## Table of Contents

<table>
<thead>
<tr>
<th>Section One</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Program Description</td>
<td>4</td>
</tr>
<tr>
<td>Faculty/Administration and Full Time Faculty</td>
<td>4</td>
</tr>
<tr>
<td>Salt Lake Community College Vision, Mission and Values Statements</td>
<td>5</td>
</tr>
<tr>
<td>Salt Lake Community College Student Learning Outcomes</td>
<td>6</td>
</tr>
<tr>
<td>Salt Lake Community College Equal Opportunity Affirmative Action</td>
<td>7</td>
</tr>
<tr>
<td>Program Objectives</td>
<td>8</td>
</tr>
<tr>
<td>Program Philosophy/Mission Statement</td>
<td>8</td>
</tr>
<tr>
<td>Program Code of Ethics</td>
<td>9</td>
</tr>
<tr>
<td>Program Essential Functions for Career Success</td>
<td>11</td>
</tr>
<tr>
<td>Student Services</td>
<td>12</td>
</tr>
<tr>
<td>Library</td>
<td>12</td>
</tr>
<tr>
<td>Student Advising Policy</td>
<td>13</td>
</tr>
<tr>
<td>Learning Support and Tutoring Services</td>
<td>14</td>
</tr>
<tr>
<td>Student Records</td>
<td>14</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>14</td>
</tr>
<tr>
<td>Health and Wellness Services</td>
<td>14</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>15</td>
</tr>
<tr>
<td>Security and Parking (Student and Faculty Safety)</td>
<td>15</td>
</tr>
<tr>
<td>Title IX</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Two</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Rights and Responsibilities</td>
<td>17</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>17</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>20</td>
</tr>
<tr>
<td>Attendance and Tardiness Policies</td>
<td>21</td>
</tr>
<tr>
<td>Exam/Testing Policy</td>
<td>22</td>
</tr>
<tr>
<td>Assignment Policy</td>
<td>22</td>
</tr>
<tr>
<td>Academic Dishonesty Policy</td>
<td>22</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Social Media Policy/Technology In the Classroom Policy</td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Three</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program and Student Code of Conduct</td>
<td>24</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>25</td>
</tr>
<tr>
<td>Satisfactory Progress/Dismissal Policy</td>
<td>26</td>
</tr>
<tr>
<td>Deferment Policy</td>
<td>27</td>
</tr>
<tr>
<td>Incomplete Policy</td>
<td>27</td>
</tr>
<tr>
<td>Readmission Policy</td>
<td>27</td>
</tr>
<tr>
<td>Section Four</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Background Checks and Drug Screen Policy and Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Student Health, Immunization, CPR and First Aid, Pregnancy Policies</td>
<td>29</td>
</tr>
<tr>
<td>Substance Abuse Policy and Procedure</td>
<td>31</td>
</tr>
<tr>
<td>Bloodborne Pathogens/Transmittal Disease Policy and Informed Consent</td>
<td>34</td>
</tr>
<tr>
<td>OSHA/HIPPA Regulations/Patient Confidentiality/Student Insurance</td>
<td>35</td>
</tr>
<tr>
<td>Unsafe Practices</td>
<td>37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Five</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies and Fees</td>
<td>38</td>
</tr>
<tr>
<td>Practicum/ Clinical Requirements</td>
<td>38</td>
</tr>
<tr>
<td>Community Service Requirement</td>
<td>40</td>
</tr>
<tr>
<td>Signature Pages</td>
<td>42</td>
</tr>
</tbody>
</table>
Introduction

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

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

Program Description

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

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

Career Opportunities

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

Faculty/Administration and Full Time Faculty

**DENTAL HYGIENE DEPARTMENT**

The Dental Hygiene program is administered by a Program Manager, Clinic Manager, and program secretary. The faculty includes two full time faculty, four adjunct supervising dentists, and approximately twelve adjunct registered dental hygienists (RDH) who teach in classes and in clinic. All dentists and hygienists are board certified, licensed in the state of Utah, and up to date on their professional development/continuing education.
DIVISION OF ALLIED HEALTH/STAFF
Associate Dean: Cynthia R. Farley, MBA
Administrative Assistant: D. Gipson
Division Number 801-957-6200

SCHOOL OF HEALTH SCIENCE
Dean: JoAnne Wright, PhD
Administrative Assistant: LuAnn Holt

Salt Lake Community College Vision, Mission, and Values Statements

VISION

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

MISSION

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

VALUES

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

| 1.1 | Provide ethical dental hygiene care to promote patient health and wellness, and assume responsibility for dental hygiene interventions. |
| 1.2 | 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. |
| 1.3 | Apply provisions of the American Dental Hygienists’ Association Code of Ethics. |
| 1.4 | Apply principles of ethical behavior in decision-making, in interactions with patients, staff, and peers in personal conduct. |
| 2.1 | Recognize and use written and electronic sources of information. |
| 2.2 | Evaluate published clinical and basic science research and integrate this information to improve the oral health of the patient (evidence-based practice). |
| 2.3 | Recognize the responsibility and demonstrate the ability to communicate professional knowledge verbally and in writing. |
| 2.4 | Accept responsibility for solving problems and making decisions based on accepted scientific principles, as well as the accepted standard of care. |
| 3.1 | Advance the profession through leadership, service activities and affiliation with professional organizations. |
| 3.2 | Expand and contribute to the knowledge base of dental hygiene. |
| 3.3 | Promote the values of the profession to the public and other organizations. |
| 3.4 | Continuously perform self-assessment for life-long learning and professional growth. |
| 4.1 | Promote preventive health behaviors by through optimal personal oral and general health. |
| 4.2 | Identify the health needs of individuals and assist them in the development of appropriate and individualized self-care regimens. |
| 4.3 | Communicate respect for the goals, values, beliefs and preferences of the patient while promoting optimal oral and general health. |
| 4.4 | Evaluate factors that can be used to promote patient adherence to disease prevention and encourage patients to assume responsibility for health and wellness. |
| 5.1 | 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. |
| 5.2 | Identify community services that promote oral health and prevent oral disease and related conditions. |
| 5.3 | Assess, plan, implement, evaluate and promote community-based oral health programs. |
| 5.4 | Promote access to care through screening, referral and education to bring individuals into the health care delivery system. |
| 5.5 | Provide dental hygiene services in a variety of settings, which could include dental offices, hospitals, clinics, extended care facilities, community programs, and schools. |
| 5.6 | Discuss selected reimbursement mechanisms and their impact on the patient’s access to oral health care. |
| 6.1 | Obtain, review and update a complete medical, family, psychological, and dental-oral history and be able to record the findings. |
| 6.2 | Recognize the patient record as a legal document and maintain its accuracy and confidentiality. |
| 6.3 | Recognize medical conditions, including assessment of vital signs, and medications that require special precautions or consideration prior to or during dental hygiene treatment; use consultations and diagnostic testing as needed. |
| 6.4 | Identify the patient at risk for a medical emergency and be prepared to handle the emergency should it occur during an appointment. |
| 6.5 | Perform an extraoral and intraoral examination and record the findings. |
| 6.6 | Perform an examination of the teeth and accurately record the results. |
| 6.7 | Recognize need for and obtain radiographs of diagnostic quality. |
| 6.8 | Radiographically distinguish normal from abnormal findings. |
| 6.9 | Evaluate the periodontium and identify conditions that compromise periodontal health and function. |
| 6.10 | Identify conditions and diseases that affect dietary intake and food selection, and recognize risks and benefits of alternative food patterns. |
| 6.11 | Utilize, interpret and analyze appropriate indices for patient assessment. |
| 6.12 | Assess and analyze patient risk factors that may impact dental hygiene care. |
| 7.1 | Use critical decision-making skills to reach conclusions about the patient’s dental hygiene needs based on all available assessment data including: |
| 7.1.1 | Use assessment findings, etiologic factors, clinical and other diagnostic data in determining an accurate diagnosis. |
| 7.1.2 | Identify patient needs and significant findings that impact the delivery of dental hygiene care. |
| 7.2 | Analyze and interpret data related to a diagnosis made by a dentist and other health professional. |
| 8.1 | Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant. |
| 8.2 | Using a problem-based approach, establish a planned sequence of educational and clinical services based on the diagnosis. |
| 8.3 | 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. |
| 8.4 | Communicate the treatment plan to the patient and obtain informed consent. |
| 9.1 | Evaluate and utilize methods to ensure the health and safety of the patient and the dental hygienist in the delivery of dental hygiene care. |
| 9.2 | Apply principles of both hand and powered dental hygiene instrumentation to locate and remove deposits without undue trauma to hard and/or soft tissue: |
| 9.3 | Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies. |
| 9.4 | Select and administer appropriate chemotherapeutic agents and provide pre- and post-treatment instructions. |
| 9.5 | Provide selected adjunct dental hygiene services that can be legally performed. |
| 10.1 | Determine the outcomes of dental hygiene interventions (re-evaluation) using indices, instruments, examination techniques and patient self-report. |
| 10.2 | Evaluate patient’s satisfaction with oral health care received and oral health status achieved. |
| 10.3 | Reevaluate the diagnosis based on evaluation findings. |
| 10.4 | Provide subsequent treatment based on evaluation findings. |
| 10.5 | Develop and maintain a continuing care program. |
| 11.1 | Identify alternative career options within healthcare. |
| 11.2 | Access professional and social networks and resources to assist in professional growth and development. |
| 11.3 | Recognize the responsibility as a professional to give back to the community through service opportunities. |
| 11.4 | Evaluate continuing education offerings to determine applicability to personal professional growth needs. |

**Salt Lake Community College Equal Opportunity Affirmative Action**

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

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

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

Students with medical, psychological, learning or other disabilities desiring accommodations or services under Section 504 of the Rehabilitation Act or the ADA must contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 South Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957-4947

Program Objectives

- Acquire substantive knowledge.
- Communicate effectively.
- Develop quantitative literacies.
- Think critically and creatively.
- Become a community engaged learner.
- Work in a professional and constructive manner.
- Develop computer and information literacy.
- Develop lifelong wellness.

Program Philosophy/Mission Statement

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

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

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Suite 1900
Chicago, Illinois 60611
The student is responsible for maximizing learning experiences during formal education. With this responsibility comes the realization that this is a dynamic discipline, providing development of skills that can facilitate continued learning after the completion of the initial, formal education.

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

Program Code of Ethics

ORAL HEALTH CARE VALUES AND PROFESSIONALISM

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

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

Unprofessional conduct may result in the loss of one full letter grade, or result in more severe consequences, up to and including dismissal from the program. Specifically, student behavior will be 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, color, national origin, age, disability, sex, or source of payment.
- Students will be scrupulously honest in completion of didactic and laboratory assignments, examinations, entries in patient, student and other clinic records, in treatment rendered, and in their use of SLCC equipment and supplies.
- Students will conduct themselves in a mature, courteous, and professional manner in lecture halls, clinics, laboratories, and all other areas.
• Students who are disruptive, disrespectful, insubordinate, repeatedly arriving late after breaks, or are found sleeping in lecture hall/clinic/lab or other areas will be asked to leave and will be marked absent for that class. Repeated offenses may be grounds for dismissal from the program.

• Cell phones are NOT allowed in class/clinic/lab. All cell phones must be kept on silent mode & placed inside either purses/lockers or backpacks during class/clinic/lab. Text messaging is expressly prohibited during any course session.

• Absolutely no MP3 players, IPODS, ear/head phones or ANY other unauthorized electronic devices are allowed in class, clinic or lab. If a student wishes to audio tape or in any other way record or duplicate an instructor’s lecture or ANY other materials presented, he/she must get written permission from the instructor first. The use of laptops or any personal electronic devices in the classroom are allowed only for note taking or specifically assigned internet research. Permission for in-class use of laptops or ANY personal electronic device may be revoked by the instructor any time 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/secretary (clinic: 801-957-6001, 801-957-6005 or secretary: 801-957-6074) to child care providers, spouses, and/or others in advance. If an emergency then arises, the appropriate person should be told to contact the Clinic Manager with a message and the student will be summarily notified.

• Students will NOT bring minor children to lecture courses for any reason or to clinical rotations unless they are specifically scheduled for an appointment.

• Students may not forward a message(s) or attachments from SLCC faculty, staff or administration that is intended only for their use. It may contain information that is privileged and confidential or otherwise exempt from disclosure under applicable law; hence any unauthorized use, dissemination, distribution or reproduction of any message, email, or written communication is strictly prohibited.

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

**Program Essential Functions for Career Success**

**ESSENTIAL SKILLS**

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

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

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

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

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

- **MANUAL DEXTERITY AND MOTOR SKILLS**
  
  Use of personal protective devices (tolerate face mask/shield, safety eyewear, surgical gloves and laboratory coat.) Carry out OSHA infection control procedures (use of cleaners and chemicals).
Perform dental hygiene procedures (scaling, polishing, x-rays), and manipulate dental materials. Access the patient from a seated or standing position, with or without assistive device (wheel chair). Operate switches, knobs, levers in operation of the dental chair and accessory equipment in all clinics and laboratory settings. Student will demonstrate appropriate psychomotor skills, manual dexterity, and motor ability to perform fine and gross motor skills to allow for effective and safe instrumentation.

- **CONCEPTUAL/ANALYTICAL REASONING**

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

- **SOCIAL SKILLS**

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

---

**Student Services**

The Jordan High Technology Center (HTC) and the Student Pavilion on the Jordan Campus offer a variety of services including college cashier, health center, bookstore, copy center, and food service. Student Services on the Jordan Campus is located at HTC, room 101, 801-957-2685. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC General Catalog describes these student services in detail ([http://www.slcc.edu/catalog/](http://www.slcc.edu/catalog/)).

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

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

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

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

LIBRARY CARD

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

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

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

LIBRARY STAFF

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

BLOG

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

Student Advising Policy

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

Program faculty members maintain regular office hours for students to meet with them and discuss their performance and remediate or resolve concerns in that specific course.
Approaching one faculty member to resolve concerns in a different faculty member’s course is inappropriate.

**Learning Support and Tutoring Services**

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

**Student Records**

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

**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, he/she should contact the Financial Aid Office in the Student Center at the Redwood/Taylorsville Campus.

**Health and Wellness Services**

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

The Health and Wellness Center was established to improve the quality of student life on campus. The Center is open 8:00 am to 2:00 pm, Monday through Friday at the Redwood Campus and Jordan Campus Student Pavilion (TBA when classes are in session). Most services are free to students, faculty and staff. Exceptions include some laboratory studies, some immunizations and some supplies.

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

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

**Disability Resource Center**

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

**Security Parking (Student and Faculty Safety)**

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

• Students must strive to maintain optimal health through lifestyle and good nutrition.
• Students must show evidence of all immunizations required by the program before starting practical courses.
• Students must be supervised at all times by a faculty member while in a laboratory setting.
• Students must wear OSHA required PPE at all times when in a laboratory setting or when exposure to body fluids may occur.
• Accidental exposure to physical, chemical, or biological materials presenting a risk of injury or possible harm will be reported to the faculty member, department coordinator and the College Risk Manager immediately so steps to limit harm to the student or faculty can be taken.
• Protocol mandated by the College will then be followed and appropriate steps will take depending on the type of incident which has occurred. For example, a student or faculty member exposed to a biological threat via a needle stick will be evaluated at the University of Utah Infectious Disease Department under the direction of the attending physician at the expense of the students or faculty member’s private insurance, the College insurance on the student or faculty, or will be paid by the College itself.
Campus Police and Emergency Numbers:
Emergencies: 911
Jordan Campus:

Police                           801-957-3800 (Non-emergency)
Animal Control           801-840-4000

Title IX

WHAT DOES TITLE IX MEAN FOR YOU?

It means that you are protected against sex discrimination in your education, programs and activities here at Salt Lake Community College. The college is committed to maintaining a campus community where every individual may work and study free from abuse, intimidation and harassment. Creating an environment free from discrimination and sexual misconduct is the responsibility of all members of the college community.

TITLE IX VIOLATIONS INCLUDE (BUT ARE NOT LIMITED TO)

• Sexual Advances, requests for sexual favors and sexually motivated physical conduct
• Overt or subtle pressure for sexual activity
• Sexually offensive verbalization including remarks, “teasing,” slurs, and innuendo
• Repeated inappropriate jokes or comments about sex or gender specific traits
• Conduct that is demeaning or derisive and occurs substantially because of one’s gender
• Sexual assault/sexual violence/rape
• Dating assault/dating violence/domestic violence
• Gender based disparate treatment
• Stalking

VIOLATIONS CAN OCCUR IN ANY COLLEGE ENVIRONMENT, SUCH AS (BUT NOT LIMITED TO)

• Field Trips
• Classrooms
• Student Clubs
• Athletics Transportation

PROHIBITION AGAINST RETALIATION

Salt Lake Community College has a strong prohibition against retaliation. The College does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.
Student Rights and Responsibilities

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

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

Student Dress Code

CLINIC DRESS CODE

Dress code during clinic/laboratory sessions and rotation assignments is based on principles of professionalism; safe practice and OSAP/BBP infection control policies and is required as follows:
• Uniforms or medical scrubs must be worn under lab jackets or procedure gowns (*lab jackets/procedure gowns are NEVER worn outside the SLCC dental hygiene clinical area*)

1. Two sets of program designated uniforms/scrubs must be purchased. The required uniform, brand, style and color will be shared with incoming first year students during the summer orientation meeting. Vendor(s) will be on-site during that day to provide easy access to order uniforms. Students will **NOT** be required to purchase uniforms from any specific dealer, but will be limited as to brand, style(s) and color as announced during orientation. In addition, the uniform/scrub top must be professionally embroidered with the approved SLCC logo, the student’s first name, last initial and SDH (denoting “student dental hygienist”).

2. A plain (no logo) t-shirt may be worn *under* the scrub top (as long as it doesn’t show outside the uniform).

3. Scrub pants must **NOT** be so long as to drag on the floor or become ragged or discolored due to excessive length.

4. Uniforms must be clean and pressed and be without: stains, holes, tears, bleach marks, etc.

5. If student presents in inappropriate/unprofessional attire or appearance, program faculty/administration may dismiss the student from clinic. Student must correct the deficiency before returning.

• It is recommended that students keep an additional, clean uniform in their clinic locker in case a change of attire becomes necessary.

• Impeccable personal and oral hygiene is essential, including the use of deodorant. Additionally, students must not enter clinical areas smelling of cigarette smoke, heavy perfume, or other strong odors.

• Hair must be clean, tidy, and well-controlled. It should not fall into the student’s or instructor’s field of vision/operation. If hair retaining accessories are worn, they must be small, conservative and easily disinfected.

  1. It is **NOT** appropriate to wear hair or decorative extensions in clinic.

  2. If hair is more than chin-length, it must be pinned/pulled back in a tidy fashion; without locks falling forward or touching the shoulders.

  3. Shorter hair may be worn in a *conservative* style and color as preferred.

  4. Un/lightly scented hairspray may be used only as needed for control.

  5. Headbands may be worn without adornments and must have ability to be easily cleaned.

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

The following are **expressly prohibited**:

  1. Any kind of acrylic nails, tips/gel overlays

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

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

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

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

- Socks are **required** clinic wear and must be:
  1. Scrupulously clean
  2. White (not detectibly yellowed or stained)
  3. Mid-calf to knee length (i.e. completely cover any exposed skin beyond the length of the pant, even while sitting)

- Strong perfume, scented body lotions, cologne, hair spray, aftershave and etc. are **expressly prohibited**.

- If worn, make-up, should be subtle and carefully applied **prior** to entering clinic.

- False eyelashes and hairpieces are **expressly prohibited**.

- Program issued name tags must be worn and be surface disinfected at the end of each clinic day.

- Student who are or become pregnant during their tenure in the program have radiation safety and other requirements to fulfill as instructed by the Clinic Manager.
dosimeter must be worn at waist level during clinic and turned in at the end of every semester).

- Chewing gum, eating or drinking is **expressly prohibited** while in the clinical setting.
- Special requirements for particular labs and clinics will be designated by the instructor. If a student is not appropriately attired, the instructor may ask him/her to leave and correct the deficiency before returning.

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

### Grading Scale

#### COURSE GRADING POLICY

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

Course grades are computed as follows:

- 95 – 100 = A
- 90 – 94 = A-
- 87 – 89 = B+
- 83 – 86 = B
- 80 – 82 = B-
- 78 – 79 = C+
- 75 – 77 = C
- 71 – 74 = C-
- 67 – 70 = D+
- 64 – 66 = D
- 60 – 63 = D-
- 63 & below = E

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Assessment Competency</th>
<th>Semester 3</th>
<th>Periodontal Class III Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Periodontal Class II Competency</td>
<td>Semester 4</td>
<td>Periodontal Class IV Competency</td>
</tr>
</tbody>
</table>

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

**ATTENDANCE POLICY**

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

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

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

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

**Tardiness Policy**

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

Assignment Policy

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

Academic Dishonesty Policy

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

- Cheating, or assisting another student to cheat on assignments, presentations, or written/clinical examinations of any kind. Talking to another student(s) during a quiz or examination will be presumed to be cheating.
- Plagiarism of any kind, including presenting the scholarly work of another as one’s own
- Representing another’s assignment, project or clinical work as one’s own
- Falsifying or forging patient/student/other clinical records, including attendance records
- Misuse of SLCC equipment and/or supplies, including the use of equipment and/or supplies for unauthorized purposes
- Misrepresentation in the presentation or collection of patient fees
- Misconduct in patient care such as:
  1. Initiating patient treatment without authorization
  2. Providing treatment without proper supervision
  3. Providing unauthorized/unnecessary treatment
  4. Treating patients while under the influence of alcohol and/or drugs
  5. Behaving in a way that could be construed by the patient as verbal/sexual harassment or as being verbally/physically abusive
  6. Abandoning a patient prior to completion of treatment without notification
Additional academic and non-academic disciplinary offenses are actionable by SLCC as stated in the Student Code of Conduct. In addition, dental hygiene students are held to higher standards of ethical and professional behavior as defined by the American Dental Hygiene Association and itemized in other sections of this document.

Graduation Requirements

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

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

Social Media Policy/Technology In The Classroom Policy

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

POLICY

- Cell phones, iPods, pagers, laptops, High-Resolution DVR Spy Pens with webcam and microphone or any device (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. Individual instructors may have policies regarding the use of technology in the classroom. If there is an emergency and a student must use their cell phone, please exit the classroom to take the call.
- Students discovered reading/sending text messages or emails during class will be asked to leave the class and will be counted absent for that class session thus losing “professionalism points” for the day and potentially receiving an unexcused absence. This includes sending instructors assignments during the stated course time.
- Students are expected to engage in discussion for the class. Computer use is accepted to access your textbook, take notes, and research the discussion topic.
- Students may not record or publish information from the class without written authorized use from the instructor. If used without authorization you have violated
INTELLECTUAL PROPERTY RIGHTS. Students who record and/or publish anything related to the course or program will be in violation of the Health Information Technology (HIT) Code of Ethics and may be placed on probation or dismissed from the program depending on the severity of the violation.

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

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

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

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

- FaceBook
- Twitter
- MySpace
- Instagram
- Pinterest
- LinkedIn
- Reddit

Program and Student Code of Conduct

The SLCC Student Code of Conduct governs the behavior of the student body. As members of the academic community, students enjoy the privileges and share the obligations of the larger community of which the College is a part. With membership in this community come obligations, which are consistent with goals of personal and academic excellence. These obligations include acceptance of a code of civilized behavior as defined by the SLCC Code of Conduct.
Each student is held responsible for fully understanding and complying with its policies. In addition, dental hygiene students have the added responsibility to safeguard the health and welfare of their patients. Dental Hygiene students are held to a higher level of accountability including scrupulous ethical and professional behavior in all settings. Depending on the nature and severity of the infraction, dental hygiene students who commit a violation of the SLCC Student Code of Conduct or a breach of professional behavior as defined by the program may be summarily dismissed from the program.

Students may obtain a complimentary copy of the SLCC Student Code of Conduct at the following locations:

- Courtesy Desk or Student Relations/Retention Office STC 230 Redwood Campus
- Bookstore at the Jordan Campus in the HTC Building
- E-copy SLCC home page at www.slcc.edu

**Grievance Procedure**

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

Students who feel they have been treated unfairly or unjustly with regard to an academic process such as grading, testing, assignments, or have complaints relating to issues that are covered by the student code of conduct or have complaints against the school relating to fraud, false advertising, or other deception practices have a mechanism to appeal decisions or perceived violation of their rights through the office of Student Services.

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

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

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

Refer to the Student Code of Conduct document:


Satisfactory Progress/Dismissal Policy

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

Any time a student receives a grade on a major test or assignment within a didactic course that is below a “C” (75%) 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 review and faculty are available to discuss any concerns that students have, as needed during the term.

Clinical satisfactory progress also is closely tracked to determine areas of weakness. In clinical courses students are given daily grades on their work through a variety of evaluation forms and 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 “Performance Improvement Plan” (PIP) 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 PIP is signed & considered complete. If the
student continues to fail in these or other skills, further PIPs will be instituted until success is achieved. If the student is ultimately unable to be successful in critical clinical skills they may be dismissed from the program.

Any student who wishes to challenge and appeal final grades must first submit a written request for appeal to the Dental Hygiene Program Satisfactory Progress Committee—a committee formed to oversee satisfactory progress in the dental hygiene program. **Appeals must be submitted no later than 7 days after receiving any grade less than 75%.** It is the student’s responsibility to acquire and submit any documentation that would support the appeal process. The Satisfactory Progress Committee will review the submitted documentation and meet with the student; after which the student’s academic status in the Program will be determined.

Receiving a **final** cumulative grade of less than 75% in **any** course will **end** the student’s participation in the program. There is no opportunity for repeating a failed course. If a student is dismissed due to academic failure or Student Code of Conduct infractions, the interested student will need to re-apply to the Dental Hygiene Program at a later date and will not be given special consideration for re-acceptance. Some Code of Conduct violations may prohibit a student from re-entering the program at any time.

### Deferment Policy

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

### Incomplete Procedures

**INCOMPLETE**

Incompletes are only available in the following circumstances:

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

### Readmission Policy

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

**Background Checks and Drug Screen Policy and Requirements**

**CRIMINAL BACKGROUND CHECK REQUIREMENTS**

Completing a criminal background check is an admissions requirement for 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. All students must sign a document inclusive of the following items prior to admittance into the program.

- 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](http://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.

**Student Health, Immunization, CPR and First Aid, and Pregnancy Policies**

**STUDENT PREPARATION FOR PATIENT CARE IN CLINIC**

**BASIC LIFE SUPPORT/CARDIOPULMONARY RESUSCITATION CERTIFICATION**

Prior to acceptance into the Dental Hygiene Program and any patient treatment responsibilities, all students must obtain and maintain throughout the duration of the program the appropriate BLS/CPR certification. Specifically, the *Health Care Provider Basic Life Support Certification* (two year). This must be taken either through the American Heart Association or the American Red Cross (*A fee is required*). This training must be of the “real time” in-person variety that includes student demonstration of skills on manikins including instruction in the use of the Automated External Defibrillator (AED) and an individual written post-test evaluating comprehension and retention of presented material. Online courses will *NOT* be accepted.

Documentation of initial and updated BLS/CPR certification must be submitted to the SLCC Clinic Manager to be copied into the student record. Students must monitor their own status with regard to 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.

**IMMUNIZATIONS**

Additionally, prior to acceptance into the program the following immunizations are required of each student (*fees required*). Students must submit official documentation (physician’s office letterhead/immunization form with signature of person administering the inoculation) to the SLCC Office of Support Staff to be copied into their student record. Prior to beginning your first semester, you must provide proof of the following immunizations in your online Compliance Package. Failure to do so will result in the student being unable to treat patients in clinic which will stop their progress in the program.

1. **Annual Influenza Vaccination:**
   Generally given September-February. Students must provide proof of the Influenza vaccination or submit a signed declination.

2. **PPD (Tuberculosis Skin Test):** Required annually
   The two-step PPD (two separate skin tests at least 7 days apart and within 1yr of each other) followed each year with a one-step PPD. If there is history of a prior positive PPD test, students will be required to get an annual risk assessment for Tuberculosis disease and at least one negative chest x-ray within 6 months of beginning the program demonstrating no active disease. This requirement also includes international students who have had the BCG immunization. X-ray results will be good for five years.
3. **Tetanus, Diphtheria and Pertussis (Tdap) Booster:**
   Tdap booster is good for 10 years. TD will be given subsequent to Tdap. If it has been more than 1 1/2 years since receiving TD, the student must have their tetanus updated with a Tdap.

4. **Measles, Mumps, Rubella (MMR):**
   Two doses are needed with booster as an adult or positive titer on all three. Equivocal results are not acceptable students must test in the positive range. 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.

5. **Varicella (Chicken Pox):**
   Two immunizations or proof of positive titer. Stating you had the disease is not acceptable. Varicella immunizations are expensive, if a student had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.

6. **Hepatitis B vaccination series:**
   Students must provide proof of a traditional 3-dose Hepatitis B series. The first two doses must be completed prior to applying to the program or proof of positive immunity (titer). The entire series must be completed before starting the program or a Hep B titer that proves immunity.

7. **Hepatitis A vaccination series:** Highly recommended but not required.
   Two dose series or a positive titer. If a student starts the series, they must complete it.

The SLCC Center for Health and Counseling offers immunizations at a discounted rate. Some clinical facilities may require additional immunizations.

**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. It is expected that you will participate as a patient, however if extenuating circumstances prevent you from participation, accommodations must be approved through the program director. 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. You must sign consent forms for both clinical practice and anesthesia practice courses.
PREGNANCY POLICY

If a student becomes pregnant at any time during their participation in the program, the student is encouraged to inform the Program Director of the pregnancy as soon as possible; however, notification by a student to program officials regarding pregnancy is voluntary.

The pregnant student may choose from one of the following options:

1. Continue in the program throughout the pregnancy. If the student so decides, she may continue in the program and will be expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A pregnant student wishing to remain in the program must sign a waiver releasing the school and any of its affiliated clinical agencies from ANY liability concerning her pregnancy or the unborn child; or

2. Withdraw from the program with the understanding that the student may reenter the program at the corresponding point during the next cohort, dependent upon space availability.

The student is required to follow all state/ federal guidelines regarding occupational exposure for the pregnant radiation worker and guidelines established by the National Council on Radiation Protection and Measurements. Appropriate accommodations will be made to assure fetal protection as outlined in state and federal guidelines. The student will also be expected to follow all pregnancy-related policies and procedures outlined at clinical site assignments.

Substance Abuse Policy and Procedure

ALCOHOL AND DRUG POLICY

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 shall be 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. If a student gets a diluted (called specific gravity) drug screen result, they must have another drug screen test at their expense. Specific gravity may occur intentionally by the donor adding something to the urine or by drinking large amounts of liquid to flush the system. It may also occur unintentionally when the donor drinks a lot of fluids prior to the drug test in an effort to produce a specimen. Specific gravity tests are often followed up by a positive drug test, a method used intentionally by drug users. As a student, you can avoid a specific gravity test by eating a good meal 2 to 4 hours before taking a drug test and limiting your intake of fluid. If the student gets 2 diluted drug screen test results, they will not be admitted into the program. 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.
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. (See #3 of Procedures)

**DEFINITIONS**

**Alcohol Testing**: Providing a breath test or blood test to determine the presence of alcohol.

**Controlled Substance**: The meaning assigned by 21 USC 802 includes all substances listed on Schedule I through V, such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines, and propoxyphene and their metabolites, and prescription drugs for which the student does not have a current prescription.

**Positive drug test**: Any drug test, which is positive for the presence of illegal drugs, or controlled substances (not limited to the list above), for which the student does not have a current prescription. A positive drug test will also be any sample that has been altered,
substituted, or diluted. Students with positive drug tests will be notified and the procedure followed as outlined in the section “results” under procedures.

**Drug:** Any substance (other than alcohol) that is a controlled substance as defined in this section and 49 CFR parts 40.

---

### Bloodborne Pathogens/Transmittal Disease Policy and Informed Consent

#### Bloodborne Pathogens Policy

Student entering the dental hygiene profession must understand that many procedures performed by a dental hygienist expose him/her to bloodborne pathogens requiring strict adherence to OSAP infection control protocols and universal precautions as outlined in detail in the **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.

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

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

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

OSHA & HIPAA REGULATIONS

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

- Student Name
- Birth date
- Enrollment status
- Dates of attendance
- Degrees awarded
- Date of graduation
- Honors
- Major Field of student
- Most recent previous school attended
- Participation in activities/sports

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

PATIENT CONFIDENTIALITY POLICY

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

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

STUDENT INSURANCE

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. The following are answers to common questions about student health insurance.

SLCC - Workers’ Compensation for Health Sciences Students

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

Question. What is covered?
Answer. Medical expenses

Reporting an Injury

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

Question. Who do I report an injury to?
Answer. Report to Risk Management:

Mikel Birch
(801) 957-4041
mikel.birch@slcc.edu
**Question.** Where do I go for medical attention if injured during a clinical?

**Answer.** Go to Intermountain Healthcare *WorkMed.*

1091 W. So. Jordan Parkway, Suite 500  
South Jordan, UT 84095  
385-887-7200  
M-F 8 AM – 5 PM

201 East 5900 South #100  
Murray, UT 84107  
801-288-4900  
M-F 8 AM – 5 PM

1685 W. 2200 S.  
SLC, UT 84119  
801-972-8850  
M-F 7:30 AM – 5:30 PM

During evening/night/weekend hours, wait until Intermountain WorkMed is open if possible; otherwise, go to a listed Workers’ Compensation Preferred Provider ([wcfgroup.com](http://wcfgroup.com)). Go to the Emergency Room only for threat of life or limb.

**Bloodborne Injuries**

Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:

University Hospital  
Infectious Diseases, Clinic 1A  
50 North Medical Drive  
Salt Lake City, UT 84132  
801-585-2031  
M-F 8 AM – 5 PM, Call for an appointment.

**Question.** Where do I go for medical attention if injured during a lab?

**Answer.** Students who are injured during a lab, will need to use their own health insurance or they can file a liability claim with the State of Utah. To file a liability claim, please contact Risk Management: [http://www.slcc.edu/eeo/services/workers-compensation.aspx](http://www.slcc.edu/eeo/services/workers-compensation.aspx)

**Unsafe Practices**

**Unsafe Practice**

The safety of students, faculty, staff, and others must be safeguarded at all times, 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, sign a release form and take responsibility for adhering to all increased safety protocols.

**Supplies and Fees**

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 to help maintain and update clinical equipment which will be utilized throughout the 2-year Dental Hygiene program.

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

See the SLCC Dental Hygiene website for specifics on program fees and instrument kit expenditures. [https://www.slcc.edu/dentalhygiene/faq.aspx](https://www.slcc.edu/dentalhygiene/faq.aspx)

**Practicum/Clinical Requirements**

**GENERAL POLICIES**

**Professional Conduct and Performance Guidelines**

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

The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the dental hygiene curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.
• **Appearance:** Displays appropriate professional appearance and is appropriately groomed as defined in the SLCC Dress Code.

• **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.

**DENTAL HYGIENE PROCESS OF CARE STANDARDS**

**Comprehensive Dental Hygiene Care**

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

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

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

Professional Responsibilities

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

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

Community Service Requirement

Each student must complete a total of 40 hours of non-profit dental-related community service during the 2 years in the SLCC dental hygiene program. A minimum of 20 hours must be
completed by the end of the first year in the dental hygiene program. A maximum of 30 hours may be completed during the 1st year of the Dental Hygiene program. The remaining hours must be completed prior to graduation in from the program. If students fail to meet this requirement, graduation from the SLCC Dental Hygiene Program may be postponed until they are completed. Specifically assigned graded course projects are NOT counted toward community service requirements. Hours spent volunteering in an individual dental office also does NOT qualify as community service time. A maximum of 10 hours at one location, event, or type of services will be accepted. All community service hours are to be documented on the appropriate form, signed by both the supervisor of the service project and the appropriate Clinic Coordinator and then turned into the program secretary 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
- Give Kids a Smile
- Humanitarian Efforts
- Volunteering as a patient for a mock board examination
- Sealants for Smiles
- Clinic Special Olympics
- Junior League
- Global Relief Humanitarian Efforts
BLOODBORNE PATHOGENS/TRANSMITTED DISEASES INFORMED CONSENT

I, _________________________________the undersigned, have completely read and fully understand the SLCC policy for the prevention of bloodborne pathogens/disease transmission among individuals in the health care setting. I acknowledge that I must attend the SLCC sponsored training course (during DH 1110 Clinical Dental Hygiene I) addressing these policies and take and score appropriately on the required post-test prior to beginning clinical treatment of patients/lab partners.

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

____________________________________
Legibly Print Student Name

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

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

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

Current Name ________________________________

Current Address ______________________________

Current Phone # Home_____________________   Cell _____________________

Emergency contact

Name______________________________ Relationship ______________________

Phone #_____________________________

_____________________________________
Legibly Print Student Name

______________________________________  _____________________
Student Signature      Date
I _________________________________ the undersigned, have completely read and understand that I am responsible for knowing and understanding all of the information incorporated in the SLCC College/Dental Hygiene Student Handbook 2016-2017. I have had any questions or concerns answered to my satisfaction and agree to comply with all these policies and procedures as indicated by my signature below.

______________________________
Legibly Print Student Name

______________________________                     ______________________
Student Signature                       Date
Pregnancy/Radiation Safety Protection Verification Form

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 75 kVp.

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 in regard to 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 Surgical Technology program, program activities, or program required clinical rotations.

________ I do understand the risks involved to the fetus and me in regard to 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      Date

_______________________________________   _______________________
Student Signature       Date