected with a potentially airborne infectious agent such as Mycobacterium tuberculosis. Examples of other potentially airborne infectious diseases that Public Health employees and students may be exposed to in emergency situations include: Severe Acute Respiratory Syndrome (SARS), measles, and smallpox, Covid-19 coronavirus.

RESPIRATOR SELECTION

- Only respirators approved by the National Institute for Occupational Safety and Health (NIOSH) will be selected and used.
 - N95 respirators are available for contact tracing, disease investigation and patient contact/care. (Airborne Precautions)

A. FIT TESTING PROCEDURES

RESPIRATOR FIT TESTING AND TRAINING

- Appropriate fit testing will be required for all employees and students who will be involved in providing aerosol generating procedures (AGPs) that may expose the employee and/or student to potentially infectious aerosol particles.
- Fit testing involves 2 steps:

I. STEP 1: MEDICAL EVALUATION

- Persons assigned to tasks that require respiratory protection must be physically able to perform the tasks while wearing a respirator.
- The personal physician of the employee, a qualified SLCC medical provider, or a qualified medical provider at the student rotation site (example: occupational health physician, personal physician) will determine individual medical clearance by a medical questionnaire and/or medical exam. Employees or students refusing a medical evaluation will not be allowed to work in conditions requiring respirator use.
- Re-evaluation will be conducted under these circumstances:
 - Employee or student reports physical symptoms that are related to the ability to use a respirator. (wheezing, shortness of breath, chest pain, etc.)
 - It is identified that an employee or student is having a medical problem during respirator use.
 - The healthcare professional performing the evaluation determines an employee or student needs to be re-evaluated and the frequency of the evaluation.
 - A change occurs in the workplace conditions that may result in an increased physiological burden on the employee or student.

- Employee or student facial size/shape/structure has changed significantly.
- All examinations and questionnaires are to remain confidential between the employee or student and personal physician or a qualified SLCC medical provider of the employee or student (example: occupational health physician, personal physician).

II. STEP 2: FIT TESTING

After the initial fit test, fit tests must be completed at least annually, or more frequently if there is a change in status of the wearer or if the employer changes model or type of respiratory protection (see below). As of 7/1/04 the OSHA Respiratory Protection Standard 29 CFR 1910.134 applies to health care workers. This template will be changed to reflect the most current OSHA regulations as new information becomes available.

Fit testing procedures can be found in this respiratory protection program document (Appendix 1),

- Fit tests are conducted to determine that the respirator fits the user adequately and that a good seal can be obtained. Respirators that do not seal do not offer adequate protection.
- Fit testing is required for tight fitting respirators.
- Fit tests will be conducted:
 - Prior to being allowed to wear any respirator.
 - If the clinic changes respirator product.
 - If employee or student changes weight by 10% or more.
 - If employee or student has changes in facial structure or scarring.
 - As Occupational Safety and Health Administration (OSHA) standards require.

FIT TEST PROCESS

1. Employee or student properly dons appropriate N95 mask and proper fit is verified
2. Saccharin test is utilized to verify proper fit
3. Authorized fit test administrator conducts prescribed exercises to ensure proper N95 mask fit.

B. PROPER RESPIRATOR USE

General Use

- Employees and students will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of the selected model(s). In addition, the respirator shall not be used in a manner for which it is not certified by the National Institute for Occupational Safety and Health (NIOSH) or by its manufacturer.
- All employees and students shall conduct positive and negative pressure user seal checks each time they wear a respirator. Each N95 respirator is a single-use disposable item changed after each clinical session.

- All employees and students shall leave a potentially contaminated work area to change (N95 - disposable) their respirator if the respirator is impeding their ability to work.

Cleaning and Disinfecting

- N95 - disposable, one-time use
- K95 - disposable, one-time use

Inspecting, Maintenance and Repairs

All types of respirators should be inspected prior to use.

- N95 – disposable
 - Examine the face piece of the disposable respirator to determine if it has structural integrity. Discard if there are nicks, abrasions, cuts, or creases in seal area or if the filter material is physically damaged or soiled.
 - Check the respirator straps to be sure they are not cut or otherwise damaged.
 - Make sure the metal nose clip is in place and functions properly (if applicable).
 - Disposable respirators are not to be stored after use. They are to be discarded.

Respirator Training

- Workers will be trained prior to the use of a respirator and thereafter when deemed necessary by the Respiratory Program Administrator.
- Training will include:
 - Identify hazards, potential exposure to these hazards, and health effects of hazards.
 - Respirator fit, improper fit, usage, limitations, and capabilities for maintenance, usage, cleaning, and storage.
 - Emergency use if applicable.
 - Inspecting, donning, removal, seal check and trouble shooting.
 - Explaining respirator program (policies, procedures, OSHA standard, resources).

Evaluating/Updating Program

The Respiratory Program Administrator will complete an annual evaluation of the respiratory protection program.

- Evaluate any feedback information or surveys.
- The Respiratory Program Administrator will review any new hazards or changes in policy that would require respirator use.
- The Respiratory Program Administrator will make recommendations for any changes needed in the respiratory protection program.

C. ROLES AND RESPONSIBILITIES

I. RESPIRATORY PROGRAM ADMINISTRATOR (RPA)

The Respiratory Program Administrator is responsible for administering the respiratory protection program.

Duties of the RPA include:

- Identify work areas, processes, or tasks that require respiratory protection.
- Monitor OSHA policy and standards for changes and make changes to agency's policy
- Select respiratory protection products.
- Monitor respirator use to ensure that respirators are used in accordance with their certification.
- Distribute and evaluate education/medical questionnaire.
- Evaluate any feedback information or surveys.
- Arrange for and/or conduct training and fit testing.
- Ensure proper storage and maintenance of respiratory protection equipment.

II. SUPERVISOR

The supervisor for the respiratory protection program may also be the Respiratory Program Administrator. Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular units.

In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees and students under their charge.

Duties of the supervisor include:

- Knowing the hazards in the area in which they work.
- Knowing types of respirators that need to be used.
- Ensuring the respirator program and worksite procedures are followed.
- Enforcing/encouraging staff and students to use required respirators.
- Ensuring employees and students receive training and medical evaluations.
- Coordinating annual retraining and/or fit testing.
- Notifying Clinic Manager with any problems with respirator use, or changes in work processes that would impact airborne contaminant levels.
- Ensure proper storage and maintenance of all respirators.

III. EMPLOYEE

- Participate in all training.

- Wear respirator when indicated.
 - Maintain equipment.
 - Report malfunctions or concerns.
-

IV. STUDENTS

- Participate in all training.
 - Wear respirator when indicated.
 - Maintain equipment.
 - Report malfunctions or concerns
-

D. DOCUMENTATION AND RECORD-KEEPING

- A written copy of this program can be found in the Student Handbook and Clinic Manual.
 - The RPA maintains the medical information for all employees and students covered under the respiratory program.
 - The completed medical forms and documented medical recommendations are confidential and will remain in the employee or student's record in secure cabinet in Program Coordinator's office.
 - All relevant medical information must be maintained during student enrollment and for the duration of the employment of the individual.
 - According to the School of Health Sciences Staff Policy Related to Record Retention, "The School of Health Sciences requires that student records are kept for 7 years. Five years can be kept in electronic format having disposed properly of the hard copies, and the most recent 2 years should be hard copies. However, at the completion of graduation, the student records can be scanned but hard copy duplicates will be required."
-

E. REFERENCES

- NIOSH Respiratory Protection Program (<https://www.osha.gov/respiratory-protection>)
- US Department of Health and Human Services, 1999, OSHA Technical Manual: Respiratory Protection 29 CFR 1910.134 (<http://www.osha.gov/SLTC/etools/respiratory/oshfiles/otherdocs.html>)

6.0 ACKNOWLEDGEMENT OF PROGRAM POLICIES

Dental Hygiene Program Handbook Acknowledgement

I, _____ have read and understand the Dental Hygiene Program Student Handbook. I have had the opportunity to ask questions and have those questions answered regarding the content within this handbook.

____ (initial) I agree to adhere to all the policies, expectations, and standards of conduct and appearance as set forth in this handbook for the Dental Hygiene Program at Salt Lake Community College.

____ (initial) I have also read the SLCC Student Code of Rights and Responsibilities and agree to adhere to the policies, expectations, and standards of conduct put set forth here as well.

____ (initial) I understand SLCC's drug screening, criminal background policy and that it is my responsibility to keep current on immunizations and CPR certification.

____ (initial) I understand the expectations of me as a student in the Dental Hygiene Program and agree to avoid unprofessional practice and unsafe practices. I am aware that any actions that constitute unprofessional practice and unsafe practice as defined in this handbook will constitute disciplinary action up to and including dismissal from the program.

____ (initial) Policies in the Handbook are subject to change due to unforeseen circumstances. Students will be provided a written notification and a signed acknowledgment should there be a change in policy.

Student Printed Name

Student Signature

Date

Faculty Signature

Date

7.0 APPENDIX: FORMS

The forms in this appendix may be used during students' time in the program as needed.

FORM A: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION A

FORM B: "INCOMPLETE" REQUEST FORM.. B

FORM C: PROGRAM DEFERMENT FORM..... C

FORM C-1: PROGRAM DEFERMENT ADDENDUM C

FORM D: PROGRAM DISMISSAL FORM D

FORM E: PROGRAM LEAVE OF ABSENCE FORM E

FORM E-1: PROGRAM LEAVE OF ABSENCE ADDENDUM E

FORM F: PROGRAM PROBATION FORM F

FORM F-1: PROGRAM DEFERMENT ADDENDUM F

FORM G: PROGRAM WITHDRAWAL FORM.. G



FORM A: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION

**Dental Hygiene Program
Pregnancy/Radiation Safety Protection Verification**

I verify by my signature below that:

1. I have voluntarily notified Salt Lake Community College Dental Hygiene Program of my pregnancy.
2. I have been advised of protective measures as well as the risks associated with radiation exposure to the fetus. I have also been advised of and have read the appropriate federal guidelines regarding the declared pregnant radiation worker.
3. I have been advised that I should wear an additional radiation monitor for radiation dose to the fetus and I agree to wear such monitor at the level of the pelvis.
4. It has been explained to me that by wearing a 0.5mm lead equivalent protective apron, that the dosage to the abdomen/pelvis can be reduced by more than 88% at 75kVp. It has also been explained to me that a lead apron with 1.0 mm of lead equivalent should be worn when the beam is over 75kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I should consult my Program Coordinator.
6. I understand I have the option to withdraw this declaration at any time.

_____ I do understand the risks involved to the fetus and me during my pregnancy regarding pregnancy-related radiation safety. I elect to remain in the program and to adhere to the requirements stated. In doing so, I agree to indemnify and hold harmless Salt Lake Community College, its instructors, officers, officials, employees, trustees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death to myself or to my fetus as a result of my participation in the Dental Hygiene Program, program activities, or program required clinical rotations.

_____ I do understand the risks involved to the fetus and me regarding pregnancy-related radiation safety. I elect to withdraw from the program. I also understand my readmission to the next program cohort is dependent upon space available.

Student Printed Name

Student Signature

Date

FORM B: "INCOMPLETE" REQUEST FORM

DENTAL HYGIENE PROGRAM
Course Incomplete Form

Date: _____ Student: _____

Course: _____ Instructor: _____

An "Incomplete" in the above-named course is being granted to the student due to:

- Extenuating circumstances beyond the student's control
- Health issues, verified by a physician, prohibiting the student from completing the course in the designated time frame
- College issues that are beyond the student's control

The student understands that:

- An incomplete may only be granted during semesters 1, 2, or 3 of the Dental Hygiene program. Only (1) one incomplete may be granted during the program.
- The timeline for the resolution of the incomplete will be determined by the course instructor. If this timeline is not met, the student may be dismissed from the program.
- If a student is dismissed due to academic failure to complete the designated course, 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.

Areas of Deficiencies:

Student Action Plan for Success:

Timeline and Circle Back:

My signature verifies that I have been made aware of my current status in the above-named dental hygiene course. In addition, it provides my intent to follow through with the established action plan for success as discussed with the clinic coordinator.

Student | Date: _____

Instructor | Date: _____

Program Coordinator | Date: _____

FORM C: PROGRAM DEFERMENT FORM

School of Health Sciences
Program Deferral Form

Student name: _____ Student ID: _____
Program: _____ Deferment start date: _____
Deferment return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Deferment Request:

Conditions for a Deferment:

- Deferment is voluntary and must be initiated and requested by the student.
- Student is actively enrolled and participating in courses in the program.
- Student is “in good standing” with the program.
- Deferment will require a student complete the current semester enrolled with a grade assigned.
- Re-entry will occur in the next semester of the curricular sequence.
- Student must notify program three months prior to the re-entry start date for intent to return, in writing, email preferred.
- No extensions are granted for deferment.
- If the student does not notify the program with intent to re-enter or is unable to return within set period determined on this form, the student will be withdrawn from the program. A program withdrawal will require re-application for re-admission with re-entry starting at the first semester of the program.

By signing below, the student is requesting a deferment fully acknowledging and understanding the consequences with re-entry. College employees acknowledge receiving and reviewing the deferment request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review deferment request within 10 business days of receipt.

Approved Denied **Program Coordinator | Date:** _____

Approved Denied **Associate Dean | Date:** _____

Comments:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

FORM C-1: PROGRAM DEFERMENT ADDENDUM

Dental Hygiene Program
Program Deferral Addendum

Due to the specifics of the Dental Hygiene program only the following conditions will be considered for deferral.

Conditions for a Dental Hygiene Deferral:

- Deferral is voluntary and must be initiated and requested by the student.
- Student has been offered enrollment into the Dental Hygiene program.
- A one-time deferral of entry into the Dental Hygiene program is offered for one year only.
- Re-entry will occur in the following fall semester.
- Student must notify program three months prior to the re-entry start date for intent to return, in writing, email preferred.
- No extensions are granted for deferral.
- If the student does not notify the program with intent to re-enter or is unable to return within set period determined on this form, the offer of deferral will be withdrawn. An expired deferral will require re-application and acceptance for re-admission with re-entry starting at the first semester of the program.

FORM D: PROGRAM DISMISSAL FORM

**School of Health Sciences
Program Dismissal Form**

Student name: _____ Student ID: _____
Program: _____ Semester/Year: _____

Reason for dismissal:

Steps leading to dismissal:

Program student handbook reference:

Conditions of Program Dismissal:

- Dropping or withdrawal of a course after being selectively admitted to a program without an approved program withdrawal, deferment, or leave of absence will constitute student dismissal from a program.
- The Program, Division, and School has determined student dismissal from the program is required.
- Student may appeal the dismissal. Refer to SLCC and student handbook process.
- No grade will be given for courses registered for during the dismissal semester.
- Depending on the date of the dismissal, student may be responsible for tuition and fees for the current semester based on SLCC process. Dismissal does not release student from any financial obligations to the SLCC.
- Dismissal is immediate, upon close of the dismissal meeting. Student is directed to immediately leave the building. An escort may be provided.

By signing below, student acknowledges conditions of dismissal and attendance at a dismissal meeting. Student signature does not constitute agreement with the dismissal decision. SLCC employees acknowledge attendance at dismissal meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

FORM E: PROGRAM LEAVE OF ABSENCE FORM

School of Health Sciences
Program Leave of Absence Form

Student name: _____ Student ID: _____
Program: _____ Leave of absence start date: _____
Leave of absence return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Request: (Check all that apply)

Military/Deployment Pregnancy/Complication/Childbirth/Newborn
 Illness/Injury Faith-Based Mission Other: _____

Comments:**Conditions for a Leave of Absence**

- Student has been selectively admitted and may be participating in courses.
- Circumstances prevent the student from successful completion of coursework which require the student to discontinue studies for a period.
- Student is “in good standing” with the program.
- No grade is earned for courses in a leave of absence semester.
- One leave of absence, per selective admission period and cohort, per student, may be considered.
- Depending on the date of the leave of absence, student may be responsible for tuition and fees for the current semester based on SLCC process. An approved leave of absence does not release student from any financial obligations to the SLCC. The student must decide whether to withdraw or drop from courses.
- A time frame agreed upon for return to the program.
- Student must notify program of intent to return three months prior to the re-entry start date; in writing, email preferred.
- If the student does not notify the program about intent to re-enter or is unable to return within set period determined on this form, the student must request an extension; in writing, email preferred, which will be attached to this form.
- The Program Coordinator and Associate Dean hold the prerogative to honor the request for an extension or not. A decision will be sent to the student within ten (10) business days of the request.
- If the student does not notify the program about re-entry within the time stated on this form, the student will be automatically withdrawn from the program. A withdrawal will require reapplication for readmissions starting again at the first semester of the program.

By signing below the student is requesting a leave of absence, fully acknowledging, and understanding the consequences on grades, tuition/fees owed, and re-entry. College employees acknowledge receiving and reviewing the leave of absence request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review leave of absence request within 10 business days of receipt.

Approved Denied **Program Coordinator | Date:** _____

Approved Denied **Associate Dean | Date:** _____

Rational for decision:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

EXTENSION REQUEST

Program Coordinator and Associate Dean will review the extension request (see attached) within 10 business days of receipt.

Approved Denied **Program Coordinator | Date:** _____

Approved Denied **Associate Dean | Date:** _____

Rational for decision:

If denial is the outcome for the leave of absence request or extension request, an appeal request of the decision may be made by the student to the Dean of Health Sciences.

FORM E-1: PROGRAM LEAVE OF ABSENCE ADDENDUM

Dental Hygiene Program
Program Leave of Absence Addendum

The Dental Hygiene program will only consider a Leave of Absence for the following:

- Military/Deployment
- Significant illness/injury
- Significant complications with pregnancy/childbirth/newborn

FORM F: PROGRAM PROBATION FORM

**School of Health Sciences
Program Probation Form**

Student name: _____ Student ID: _____
Program: _____ Semester/Year: _____
Date of Probation _____

Reason for probation:

Steps leading to probation:

Program student handbook reference:

Conditions of Probation:

By signing below student acknowledges conditions of probation and attendance at a probation meeting. Student signature does not constitute agreement with the probation decision. SLCC employees acknowledge attendance at probation meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

FORM F-1: PROGRAM DEFERMENT ADDENDUM

**DENTAL HYGIENE PROGRAM
Letter of Concern**

Date: _____ Student: _____

Course: _____ Instructor: _____

Subsequent to either scheduled mid-term student conferences or clinical observations with faculty feedback, a letter of concern has been issued to the above recipient. The intent of this letter is to identify specific areas of deficiencies, to actively engage student participation, to develop a student success plan, to assist and promote positive learning outcomes. This does not imply failure however it informs the student they may be at risk. The objective is to provide a plan for remediation to promote student success.

This letter will be presented in conjunction with a School of Health Sciences Probation Form.

Areas of Deficiencies:**Student Action Plan for Success:**

Timeline and Circle Back:

My signature verifies that I have been made aware of my current status in the above-named dental hygiene course. In addition, it provides my intent to follow through with the established action plan for success as discussed with the clinic coordinator.

Student | Date: _____

Instructor | Date: _____

Program Coordinator | Date: _____

**copies to Student, Faculty and Student's Permanent File*

Revised 7/17/2021

FORM G: PROGRAM WITHDRAWAL FORM

**School of Health Sciences
Program Withdrawal Form**

Student name: _____ Student ID: _____
Program: _____ Date of Withdrawal: _____
Semester _____ Course(s) to be withdrawn: _____

Reason for Request: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Reason not provided | <input type="checkbox"/> No longer interested in the program |
| <input type="checkbox"/> Working too many hours | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Financial problems | <input type="checkbox"/> Personal reasons |
| <input type="checkbox"/> Academic load too heavy | <input type="checkbox"/> Illness of self or family member |
| <input type="checkbox"/> No longer interested in the profession | <input type="checkbox"/> Other: _____ |

Conditions of program withdrawal:

- Student withdraws from the program on own volition.
- Withdrawal requires program/division approval; without approval, student will be granted a program dismissal.
- Program withdrawal may require course withdrawal or course drop if requested within a semester.
- If a program withdrawal is requested within a semester, course withdrawal can only be honored if a student is passing at the time of the withdrawal request.
- No grade will be given for courses registered for during the withdrawal semester.
- Depending on the date of the withdrawal, student may be responsible for tuition and fees for the current semester based on SLCC process. Withdrawal does not release student from any financial obligations to the SLCC. The student must follow College protocol for a withdrawal or drop.
- Once this program withdrawal form is signed, student may not return to the program other than by reapplying through the Health Sciences admissions process.

By signing below, I acknowledge I understand the consequences of withdrawal on my grades, eligibility to reapply, my date of graduation, and my eligibility for a tuition refund (if any).

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____