



**DHYG 2140 Clinic IV**  
**COURSE SYLLABUS**  
**Spring Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 4 semester credit hours and 9000 minutes

Campus/Class Location: Vidalia campus, Health Sciences Annex C, Clinic

Class Meets: Tuesday 7:00-12:30 and Thursday 7:00-5:30 (Lunch from 12:00-12:30)

Course Reference Number (CRN): 40045

**INSTRUCTOR CONTACT INFORMATION**

Course Director: Jennifer M. Gramiak, RDH, EdD

Additional Instructors: Melanie Bryson, RDH, BS and Lori DeFore, RDH, BS

Supervising Dentists: Dr. Robert Sasser and Dr. Jenifer Barrett

Campus/Office Location: Vidalia campus, Health Sciences Annex C, Office 908

Office Hours: Monday 1:00-4:00, Tuesday 1:00-4:00, and Wednesday 8:00-12:00

Email Address: [Jennifer Gramiak jgramiak@southeasterntech.edu](mailto:jennifer.gramiak@southeasterntech.edu)

Phone: 912-538-3210

Fax Number: 912-538-3278

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

**REQUIRED TEXT**

None

**REQUIRED SUPPLIES**

Black pen, pencils (colored pencils), paper, highlighter, instrument kits, journal, clinical supplies, clipboard, clinic manual, and patient care notebook.

Students should not share login credentials with others and should change passwords periodically to maintain security.

**COURSE DESCRIPTION**

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

**MAJOR COURSE COMPETENCIES (CC)**

1. Applied Techniques

## 2. Time Management

### **PREREQUISITE**

DHYG 2090

### **COREQUISITE**

DHYG 2130

### **GENERAL EDUCATION CORE COMPETENCIES (GC)**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

### **STUDENT REQUIREMENTS**

Students are responsible for policies and procedures in the catalog and student handbook on the STC website, Dental Hygiene Program Handbook, and Dental Hygiene Program Clinic Manual. During the clinic session, the students are required to place all textbooks (unless otherwise stated by the instructor) and personal property in their designated lockers. Students should have the designated items used for the clinic procedures.

Students should be in clinical attire for all clinical lab sessions. Students are required to obtain any student study materials from the DHYG 2130/2140 folders on the Materials Drive. Print any materials available to be used in this class. Students are advised to check their emails regularly for any additional information that is related to the class or the Dental Hygiene Program. Additional Clinic/Lab time, outside of class, may be necessary in this course to be successful with radiographic identification exercises, remediation, or patient management. The clinic is available to students for the additional practice of skills but is not available for additional time for completion of patient care competencies/requirements. Students must seek permission from an instructor prior to utilizing additional clinical time for instrumentation skills practice. Students must also sign in and out using the practice log/clipboard in the reception area.

Students are expected to exhibit professional behavior at all times. Each student must show respect and concern for fellow students and for the course instructors/supervising dentists. Insubordination will not be tolerated, and disciplinary measures will be enforced. No cell phones or smart electronic devices are allowed to be turned on in the classroom, clinic, or locker area. If a student is observed in possession of his/her cell phone or smart electronic device during clinic time (7:00- 5:30), a critical incident will be issued. A student cannot use his/her cell phone or smart electronic device during clinic assistant rotations or receptionist assistant rotations or to recruit patients during the clinical session. There are no exceptions to this rule and do not ask. If you have a personal situation going on, please advise your instructor and give your family the clinic receptionist's phone number for emergency contact. You should not have your cell phone or smart electronic device in the clinic! Personal phone calls must be handled after class.

The student must utilize all time in the clinic. Talking with peers is not permitted in the clinical area unless permission is given by the instructor. This includes set up and break down time. Idle time is prohibited. If a student does not utilize clinical time for skills development and practice of techniques in dental hygiene, a minimum of 1 point will be deducted each day from the final course grade for professional development infractions. The computers in the clinical area are to be used for no other purpose than dental hygiene instruction.

The dental hygiene clinical sessions will start at the designated time on the syllabus. At 7:45 and 12:45, each student must attend a “huddle” with the assigned clinical instructors. At this time, patient care issues will be discussed and each student will be inspected to make sure he/she is dressed in proper clinical attire. Each operatory will be inspected for organization and cleanliness. All personal items and things not needed for the lab/clinic should be stored away in the lockers. Time management and preparation are two key elements in any dental hygiene clinical session. The student must have all materials that are required for that clinical lab session.

## **ATTENDANCE GUIDELINES**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. Students who stop attending class, but do not formally withdraw, may receive a final grade of “F” (Failing 0-59) and face financial aid repercussions in upcoming semesters.

## **ADDITIONAL ATTENDANCE GUIDELINES FOR HEALTH SCIENCES**

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required makeup work in the classroom or clinical experiences are at the discretion of the instructor.

## **DENTAL HYGIENE CLINICAL ATTENDANCE GUIDELINES**

Clinic begins promptly at the scheduled time. Any clinical time missed must be made up. Makeup time is limited this semester. A student with an excused absence may receive an incomplete “I” in the course. The student will not be able to progress to the next semester until the clinical time is made up. If a student is more than 30 minutes late or leaves more than 30 minutes early, that clinical time must be made up.

The Commission on Dental Accreditation (CODA) mandates a designated number of clinical hours per semester for each student. Failure to achieve the mandated clinical hours will result in a final grade of “F” (Failing 0-59) in the course. Only excused absences will be made up due to the limited time available for makeup sessions. Each clinic session builds upon previous sessions. Therefore, missing one session could interfere with clinical learning. Excused absences will be evaluated on a case-by-case basis by the program director. Examples of excused absences would be a car accident on the way to clinic or unexpected hospitalization of the student. Please do not plan a vacation or schedule a routine medical/dental appointment during the designated clinical times. Unexcused absences will not be made up and will lead to a final grade of “F” in the course. A doctor's excuse will be required for any clinical absences related to illness experienced by the student.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course, a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 3 sessions per week for 15 weeks, the maximum number of sessions a student may miss for attendance purposes is 3 sessions during the semester. Each session missed will have to be made up at the end of the semester. A session is a 5 ½ hour clinical session.**

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" or "WF" for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **MAKEUP GUIDELINES**

Any clinical session missed must be made up at the end of the semester in order to achieve the required number of clinical hours for CODA. Failure to do so may result in program dismissal. It is the responsibility of the student to get with the course director to make arrangements to makeup a missed clinical session. All assigned clinical requirements must be finished at the completion of the required clinical hours. Failure to achieve these requirements will result in a final course grade of "F". **Only excused absences will be made up.** Excused absences are at the discretion of the program director. See "Specific Absences" heading and "Dental Hygiene Clinical Attendance Guidelines" heading above for more details.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208  
**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

**1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

### **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@SoutheasternTech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@SoutheasternTech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## EVALUATION PROCEDURES

### CLINICAL SKILL EVALUATIONS REQUIRED FOR THIS SEMESTER

Clinical Skill Evaluations are Pass/Fail. Student must declare a skill evaluation prior to beginning and must seek approval from the instructor. Skill evaluations will be conducted while the students are performing the skill in the clinic. If the student does not pass on the first attempt, the student may attempt on another occasion. If a student fails to achieve the required skill evaluations, the student will receive a final grade of "F" in the course. Unless specified otherwise, 100% competency level is required. Skill Evaluation Forms are located on the Materials drive in the DHYG 2140 folder. Listed below are the skill evaluations that must be completed this semester along with the required number(s) of each skill evaluation in parentheses:

Instrumentation Maintenance Proficiency on manikin (1) Any unsatisfactory areas must be referred to remediation lab.

Instrument Sharpening (1)

Oral Hygiene Instruction (2) Oral Hygiene Instruction Skill Evaluation must be on patient that has a plaque score of 50% or more.

Fluoride Varnish (2)  
Ultrasonic scaler piezo (1)  
Ultrasonic scaler magneto (1) Piezo and Magneto competencies must be on Class III or Class IV calculus patients.  
Air Polishing (1)  
Class III Debridement @ 90% competency (1)  
Class IV Debridement @ 90% competency (2)  
Local Anesthetic set up (1)  
Central Regional Dental Testing Service (CRDTS) Calculus Charting Skill Evaluation (1)  
Nutritional Counseling (1)  
Oral Irrigation (1)  
Full Mouth Series of Radiographs at 85% competency Digital (2)  
Horizontal Bitewings Radiographs at 85% competency Digital (3)  
Panoramic Radiographs at 90% competency (2)

### **CLINICAL SKILL EVALUATIONS REQUIRED PRIOR TO GRADUATION**

Listed below are the skill evaluations that must be completed prior to graduation along with the required number(s) of each skill evaluation in parentheses. These skill evaluations may be completed in Clinic II, III, or IV:

Alginate Impressions Maxillary and Mandibular @ 100% competency level (2)  
Whitening Trays Maxillary and Mandibular @ 100% competency level (2)  
Nightguard @ 100% competency level (2)  
Tooth Whitening @ 100% competency level (2)  
Tobacco Cessation @ 100% competency level (1)  
Arestin Therapy @ 100% competency level (1)  
Oraqix @ 100% competency level (1)  
Nonsurgical Periodontal Reevaluation (NSPR) @ 100% competency level (1)

For patient type requirements, assessment and debridement must be passed with a grade of 70 or higher for patients to count as completed patients.

Adult patient type (2)  
Geriatric patient type (2)  
Gingivitis patient type (2)  
Chronic Periodontal patient type (2)  
Aggressive Periodontal patient type (2)

### **COMPLETED PATIENTS**

Each student is expected to complete a minimum of 2 class I/II patients, 5 class III patients, and 2 Class IV patients. After the student meets the minimum of 5 completed class III patients, any other class III seen will count for two Class I/II patients. This is designed to encourage students to treat more difficult patients. In order for a patient to count as a completed patient, the assessment must be 70 or above and debridement must be 70 or above. If a student fails to see the required number of completed patients, the student will receive a final grade of "F" in the course.

### **PRACTICE MANAGEMENT**

Students must enter information from paper charts into Eaglesoft. This is completed on assigned clinic

assistant (CA) rotations and during designated Eaglesoft times. Once the treatment plan has been signed by the dentist, the assessment information may be entered into Eaglesoft. Debridement information must be entered into Eaglesoft after each visit. After all treatment outlined in treatment plan is completed, the chart must be submitted to an instructor for Eaglesoft check. Failure to enter patient information into Eaglesoft will result in a one-point deduction from the final course grade for each patient not entered.

### **CLINIC ASSISTANT ROTATIONS**

Each student will complete rotations as clinic assistant. Refer to Clinic Assistant Skill Evaluation for more details.

### **ASSESSMENTS AND DEBRIDEMENTS**

Each assessment, CRDTS screening, and debridement grade will be averaged together for the assessment/debridement grade. This includes assessments and debridements that were graded below 70. Assessment/Debridement Grades will account for 40% of the final course grade.

### **RADIOGRAPHS**

Each set of radiographs will be graded and averaged together for the radiology portion of the final course grade. This includes radiographs that are graded above or below the specified competency level. Pan must be completed at 90% competency level. All other radiographs must be completed at 85% competency level. Radiographs account for 5% of the final course grade. In order for a Full Mouth Series (FMS) to count as a competency, the series must at a minimum contain a posterior periapical in each quadrant (4 total), one bitewing on each side (2 total), and six anterior pericapicals images. This determination is at the discretion of the assigned clinic instructor.

### **DEBRIDEMENT SKILL EVALUATION CRITERIA**

During Spring semester, Clinic IV, the student will be required to complete one Class III Debridement Skill Evaluation and two Class IV Debridement Skill Evaluations. The Class III and IV Debridement Skill Evaluations must be passed at 90% competency level. This is based on the number of calculus deposits charted and the number of calculus areas remaining at the completion of the competency. Two instructors must verify removal of deposits.

Criteria for Class III debridement patient selection- Patient must have 6 premolars and 4 molars.

Criteria for Class IV debridement patient selection- Quadrant must have two molars, one premolar, and at least two anterior teeth. Patient criteria approval is at the discretion of the assigned clinical instructor. This is a minimum benchmark in criteria selection.

### **CLASS IV PATIENT CLASSIFICATION CRITERIA**

In order for a patient to be classified as a Class IV, the patient must have ledges of defining calculus on 6 molars, 3 premolars, and 6 anterior teeth.

### **DEADLINES**

**Nutritional Counseling and Tobacco Cessation-** An instructor must review the PowerPoint at least 7 business days prior to the scheduled presentation session with the patient. The skill evaluation along with a printed copy of the PowerPoint presentation should be given to an instructor. The copy of the PowerPoint should be printed with one slide per page including notes.

**Instrumentation Maintenance Proficiency**- Must be attempted and passed by the deadline specified on lesson plan. If a student has not successfully passed the Instrumentation Maintenance Proficiency by the deadline, the student will not be allowed to complete any additional clinical requirements until this skill evaluation is completed.

Mock Central Regional Dental Testing Service (CRDTS) Patient and CRDTS Board Patient- During Fall semester, students should have utilized CA sessions and/or clinic sessions to screen patients for Mock CRDTS and CRDTS. Two patients who met CRDTS criteria should have been secured by the end of Fall semester. If a student failed to locate two patients, the student will not be allowed to complete any clinical requirements in Clinic IV (Spring Semester) until these patients are secured. Deadline for completing Mock CRDTS is listed on lesson plan. Deadline for securing CRDTS and back up CRDTS are listed on lesson plan.

### **NO SHOWS**

If a student has a patient cancellation/no show and does not find another patient, the student will be given a grade of "0" for the assessment grade and a "0" for the debridement grade. If a student gets a patient in within 1:45 minutes of the treatment session, the student will not receive zeros. A patient cannot be seen unless there is 1:45 minutes of time remaining in the treatment session. Therefore, it is extremely important that each student manage time wisely and manage the appointment schedule wisely. **ALWAYS HAVE A BACK UP PLAN!**

Any free clinical time must be utilized by practicing the following activities: radiographic interpretation self-assessment exercises located in dark room, completion of pending laboratory cases, taking alginate impressions on typodont, pouring up study models, trimming study models, or applying pit and fissure sealants to extracted teeth.

### **CANCELLED PATIENT OR NO SHOW PROTOCOL**

1. Document cancellation or no show first. DO NOT PROCEED until this is documented in Eaglesoft and paper chart (if applicable). Please close the loop. In other words, state reason for cancellation and plans for patient. Are we seeing patient on another date? If so, is patient scheduled? If not, who is going to call who? When? Are we inactivating? Be specific please! This is extremely important in order for our recall to remain viable and up-to-date.
2. Move up a patient that you have already started and needs to be completed. Do not forget to amend the appointments so that the patient is not on the schedule twice!
3. Move up a patient that is on your schedule for a later date.
4. Schedule a patient from your recall list.
5. Once you have exhausted the steps listed above and documented each of your attempts, ask classmates for a recall or new patient that is on their schedule for a later date.
6. Ask classmates for a recall from their recall list.
7. Remember- If you move a patient up on the schedule; amend the original appointment on the schedule. If you scheduled one of your classmates' patients, please be courteous enough to inform the classmate, remove that patient from the classmate's schedule, and change the provider.
8. Ask program director to help you find a patient. Before she will help you, she will ask to see documentation that you have exhausted all of the above resources.

### **EXIT EXAM/MOCK EXAM**

Dental hygiene students will be given a mock board exam in order to simulate the conditions and format of the dental hygiene licensing examination. The Central Regional Dental Testing Service (CRDTS) is an

independent testing agency which administers clinical competency examinations in dentistry and dental hygiene on behalf of its member and participating states. The mock examination will assist in preparing the student to be a participant in this examination. A score of 85 is required. Failure to achieve 85% will result in a grade of "0". Deadline for completing the "mock board" examination is listed on the lesson plan. The mock board examination will account for 55% of the course grade. Students will receive a maximum of three attempts to pass this examination. If you do not pass the mock CRDTS exam, the program director will not approve for you to take the CRDTS exam.

### **PATIENT CARE NOTEBOOK REQUIREMENT**

Each student will be expected to keep a patient care notebook. This notebook should be expertly organized with dividers and labels. It should also contain blank clinical forms. The patient tracking log form as well as a special needs tracking log form should be updated immediately after each clinic session. Students should also maintain a current recall list with patient conversation notes and recall information. Call logs, landscape patient tracking forms, and information sheets are provided to students to help maintain organization and patient tracking. Remember-- Never call a recall patient without reviewing his/her dental records first! Feedback from previous clinic sessions will occur during the times designated on the colored schedule. During this time, students must bring his/her patient care notebook and document grades in presence of instructor. This ensures that students are keeping track of his/her individual performance on a daily basis. Failure to maintain any of these logs or forms will result in a 1-point deduction from the student's final course grade for each occurrence of neglect.

### **TICKET INTO CLINIC**

In order to enter clinic at 7 AM, students must complete any chart corrections or Eaglesoft corrections from the previous clinic session. After errors are corrected, students should place corrected charts **with flags still on chart** in the appropriate instructor bin so that the instructor can re-check the chart and ensure chart corrections have been completed accurately.

In order to enter clinic, students must also provide forms that demonstrate readiness for the clinic session. Examples include the following: white form for patients "new" to student, routing forms, competency forms, patient chart forms, assessment and debridement forms, radiology forms, etc. Name, date, etc. should be filled out. New pages must be stapled in chart when applicable. Students should request any paperwork that is on hold. In addition, students must place any pending radiographs that need to be interpreted from previous clinic session at the dentist's desk area so that the radiographs may be interpreted as soon as dentist arrives. Please note--- On Thursday mornings, students must present forms for both AM and PM sessions.

### **CLINIC SELF-ASSESSMENT JOURNAL-LIFELONG LEARNING ASSESSMENT**

As part of your clinical requirement, you are required to keep a journal of your clinical experiences during all clinical courses; you will continue to make entries until you graduate. It is hoped that the entries made in this journal will provide insight into your strengths and weaknesses as a dental hygienist and future member of the economic workforce. This self-assessment should help you in determining which skills you may need to focus on improving, while allowing you to gain a sense of accomplishment at tasks well done. Re-reading of your journal at intervals during your education should reveal the depth of knowledge you have gained and allow you to see the development of the clinical skills and critical thinking skills required to be an outstanding dental hygienist as well as successful member of the workforce.

After each clinical session, you should write a one page entry in your journal. The following items must be

addressed in each entry:

- Three things that I learned today.
- Two things that I will do differently in future clinical sessions. What lessons did I learn that I do not want to forget?
- Immediate action items- How will I accomplish these goals? What needs to be done to get to where you need to be?

Each journal entry should focus on your clinic experience. You may include your feelings about the clinical experience. If you felt a sense of accomplishment at learning a new skill, that feeling may be recorded. If you felt a sense of frustration in trying to learn a new skill, that may be recorded as well. The purpose of the journal is to give you a written record of your clinical experiences and professional and personal growth as a dental hygienist.

Remember, only the program director will read your journal. It would be prudent to omit non-constructive personal comments about yourself, instructors, or classmates. Please remember personal drama should not be shared in journal entries.

#### **JOURNAL INSTRUCTIONS AND FORMAT**

The journal should be maintained in a spiral bound, 8.5 X 11, notebook with lined pages. Each journal entry must be dated with the complete date and day of the week that the entry is made. Examples: Thursday AM, March 13, 2007; Thursday PM, March 13, 2007; and Tuesday AM, March 11, 2007. You may only put *one entry* on each side of the page. Each entry should be in your own handwriting. Be sure your handwriting is legible. Write one dated entry on the front and the next dated entry on the back of the page. Please use front and back so that you do not waste pages. A one page entry should be written after each clinic session. For example, one entry will be written after AM session and one after PM session.

#### **GRADING FOR CLINIC SELF-ASSESSMENT JOURNAL**

Journals should be turned in to the dental hygiene receptionist each Tuesday by 7:30 AM. Do not turn the journal in late or wait until you are reminded! Each semester there are 15 weeks, so there should be 15 submissions to the program director documenting the respective week of clinical experiences. One point deduction will be subtracted from final course grade for failure to follow journal instructions, format, and/or deadlines.

#### **GRADING SCALE**

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

#### **GRADING POLICY**

Assessment/Assignment	Percentage
Radiographs	5%
Mock CRDTS	55%
Assessment and Debridement Clinical Evaluations (averaged together)	40%
Total	100%

## CALCULATION OF FINAL COURSE GRADE

Evaluation Item	Grade	(X) %	Points
Radiographs		0.05	
Mock CRDTS		0.55	
Assessment and Debridement Clinical Evaluations (averaged together)		0.40	
<b>-Point Deductions for late/incomplete assignments</b>			
<b>Subtotal</b>			
<b>Final Course Grade</b>			

**Bottom Line = If you do not complete all competencies, skill evaluations, and required patients, you will receive a final grade of "F" in this course regardless of your numerical course grade**

## **DENTAL HYGIENE PROGRAM GOALS**

- A. To provide comprehensive preparation of competent individuals in the arts and sciences pertinent to the discipline of dental hygiene.
- B. To provide comprehensive preparation of competent individuals in the clinical and laboratory experiences, which are necessary to develop skills in rendering professional dental hygiene patient care to the public.
- C. To provide an environment that will foster respect for the Dental Hygiene Professional Code of Ethics and Conduct and assure recognition and acceptance of the responsibilities of the profession of dental hygiene.
- D. To prepare the graduates of the basic two-year curriculum in dental hygiene to fulfill the dental hygienist's role in community oral health services.
- E. To teach students to conduct critical reviews of current literature as a means of research and life-long learning.
- F. To teach students to seek life-long learning through continuing education courses on the latest products and developments in dentistry and medicine.

## **COURSE GOAL**

Upon completion of Clinic IV, students will be able to obtain and document patient assessment information, develop individualized treatment plans, and provide comprehensive dental hygiene services to pediatric, adolescent, adult, and geriatric patients to include those who are healthy, medically compromised, and special needs. Students will be able to complete patients classified as Class I, II, III, and IV. In addition, students will be able to administer Oraqix and treat patients with different classes of periodontal disease utilizing advanced instrumentation techniques. Students will conduct recall appointment evaluations and outcomes of intervention evaluations. Students will utilize interpersonal communication skills with instructors, dentists, patients, receptionist, classmates, patient caregivers, and other healthcare professionals. Students will utilize time management skills in preparation for the transition to the private sector.

## **LEARNING OBJECTIVES**

1. Demonstrate instrument sharpening techniques. ( A-F)
2. Assess patient oral conditions. ( A-F)
3. Identify priorities for the treatment of patients. ( A-F)
4. Design treatment plans for the individual needs of patients. ( A-F)
5. Design treatment plans to accommodate patients with special needs. (A-F)
6. Describe rationale for and use of antimicrobial agents and demonstrate application of antimicrobial agents. (A-F)
7. Demonstrate the use of hypersensitivity agents. ( A-F)
8. Take alginate impressions and fabricate diagnostic models for the fabrication of whitening trays, mouthguards, and nightguards. (A-F)
9. Discuss the types of whitening products and the procedures used for each one. (A-F)
10. Demonstrate tobacco cessation methods for patients who use tobacco. ( A-F)
11. Assess patient for application of sealants. ( A-F)
12. Apply pit and fissure sealants. ( A-F)
13. Demonstrate communication skills. ( A-F)
14. Demonstrate the use of the air polisher and prophylaxis angle polisher. ( A-F)
15. Demonstrate the use of the ultrasonic scalers- piezo and magneto. ( A-F)
16. Provide oral hygiene instruction to patients. ( A-F)
17. Provide nutritional counseling to patients. ( A-F)
18. Maintain proper instrumentation techniques during assessment and debridement. ( A-F)

19. Remove hard and soft deposits from dentition during debridement and periodontal debridement. (A-F)
20. Use advanced instrumentation to perform periodontal debridement. (A-F)
21. Perform non-surgical periodontal reevaluations on patients diagnosed with periodontal disease. (A-F)
22. Perform tray and fluoride varnish treatments. (A-F)
23. Demonstrate accurate calculus detection skills. (A-F)
24. Expose, process, and mount film radiographs- extraoral and intraoral. (A-F)
25. Expose digital intraoral radiographs. (A-F)
26. Fabricate treatment plans for patients with periodontal disease. (A-F)
27. Demonstrate proper periodontal debridement techniques on patients with periodontal disease while maintaining patient comfort levels. (A-F)
28. Demonstrate set up of anesthesia for patients requiring pain control. (A-F)
29. Demonstrate application of antimicrobial agents such as Arrestin. (A-F)
30. Demonstrate application of Oraqix for patients requiring pain management. (A-F)
31. Perform oral irrigation. (A-F)
32. Identify signs and symptoms of medical emergencies during patient care. (A-F)
33. Provide dental hygiene services to patients that are medically compromised. (A-F)
34. Provide dental hygiene services to patients with special needs. (A-F)
35. Identify normal anatomy on radiographs. (A-F)
36. Identify abnormal conditions on radiographs. (A-F)
37. Identify errors on radiographs. (A-F)
38. Demonstrate continued application of all previously learned clinical skills. (A-F)
39. Demonstrate continued application of all clinical objectives listed in the clinic manual. (A-F)
40. Perform duties as a clinical assistant which models the role of dental assistant in the dental office. (A-F)
41. Perform duties as a receptionist assistant which models the role of receptionist in the dental office. (A-F)
42. Document patient treatment electronically using Eaglesoft dental management software. (A-F)
43. Schedule patient appointments using Eaglesoft dental management software. (A-F)
44. Utilize interpersonal communication skills to schedule patients and discuss patient related matters. (A-F)
45. Collaborate with supervising dentist and other healthcare professionals to process medical consultations and specialty referrals when applicable. (A-F)
46. Take and record vital signs. (A-F)
47. Maintain logs for infection control, radiology, equipment maintenance, and crash cart. (A-F)
48. Demonstrate proper calculus detection skills and patient criteria selection skills in preparation of the CRDTS examination. (A-F)
49. Perform clinic clean up and equipment maintenance duties in the dental hygiene clinic and laboratory areas. (A-F)
50. Demonstrate time management skills. (A-F)
51. Perform dental hygiene services on patients from all age categories- pediatric, adolescent, adult, and geriatric. (A-F)
52. Perform dental hygiene services on patients who present with different classes of periodontal disease- gingivitis, chronic, and aggressive. (A-F)
53. Conduct self-assessment and reflection after each clinic session and record the reflection in the lifelong learning journal. (A-F)
54. Utilize the patient care notebook and Eaglesoft to maintain patient recall list. (A-F)

55. Assess outcomes of clinical interventions. (A-F)
56. Utilize critical thinking skills along with the ethical decision making model to make ethical decisions in clinic. (A-F)
57. Demonstrate professional behaviors in the clinical setting. (A-F)
58. Comply with established infection control procedures as outlined in the clinic manual. (A-F)
59. Comply with established dental hygiene program policies as outlined in the program handbook. (A-F)

## DHYG 2140 Clinic IV

### Spring Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 2 Wednesday 2:00 PM		Introduction to Course Syllabus, Lesson plan, Rules, Regulations Coverage; Completion of Forms, Medical Emergency Drill, Mock CRDTS, and CRDTS		
January 3 Thursday AM PM <b>First Day of Clinic!</b>		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for CRDTS Primary Patient</b>	CC 1-2 GC a-c
January 8 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 10 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 15 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 17 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 22 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 24 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 29 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
January 31 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
February 5 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
February 7 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 12 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for Mock CRDTS to be completed/passed</b>	CC 1-2 GC a-c
February 14 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
February 19 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
February 21 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for CRDTS back up patient to be secured</b>	CC 1-2 GC a-c
February 26 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
February 28 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
March 5 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
March 7 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
March 12 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
<b>March 13 Wednesday AM PM</b>		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
March 19 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
March 26 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for Instrumentation Maintenance Proficiency</b>	CC 1-2 GC a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 28 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
April 9 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for Dental Materials Skill Evaluations</b>	CC 1-2 GC a-c
April 11 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for Nutritional Counseling to be completed</b>	CC 1-2 GC a-c
April 16 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
April 18 Thursday AM PM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements <b>Deadline for Tobacco Cessation to be completed</b>	CC 1-2 GC a-c
April 23 Tuesday AM		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
April 25 Thursday AM PM Last Day of Clinic!		Dental Hygiene Clinic with Patients	See Spring Semester Requirements	CC 1-2 GC a-c
April 29 Monday 8-5 and April 30 Tuesday 8-5		Basic Life Support Renewal, Georgia Board of Dentistry Licensure Paperwork, Complete Eaglesoft, Reconcile Recall List, and Prepare for Grade out		

#### MAJOR COURSE COMPETENCIES (CC)

1. Applied Techniques
2. Time Management

#### GENERAL EDUCATION CORE COMPETENCIES (GC)

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.

c. The ability to read, analyze, and interpret information.

**Please note- Lesson plan and syllabus are subject to change at discretion of instructor.**

**PROFESSIONAL DEVELOPMENT INFRACTIONS**

I, \_\_\_\_\_, have read and understand the *Professional Development Infractions of the Dental Hygiene Program*. I understand that if I commit any of these infractions, I am subject to a penalty of a one (1) point deduction from my final grade in this course.

**STUDENT SIGNATURE:****DATE:****ADJUSTMENTS TO CLINICAL SCHEDULE**

I, \_\_\_\_\_, understand that I will not be given additional time at the end of clinic to complete competencies. The only exception to this is the following situation- The clinic schedule has to be adjusted due to unexpected circumstances such as the dentist is out or clinic is adjusted due to inclement weather. At the discretion of the program director, he/she may allow additional time to complete the competencies if he/she believes the schedule adjustment interfered with the success of the student.

**STUDENT SIGNATURE:****DATE:****MOCK CRDTS BOARD EXAMINATION**

Each student must achieve 85% on this examination in order to graduate and take the CRDTS exam. Each student will have three attempts to achieve this competency level.

I have read the information above and understand the criteria established for the mock board examination. I understand that the above stated competency level of 85% must be achieved prior to the program director approving for me to take the CRDTS exam. Failure to achieve the 85% competency level within the three attempts will result in the following: Student will receive a "WF" in DHYG 2140. Program Director will not approve for student to take CRDTS exam and student will not be able to graduate. No student will be given more than three attempts to pass the mock CRDTS exam.

**STUDENT SIGNATURE:****DATE:**