



**Division of Health Sciences
Dental Hygiene Department**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/dental-hygiene/>

**DHYG 1260: Clinical-Dental Hygiene/Hygienist | Clinical |
#15369-Guerrero, #15367-Jenkins, Reyes #15368- Nguyen,
Galvan (Substitute Instructors) Medrano and Giles**

Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)

In-Person | Coleman | Room 562

Tues. 8 a.m.-5:00 p.m., Thurs. 1:00 p.m. – 5:00 p.m.

2 Credit Hours | 12 Clinical Hours | 192 hours per semester

Intermediate Level Course

Instructor Contact Information

Lead Instructor: Hilda Guerrero
HCC Email: hilda.guerrero@hccs.edu
Office: Coleman, Room 516

Office Phone: 713-718-7493
Office Location: Coleman
Office Hours: Mon. 8am-5pm, Wed.
1pm-3pm, Fri. 8am-5pm

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Instructor's Preferred Method of Contact

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

Prerequisites

Completion of first semester dental hygiene curriculum with 75% or higher in all dental hygiene courses.

Canvas Learning Management System

This section of DHYG 1260 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement requirements, competencies, and other course work. Forms, presentations, handouts, videos, grading rubrics, grades for work submitted, etc. will be posted in Canvas.

Total grade reflected in Canvas is not the official course grade. The official course grade is maintained by the Clinical Coordinator on a separate grade sheet.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

Instructional Materials

Textbook Information



The textbooks listed below are **required** for this course.

Lippincott, Williams & Wilkins, *Clinical Practice of the Dental Hygienist*, Philadelphia, Current Edition

Nield-Gehrig, Jill S., *Fundamentals of Periodontal Instrumentation*, Philadelphia, Current Edition

Drug Information Handbook for Dentistry, Lexi-Corp, Current Edition

Nield-Gehrig, Jill S., *Patient Assessment Tutorials*, Philadelphia: Lippincott, Williams & Wilkins, Current Edition

Prajer, Grosso, *DH Notes: Dental Hygienist Chairside Pocket Guide*, 2nd Edition
Dental Hygiene Student Handbook

All textbooks can be found at the [HCC Bookstore](#).

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Students must complete a Request for Tutoring form for any individual faculty instruction outside of normal clinic hours.

See the program handbook for more information related to tutoring for the Dental Hygiene Program.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Dental Hygiene Open Lab

Fridays from 8 a.m. – 12 p.m. are assigned open lab days to allow students additional practice time on manikins. Students will sign in and sign out any time they are using the clinic for additional practice time.

Course Description (WECM)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This supervised clinical course provides students with the opportunity to implement clinical procedures to include patient assessments, planning, implementation and evaluation. Additional focus includes instrumentation, fluoride therapy, radiographs, and expanded functions.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/dental-hygiene/>

Course Student Learning Outcomes (CSLOs)

Upon completion of DHYG 1260, the student will be able to:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
3. Provide accurate, consistent and complete documentation for assessment, diagnosis, planning, implementation and evaluation of dental hygiene services.

Learning Objectives

The student will be able to:

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.

- 1.1 Provide an environment conducive to health by using accepted infection control procedures prior to patient arrival, during appointment, and after patient dismissal.
- 1.2 Acknowledge cultural differences in populations when planning treatment.
- 1.3 Communicate the plan for dental hygiene services to the dentist and health team member to determine its congruence with the overall plan for oral health.
- 1.4 Use the selection criteria guideline to explain the need for prescribed radiographs.
- 1.5 Demonstrate correct technique for acquiring a Full Mouth Series, panoramic, and bitewing radiographs.

Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

- 2.1 Comply with state and federal laws governing the practice of dental hygiene.
- 2.2 Understand the importance of a professional code of ethics and the legal responsibilities that dental hygienist engage in on a daily basis.
- 2.3 Apply ethical reasoning to dental hygiene and practice with professional integrity.
- 2.4 Demonstrate and perform professionalism at all times.
- 2.5 Demonstrate verbal education to patient using appropriate communication skills and educational strategies to promote optimal health.
- 2.6 Prepare, observe, and dismiss the patient in a timely manner to manage time and professionalism.

Provide accurate, consistent and complete documentation for assessment,

diagnosis, planning, implementation and evaluation of dental hygiene services.

- 3.1 Determine medical conditions that require special precautions or considerations prior to or during dental hygiene treatment.
- 3.2 Perform an extraoral and intraoral examination of the patient including assessment of the radiographic examination and distinguish normal from abnormal.
- 3.3 List details of current and future documentation of patient's history with dental charting.
- 3.4 Manage the patient at risk for a medical emergency, and be prepared to handle the emergency should it occur during an appointment.
- 3.5 Recognize predisposing, etiologic risk factors, and lifestyle choices that may require intervention to prevent disease.
- 3.6 Analyze and interpret the assessment data to formulate a dental hygiene diagnosis related to and congruent with the diagnosis of the dentist and other health professionals.
- 3.7 Determine the need for referral to the appropriate health professional.
- 3.8 Determine priorities and establish oral health goals with the patient and/or guardian as an active participant.
- 3.9 Establish a planned sequence of education and clinical services based on the dental hygiene diagnosis.
- 3.10 Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.
- 3.11 Select and administer the appropriate preventive techniques and/or antimicrobial (chemotherapeutic) agents and provide pre- and post-treatment instructions.
- 3.12 Apply basic principles of instrumentation and knowledge of instruments to remove supra- and/or subgingival calculus/plaque on all surfaces of the tooth without causing undue trauma.
- 3.13 Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.
- 3.14 Determine the patient's satisfaction with the dental hygiene care received and the oral health status achieved.
- 3.15 Compare actual outcomes when the expected outcomes are not achieved and modify therapy as necessary.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in clinic studying forms/handouts and practicing clinical skills. Successful completion of this course requires a combination of the following:

- Reviewing and understanding all clinic forms
- Reading assigned textbooks and clinic manual
- Attending clinic
- Completing assignments
- Practicing skills during Open Lab days and at home

There is no short cut for success in this course; it requires reading (and probably re-reading), practicing skills and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of requirements, competencies or assignments
- Inform students of policies such as attendance, withdrawal and tardiness
- Provide the course outline and due dates
- Arrange to meet with individual students before and after class as needed

As a student, it is your responsibility to:

- Attend class
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook and all clinic documentation
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Requirements, Competencies and Other Course Work

Requirements and Competencies

Requirements and competencies are considered a test in the clinical setting and will take place throughout the semester. Students are not allowed to perform requirements or competencies on other dental hygiene students.

Students are expected to know the criteria for individual requirements and competencies. If there is confusion, the student may ask their assigned pod instructor for clarification. If there is still confusion, the student may consult the Clinical Coordinator for final clarification. Students may not ask a different pod instructor in an attempt to receive a different answer. If this occurs, the student will receive a critical error in Taleval and point deductions on professionalism.

Students are responsible for printing their own grading forms and bringing them to clinic. Students are required to turn in all forms to the Clinical Coordinator at the end

of each clinic session. It is the student's responsibility to assure that the designated pod instructor/doctor signs all forms (requirement, competency, process of care, referral, etc.) by the end of each clinic session. Failure to follow instructions will result in point deductions in Taleval and on professionalism.

Students are required to inform their pod instructor what requirement and/or competency will be attempted prior to starting the requirement/competency. The requirement/competency form must be properly filled out prior to calling the instructor. No mark-outs or corrections are acceptable on a requirement/competency form. If a mistake of any kind is made, a new form must be filled out. In addition, forms must be legible. The instructor will review the form with the student prior to beginning the requirement/competency.

It is ultimately the student's decision whether to attempt a requirement/competency on a patient. The instructor will determine if the student is ready to undertake a requirement/competency and provide any instructions specific to that requirement/competency. The instructor is responsible for determining if a patient meets the criteria for a specific requirement/competency.

No talking or communication will be allowed between students once testing has begun. Any communication between students during a requirement/competency (test) will be interpreted as cheating and the student will receive a '0' on that requirement/competency and will proceed to the next attempt if applicable. However, regardless of the calculated grade earned in a competency, the highest total or cumulative grade the student can receive will be a 75%. The student must still pass the competency by the third attempt with a minimum grade of 75%. Additional attempts on requirements are not allowed.

No authorized materials may be visible in an operatory during a requirement/competency. Any student observed looking at, using, referring to any unauthorized material will receive a '0' on that requirement/competency and will proceed to the next attempt if applicable. However, regardless of the calculated grade earned in a competency, the highest total or cumulative grade the student can receive will be a 75%. The student must still pass the competency by the third attempt with a minimum grade of 75%. Additional attempts on requirements are not allowed.

Students will utilize the color-coded flags to request assistance. The colors are assigned as follows: red- emergency, blue-doctor, orange-instructor, green-sterilization, yellow-competency, gray-grading.

Students must utilize the yellow flag once testing starts. No student other than the student performing the requirement/competency is allowed in the operatory. If a student requires assistance of any kind during a requirement/competency, the orange flag must also be utilized to inform the instructor assistance is needed. A student on sterilization rotation may inform a faculty member that assistance is needed if necessary, but may not speak with the student.

Requirements/competencies will not start unless the student has the full allotted time available for the requirement/competency, adequate grading time is available, and the patient will be released at the required dismissal time. All requirements/competencies will end at 10:45 a.m. for the morning session and 3:45 p.m. for the afternoon session. This assures adequate grading time prior to patient release. The only exception for exceeding patient release time will be to administer additional local anesthesia, the patient cannot return on another day, or equipment failure. Any failure on the part of the student to set up the operatory or equipment properly will not be considered equipment failure/malfunction. No additional time or time adjustment will be made for student error.

Students are not allowed to bypass any steps in the process of care protocol in order to fulfill a requirement/competency.

Once a requirement/competency has begun the student is not allowed to stop unless specifically instructed to do so by the supervising dentist. If the requirement/competency is terminated by the student for any reason other than previously stated, the student will receive a '0' for that attempt and will continue to the next attempt if applicable.

Once a requirement/competency has begun, the attempt will be counted for grading whether the student completed the requirement/competency or not. Students will not be allowed to disregard any attempt on a requirement/competency.

The student is required to set the timer to the appropriate time prior to starting a requirement/competency. However, an instructor will start/stop the timer for any timed requirement/competency. Failure to follow directions will result in a '0' for the requirement/competency and the student will continue on to the next attempt if applicable. The timer must be placed at the 12 o'clock position on the unit at all times during a timed requirement/competency.

All instruments must be on the bracket with students' hands away from the patient once the timer goes off. Failure to do so will be interpreted as cheating and the student will receive a '0' on that attempt and will proceed to the next attempt if applicable. However, regardless of the calculated grade earned, the highest cumulative grade the student can receive on a competency will be a 75%. The student must still pass the competency by the third attempt with a minimum grade of 75%. Additional attempts on requirements are not allowed.

A competency cannot be attempted if the corresponding requirement has not been completed. See individual competencies for specific instructions.

If two (2) competencies are required for the same skill, a student may not attempt the second competency until the Clinical Coordinator has returned the first attempt grade and the student has received a minimum of 75% on the first competency. If a

minimum grade of 75% was not earned, the student must repeat the competency at the next attempt level if applicable.

Discussions regarding requirements/competencies between faculty and student will take place after patients have been dismissed from the clinic (unless faculty sees the need for earlier discussion). All discussions will take place in a private area away from patients and other students.

If it is discovered by the Clinical Coordinator or Program Director that a requirement/competency (graded or not yet graded) did not meet the specific criteria, the Clinical Coordinator or Program Director has the authority to disqualify the requirement/competency. The student must then attempt the requirement/competency again at the same level of the disqualified requirement/competency.

No requirement/competency grade will be discussed with the student following the clinical session in which it was attempted. The Clinical Coordinator will review, sign and date all forms and return the form(s) to the student the next clinical day barring extenuating circumstances. This assures that forms have been filled out correctly by students and graded correctly by faculty.

Students are required to sign for all graded forms (requirements, competencies, radiographs interpretations, rotations) in the Competency Log Book. The student will receive a communication form any time the log book/form is not signed.

Requirements

There are four (4) requirements that must be completed. The Requirement grade and Rotation grade will be averaged together for a total of 8% of your final course grade. All requirements must be completed by April 30, 2020 by the end of the p.m. clinical session. If this is not accomplished by the due date, there will be no averaging of grades and the student will receive a failing grade for the course. Additional attempts on requirements are not allowed.

A minimum passing grade is not required.

- (1) Calculus Detection Class I or II on one (1) quadrant
 - Instructor approval required
 - New or recare patient
 - Patient must be 18 years of age or older
 - A minimum of five (5) teeth in the selected quadrant; of these five (5) teeth a premolar/molar or molar/molar must be in contact
 - No periodontal pocket depths beyond 6mm on selected quadrant
 - Student must remove themselves from the cubicle during grading
 - Grading of one quadrant by two (2) instructors; both instructors must agree on error for penalty to be assigned, recording will be performed by a third instructor/staff
 - 15 minute time limit

- (1) Calculus Removal Class I or II on one (1) quadrant
 - Instructor approval required
 - New or recare patient
 - Patient must be 18 years of age or older
 - A minimum of five (5) teeth in the selected quadrant; of these five (5) teeth a premolar/molar or molar/molar must be in contact
 - No periodontal pocket depths beyond 6mm on selected quadrant
 - Oraqix should be administered prior to starting competency; timer will NOT be stopped for reapplication of Oraqix
 - **HANDSCALE ONLY**; grade of '0' if ultrasonic scaler is used
 - Student must remove themselves from the cubicle during grading
 - Grading of one quadrant by two (2) instructors; both instructors must agree on error for penalty to be assigned, recording will be performed by a third instructor or staff
 - 30 minute time limit on class I calculus
 - 45 minute time limit on class II calculus
- (1) Calculus removal Class III on one (1) quadrant
 - Instructor approval required
 - Fill out two competency forms
 - New or recare patient
 - Patient must be 18 years of age or older
 - A minimum of five (5) teeth in the selected quadrant; of these five (5) teeth a premolar/molar or molar/molar must be in contact
 - Periodontal probe depths beyond 6mm on specific tooth/teeth surface(s) will be excluded
 - Oraqix/local anesthesia should be administered prior to starting competency; timer will be stopped for additional administration of local anesthesia (does not apply to Oraqix)
 - Blended instrumentation required; grade of '0' if hand instruments **AND** ultrasonic scaler not used
 - 12 surfaces of class III calculus selected by instructor
 - Student must remove themselves from the cubicle during grading
 - Grading of one quadrant by two (2) instructors; both instructors must agree on error for penalty to be assigned, recording will be performed by a third instructor or staff
 - 1 ½ hour time limit
- (1) DIAGNOdent* on one maxillary and one mandibular quadrant
 - New or recare patient
 - 2 unfilled (no sealant/restoration present) premolars or molars in each quadrant

*Verbal interaction is required for this requirement. The requirement must be attempted in English to assure the student is presenting correct information and that the patient is able to demonstrate comprehension and respond to the student. The instructor will determine if the level of English comprehension is adequate for the requirement.

Competencies

There are 13 competencies that must be completed. They are worth 32% of your final grade. All individual competency grades must be completed and passed by the third attempt with a minimum grade of 75%. If this is not accomplished, there will be no averaging of grades and the student will receive a failing grade for the course and will be dismissed from the program. See individual competency for assigned due dates. No student can reattempt a competency in which a 75% has been earned in order to receive a higher grade.

Competency grades are to be determined as follows:

First Attempt : $(\text{Total points earned} / \text{Total points available}) \times 100\% = \% \text{ correct}$

Second Attempt: $(\text{Total points earned} / \text{Total points available}) \times .90 = \% \text{ correct}$

Third Attempt: $(\text{Total points earned} / \text{Total points available}) \times .85 = \% \text{ correct}$

(A grade below a 75% on a third attempt will result in dismissal from the course.)

- (1) Vital Signs*
 - New or recare patient
 - Patient must be 18 years of age or older
 - 15 minute time limit
 - **EXPECTED COMPLETION DATE 4/2/2020 – Failure to meet deadline will result in a verbal warning.**
- (1)Medical History*
 - New patient only
 - Patient must be 18 years of age or older
 - Must have at least one (1) prescription medication
 - May utilize form during the competency
- (1) Extraoral Examination*
 - New or recare patient
 - Patient must be 18 years of age or older
 - 10 minute time limit
 - **EXPECTED COMPLETION DATE 4/2/2020 – Failure to meet deadline will result in a verbal warning.**
- (1) Intraoral Examination*
 - New or recare patient
 - Patient must be 18 years of age or older
 - 15 minute time limit
 - **EXPECTED COMPLETION DATE 4/2/2020 – Failure to meet deadline will result in a verbal warning.**
- (1) Dental Charting (on entire dentition)*
 - New Patient only
 - Patient must be 18 years of age or older
 - Must have at least two (2) restorations; sealants do not qualify
 - A minimum of five (5) teeth all quads; of these five (5) teeth a premolar/molar or molar/molar must be in contact

- May utilize form during the competency
- 45 minute time limit
- (1) Gingival Assessment*
 - New or recare patient
 - 18 years of age or older
 - 15 minute time limit
 - **EXPECTED COMPLETION DATE 4/16/2020 – Failure to meet deadline will result in a verbal warning.**
- (1) Periodontal Charting (on entire dentition)*
 - Instructor approval required
 - New patient only
 - Patient must be 18 years of age or older
 - One maxillary quadrant and one mandibular quadrant graded
 - A minimum of five (5) teeth all quads; of these five (5) teeth a premolar/molar or molar/molar must be in contact
 - No periodontal pocket depths beyond 6mm
 - 1 hour time limit
- (1) Calculus Detection Class I or II on one maxillary and one mandibular quadrant
 - Class I or II calculus detection requirement must be completed prior to attempting competency
 - Instructor approval required
 - New or recare patient
 - Patient must be 18 years of age or older
 - A minimum of five (5) teeth in the selected quadrants; of these five (5) teeth a premolar/molar or molar/molar must be in contact
 - No periodontal pocket depths beyond 6mm on quadrants selected
 - One quadrant graded
 - 30 minute time limit
- (1) Calculus Removal Class I or II on one maxillary and one mandibular quadrant
 - Class I or II calculus removal requirement must be completed prior to attempting competency
 - Instructor approval required
 - New or recare patient
 - Patient must be 18 years of age or older
 - A minimum of five (5) teeth in the selected quadrants; of these five (5) teeth a premolar/molar or molar/molar must be in contact
 - No periodontal pocket depth beyond 6mm on quadrants selected
 - Oraqix should be administered prior to starting competency; timer will NOT be stopped for reapplication of Oraqix
 - Blended instrumentation required; grade of '0' if ultrasonic scalers and hand instruments not used and will proceed to the next attempt if applicable
 - One quadrant graded
 - Student must remove themselves from the cubicle during grading

- Grading of one quadrant by two (2) instructors; both instructors must agree on error for penalty to be assigned, recording will be performed by a third instructor or staff
- 40 minute time limit on class I calculus
- 50 minute time limit on class II calculus
- (2) Sealants* – two teeth
 - New or recare patient
 - Can be completed on two different patients
 - The first sealant attempt must be passed with a minimum of 75% before proceeding to the second sealant competency
- (1) Preventive Instructions*
 - New or recare patient
 - Patient must be 18 years of age or older
 - Periodontal class O or I (1999 Classification)
 - 15 minute time limit
- (1) Coronal Polishing (on entire dentition)*
 - New or recare patient
 - Patient must be 18 years of age or older
 - A minimum of five (5) teeth all quads
 - 30 minute time limit

*Verbal interaction is required for this competency. The competency must be attempted in English to assure the student is presenting correct information and that the patient is able to demonstrate comprehension and respond to the student. The instructor will determine if the level of English comprehension is adequate for the competency.

Radiograph Proficiencies

There are three (3) radiograph proficiencies that must be completed. The Radiograph Proficiency grade and the Radiograph Interpretation grade will be averaged together for a total of 15% of your final grade. All radiograph proficiencies must be completed and passed by the third attempt with a minimum grade of 75% by May 7, 2020 by the end of the p.m. clinical session in order to continue in the program. If this is not accomplished by the due date, there will be no averaging of grades and the student will be given a failing grade for the course and dismissed from the program.

- (2) Horizontal or Vertical Bitewing Radiographs – minimum of 4 radiographs/bitewing
 - One of the exposures must be acquired with the sensor; the student has an option of using the PSP plates/sensor for the other exposure
 - Maximum 2 retakes; exceeding the maximum allowed will result in a grade of '0' on that attempt and the student will continue to the next attempt if applicable
 - 20 minute time limit
- (1) Panoramic
 - No retakes allowed; retakes will result in a grade of '0' on that attempt and the student will continue to the next attempt if applicable

- o 12 minute time limit

Instrument Maintenance Proficiency

Students are required to complete an instrument check-off on instruments in their instrument kit. Instrument check-offs are graded on a pass/fail basis. If an instrument check-off is failed, the student must repeat the check-off until passed. All instruments must be passed and completed by Thursday, April 23, 2020 by the end of the p.m. clinical session. Two (2) points will be added to Taleval Part B if completed by the due date.

Instrument check-offs may be performed on student partners, during the student-partner sessions or on public patients.

Medical Emergency Quiz

A medical emergency quiz will be administered during Clinic I Orientation and must be passed with a minimum of 80%. If necessary, multiple attempts will be allowed until the minimum grade of 80% is achieved. This grade will not be included in the final average.

Taleval (DHPC Daily Grading)

The Taleval Dental Hygiene Process of Care (DHPC) is a daily evaluation instrument utilized to determine areas of proficiency and deficiency in the process of dental hygiene care. The areas evaluated are consistent with ADA Standards 2-19 which state, "Graduates must be competent in providing the dental hygiene process of care which includes: Assessment, Planning, Implementation, and Evaluation". Grade determined is based upon the clinic in which the student is currently enrolled. The DHPC is more weighted as the student progresses from Clinic I to Clinic IV.

Each item correctly performed is to be awarded a (+), which is equal to 1 point. Each item performed incorrectly is to be awarded a (✓), which is equal to a 1 point deduction. Each item performed incorrectly multiple times within a category will be given an (x), which is equal to a 2 point deduction.

The Taleval median performance level is 80 (baseline score). Taleval Part A grading is based on the first 8 weeks of the semester for a total of 15% of your final course grade.

Taleval Part B grading is based on the second 8 weeks of the semester for a total of 15% of your final course grade.

Taleval Part A and Part B are worth a combined total of 30% of your final course grade.

Radiograph Interpretation

The Radiograph Interpretation grade and the Radiograph Proficiency grade will be averaged together for a total of 15% of your final grade. Three (3) radiograph

interpretations will be submitted for grading. The first interpretation is due March 12, 2020 by 4 p.m. The second interpretation is due on April 2, 2020 by 4 p.m. The third interpretation is due on April 16, 2020 by 4 p.m. Late submissions will not be accepted and a grade of '0' will be given.

A copy of all radiographs taken, including retakes, must be included with the specific interpretation turned in for grading. If a retake is being used for the interpretation, the student must place an 'X' through the radiograph not being used and circle the retake intended to take its place. If understandable notion is not made, the student will receive no credit for the image. No assumptions will be made by the grading instructor. No credit will be given for any radiograph considered undiagnostic.

- (1) Full Mouth Series Radiographs
 - May be acquired with PSP plates or sensor
 - Maximum of three (3) retakes allowed; submissions exceeding allowable retakes will not be accepted for grading
- (1) Horizontal or Vertical Bitewing Radiographs – minimum of 4 bitewings/radiograph
 - Must be acquired with the sensor; radiographs acquired using PSP plates will not be accepted for grading
 - Maximum two (2) retakes allowed; submissions exceeding allowable retakes will not be accepted for grading
- (1) Panoramic
 - No retakes allowed; submissions exceeding retakes will not be accepted for grading

Patient Completions

Students are required to complete a total of 26 patients by the end of the two year program in order to graduate. Of those 26 patients, the student must complete a specific number of the following patient types:

Child – three (3) patients age 3 – 11 years

Adolescent – two (2) patients age 12 – 17 years

Adult – seven (7) patients – age 18 – 59 years

Geriatric – two (2) patients – age 60 and above

Special Needs – two (2) patients – age 5 and above. Some examples are listed below (this is not an exhaustive list):

- Arthritis - severe
- Asthma - severe
- Cancer - active
- Liver (hepatitis B or C; cirrhosis)
- Cerebral palsy
- Craniofacial anomaly
- Diabetes - severe
- Stroke (with impairment)
- Down Syndrome

- Major psychiatric disorder
- Multiple allergy syndrome
- Cardiovascular disease - associated with endocarditis
- Neuromotor disease
- Hearing impairment
- Hemophilia
- Immunosuppression
- Leukemia
- Organ Transplant
- Developmentally delayed
- Renal disease
- Spinal cord injury
- Visual impairment
- Alzheimer's/dementia/senility
- HIV/AIDS
- Seizure disorder
- Acquired brain injury
- Amelogenesis imperfecta
- Dentinogenesis imperfecta
- Cleft lip/palate
- ADHD
- Pregnancy
- COPD

Students are required to complete a minimum of four (4) patients for DHYG 1260. The four patients must be adult patients (18 years and over). If a student does not complete the required patient completions by May 7, 2020 by the end of the p.m. clinical session, there will be no averaging of grades and the student will receive a failing grade for the course and will be dismissed from the program.

A patient will be considered completed and credit will be given to the student when all aspects of the DHPC form have been signed. Credit for patient completions will not be given to student if all signatures are not obtained.

Students will not share or perform requirements/competencies and patient treatment with other student's patients. The Clinical Coordinator and/or Program Director must approve any modifications/substitutions.

Once a student has started treatment on a patient, that student is required to complete the patient unless a patient requests a student change. The Clinical Coordinator and/or Program Director must approve any modification/substitution.

All patient documentation will be completed in Eaglesoft and verified by faculty. This will be done throughout the treatment and must be completed by the end of each clinic session. No student is to leave the clinical area until faculty has completed verifying patient treatment and documentation or upon faculty approval.

A patient will not be abandoned for any reason. If this occurs, a student will be given a written warning for the first offense. Any additional infractions will be dealt with according to the outline procedure in the Dental Hygiene Program Handbook.

Children are not allowed to be left unattended without parent/guardian in the clinic or waiting area. The child may not sit in the treatment room during treatment of another individual.

Patient completion points are based on the calculus class and are determined as follows:

Class 0	1 point
Class I	2 points
Class II	4 points
Class III	6 points

Patient completion points are calculated by the total amount of points earned at the end of the semester (based on calculus classification points from completed patients – adult, teenager, or child). This amount may go over the total required four (4) patients.

The student who has the most patient completion points will receive the full 10% for this portion of the final grade. Classmates' grades will be calculated on a scaled based on the student who received the most points.

For example:

Jane Smith received the highest amount of points at the end of the semester (46 points).

Sally Brown received 35 points. Calculations are as follows:

$$35 \text{ (Sally's points)} / 46 \text{ (Jane's points)} = 76$$

$$76 \times 10\% = 7.6$$

Therefore, Sally received 7.6% out of 10%, while Jane received 10% out of 10%.

Patient completions are worth 10% of your final grade.

Rotations

Every student will be assigned sterilization duties. There will be no substitutions or exchanges on rotation sessions for any reason without the Clinical Coordinator and/or the Program Director approval.

All rules pertaining to dress code are enforced while on rotation. Failure to follow these rules will result in point deductions on the Sterilization Rotation grade.

The Rotation grade and the Requirement grade will be averaged together for a total of 8% of your final grade.

Professionalism Policy

Students are expected to follow the program handbook and course syllabus at all times.

Students are expected to participate fully in all lab and clinical activities and to model professional behavior at all times. All students are considered mature enough to seek faculty assistance and to monitor their own progress in meeting course requirements.

If a student presents to clinic smelling of alcohol or tobacco on their clothes or breath or is under the influence of any controlled substance, he/she will be dismissed from clinic and will receive an absence for the clinic session(s) and a written warning. A student on rotation will be assigned to the offending student's patient. The student committing the offense will not receive patient completion credit on that patient. Discipline for additional offenses will follow the Dental Hygiene Program Handbook guidelines.

No medication or controlled substances may be brought into the clinic or administered to any patient without written permission from the supervising dentist. Failure to follow this rule will result in immediate dismissal from the program and will receive a failing grade for DHYG 1260.

No patient documentation or pictures of DHPC forms, radiographs, or other protected health information (PHI) will leave the clinic area for HIPAA compliance. This constitutes a criminal act and will be dealt with accordingly as outlined in the HCC Student Handbook. All patient information is considered confidential and will not be shared with anyone unless the patient is a minor or does not have full use of mental faculties.

Students will be respectful to instructors, staff, classmates, and doctors at all times. Disrespectful behavior or comments will result in removal from the clinic, loss of clinic time, and a conference with parties involved including the Clinical Coordinator/Program Director. Any additional offense will be dealt with accordingly as outline in the Dental Hygiene Program Handbook.

Inappropriate emotional display (e.g. crying) or insubordinate behavior will not be tolerated. Such behavior will result in removal from the clinic, a written warning, and a conference with the faculty member/staff/supervising dentist. Any additional offense will be dealt with accordingly as outline in the Dental Hygiene Program Handbook.

Dishonesty or lying in any form to faculty, staff, or dentist will result in a written warning and a conference with the faculty and/or dentist. Any additional offense will be dealt with accordingly as outlined in the Dental Hygiene Program Handbook.

Falsification of documentation (e.g. health records) including but not limited to forgery (e.g. patient's signature), will result in immediate dismissal from the program and will receive a failing grade for DHYG 1260. "Students suspected of violating the student code of conduct will be subject to disciplinary process." (HCC Student Handbook)

Cell phones and smart watches brought into the clinic must be placed in the basket provided prior to the beginning of each clinical session. Students are encouraged to use the phone in the sterilization area to contact patients. No picture taking, audio recording, video recording, or texting is allowed in the clinic at any time unless approved by a faculty member. Failure to follow these rules will result in a three (3) point deduction on the daily average total in Taleval (part A or B) for the first offense. A second offense will result in a five (5) point deduction from Taleval (part A or B) at the end of the assigned grading period for each infraction along with a written warning.

No food or drink is allowed in the clinic/lab/sterilization area at any time. Infractions will result in point deductions from the Professionalism grade.

Students are not allowed to leave the clinic without informing an instructor. If attempting to find a patient, the student must check in with their pod instructor every 30 minutes and return to the clinic by 10 a.m. for the morning session and 3 p.m. for the afternoon session. Infractions will result in point deductions from the Professionalism grade.

Students are to inform their pod instructor they are ready to be graded once. Multiple notifications are disruptive and unnecessary. Infractions will result in point deductions from the Professionalism grade.

Students are not allowed to use the front desk computer for personal use. Failure to follow this rule will result in a formal write-up for the first offense. Any additional offense will be dealt with accordingly as outlined in the Dental Hygiene Program Handbook.

Students are required to check school email/Eagleonline Canvas on a daily basis. The student email is the official form of communication. Important information is disseminated through the student emails. Failure to comply will result in point deductions from the Professionalism grade. Any additional offense will be dealt with accordingly as outlined in the Dental Hygiene Program Handbook.

Any student receiving three (3) written warnings during a semester will be released from the program. This is cumulative for all classes, lecture, lab, and clinical during a single semester.

Faculty must be present when patient treatment is being delivered. Students participating in clinical/lab activities are to be in designated scrubs, personal lab coat (clean and wrinkle free) and approved shoes unless instructed otherwise. All other

rules pertaining to dress code also apply. If these rules are not followed, the student will be released from the specific clinic/lab activity for the session and will receive a written communication form for each infraction resulting in point deductions from the Professionalism grade.

Students will not be allowed to enter the clinic to use the computers when another clinical class is in session.

Students will receive a communication slip for each infraction listed below. Each slip given to the student will result in a 10 point deduction from the Professionalism grade. The professionalism grade starts at 100.

Examples include but are not limited to:

- Dress code violation
- Not bringing required forms and materials to clinic
- Not filling out forms correctly as instructed
- Attempting to use incorrect forms
- Using clinic printer without instructor approval
- Chewing gum
- Unauthorized use of cell phone/cell phone in your possession (includes smartwatches)
- Having or ingesting food or drinks of any kind in clinic
- Studying for other classes during clinic
- Covering for a classmate's tardiness or absence
- Not returning forms to coordinator
- Not signing forms or log book
- Asking multiple instructors for permission or clarification after an answer has been obtained

The Professionalism grade is worth 2% of your final grade.

Reflective Journals

The student must write a personal reflective journal based on their experience in clinic. The student will write four (4) journals answering three (3) specific questions. All journal submission are due by 11:59 p.m.

- Journal #1 is due March 3, 2020
- Journal #2 is due March 24, 2020
- Journal #3 is due April 7, 2020
- Journal #4 is due April 21, 2020

No late submissions will be accepted. Late submissions will be given a grade of '0'. The entries will be submitted through Eagleonline Canvas at eagleonline.hccs.edu.

These journals are intended for you to critically think about your experience in clinic. No instructor, classmate, or patient name should be included.

Submit the assignment in a word document. Use correct spelling, grammar, and punctuation. The instructions and grading rubric will be posted in Canvas.

The Reflective Journal grade is worth 2% of your final grade.

ePortfolio

The Pathbrite ePortfolio link to the Reflective Journal assignment must be posted in Canvas by April 21, 2020 by 11:59 p.m. No late submissions will be accepted. A grade of ('0') will be given for late submissions.

The ePortfolio submission is worth 1% of your final course grade.

Grading Formula

The Dental Hygiene Program Grading Scale:

Grade	Total Points
A	90-100
B	80-89
C	75-79
D	60-74
F	Below 60

As stated in the program handbook, the Dental Hygiene Department does not follow the HCC grading scale for final course grades.

Your instructor will conduct requirements, competencies, and other course work that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus.

Grading for Clinic I

Competencies	32%
Requirements and Rotations	8%
Taleval Part A	15%
Taleval Part B	15%
Radiograph Proficiencies & Interpretations	15%
Patient Completions	10%
Professionalism	2%
Reflective Journals	2%
e-Portfolio	1%

Total	100 %
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A final course grade below a "C" (75%) will interrupt the student's progress through the program and will result in dismissal from the program.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Academic Integrity

Any student cheating on any requirement, competency or other assigned coursework will receive a written warning and grade of '0'.

See the Dental Hygiene Student Handbook under "Scholastic Dishonesty" for additional information.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Policy

Students are required to sign the attendance sheet for all clinic and rotation sessions. Failure to sign the attendance sheet will result in point deductions from the Professionalism grade. If the student has an unforeseen problem, they are required to contact the Clinical Coordinator within one (1) hour of scheduled class time. Any infraction will result in point deductions from professionalism. However, if no contact is made, the student will receive a written warning for the first offense. A second offense will result in a three (3) point deduction from Taleval final average. Acceptable forms of communication are text, email, and phone call. Notifications made through another student will not be accepted.

Documentation for any absence from clinic is required in order to be considered excused. For example, the student must provide an official signed doctor's excuse for any illness or a formal document from a court for jury duty or a required court appearance. The documentation must be provided on the first day the student

returns to clinic. Failure to provide required documentation will result in an unexcused absence with the applicable penalty per the Dental Hygiene Program Handbook. No make-up time will be given for any missed clinical sessions.

An unexcused absence will result in a one (1) point deduction from the final course average. Any additional unexcused absences will result in a five (5) point deduction from the final course average for each occurrence. There is no make-up time for any absence.

There are no make-up clinic sessions unless the college is officially closed (e.g., flooding). However, this will be at the discretion of the Clinical Coordinator and Program Director.

Students may be dropped after accumulating absences in excess of 12.5 percent of the total hours of instruction and is based on the number of contact hours for each individual course.

If you are physically tardy by five (5) minutes for clinic, you will receive a communication form and a 10 point deduction from your Professionalism grade for up to three (3) tardies. If you are tardy a total of four (4) or more times for clinic, you will receive a one (1) point deduction from your final Taleval grade for each infraction. The time is based on the time in the clinic's computers.

Students are to arrive at 7:30 a.m. for the morning session. A large group meeting will take place at 8:00 a.m. for announcements and questions. Students will meet with their assigned pod instructor at 8:15 a.m. to review anticipated treatment and review daily goals. Patients should be seated by 8:30 a.m. and should be released by 11:00 a.m. for the morning session. A critical error will be assigned on Taleval daily grade for failure to dismiss the patient by 11:00 a.m. If necessary, faculty will dismiss the patient for the student at the designated time.

Student must be present at 12:45 p.m. for the afternoon session for a large group huddle and individual pod instructor meeting. Patients should be seated at 1:00 p.m. and released at 4:00 p.m. for the afternoon session. A critical error will be assigned on Taleval daily grade for failure to dismiss the patient by 4:00 p.m. If necessary, faculty will dismiss the patient for the student at the designated time.

No student may leave clinic prior to 11:30 a.m. for a morning session or 4:30 p.m. for an afternoon session without verification of patient treatment and documentation and approval from the pod instructor/Clinical Coordinator. If a student leaves early (30 minutes or more) prior to the end of the clinic session for any reason without permission from their assigned pod instructor/clinical coordinator, the student will receive point deductions from the Professionalism grade. Documentation may be required under certain circumstances.

Faculty can release a student if they consider them ill or in a situation that compromises the safety and health of those present in the clinic. There will be no make-up for lost clinic time.

Outside activities (ex. lectures from guest speakers) may occur throughout the semester. Attendance to these activities is mandatory and is part of the educational process of the Dental Hygiene Program. A 20 point deduction for failure to attend any activity will be deducted from the Professionalism grade.

Appointment Planning

The clinical operations manager and the student will do appointment scheduling of new patients. However, it is ultimately the responsibility of the student to assure they have a patient for each clinic session, both a.m. and p.m. A total of one (1) point deduction of the final averaged grade in Taleval will be deducted for each patient absence after the third absence. This could result in a grade of 'F' for the course.

Patients should not be seated until all paperwork has been completed, the patient arrival indicator light has turned green and the student has checked-in with their assigned pod instructor. Failure to follow directions will result in point deductions from the Professionalism grade.

If a patient of record returns to the clinic after a three (3) month absence, the student must start completely over in the process of care regardless of where treatment stopped at the last visit.

Students are expected to utilize the recall system within Eaglesoft. Recall lists can be generated to assist students in findings patients. Documentation of any attempted contact and/or response must be entered into the patient's clinical record. Failure to provide documentation will result in a one (1) point deduction from the final Taleval average.

Students are responsible for scheduling recare and continuing care patients if possible.

Students will follow the Dental Hygiene Process of Care form as outlined or the patient's approved treatment plan.

A patient absence will be given if no patient is in the treatment chair for at least one (1) hour or no patient is in the treatment chair at all in the clinical session (am or pm).

Students are required to have a patient on the schedule 24 hours prior to the clinical session if possible to allow instructors to review the schedule and patient record for the upcoming session. The appropriate appointment type, service provider and appropriate service code must be attached to each patient. Any changes to

appointments on the day of the appointment must be made prior to seating the patient and can only be made by the student's assigned pod instructor/clinical coordinator. Any errors in scheduling will result in point deductions in Taleval.

Students will log off Eaglesoft dental program at the end of each clinical session and anytime they step away from their operatory.

Faculty Instruments

Students must sign for any faculty instruments used and a faculty member must initial for the check-out. If an instrument is used during an a.m. session, the student must also initial for taking it to sterilization for cleaning. If a p.m. session, a student on sterilization rotation must initial for receipt of the instrument from the student. When returned the instrument, a member of the faculty must initial for it.

Student Conduct

Please refer to the student HCC Handbook and Dental Hygiene Student Handbook for rules pertaining to student conduct.

Electronic Devices

The use of cell phone/smart watches is not allowed in class/laboratory unless approved by the lead instructor. Cell phone/smart watches must be surrendered to the lead instructor upon the start of class/lab. A communication form will be given to a student, with unauthorized possession of a cell phone/smart watch, resulting in point deductions from the Professionalism grade. In addition, the cell phones/smartwatch will be taken up and given back at the end of class/lab.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore

- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established

through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Michele Giles, Office 518, 713.718.7238-office, michele.giles@hccs.edu