

**COMMUNITY COLLEGE OF  
PHILADELPHIA**

**DENTAL HYGIENE PROGRAM**

**STUDENT HANDBOOK  
2016-2018**

**(Please read and sign pgs 26, 27, 30, 32, hand in with all other  
DH documents)**

## **Accreditation**

The first dental hygiene accreditation standards were developed by three groups: the American Dental Hygienists' Association, the National Association of Dental Examiners and the American Dental Association's Council on Dental Education. The standards were submitted to and approved by the American Dental Association House of Delegates in 1947, five years prior to the launching of the dental hygiene accreditation program in 1952. The first list of accredited dental hygiene programs was published in 1953, with 21 programs. Since then the standards for accreditation have been revised five times.

The Dental Hygiene Program at the Community College of Philadelphia is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education.

The Commission on Dental Accreditation will review complaints related to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of the dental and dental-related education programs but does not intervene on the behalf of individuals or act as a court of appeals for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago, IL. 60611-2678 or by calling 1.800.621.8099 extension 4653.

## **Resources**

Dr. Mary Anne Celenza, Dean of the Mathematics, Science and Health Careers.  
Office - W2-7-G Phone 751-8430 or email [mcelenza@ccp.edu](mailto:mcelenza@ccp.edu)

Deborah Rossi, Department Head, Math, Science and Health Careers  
Office – W2-5 A Phone 751-8947 or email [drossi@ccp.edu](mailto:drossi@ccp.edu)

Theresa Grady is Program Director of the Dental Hygiene Program (DH).  
Office - W2-5F Phone 751-8927 or e-mail [tgrady@ccp.edu](mailto:tgrady@ccp.edu)

Charlene Truex - First Year Clinic and Curriculum Manager  
Office – W1-19 Phone 751-8509 or e-mail [Ctruex@ccp.edu](mailto:Ctruex@ccp.edu)

Regina Wertheimer - Second Year Clinic and Curriculum Manager  
Office - W1-20 Phone 751-8508 or e-mail [rwertheimer@ccp.edu](mailto:rwertheimer@ccp.edu)

DH Department FAX 215-751-8937

Counseling for Dental Hygiene students is available through the Counseling Center  
BG-7, Phone 751-8169. Questions related to topics including: transfer, family problems, financial aid  
and anxiety should be discussed with a counselor.

Academic Advising within the DH Program is provided by the Program Director and the Full Time DH  
Faculty.

Dental Hygiene clinic and laboratories are located in W1-24 and W1-23B. A faculty member must be  
present for a student to enter the Clinic area (W1-24). A supervising dentist must be present for any  
patient to enter the Clinic. No food or drinks are permitted in the clinic area. Students are permitted in  
the front lab (W1-23B) for practice and study without a faculty member present.

The Community College of Philadelphia Catalog provides information on the College, the Dental  
Hygiene Program and other departments at the College. It is suggested that all students obtain a copy of  
the Catalog. Catalogs are available at the Admissions Office (BG-5).

The Community College of Philadelphia Student Handbook provides information on student services  
and the rules and regulations of the College. The Handbook is available from the Office of Student  
Affairs (M2-37), or the Office of Student Activities (S1-10).

## **Policies and Procedures**

### **Communications**

Notices will be posted on bulletin boards and in the student locker room (W1-24B). A bulletin board for student use is located in the Front Lab (W1-23B). Notes to individual students will be left in the student's mail box located outside of the locker room (W1-24B). Messages for DH faculty may be left in faculty mail boxes located in W1-23A, the voice mail on their individual faculty telephone numbers or their faculty e-mail.

The phone located in W1-24 is for calling clinical patients only. **This phone number should not be given to patients.** Personal calls can be made from public telephones located in Community College of Philadelphia lobbies.

### **Student Employment**

Many students find it difficult to maintain outside employment while enrolled in the DH Program. Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any curriculum requirements.

### **Health Requirements**

The following health screening measures are required for all DH students. Please refer to these requirements when completing health forms. Admissions and continuation in the DH Program is conditional until health requirements are met.

#### **COMPLETION OF PHYSICAL EXAMINATION WITH RESULTS ON ATTACHED FORM.**

#### **LABORATORY STUDIES WITH RESULTS ON HEALTH SCREENING FORM.**

- Health Forms should be dated no earlier than 120 days.
- PPD blood test is positive, a chest x-ray and record of any treatment is required. Submit a copy of x-ray results if performed.

## **IMMUNIZATIONS**

- Varicella-documentation of disease, provide date. Titer or immunization can be submitted.
- Hepatitis B. vaccination series is required. Minimum documentation of vaccine 1 and 2 is required for entrance into first clinical course.
- Measles (Rubeola), Mumps and Rubella-immunization or re-immunization within past 5 years. Provide date of most recent immunization. **Titers to prove immunity can be submitted.**
- Tetanus/Diphtheria immunization is required every 5 years. Documentation of date of immunization is required.
- Polio-documentation of childhood immunization, provide date. Titer to show immunity can be submitted.
- a Flu shot is also high recommended.

## **DENTAL EXAMINATION**

Dental Examination Form must be completed and returned with health form.

## **CONSENT**

Consent to release student Health Form must be signed and attached. Pregnancy Release Form must be signed and attached (for both male and female students).

## **HEALTH INSURANCE**

Submit a copy of Health Insurance Information.

### **Health Insurance**

All students should have health insurance coverage. The College is not liable for any student injury. The College offers a basic health insurance plan through the Women's Center, S3-09, and their phone number is 215-751-8828 (see form the end of the handbook for more information regarding health insurance.)

### **Liability/Malpractice Insurance**

Students are covered by the liability/malpractice insurance provided by the College during their clinical education. The coverage does not extend through the dental hygiene graduates clinical board examinations. As candidates for a clinical board examination, graduates must obtain individual insurance coverage.

### **Criminal Record Check and Child Abuse Clearance**

The program follows current guidelines established by the Commission on Dental Accreditation regarding child abuse/criminal history clearance for Dental Hygiene students. Students must obtain criminal record check and child abuse clearance prior to admission to the Dental Hygiene program. Any change or potential change in clearance status must be reported to the Program Director of the Dental Hygiene Program.

### **Pregnancy**

Students who become pregnant while in the Dental Hygiene Program must submit appropriate documentation from their obstetrician to the Program Director. Since students may be exposed to radiation during the clinical practice of dental radiography, it may become necessary for the student to withdraw from the program. Each case will be reviewed by the Advisory Board and Department Head prior to the final decision. However upon entering second year a pregnant student will not be permitted to continue due to the Summer class DH 210, Local Anesthesia. This class requires the student to be the operator, patient and assistant and due to the unknown risk factors of receiving anesthetic twice a week the student will withdraw and re-apply the following year.

Neither the College nor the extramural sites can assume responsibility for any harm that might occur to the fetus as a result of exposure to ionizing radiation.

A student who is required to withdraw from the Dental Hygiene Program because of pregnancy can gain readmission to the Program by following the established procedures.

### **Cardiopulmonary Resuscitation (CPR) Certification**

All DH students are required to have current certification in cardiopulmonary resuscitation while in dental hygiene clinical courses. A copy of current CPR certification must be submitted to the Dental Hygiene Curriculum Manager. It is the student's responsibility to obtain CPR certification. Students should keep the original certification document in their possession so they may submit copies for board examinations.

### **Tape Recordings**

Students should request permission from faculty members presenting a lecture if they wish to record the presentation.

### **Inclement Weather**

Courses at the College remain in session unless announced otherwise by radio (KYW, 1060 AM) and/or television media. The school closing number is **238** for day classes and **2238** for evening/weekend classes. The College's main telephone number (751-8000) will also have a tape message indicating if the College is not in session. Dental Hygiene students are responsible for contacting and informing their patients of cancellation of clinical sessions.

### **Attendance/Absences**

Students are encouraged to be present at all classes, preclinics and clinics. Instructors appreciate if students would call in advance to report an absence. The maximum allowable absences are the equivalent of two weeks of classes; once this maximum has been reached the faculty may withdraw the student from the course. It is a student's responsibility to complete course requirements and absences may jeopardize the completion of course requirements.

### **Religious Holidays**

The DH Program adheres to the College policy on religious holidays. Students who will be absent from class, laboratory or clinic sessions due to observance of a religious holiday are required to inform their instructors.

### **Professional Conduct**

Professionalism is a key component to success as a dental health care provider. Dental hygiene students must understand the importance of such intangibles as effective communication, concern for others, ethical conduct, honesty, initiative, empathy, enthusiasm, tact, dedication, cooperation, efficiency and professional sophistication. By developing understanding and adherence to such criteria, students will be able to effectively function as dental health care providers. Students must conduct themselves in a professional manner and maintain the common laws of courtesy.

Professional conduct expected of DH students includes but is not limited to:

Students must show respect for the person and personal property of classmates, faculty, staff and patients.

- Faculty are appropriately referred to by Doctor, Mister, Miss or Misses and surname.

- Patients are appropriately referred to by Mister, Miss or Misses and surname.

- The care of personal property, though ultimately the responsibility of any individual, should be considered important to all. [Student items that are lost/missing are the responsibility of each student. It is prudent that students mark all personal instruments, materials, uniforms, books etc. with a signature.]

Students must communicate appropriately with classmates, faculty, staff and patients.

- Unnecessary talking in class, lab or clinic is distracting to faculty, classmates and patients.

- Loud or boisterous conversation or activity in the classroom, lab or clinic is to be avoided.

- Verbal and/or nonverbal expressions of dissatisfaction should be controlled.
- If a student is dissatisfied with any situation, whether in a classroom, lab or clinic, she/he may request a conference with the respective faculty first and if student is not satisfied with result, they may then request a meeting with the Program Director. (Disputes must be handled away from fellow classmates and patients.)
- Faculty members can also request a conference with any student and may include the Program Director
- Patients' health and personal information is to be maintained as confidential.

The faculty or Program Director may dismiss a student from the DH clinic, classroom or program for any of the above or below reasons.

Students must communicate written and verbal information in a truthful, legible and coherent manner.

- Alteration, falsification or forging of any records or documents is unacceptable and will result in dismissal from program..
- Correct articulation and spelling of dental/clinical terminology must be used.
- Accurate and legible writing is necessary for patient records, clinic forms, material submitted to faculty, etc.

Students must follow instructions and protocol to ensure patient care and a cooperative learning environment.

- Protocol for laboratory, preclinical and clinical courses must be followed throughout the curriculum for the safety and health of all.
- Application of didactic information into the laboratory and clinical setting is integral to the dental health care provider's learning.
- Higher level concepts, increasing sophistication of information and synthesis of didactic and clinical knowledge must be progressively applied by the student.
- Critiquing and evaluation of performance is a key component of laboratory and clinical education. It is the obligation of the faculty to provide expertise and the student's responsibility to pay attention and make the appropriate changes in these settings.

Students must provide safe and appropriate care to all patients.

- Concern for patient welfare must be the primary goal of the student.
- Patient care procedures are based on patient needs. Total patient care within the bounds of the dental hygiene students is mandatory

### **Sanctions for Unprofessional Conduct**

Any incidence of unprofessional conduct will be reported to the Program Director and/or the Dean of Student Life, who will take appropriate disciplinary actions in accordance with the disciplinary procedures outlined in this *DH Handbook*, the *Community College of Philadelphia Student Handbook*, and the *Allied Health Department Clinical Code of Conduct*. If a student is found responsible for the violations, the sanctions include, but are not limited to, dismissal from the DH Program.



## **Professional Appearance**

While attending lecture classes no specific dress code is required. Appropriate attire will be required for specific events when students are representing the College and the DH Program.

All male students are required to be clean shaven.

During DH clinic and preclinic, students **MUST** wear ceil blue scrubs, disposable clinic gowns and black or white leather shoes. The laboratory sessions students will be required to wear a lab coat. Hair must be clean and neatly arranged and secured away from the face and off the collar.

During patient treatment the student must be in full clinic attire as specified in the Dental Hygiene Clinic Manual.

## **Grading**

Interpretation of letter grades for all Dental Hygiene courses are as follows:

100	-	91	=	A
90	-	82	=	B
81	-	75	=	C
74	-	70	=	D
69	-	0	=	F

## **Testing**

The Dental Hygiene Program is a **Competency Based** program (**PLEASE SEE ASSESSMENT OF COMPETENCIES AT THE END OF THIS DOCUMENT**) which follows the recommendations set forth by the ADA. In all DH Program courses a student must reach an established competency level. If this level is not met, the student will receive an “F” grade for the course.

DH students must reach a 75% competency level on all major examinations. A retake will be necessary if a 75% competency level is not achieved. For final grade calculations the initial grade will be used. Only two retakes are permitted per midterm examination and 1 for the final examination (please refer to the individual course syllabus for time lines to retake the examinations) If the student has not met the established competency level an “F” grade will be granted for the course.

Students **MUST** attend scheduled exams. No separate final exam times will be scheduled. Please review the college catalog for the examination schedule. In the event of an unforeseen emergency, such as a death in the immediate family, the student must call the course instructor prior to the test. The faculty voice mail records the date and time of calls.

All test materials remain confidential. Test materials must never leave the testing room and students may not leave the room unless they have completed the test and handed it in for grading.

## **Clinical Courses**

In Dental Hygiene clinical courses DH 191 and 192, the student must complete all pre-clinical competencies by the end of the courses. The student may not continue in the program unless competency levels have been achieved.

In DH 293, 294 and 295 the students must have all coursework (didactic, seminar, clinic and lab) completed by the last day of classes and to the established course and college guidelines.

If the course guidelines are not followed, the student will receive an “F” grade for the DH clinical course and will be dismissed from the Dental Hygiene Program.

## **Academic Dishonesty**

Attendance at the College is a privilege, not a right; and by enrolling in the DH Program, the student assumes an obligation to maintain its standards of academic performance. To uphold academic integrity, the College retains the power to set academic standards and discipline students who engage in conduct of academic dishonesty.

Academic Dishonesty Cheating Behaviors considered unacceptable in the DH Program include but are not limited to:

- examining or copying another students answers during a test, exam or evaluation.
- examining or copying another student's paper or task evaluation.
- bringing notes, etc. to testing session (on a scrap of paper, cuffs, etc.)
- having another person take a test for you.
- asking someone for the answers to a test question or information to answer a test question.
- submitting as completed by oneself written work, drawings, laboratory projects, radiographs etc. done by another person.
- altering, falsifying or forging any documents, records, laboratory or test materials.
- taking or having in your possession without permission, any materials, belonging to or generated from faculty, staff, or students.
- removing test materials from a test room.

Aiding another in committing an act of academic dishonesty includes but is not limited to:

- willfully offering answers or information related to tests, examinations and evaluations.
- doing another student's assignment or project (in or outside of the class, laboratory or clinic).
- taking a test for another person.

Plagiarism includes, but is not limited to:

- copying from another source without quotation marks and appropriate documentation.
- rewording an idea from a source but omitting documentation credit.
- having another write for you or copying another student's work.

## **Sanctions for Academic Dishonesty**

Any incidence of unprofessional conduct will be reported to the Program Director and/or the Dean of Student Life, who will take appropriate disciplinary actions in accordance with the disciplinary procedures outlined in this *Handbook*, the *Community College of Philadelphia Student Handbook* and the *Allied Health Department Clinical Code of Ethics*. If a student is found responsible for the violations, the sanctions include, but are not limited to, dismissal from the DH Program.

## **Withdrawal**

Any student who must withdraw from the DH Program for personal or academic reasons during a semester must:

- meet with the DH Program Director or the Allied Health Department Head to obtain a "Drop" form.
- submit the "Drop" form to Student Records and Registration.
- return all borrowed DH Program materials to the DH Clinic Assistant.

If a student does not follow procedures as stated above or cannot drop the course because of college policy and remains on the course list, a grade of "F" will be granted for the course in question as well as all DH Program courses.

Any student wishing readmission to the DH Program must submit an application to the College Admissions Department and meet the criteria as stated in the Community College of Philadelphia College Catalog. Only one remit is permitted for the Dental Hygiene Program.

## **Student Kits**

The Dental Hygiene students will be responsible for purchasing student kits. If a student does not continue in the Program, the Program is **NOT** responsible for returning the kit or incurring the cost of the kit. **You** may contact the distributor to discuss your options.

## **Dress Code Policy**

### **Uniforms**

While in the clinical or preclinical courses, students must wear the program uniform (scrubs), and disposable gowns. Uniforms must be comfortable, loose fitting and adjust to weight changes. Students must wear program selected attire. Disposable surgical gowns will be worn over uniforms in the clinic and removed before leaving the clinic. Plain white short or long sleeve knit fabric may be worn under the uniform. Turtlenecks are not acceptable and shirts must be tucked into clinic pants.

### **Lab Coat**

Students must wear program-selected buttoned lab coats during all DH course labs.

### **Foot Wear**

Students must wear white or black program regulation shoes with white hose or plain white knee socks. These shoes are for clinic use only; shoes should be wet wiped and Birexed and left in the locker room.

### **Nails**

Students nails must be manicured, free of polish, clean and short enough not to be seen from the palm side.

### **Make-up**

Students may wear a moderate amount of make-up suitable for day-time clinical settings. For example, acceptable are light mascara, blush and lipstick.

### Hair

Extreme hair color is not permitted; colors such as blue, green, pink, orange and purple. Natural hair coloring is required in the dental hygiene clinic.

Students must wear hair off the face and shoulders. Bangs, hair on the side of the head and back must be secured. Plain barrettes, headbands close to the hair color, combs and bobby pins are permitted

Males need to be clean shaven in DH courses which include a lab and or a clinical portion.

## Jewelry

Students are **permitted** to wear:

- a. small band watch but must be covered by latex gloves and gown
- b. **one pair** of small post type earrings that do **not** extend past the ear lobe

Students are **not** permitted to wear:

- a. rings
- b. necklaces
- c. bracelets
- d. pins
- e. jewelry in facial area or tongue piercing

## **Dental Hygiene Program Mission Statement and Graduate Goals**

### Mission Statement

The Dental Hygiene Program provides a low cost, high quality integrated collegiate level academic and professional education to a diverse student population. Graduates will be competent to serve and educate individuals in the community and function as an integral member of the dental team. Graduates will provide ethical, quality patient care, which will be assessed, planned, implemented and evaluated in a safe and service oriented environment. Graduates will be life long learners by reviewing the current research, which will enable them to make informed decisions regarding patient education, quality patient care and service to a multicultural community.

### Program Goals

- 1. The Dental Hygiene Graduates will complete a comprehensive and integrated collegiate level academic and professional education.
- 2. Dental Hygiene Graduates will be competent to serve and educate individuals in the community.
- 3. The Dental Hygiene students will conduct quality patient care, which will be assessed, planned, implemented and evaluated in a safe and service oriented environment.
- 4. Dental Hygiene graduates will function as integral members of the dental health team and be life long learners by reviewing the current research which will enable the graduate to make informed decisions regarding patient education, quality patient care and service to the community.

### Student Learning Outcomes

Upon completion of this program graduates will be able to:

- Qualify for all national and regional examinations required to obtain licensure as a Registered Dental Hygienist (RDH) in the Commonwealth of Pennsylvania.
- Work effectively as a team member and make decisions regarding dental hygiene services that reflect critical thinking and problem solving.
- Demonstrate quality patient care and disease prevention for patients with a variety of oral health needs while using the phases of assessment, planning, implementation and evaluation in a safe and service-oriented environment.
- Review contemporary scientific literature in the dental hygiene field which will enable the graduate to remain mindful of current trends.
- Formulate informed decisions using evidenced-based patient-centered dental hygiene care for all.
- Manage patient treatment and information, ensuring confidentiality and compliance with relevant legislation and ethical responsibilities

***COMPETENCY***

***EVALUATION METHOD / COURSE***

## **I. PROFESSIONALISM**

<b>COMPETENCY</b>	<b>EVALUATION METHOD / COURSE</b>	
<b>1. ETHICS.</b>		
The dental hygienist must respect the rights of patients, colleagues, other health professionals and safeguard their confidence within the constraints of legal, ethical and moral conduct.	Written Examinations	150 Dental Auxillaries 295 Dental Hygiene Clinic V
	Faculty Feedback	135 Dental Radiology 150 Dental Auxillaries 271 Community Dentistry 191, 192, 293, 294, 295 Dental Hygiene Clinic I-V
	Case Documentation and Presentation	294 Dental Hygiene Clinic IV
	Community Activities	271 Community Dentistry
	Task Analysis	135 Dental Radiology 191, 192 Dental Hygiene Clinic I-II
	Clinical Competency	293, 294, 295 Dental Hygiene Clinic III, IV, V



## **I. PROFESSIONALISM**

<b>COMPETENCY</b>	<b>EVALUATION METHOD/COURSE</b>	
<b>2. CRITICAL THINKING AND DECISION MAKING.</b> The dental hygienist must be able to obtain and synthesize information in a scientific manner to safeguard patient care and serve the community.	Written Examination	135 Dental Radiology 165 Nutrition & Biochemistry 121 Histology & Embryology 241 Oral Pathology 245 Dental Pharmacology 247 Periodontics I 271 Community Dentistry
	Table Clinic	192 Dental Hygiene Clinic II
	Case Documentation and Presentation	294 Dental Hygiene Clinic IV
	Literature Review	247 Periodontics I
	Oral Health Program	271 Community Dentistry
	Food Intake Analysis	165 Nutrition & Biochemistry
	Nutrition Counseling	293, 294 Clinical Dental Hygiene III, IV
	Community Projects	271 Community Dentistry

## **I. PROFESSIONALISM**

<b>COMPETENCY</b>	<b>EVALUATION METHOD/COURSE</b>	
<b>3. PROFESSIONAL STANDARDS.</b> The dental hygienist must safeguard the standards of the profession by continually seeking knowledge and skills to function as a competent member of the profession with strong ethical and moral values.	Written Evaluations	115 Oral Head & Neck Anatomy 150 Dental Auxillary Practices 135 Dental Radiology 165 Nutrition & Biochemistry 221 Histology & Embryology 241 Oral Pathology 245 Dental Pharmacology 247 Periodontics I 271 Community Dentistry 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V 210 Local Anesthesia
	Table Clinic	192 Clinical Dental Hygiene II
	Dental Hygiene Seminar	293, 294 Clinical Dental Hygiene III, IV
	S.A.D.H.A. Member	
	Task Analysis	191, 192 Clinical Dental Hygiene I, II
	Clinical Competency	293, 294, 295 Clinical Dental Hygiene III, IV, V
	Written Papers	295 Clinical Dental Hygiene V
	Resume/Cover Letter	295 Clinical Dental Hygiene V

## II. HEALTH PROMOTION AND DISEASE PREVENTION

COMPETENCY	EVALUATION METHOD/COURSE	
4. <b>ORAL HEALTH EDUCATOR.</b> The dental hygienist must be skillful in assessing, planning, implementing and evaluating effective oral health programs that can be utilized on an individual basis, in schools, alternate practice settings in the community.	Written Evaluation	165 Nutrition & Biochemistry 241 Oral Pathology 247 Periodontics I 271 Community Dentistry 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Oral Health Program	271 Community Dentistry
	Food Intake Analysis	165 Nutrition & Biochemistry
	Pathology Computer Program	241 Oral Pathology
	Clinic Competency	293, 294, 295 Clinical Dental Hygiene III, IV, V
	Community Projects Community Activities	271 Community Dentistry
	S.A.D.A.H. Activities	
	Nutritional Counseling	293, 294 Clinical Dental Hygiene II, IV
	Table Clinic	192 Clinical Dental Hygiene II
	Case Documentation and Presentation	294 Clinical Dental Hygiene IV

## II. HEALTH PROMOTION AND DISEASE PREVENTION

COMPETENCY	EVALUATION METHOD/COURSE	
5. <b>COMMUNICATION.</b> The dental hygienist must utilize effective written and verbal communication to educate patients, the community and the profession regarding oral health in a respectful and compassionate manner.	Written Evaluation	135 Dental Radiology 165 Nutrition & Biochemistry 241 Oral Pathology 245 Dental Pharmacology 247 Periodontics I 271 Community Dentistry 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V 210 Local Anesthesia
	Oral Health Program	271 Community Dentistry
	Table Clinic	191 Clinical Dental Hygiene
	Letter Writing Phone Communication	150 Dental Auxillary Practices
	Food Intake Analysis	165 Nutrition & Biochemistry
	Treatment Plans Medication Analysis	191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Literature Critique	247 Periodontics I
	Case Documentation and Presentation	294 Clinical Dental Hygiene V
	Community Activities Community Projects Community Dentistry Paper	271 Community Dentistry

I

## II. HEALTH PROMOTION AND DISEASE PREVENTION

COMPETENCY	EVALUATION METHOD/COURSE	
6. <b>PSYCHOSOCIAL EVALUATOR.</b> The dental hygienist must assess the psychosocial needs of the patient and community and relate findings to plan, implement and evaluate effective oral health programs.	Written Evaluation	165 Nutrition & Biochemistry 241 Oral Pathology 245 Dental Pharmacology 271 Community Dentistry 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V 210 Local Anesthesia
	Table Clinic	192 Clinical Dental Hygiene II
	Food Intake Analysis	165 Nutrition & Biochemistry
	Medication Analysis Oral Health Programs Treatment Plans	191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Nutritional Counseling	293, 294 Clinical Dental Hygiene III, IV
	Case Documentation Presentation	294 Clinical Dental Hygiene IV
	Community Projects Community Dentistry Paper	271 Community Dentistry

### III. PATIENT CARE

COMPETENCY	EVALUATION METHOD/COURSE	
7. <b>ASSESSMENT.</b> The dental hygienist must systematically collect and record appropriate clinical data and analyze the data to formulate a dental hygiene diagnosis.	Written Evaluation	135 Dental Radiology 165 Nutrition & Biochemistry 241 Oral Pathology 245 Dental Pharmacology 247 Periodontics I 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Case Documentation and Evaluation	294 Clinical Dental Hygiene IV
	Dental Hygiene Clinical Manual Demonstrations Task Analysis Clinic Competency	191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Comprehensive Clinic Examination	295 Clinical Dental Hygiene V
	National Board Scores	
	NERB Results	

### III. PATIENT CARE

COMPETENCY	EVALUATION METHOD/COURSE	
8. <b>PLANNING.</b> The dental hygienist must be able to synthesize data related to patient needs and formulate a dental hygiene treatment plan.	Written Evaluation	135 Dental Radiology 165 Nutrition & Biochemistry 241 Oral Pathology 245 Dental Pharmacology 247 Periodontics I 291, 292, 293, 294, 295 Clinical Dental Hygiene I-V
	Clinical Manual Preclinic Exercises Dental Hygiene Treatment Plans Clinical Competency	191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Case Documentation Presentation	294 Clinical Dental Hygiene IV

### III. PATIENT CARE

COMPETENCY	EVALUATION METHOD/ COURSE	
9. <b>IMPLEMENTATION</b> The dental hygienist must implement dental hygiene preventive and therapeutic procedures in safe and competent manner.	Written Evaluation	115 Oral, Head & Neck Anatomy 150 Dental Auxillary Practices 191 Dental Hygiene Clinic I 135 Dental Radiology 165 Nutrition & Biochemistry 227 Head & Neck Anatomy 247 Periodontics I 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V 210 Local Anesthesia
	Demonstrations	150 Dental Auxillary Practices 135 Dental Radiology 191, 192, 293 Clinical Dental Hygiene I, II, III
	Dietary Analysis	165 Nutrition & Biochemistry
	Task Analysis Clinic Competency	135 Dental Radiology 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Tooth Identification Examination	115 Oral, Head & Neck Anatomy
	Comprehensive Clinic Examination	295 Clinical Dental Hygiene V
	National Board Results	
	NERB Results	



### III. PATIENT CARE

COMPETENCY	EVALUATION METHOD/COURSE	
10. <b>EVALUATION.</b> The dental hygienist must evaluate the effectiveness of dental hygiene care.	Written Examination	191 Dental Hygiene Clinic I 165 Nutrition & Biochemistry 241 Oral Pathology 247 Periodontics I 191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Clinical Manual Dental Hygiene Seminar Preclinic Demonstrations Clinic Competency	191, 192, 293, 294, 295 Clinical Dental Hygiene I-V
	Case Documentation and Presentation	294 Clinical Dental Hygiene IV
	Comprehensive Clinic Examination	295 Clinical Dental Hygiene V
	National Board Results	
	NERB Results	

### **Commission on Dental Accreditation**

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeals for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

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

Grady/  
Handbook 2016

### **Student Statement of Understanding**

I, \_\_\_\_\_, having been accepted into  
(Print Your Name)  
the Dental Hygiene Program at the Community College of Philadelphia understand the following:

1. The program requires guided clinical experiences in The Community College of Philadelphia Dental Hygiene Clinic. Health care professionals will be evaluating my performance during the clinical experience. It is my responsibility to be prepared for each task.
2. I will be performing Dental Hygiene skills by integrating the knowledge and competencies taught to me throughout the program in a clinical setting. I must be familiar with the information presented in the curriculum to take full advantage of and to succeed during the educational experiences.
3. My cognitive, psychomotor, affective and clinical skills will be evaluated throughout the clinical experience, with numerous formal evaluations/tasks to be completed. I understand that I must meet designated competency levels by the end of the didactic and / or clinical experience in order to continue in the Dental Hygiene Program.
4. I will be under the direct supervision of a clinical instructor.
5. I must report to the clinical facility on all scheduled dates on time, with the necessary equipment, as defined in the DH Handbook and Course Syllabus.
6. I must adhere to the established dress code outlined in the DH Handbook.
7. I will be working directly with patients and health care professionals and must conduct myself in a professional manner at all times.
8. I will be part of a group learning experience where my performance will be observed by several individuals.
9. I will be expected to apply classroom concepts to problem-solving situations in the clinical environment.
10. I will have to explain procedures and/or equipment to patients in terminology that is understandable to them.
11. I will be sensitive to and respectful of the patients' safety and privacy.
12. Due to the nature of the Dental Hygiene duties, performing procedures in a timely and confident manner is essential. When an emergency situation develops and/or pressure situations occur, I am expected to respond in a calm, professional and efficient manner.

13. I will expect to receive feedback by the clinical instructor (s) throughout this clinical experience working with patients. When this information is provided to me, I will accept the feedback in a positive manner and demonstrate that I have benefited from it.
14. It is understood that I will be a student within the Dental Hygiene Clinic, with in the College, and will conduct myself accordingly. All required and published policies; standards; and procedures of these agencies will be followed.
15. I have read and agreed to adhere to the College's policies, rules and regulations related to the Dental Hygiene Program.
16. I understand information regarding a patient or former patient is confidential and is to be used only for clinical purposes within an educational setting.
17. I understand any action on my part inconsistent with the above stated understandings may warrant suspension of my educational experience and training. I understand that if I am removed from clinic and or the classroom as a result of my behavior/attitude, I may then be removed from the Dental Hygiene Program.
18. It is understood that I am liable for my own medical and hospitalization insurance and that I am required to carry this insurance.

I have read, understand each statement, and I agree to abide by the above.

---

Student's Signature

---

Date

**Please detach this page after signing and return it to the Program Director at the DH orientation.**

## **Performance Standards for Health Care Career Programs**

The Community College of Philadelphia's Department of Allied Health has adopted the following Core Performance Standards for all applicants to the Allied Health Programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, he/she is responsible to acknowledge his/her inability to perform the required tasks. If while in the program, a student fails to meet the Core Performance Standards, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

<b><u>Capability</u></b>	<b><u>Standard</u></b>	<b><u>Examples of Activities</u> (Not All Inclusive)</b>
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately and efficiently in routine and stressful situations.	<ul style="list-style-type: none"> <li>- Identify changes in patient/client health status</li> <li>- Handle multiple priorities in stressful situations and remain calm.</li> </ul>
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	<ul style="list-style-type: none"> <li>- Identify cause-effect relationships in clinical situations</li> <li>- Develop plans of care</li> <li>- Respond competently within scope of practice</li> <li>- Interpret patient condition and apply appropriate intervention</li> </ul>
Interpersonal	Interpersonal abilities sufficient to interact appropriately with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> <li>- Establish rapport with patients/clients and colleagues.</li> <li>- Demonstrate high degree of patience.</li> <li>- Manage a variety of patient/client expressions (anger, fear, hostility) in a calm and professional manner.</li> <li>- React appropriately to constructive criticism</li> </ul>
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	<ul style="list-style-type: none"> <li>- Read, understand, write and speak English competently.</li> <li>- Explain treatment procedures.</li> <li>- Initiate health teaching.</li> <li>- Document patient/client responses.</li> <li>- Validate responses/messages with others.</li> <li>- Obtain medical history accurately and document clearly.</li> <li>- Ability to read (decode), write, and understand on demand.</li> </ul>
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting,	<ul style="list-style-type: none"> <li>- The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available.</li> </ul>

	and/or transferring a patient/client.	- Ability to ambulate without assistive devices in confined areas.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care and documentation.	<ul style="list-style-type: none"> <li>- Position patients/clients</li> <li>- Reach, manipulate, and operate equipment, instruments, and supplies.</li> <li>- Document information electronically/keyboarding</li> <li>- Lift 25 pounds, carry, push and pull using proper body mechanics</li> <li>- Perform CPR</li> </ul>
Hearing	Auditory ability sufficient to monitor and assess, or document health needs/information	<ul style="list-style-type: none"> <li>- Hear monitor alarms, emergency signals, auscultatory sounds, cries for help.</li> <li>- Hear telephone interactions/dictation</li> <li>- Ability to hear dictation being given from multiple directions and when face masks are being used.</li> </ul>
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.	<ul style="list-style-type: none"> <li>- Observe patient/client responses.</li> <li>- Discriminate color changes.</li> <li>- Accurately read measurement on patient/client related equipment.</li> <li>- Visual dexterity with eye/hand coordination</li> </ul>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	<ul style="list-style-type: none"> <li>- Performs palpation.</li> <li>- Performs functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a needle safely and competently</li> </ul>
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"> <li>- Move quickly and/or continuously.</li> <li>- Tolerate long periods of standing and/or sitting.</li> <li>- Perform tasks accurately under time</li> <li>-</li> <li>-</li> <li>-</li> <li>- constraints.</li> </ul>
Environmental	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> <li>- Adapt to rotating shifts.</li> <li>- Work with chemicals and detergents.</li> <li>- Tolerate exposure to fumes and odors.</li> <li>- Work in areas that are close and crowded.</li> <li>- Work in areas of potential physical violence.</li> </ul>

- Perform with minimal supervision
- React quickly to emergency situations and control emotions.

I have read each of the required Core Performance Standards/Essential Functions. I am able to perform all essential functions without any accommodations.

**Name:**

\_\_\_\_\_

Print

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

\_\_\_\_\_

Signature

Grady/handbook performance standards allied health programs

**Allied Health Department**

### ***Clinical Code of Conduct***

As a student in an allied health program, appropriate behavior and attitudes are expected while in the classroom, at the College, and in the clinical facilities. Clinical misconduct that endangers patient safety will not be tolerated and may result in immediate dismissal from the course and program. The student must not threaten the physical and/or psychological well-being of a patient, a patient's family, an employee, faculty, or other student by his/her performance in the clinical area. If this occurs, the student may fail the course in which the student is currently enrolled or be removed from the program.

Students are held accountable for any real or potential threat to a patient, an employee, faculty or a student. A behavior or consistent behaviors that result in a threat to the patient's, employee's faculty's or student's physical and/or psychological behavior is termed "at risk" behavior. Examples of "at risk" behavior(s) include but are not limited to:

1. Violating principles learned in previous semesters. (e.g., a breach in aseptic technique)
2. Using or displaying inappropriate verbal or non-verbal behavior in the presence of the patient, the patient's family, an employee, or faculty.
3. Violating HIPAA regulations regarding patient confidentiality and protected health information
4. Administering the wrong medication or wrong dosage.
5. Demonstrating lack of progress in performing required skills.
6. Criticizing patients, faculty, and/or staff.
7. Exceeding the absenteeism and/or punctuality policy established for clinical experience.
8. Communicating negative value judgments to patients and employees.
9. Demonstrating incompetence/lack of preparation for the clinical assignment.
10. Practicing outside the legal and ethical framework of the profession.
11. Performing procedures prior to faculty/clinical staff approval.
12. Violating professional standard of practice. (e.g., integrity, respect)
13. Fabricating patient information in a patient's medical record including forging signatures.
14. Stealing medication for personal use or for the benefit of others.
15. Violating the sexual harassment policy as defined in the College's Student Handbook with an employee of the clinical facility, College faculty and/or students.



One “at-risk” behavior may warrant immediate dismissal from the program if the behavior poses a serious threat to the physical and/or psychological well-being of patients, employees, faculty and students.

### Procedure

1. “At-risk” behavior(s) will be documented on the appropriate form. The form must be completed to include all pertinent data stated clearly and the “at-risk” behavior(s) specifically identified.
2. If the faculty member or clinical coordinator is in doubt or if there are extenuating circumstances involved, the faculty member will meet with the clinical site supervisor and one additional faculty member to make a decision regarding the “at-risk” behavior.
3. A student and faculty conference will be held after the “at-risk” behavior has been documented to review the behavior, make recommendations, and obtain the student’s comments and signature.
4. A copy of the form will be given to the student, faculty member, clinical coordinator, clinical site supervisor and curriculum coordinator.
5. When a second “at-risk” behavior has been documented, the following procedures will be instituted:
  - a. The student will be counseled by the clinical coordinator, a faculty member and/or the curriculum coordinator regarding termination or removal from the currently enrolled course or program.
  - b. The student may withdraw by the designated withdrawal date from the course and receive a “W” for the course.
  - c. If the student is removed from the course and/or program by the curriculum coordinator, the student may appeal this decision to the department head and dean.

**Note:** Program director and curriculum coordinator are synonymous terms that can be used interchangeably in this document.

I have read each of the Clinical Code of Conduct and understand the appropriate behavior and attitudes that are expected while in the Dental Hygiene Program.

**Name:** \_\_\_\_\_  
Print

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

\_\_\_\_\_  
Signature

**Community College of Philadelphia  
Clinical Code of Conduct Report Form  
Department of Allied Health**

Name of Program: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Student's Name: \_\_\_\_\_

Student Identification  
Number: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Phone #: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Clinical Site Address: \_\_\_\_\_

Clinical Site Phone #: \_\_\_\_\_

Witness(es)

Name	Identification Number	Phone Number
------	-----------------------	--------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Incident (Please be specific and factual. Who, what, when, where, and why.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_

Clinical Coordinator's Signature: \_\_\_\_\_

Clinical Site Supervisor's  
Signature: \_\_\_\_\_

Grady/clinical code  
Handbook

## Guidelines for Purchasing Health Insurance

All students enrolled in the Nursing, Dental Hygiene, Respiratory Care, Diagnostic Medical Imaging, Clinical Lab Technician, Phlebotomy and Medical Assisting Programs are required to have health insurance for the duration of the Program. If you do not have a health insurance plan, it can be confusing and difficult to choose a plan. The following information should be helpful:

1. Health insurance is one of those things that "you get what you pay for". It is possible to purchase a plan that costs about \$100 a month but it will most likely have a high deductible and most likely will not pay to have your required health form completed and will not cover the cost of healthcare needed when you are sick or injured until you pay out of pocket that amount.
2. First ask your parents if you can be covered on their plan. A recent Federal Law says that parents can keep a child on their plan until age 26 even if they are not a full time college student. This would be a low cost option for you.
3. If being on a parent's policy is not an option, two good web sites to look at are ***ibx.com*** for Independence Blue Cross and ***aetna.com*** for Aetna. They are two large companies that sell health insurance in this area.
  - You will be asked to enter your zip code, date of birth and whether you are a male or female to help you choose a policy and to give you pricing information.
  - Look for a plan that says PPO or HMO and has co-pays for doctor's office visits - usually one amount for a primary care doctor and another for a specialist such as a dermatologist or cardiologist. You do not want a plan with a high deductible such as \$5000 or \$10,000. These plans will not pay for care until you document with receipts that you have paid this much money for healthcare. Choosing a \$30 co pay will have a lower monthly payment than a plan with a \$10 co pay.

4. Adult Basic Insurance - this is a Pennsylvania state plan for low income individuals. You may qualify for one of these plans if you have a low income. There may be a waiting list for this plan. Call 1-866-282-2702 for more information. The process for applying and receiving this insurance will take several weeks or even months so start well before the semester begins.

## Glossary

Co pay - the amount that you pay to see a doctor for an appointment. It may be anywhere from \$10 - \$30 for a primary care doctor and \$20 - \$50 for a specialist. The insurance pays the additional amount billed by the doctor at an agreed upon rate. You can lower your monthly payment by increasing your co-pay for office visits. There may or may not be co-pays for lab tests or x-rays or even for each day you are in the hospital. For example, a visit to an orthopedic doctor may cost you \$30 but the doctor's fee may be \$250 or an MRI may cost you \$20 and the fee may be \$1500.

Deductable - an amount that you must spend on healthcare before your insurance will pay for care. For example, if you have a plan with a \$5000 deductible, the plan will not pay for healthcare until you have spent \$5000 on healthcare and can document this with receipts before the plan begins to pay for your healthcare. Increasing a deductible will bring down your monthly payment, but it will not pay for completion of your health form or routine care. This type of insurance would most likely only be used if you need surgery or hospitalization. You may be able to see a primary doctor for the co-pay and not have to meet the deductible - be sure to ask about this

before purchasing this type of insurance.

In-Network - Doctors, hospitals, OP Imaging centers and lab collection centers can be part of the plan - in-network - and will cost you less in co-pays.

Out of Network - Co-pays for those not on the approved list will be higher. Choosing facilities and providers in-network will cost you less out of pocket. For example, your plan may say that if you have blood collected at Lab Corp, you have no co-pay, but if you go to a hospital, or other private lab or drawn in your doctor's office, the plan may pay only part of the bill.

## **DENTAL HYGIENE PROGRAM**

### Handbook and Clinical Code Acknowledgement and Consent

I have read the Community College of Philadelphia, Dental Hygiene Program Student Handbook and fully understand the policies and procedures stated. The policies and procedures therein apply to me as a Dental Hygiene student while I am taking classes and in my laboratory and clinical education settings. I further understand that these policies and procedures are subject to modification by the College and Department faculty. My signature below affirms that I have read the complete Handbook and agree to abide by the policies and procedures while I am a Dental Hygiene student.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please detach this page after signing and return it to the Program Director at the DH orientation.**

**Community College of Philadelphia**

## Dental Hygiene Program

### Pregnancy Release Form and Documentation of Pregnancy

**I. Pregnancy Release form:** To be completed by both female and male students annually.

A pregnant student in the nursing program is required to make her condition known to the head of the nursing program and her clinical instructor and to submit appropriate documentation from her attending physician or health care provider. As a result of learning activities, students may be exposed to risk factors such as but not limited to communicable diseases, strenuous activity, toxic substances and radiation. Neither Community College of Philadelphia nor its affiliating clinical agencies assume responsibility to any harm that might occur to a fetus or a pregnant student.

My signature below indicates that I have read and I understand the Pregnancy Release Form.

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

Date: \_\_\_\_\_ J# \_\_\_\_\_

**This release must be signed by both female and male students**

**II. Documentation of Pregnancy:** To be completed at the time when a female student learns that she is pregnant.

\_\_\_\_\_ is \_\_\_\_\_ months pregnant and currently under my care. She may continue to participate in the laboratory and clinical experience to meet the objectives of the Nursing courses.\*

Date \_\_\_\_\_

**Signature** \_\_\_\_\_

---

---

**Print Name and Title**

**Address** \_\_\_\_\_

City , State Zip Code \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**\*The student can provide a copy of the course objectives.**

