



DENTAL HYGIENE PROGRAM

HANDBOOK

PLEASE NOTE: The policies and procedures contained within this manual are subject to change at any time at the discretion of the Dental Hygiene Program Director. Students will be notified of such changes if and when they should occur.

This student handbook supplements information presented in the Fortis Institute catalog. A copy of the Fortis Institute catalog is provided to all students at the time of enrollment. Additional copies can be obtained from the front desk in the main building.

Table of Contents

Dental Hygiene Program Mission	3
Dental Hygiene Program Purpose	3
Dental Hygiene Program Goals and Competencies	4
Fortis Institute Scranton Student Dental Hygienist Code of Ethics	6
Notice of Opportunity to File Complaints	7
STUDENT RESPONSIBILITIES	8
Student Responsibilities	9
Professionalism	9
Confidentiality.....	9
Appearance and Dress Code: Classrooms and Outreach	10
Appearance and Dress Code: Clinic and Dental Laboratory	10
Personal and Oral Hygiene.....	12
Classroom Policies.....	13
Patient Pool	16
Dental Hygiene Clinic No Patient/Absentee Policy	17
STUDENT GRADING	20
Academic Progression	21
Grading/Evaluation Policies	21
Dental Hygiene Grading Scale	22
Clinical Evaluation	22
Clinical Requirements	23
Clinical Competency Evaluations, Requirements, and Completion Policy	24
Complaint or Dispute Procedure	26

DENTAL HYGIENE PROGRAM MISSION

The mission of the dental hygiene program is to educate and prepare students to become competent, licensed dental hygienists who will conduct themselves in an ethical manner while providing quality dental hygiene care to the community. The dental hygiene graduate will have the foundation to pursue the roles of clinician, educator/health promoter, change agent, consumer advocate, researcher, and administrator/manager in their professional activities.

DENTAL HYGIENE PROGRAM PURPOSE

Prepare individuals for employment as competent, entry-level practitioners whose knowledge and skills satisfy current standards for the dental hygienist.

PROGRAM CORE GOALS AND COMPETENCIES

The Dental Hygiene Student and Graduate will:

Major Goal: To comprehensively prepare competent individuals in the Dental Hygiene discipline.

I. Core Goal (C)

The dental hygienist must possess the ethics, values, skills and knowledge integral to all aspects of the profession.

Competencies

- C.1 Apply a professional code of ethics and knowledge in all endeavors
- C.2 Adhere to state and federal laws, recommendations and regulations in the provision of dental hygiene care
- C.3 Communicate effectively with individuals and groups from diverse populations
- C.4 Communicate effectively with other healthcare professionals concerning the best interest of the patient
- C.5 Provide accurate, consistent and complete research and documentation for services
- C.6 Provide care to all patients using an individualized approach that encompasses the skills and knowledge obtained through education

II. Health Promotion and Disease Prevention Goal (HP)

The dental hygienist needs to emphasize both the prevention of disease and effective health care delivery.

Competencies

- HP.1 Promote the values of oral and general health and wellness to the public by teaching proper dental care and oral hygiene instructions
- HP.2 Respect the goals, values, beliefs, and preferences of the patient while promoting optimal oral and general health to promote and teach patients disease prevention and health strategies
- HP.3 Identify through research individual and population risk factors and develop strategies that promote health related quality of life
- HP.4 Evaluate factors that can be used to promote and teach patient adherence to disease prevention and health maintenance strategies
- HP.5 Provide optimal interprofessional communication and education

III. Community Involvement Goal (CM)

Dental hygienists must appreciate their role as healthcare professionals providing a service in the local state and national levels. Through teaching, research, and service to the community, the dental hygienist must be prepared to influence others to facilitate access to care and services.

Competencies

- CM.1 Assess the oral health needs of the community and the quality and availability of resources and services
- CM.2 Provide community oral health education in a variety of settings
- CM.3 Research and evaluate reimbursement mechanisms and their impact on the patient's access to oral health care
- CM.4 Research and evaluate the outcomes of community-based programs and plan for future activities

IV. Patient Care Goal (PC)

Central to the maintenance of health, the dental hygienists' role in patient care is ever-changing. Utilizing the ADPIE format, dental hygiene graduates must use their skills to assess, diagnose, plan, implement and evaluate treatment.

Competencies

Assessment

PC.1 Systematically research, analyze, and record data on the general oral and psychosocial health status of a variety of patients using methods consistent with medicolegal principles

Diagnosis

PC.2 Use critical decision making skills to reach conclusions about the patient's dental hygiene needs based on all available assessment data.

Planning

PC.3 Collaborate with the patient and/or other health care professionals to formulate a comprehensive dental hygiene care plan that is patient centered and based on current scientific evidence.

Implementation

PC.4 Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health

Evaluation

PC.5 Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed

V. Student Achievement Goal (SA)

The dental hygienist should be a well-rounded and educated healthcare professional. Dental hygiene graduates are exposed to multiple assessment modalities and consistent learning competencies through a comprehensive curriculum.

Competencies

SA.1 Identify various oral conditions by treating a multitude of patients and abiding to the dental hygiene process of care

SA.2 Use critical thinking exercises to interpret patient case studies

SA.3 Provide a variety of treatment services to patients within the states practice act

SA.4 Identify individual patient needs through thorough research activities

VI. Professional Growth and Development Goal (PGD)

A dental hygienist must be aware of a variety of opportunities for professional growth and development. Critical to ongoing growth are skills in teaching, communication, problem solving, critical thinking, and research.

Competencies

PGD.1 Develop practice management and marketing strategies to be used in the delivery and teaching of oral health care

PGD.2 Access professional networks to pursue professional goals

PGD.3 Update skills and knowledge by attending professional growth opportunities

PGD.4 Mindfulness of current legislative activity regarding the profession

PGD.5 Active involvement in professional organizations

FORTIS INSTITUTE STUDENT DENTAL HYGIENIST CODE OF ETHICS

Upon licensure, dental hygienists have a personal and societal obligation to uphold the Code of Ethics for the profession as set forth by the American Dental Hygienist Association (ADHA). This Code of Ethics outlines the professional behavior that is expected of all dental hygienists. As such, the Fortis Institute Dental Hygiene Program has designed a Student Dental Hygienist Code of Ethics, which was adapted from that of the ADHA. Dental Hygiene students are expected to uphold this code at all times as they work toward their future professions.

As a Fortis Institute Dental Hygiene student:

- I will provide the best, non-discriminatory care possible for all patients regardless of age, sex, race, ethnicity, personal beliefs, religion, socioeconomic background, or health status.
- I will provide dental hygiene services in a safe, effective, and comprehensive manner.
- I will educate all of my patients on proper oral health care and disease control.
- I will work inter-professionally with patients' health care providers when necessary to ensure appropriate dental hygiene care is given.
- I will explain oral health and disease findings to all patients so that they are informed of treatment needs and oral health status.
- I will promote the Fortis Institute Dental Hygiene Clinic to improve access to dental hygiene care in the local community.
- I will consider the values and perspectives of patients before making decisions on their care.
- I will maintain professionalism to promote myself, my school, and my future vocation.
- I will preserve natural resources and respect the environment of my school and my community as well as the global environment.
- I will treat others with respect.
- I will always be honest.
- I will maintain patient confidentiality.
- I will protect my patients and minimize harm to them whenever they are under my care or through the recommendations I make to them regarding their oral and overall health.
- I will allow my patients to make their own health choices.
- I will commit to current and lifelong learning and professional development to maintain competency.
- I will use the latest scientific and professionally acceptable information to ensure that all patients receive safe, effective, and comprehensive care.
- I will communicate respectfully with all those I encounter.
- I will comply with local, state, and federal statutes that promote public safety.
- I will abide by Fortis Institute and Fortis Institute Dental Hygiene Department standards, policies, and procedures.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS

All students registered in the Fortis Institute Dental Hygiene Program have the right to register complaints related to the program's compliance with accreditation standards with the 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 appeal for treatment received by patients or 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.

STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILITIES

Unprofessional behavior that puts patients, students, faculty, or staff in jeopardy, unprofessional attitudes, and/or negligence or infractions of any of the responsibilities, policies, and/or procedures mentioned in this handbook may result in the student being dismissed from class or clinic/laboratory sessions in which the behavior occurred. Students dismissed from clinic sessions will receive a 0 for their clinical grade and will be marked absent for the session. Absentee policies and penalties will apply as indicated within this handbook, the instructor's syllabus, and the Fortis Institute Catalog. Infractions may result in a failing course grade and/or possible withdrawal from the dental hygiene program.

PROFESSIONALISM

1. A professional attitude is expected of each student during all personal interactions with peers, faculty, and staff, as well as throughout all pre-clinical and clinical procedures.
2. The primary objectives of the student dental hygienist are to participate fully in the learning experience and provide quality preventive dental care to all patients.
3. Patients and society look to the professional person for leadership and expect more than a simple demonstration of good manners.
4. Being professional requires interpersonal, inter-professional, and community relationships of high ethical standards.

CONFIDENTIALITY

1. Information that the dental hygiene student obtains from or about patients or student partners (e.g., medical and dental history, extra-oral/intraoral exam, periodontal charting, dental charting, radiographs, etc.) must be considered privileged and confidential information.
2. Said information cannot be disclosed to a third party without the patient's consent, except under the following circumstances:

- a. Information may be discussed with the clinic instructor or instructors directly supervising the dental hygiene student.
 - b. Information may be discussed with the parent or legal guardian of a minor child or an incompetent individual.
3. Student is expected to be familiar with and abide by all current HIPAA regulations.

APPEARANCE AND DRESS CODE: CLASSROOMS AND OUTREACH

1. Instructors reserve the right to confer with students about their appearance, attire, and personal hygiene. Students may be dismissed from class for dress code infractions. Students will be marked absent from class for any time missed as a result. All institutional, departmental, and classroom absentee policies will apply.
2. Students are expected to dress professionally at all times when on campus. Unacceptable attire for the dental hygiene classroom includes:
 - a. Shorts or short skirts/dresses
 - b. Sweat pants
 - c. Cut-off shirts
 - d. Tank tops and spaghetti straps
 - e. Sleeveless tops or dresses
 - f. Flip flops
 - g. Pajama bottoms/lounge pants
 - h. Ripped/torn/tattered jeans, jean skirts, or other clothing
 - i. Shoes with heels over 3 inches in height
 - j. Clothing with obscenities or otherwise inappropriate content (must be “all age” appropriate)
 - k. Laboratory jackets
 - l. Soiled scrubs or other soiled clothing
 - m. Scrubs that were not laundered after dental laboratory/clinical use
 - n. Any clothing that is revealing or suggestive
3. For all outreach activities, students are expected to dress in school issued grey scrubs that are clean, neat, and pressed. All students must wear their school I.D.

APPEARANCE AND DRESS CODE: CLINIC AND DENTAL LABORATORY

1. Instructors reserve the right to confer with students about their appearance, attire, and personal hygiene. Students may be dismissed from clinic or laboratory for dress code infractions. Students will be marked absent for any time missed as a result. All institutional, departmental, and classroom absentee policies will apply.
2. Dosimeters must be worn at all times while in the clinic. Dosimeters should be surface-disinfected at the end of the clinic session and stored in the designated area in central supply.
3. Designated clinic attire (scrubs, lab coats, etc.) must be worn during clinical activities. Scrubs and lab coats should be clean, pressed, and wrinkle-free. Further, they must not have holes,

bleach marks, stains, tears, or drag on the floor. They should fit comfortably and not be tight or form-fitting. No skin at the waistline should be exposed at any time while in clinic. Students are encouraged to keep an extra set of clean clinic attire in the locker room in case a change of clothes is necessary. If a student is not appropriately attired, the student may be asked to leave the clinic/lab until correct attire is worn. If this should occur, absences will be recorded on the student's record and grades will be adjusted as per clinic grading guidelines.

4. Contaminated clinic attire (lab coats) and Personal Protective Equipment (PPE) must not be worn outside the clinical area.
5. Socks must be worn in the clinic at all times and must cover exposed legs (no bare leg should be observed when operator sits in the chair). Socks must be white and mid-calf or knee length.
6. Soiled clinic scrubs and lab coats must be taken off and brought home to be laundered in a disposable bag.
7. Shoes must be constructed of all-white, non-porous material that permits disinfection after clinical experiences. Shoes must be clean, closed-toe, closed and low-heeled, quiet, comfortable, and offer good support. They should have non-marking soles. Students must have a single pair of shoes designated for clinical use. These shoes should be stored in a plastic bag or shoe box in the locker room when not being worn in clinic and should not be worn outdoors.
8. Strong perfume, body lotion, aftershave, cologne, and hair spray may trigger asthma and allergies in some patients and are not permitted in clinic.
9. Chewing gum, eating, and/or drinking are not allowed while in the clinical or dental lab setting.
- 10. Students must avoid entering the clinic areas smelling of cigarette smoke. Students are NOT permitted to smoke while in uniforms/scrubs during ANY clinic session.**
11. Hair must be clean, neat, and styled daily. For clinical lab classes, long hair must be pulled off of the collar and not fall into the field of operation, nor interfere with the student's or faculty observer's field of vision. If hair retainers are necessary, they should be clean, secure, and conservative and able to be washed or properly disinfected. Hair retainers with stones, sequins, jewels, or similar decorations are not permitted.
12. Finger nails must be well manicured and short so as not to interfere with instrumentation, penetrate gloves, or injure clients' tissues. Nail tips should not be seen over the tips of fingers. No artificial, acrylic tips or gel overlays allowed. Fingernail polish must not be worn.
13. Only complementary conservative makeup should be worn and should be carefully applied *prior* to entering the clinic setting.

14. Moustaches and beards must be clean at all times and trimmed to an appropriate length.
15. False eyelashes and hairpieces are not permitted.
16. All tattoos must be covered in the clinical setting.
17. Hands should be clean at all times and free from nicks, scratches or other open, abraded or weeping lesions. Cuticles should be healthy and well-manicured. Students are encouraged to consult with the faculty if unhealthy conditions, lesions, or wounds are present.
18. Jewelry should be kept to a minimum:
 - a. No facial or oral jewelry is to be worn on campus (including, but not limited to, nose, lip, eyebrow, tongue, etc.).
 - b. Only one pair of post earrings worn on the earlobe is allowed. Dangling, off-the-lobe earrings, earrings in cartilage, or ear-gauges should not be worn.
 - c. A watch constructed of plastic or synthetic non-porous material may be worn. It should be disinfected at the end of each clinic day.
 - d. Wedding bands may be worn in clinic as long as they are solid gold or other metal and do not have diamonds, stones, or deep grooves.
 - e. No other jewelry is permitted when a student is in preclinical or clinic attire; this includes rings, necklaces, and ankle bracelets.

PERSONAL AND ORAL HYGIENE

1. No smoking is allowed in any classroom or clinic area. Outdoor smoking is prohibited in the front of the building. Students are not permitted to smoke while in uniform during any clinical session.
2. Due to the fact that it is not always possible to predict a patient's reaction to the smoke on a student's clothing, hair, or person, smoking will not be permitted during clinic hours. This policy reflects the Dental Hygiene Department's concern for the welfare of the patients that the students serve. If any student needs assistance with smoking cessation or has questions regarding this policy, please contact the Program Director.
3. The oral hygiene of the dental hygiene student should represent the ideals of good dental health. Routine dental care and daily oral hygiene are imperative.
4. Students must be showered daily and use preventive measures to maintain cleanliness and personal hygiene at all times.

CPR/BLS Policy

Fortis Institute is committed to providing a safe and secure environment for its employees, students, patients, and visitors. Fortis Institute maintains the highest standards of care for our patients, which includes training of clinic faculty, staff, and students to recognize and appropriately manage medical emergencies.

CPR/BLS Training Records

The program director will maintain a file of all students, clinic faculty, and clinic staff reflecting the status of their BLS skills training.

It is the individual responsibility of each student, faculty/staff member to make sure this file is updated and current.

Students are responsible for providing the Program Director with a copy of their AHA CPR/BLS course completion card.

Students will not be allowed to participate in clinical experiences with expired CPR/BLS certification.

Individuals with expired cards must enroll in the next available class. Students missing clinic sessions will be given a zero for a grade and will need to make up the clinic session.

Any student not having a current CRP/BLS certification faces dismissal from the dental hygiene program.

Drug Testing

All students are required to undergo a drug screening upon entering the dental hygiene program.

Unannounced drug screenings can occur periodically throughout the program. If a student is requested to perform a drug screening, they will have 24 hours to complete the screening. If the drug screening is not completed in 24 hours, the student faces dismissal from the dental hygiene program. Any student who fails the drug screening will be automatically dismissed from the dental hygiene program.

Immunizations

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or Institute policy. The Institute has identified a standard immunization policy, but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the dental hygiene program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the dental hygiene program. Students may be responsible for the cost of any additional requirements. Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

Vaccination/Screening Requirements in Brief

Hepatitis B

- Serologic proof of immunity is required.
- Three dose series (dose #1 now, #2 in 1 month, and #3 approximately 5 months after #2).
- Obtain serologic testing 2 months after dose #3.

MMR

- Serologic evidence of immunity or laboratory confirmation of disease is required.
- If no evidence of immunity or equivocal serology results is reported, two doses of MMR at least 28 days apart required.

Varicella (Recommended but not required)

- Serologic proof of immunity or laboratory confirmation of disease required.
- If no evidence of immunity or equivocal serology results is reported, two doses of Varicella vaccine at least 28 days apart required.

Tetanus, Diphtheria, Pertussis

- One-time dose of Tdap is required.
- Td boosters every 10 years thereafter.

Influenza

- Recommended annually

Tuberculin Skin Test (TST)

- For students with no history of previous annual tuberculin skin testing, an initial two-step is required.
- For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.
- For students with a positive tuberculin skin test, a current chest xray (within the past two years) or serological evidence of no active disease must be provided.

Disclosure of Infectious Disease Status

- The Institute requires students who suspect or know themselves to be positive for certain infectious diseases to disclose that information to the Program Director upon admission to the Institute or when first suspected or confirmed. The infectious diseases to be reported include, but are not limited to; Hepatitis A, Hepatitis B, Hepatitis C, and Tuberculosis. While Florida Statutes 760.37 and 760.50 prohibit "interference, coercion, intimidation or discrimination" on the basis of HIV seropositivity, CDC guidelines state that HIV positive dentists should seek counsel from an expert panel. Therefore, in compliance with these guidelines, students who are HIV antibody positive are encouraged to reveal their seropositive status and seek counseling and early treatment.
- Knowledge of an infectious disease should be disclosed by the student to a faculty member or colleague upon review of the student's medical history prior to that student receiving dental treatment.

Infectious Disease Policy

Fortis Institute – Scranton operates in compliance with OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030). This standard is the facilities' policy to protect students and healthcare employees from occupationally acquired exposure to blood and other potentially infectious materials. Implementation of various methods of exposure control include universal precautions, engineering and work practice controls, personal protective clothing and equipment, Radiation exposure controls, housekeeping, vaccinations, training, and documentation.

Procedures to Prevent Transmission of Infectious Diseases

Students, faculty and staff shall routinely adhere to universal precautions including, the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

Gloves, mask and protective eyewear (goggles or protective face shields) shall be worn during all patient contacts and most preclinical procedures (at faculty discretion).

- Gloves shall be changed after contact with each patient or as procedures or glove defects dictate.
- Torn gloves shall be replaced as soon as discovered.
- Hands shall be washed and dried before gloving and immediately after de-gloving.
- Students shall routinely wear clean surgical scrubs and cover gowns for each patient contact that has the potential to disseminate blood and/or saliva.
- Students, faculty, and staff who have exudative lesions or weeping dermatitis shall refrain from all direct patient care until the condition resolves.
- As determined on a case by case basis by the Program Director, individuals in the following categories may be declared exempt from providing dental or supportive services for known infectious patients.
 - Students, faculty, or staff with compromised immune systems, (i.e. an illness and/or taking medications such as steroids or other immunosuppressants).
 - Pregnant students, faculty, or staff.

Noncompliance with Infection Control Policy

Students:

- Initial failure by a student to comply with infection control policies shall be recognized and handled immediately upon discovery by faculty. Faculty shall provide counseling and direct corrective action appropriate for the protocol violation. The health and safety of the faculty, staff, students and patients must not be compromised. The Program Director shall be notified of the incident.
- Continued failure by a student to comply with infection control policies will result in initial review by the Program Director and conduct probation. Non-compliance will be considered as academic incompetence.

Patients:

- Patient noncompliance or falsification of the historical medical record may result in dismissal from the Fortis Institute Dental Hygiene clinic by the supervising dentist and Program Director.
- Follow-up measures (i.e. referral to private practice), will be coordinated by the Clinic Dentist.

Student Health Requirements

- It is essential that the dental hygiene students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

- Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The Institute or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.
- Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.
- Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and Dental Hygiene program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment.
- Any changes in physical or mental health must be reported immediately to the clinical instructor and Director of Dental Hygiene within 24 hours or before entering a clinical area (whichever comes first).
- Students must submit the approved physical and health clearance forms to the Institute prior by the designated deadline.
- Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the dental hygiene program.
- Risk assessment is at the discretion of the Dental Hygiene Program Director and Regional Program Director.

CLASSROOM POLICIES

Students are expected to:

1. Attend all scheduled classes and clinic sessions. Attendance is taken each class period.
 - a. Class absences should be reported at least one hour prior to the class start time. Students should report absences directly to the course instructor via email or office telephone. For clinic absences, students must contact the Dental Hygiene Program Director directly. Please refer to the Dental Hygiene Clinic/No Patient/Absentee/Time Management Policy for specifics regarding clinic absentee policy.
 - b. Absences may result in a -2 point deduction from the course final grade.
 - c. Instructors reserve the right to determine their own classroom rules and policies regarding absenteeism and missed class work, homework, and quizzes/examinations. Please see the course syllabus for specific class policies.
2. Read assignments PRIOR to class time.
3. Contribute to class through participation in discussions, activities, and exercises.
4. Prepare for scheduled and unannounced quizzes and examinations.
 - a. If a student is present on a test/quiz day, the student **MUST** take the examination. Students will not be permitted to opt-out of the examination and take it at a later date.

Students are expected to keep up with the material in their absence from class and be prepared to take any scheduled or unannounced quizzes or examinations.

b. Make-up examinations and assignments are administered at the discretion of the course instructor according to classroom policies listed in the course syllabus. In event of an absence on a quiz or examination day, the instructor reserves the right to modify make-up tests from the originally delivered examination. This may include, but is not limited to, essay or verbal examinations. Every effort should be made to take the examination on the scheduled date. It is the student's responsibility to contact the course instructor and make arrangements to complete missed quizzes and examinations. Failure to adhere to this policy will result in a zero grade for the quiz or examination missed.

5. Complete in-class assignments during class time.

a. Students who are not present the day of the assignment may receive a grade of zero. Please refer to the classroom policies in the course syllabus regarding missed in-class assignments.

6. Submit all homework assignments by the due date.

a. All homework assignments should be submitted at the beginning of class on the day which the assignment is due, without reminder from the instructor. Late penalties may apply for any assignments not handed in at the beginning of the class period.

b. Instructors may accept homework assignments early at their discretion.

c. Points may be deducted for homework submissions beyond the due date. In the event of a foreseen absence, it is recommended that students hand in assignments prior to the due date to avoid any late penalties.

d. Homework assignments *must* be completed outside of class unless otherwise instructed. Students caught completing homework assignments during lecture without permission from the instructor will be given a **0** grade for that assignment. Any student having difficulty keeping up with homework should discuss the matter with the instructor.

e. Students are *strongly encouraged* to contact the instructor to inquire on material covered and work assigned in their absence. **It is the responsibility of the student** to determine if there were missed assignments on the day of absence and to submit them at the earliest date possible without reminder from the instructor. Failure to submit an assignment will result in a **0** grade for that assignment.

f. All course assignments must be submitted by the final scheduled class day each term. No late submissions will be accepted without prior authorization from the instructor.

g. Due to the nature and structure of clinical/laboratory/classroom activities, some assignments may not be able to be made up in the event of an absence. The instructor reserves the right to substitute an assignment which deviates from the original format in order for the student to benefit from the material covered. Failure to complete such an assignment will result in a grade of **0** for that assignment.

7. Silence cell phones during class.

- a. Cell phones may not be out during class and especially examinations. If a student has an urgent need to keep their cell phone on during an exam, it must be placed on the instructor's desk.
8. Consult course instructor when difficulties are encountered.
9. Be professional and respectful to classmates and instructors.
10. Maintain academic honesty in all courses.
 - a. Academic dishonesty will not be tolerated in any form.
 - b. Homework, class work, and examinations are routinely examined for evidence of cheating/plagiarism. Students must do their own work. Infractions of the academic integrity policies will be dealt with according to institutional guidelines as outlined in the student handbook. *Students will also receive a grade of 0 for any exams or assignments that demonstrate evidence of cheating/plagiarism, which may result in course failure and/or expulsion from the dental hygiene program.*
11. Adhere to all Fortis Institute and Dental Hygiene program rules and regulations.
 - a. Our goal is to build a respectful learning and work environment that allows for positive communication and teamwork. To promote this, all students must abide by academic policies related to attendance, behavior, and professional conduct as published in the current institutional and departmental catalogs and manuals.
12. Be familiar with and abide by classroom rules and policies.
 - a. Instructors reserve the right to determine their own classroom rules and policies regarding absenteeism and missed class work, homework, and quizzes/examinations. Please see the course syllabus for specific class policies. The Instructor's classroom rules supersede those contained within this manual, where applicable.

Classroom Attendance Policy

To facilitate adherence to the Fortis Institute Scranton Dental Hygiene Program Code of Ethics for Dental Hygienists, as well as those set forth by the American Dental Hygienists' Association, it is imperative that all students recognize the importance of didactic instruction and learning experiences. In order to ensure that all students meet minimum classroom requirements for graduation and accreditation, as well as become proficient practitioners who are able to provide safe, effective, and comprehensive care for all patients, the Dental Hygiene Classroom Attendance Policy will be strictly enforced.

All students are required to contact their instructor if they will be absent from class. Students who are absent will receive a -2 point deduction off of their final course grade for each classroom session that is missed. Exceptions will be made for the following:

- Students who present a doctor's excuse for the day of the absence
- Students who present a doctor's excuse for their child/parent for the day of the absence
- Viewing or funeral of a family member or close friend
- Inclement weather
- A situation deemed excusable by the instructor and program director

The instructor is expected to:

1. Be prepared and organized for each class meeting.
2. Provide feedback (within 1 week) of all assignments and exams.
3. Assist in the learning process by accommodating the different learning styles of the students.
4. Construct clear and valid exams based on the individual class and course objectives.

PATIENT POOL

All students are responsible for having a patient for each clinic session. There are two main sources for dental hygiene clinic patients:

1. Patients who have been to the dental hygiene clinic previously (re-care patients); and
2. Those who are new to the clinic.

The recruitment of new patients to the clinic *largely depends on the student*. Rather than rely on the re-care system, students should develop their own patient pool. Friends, family, neighbors, faculty, hygiene students, dental assisting students, other Fortis students, etc., all make excellent patients. In order to be prepared for patient recruitment, students should carry Fortis patient information brochures and/or business cards and give them to prospective patients. Brochures may be distributed to hairdressers, coworkers, ministers, etc. Students are also encouraged to get the prospective patient's contact information in order to facilitate the appointment-scheduling process. While community patients *may* be placed in students' schedules by Fortis Institute Dental Department staff, students are ultimately responsible for filling their own clinic schedules and are required to have at least one patient for each clinic session.

While seeking out new patients is encouraged, students should not solicit by placing advertisements on websites such as Craig's List. If there are any questions on patient solicitation, please address them with the Dental Hygiene Program Director. Students are also reminded that they are not licensed professionals, and, therefore, are **not** allowed to refer to themselves as *Dental Hygienists*. Any student who wishes to design his/her own business cards, flyers, or brochures should refer to himself/herself as a *Student Dental Hygienist*. Any of these materials designed by the student for distribution should be pre-approved with the Dental Hygiene Program Director prior to use.

DENTAL HYGIENE CLINIC NO PATIENT/ABSENTEE POLICY

DENTAL HYGIENE CLINIC NO PATIENT/ABSENTEE/TIME-MANAGEMENT POLICY

To facilitate adherence to the Fortis Institute Scranton Dental Hygiene Program Code of Ethics for Dental Hygienists, as well as those set forth by the American Dental Hygienists' Association, it is imperative that all students recognize the importance of clinical instruction and experience. In order to ensure that all students meet minimum clinical requirements for graduation and accreditation, as well as become proficient practitioners who are able to provide safe, effective, and comprehensive care for all patients, the Dental Hygiene Clinic No Patient/Absentee/Time Management Policy will be strictly enforced.

1.) **NO PATIENT CLINIC SESSION:** Each student is granted **ONE** clinic session (4 hours) per module, without a patient on a scheduled patient treatment day when the student is *present in clinic*.

- A. Required Paperwork
 - a. Colored No Patient form
 - b. No Patient Clinical Evaluation Form
- B. Grading Procedure
 - a. The student receives a No Grade (NG) and performs duties listed on the No Patient Clinical Evaluation Form.
 - b. Additional clinic sessions without a patient will result in a grade of **0** (zero) for that session. This clinic session must be made up according to the Clinic Make-Up Policy.
- C. Students will not be penalized in the event a patient presents for treatment but must be dismissed for medical reasons (e.g. hypertensive, needs medical consult, etc.); however, students are strongly encouraged to obtain a back-up patient in order to use clinic time to their advantage. In the event the patient must be dismissed, the student will receive a No Grade (NG) for the session, unless a critical error occurred during the appointment.

2.) **ABSENCE FROM CLINIC:** *An absence should only be used in the event of an unforeseeable incident or emergency.* Students should refrain from scheduling extracurricular activities or appointments during scheduled clinic time.

- A. Required Paperwork
 - a. Colored Dental Hygiene Clinic Absence form
 - i. This form must be signed by the Dental Department Director immediately upon return.
 - b. Doctor's Note (in the event of illness)
 - i. Doctor's notes must be submitted to the Dental Department Director immediately upon return.
- B. Grading Procedure
 - a. Students will receive a clinic grade of **0** (zero) for each absence.
 - b. **2 points will be deducted from the students final course grade for EACH absence**

- c. Excessive absences may result in failure of clinic course and possible withdrawal from the program.
- C. Absentee Requirements
- a. In the event of an absence from clinic, students **MUST** notify the dental department director **by telephone at least one hour prior** to the start of clinic. If the dental department director is not able to be reached by phone, students should leave a message on the director's voice mail as well as send an email to both the dental department director and a clinic instructor. Students who fail to follow this required procedure will receive *an additional daily grade of 0 (zero)* for the missed session. Both of these **0** grades will be computed in the student's grade average.
 - i. Director's phone numbers: 570-955-4008 or 570-290-8917
 - b. The student is responsible for notifying his/her patient of any canceled appointments due to his/her absence. In order to maintain a professional environment, students should notify patients of cancellations *a minimum of one hour prior* to the scheduled appointment time; however, students are encouraged to provide as much advance notice as possible. In addition, students are responsible for the rescheduling of canceled appointments. *Failure to adhere to this policy may result in withdrawal from the dental hygiene program.*

3.) **CLINIC MAKE-UP POLICY: Any absences **MUST** be made up during a non-scheduled clinic session.** This must be done in the *SAME MODULE* as the missed clinic time. If the student fails to make up the subsequent missed clinic time during the same module as the offense, a **0 (zero)** will be averaged into his/her grades or clinical assistant rotation grades, depending on the type of clinic session that was missed during the occurrence.

1. Make-up Clinic Days:

- a. This day **must** be scheduled with an instructor within ONE WEEK from date of return to clinic. A student **WILL NOT** be permitted entrance into a non-scheduled clinical session without prior consent.
- b. It is the student's responsibility to schedule the make-up clinic session prior to the end of the module the offense occurred without reminder from clinic instructors. If no make-up day is scheduled, the student receives an automatic second grade of **0 (zero)** as outlined above.
- c. If a student does not show for a scheduled make-up day, the student will receive a grade of **0 (zero)** for the make-up session.
- d. Starting grade for make-up clinic days is 90%.**
- e. If a student attends a make-up clinic but does not have a patient, this is considered a No Patient Clinic Session and the student's grade will reflect this policy accordingly. The 90% starting grade will apply for a clinic grade if it is a first offense No Patient Clinic Session).

4.) TIME MANAGEMENT POLICY: Students who schedule patients for limited services as listed below are required to either double-book the clinic session by scheduling a second patient, or complete a *needed* add-on service (such as sealants, nutritional counseling, or whitening).

Limited services include:

- polish, floss, and fluoride application
- limited/emergency examination (with or without radiographs)
- impressions
- whitening tray delivery
- whitening post-check
- one sealant
- screening for potential board patient
- performing any services for another student's patient

Students who do not adhere to this policy will receive a 15 point deduction from their clinic grade as a time management critical error.

Clinic Grades will also be adjusted for students who seat patients late or dismiss patients early and do not have a second patient to make use of remaining clinic time. Thorough communication with patients is essential in order to make maximum use of clinic time. The following grades will be assigned as applicable:

Criteria	Point Deduction*
<ul style="list-style-type: none"> • Patient is seated in operatory 20 minutes to 59 minutes after scheduled clinic start time, OR • Patient is dismissed from operatory 20 minutes to 59 minutes prior to scheduled patient dismissal time 	-5
<ul style="list-style-type: none"> • Patient is seated in operatory 60 minutes or more after scheduled clinic start time • Patient is dismissed from operatory 60 minutes or more prior to scheduled patient dismissal time • Patient is seated in operatory 20 minutes to 59 minutes after scheduled clinic start time AND is dismissed from operatory 20 minutes to 59 minutes prior to scheduled patient dismissal time 	-10

STUDENT GRADING

ACADEMIC PROGRESSION

In addition to Satisfactory Academic Progress (SAP) standards outlined in the Institute Catalog, Dental Hygiene students are required to adhere to additional academic standards. Failure to meet the following additional academic standards may result in immediate termination from the Dental Hygiene program.

GRADING/EVALUATION POLICIES

To be in good academic standing in the Dental Hygiene Program, a dental hygiene student must have a final grade of C or higher in all dental hygiene and core science courses. Dental hygiene laboratory, clinical, and didactic courses *require a minimum final grade average of 75% to pass the course*. A student who falls below the 75% minimum skill competency level in clinical and laboratory courses will be placed on academic remediation and specific requirements will be stated in writing for the student to complete. Students failing to satisfy requirements as stated for academic remediation face possible dismissal from the program.

Failure to maintain a grade of 75% or better in program required courses will result in dismissal from the program. In certain circumstances, such dismissal may be permanent and readmission to the program may not be possible. The student may have the opportunity, if applicable, to retake the course when it is scheduled to run again. Typically classes only run twice per year. Specific steps must be followed to apply for readmission.

Voluntary withdrawal from any program course, or the program itself (interruption of continuous registration in the program required courses) also requires specific steps to be followed to retain rights to readmission when permitted. A student is only permitted readmission into the cohort group immediately behind them following dismissal or withdrawal.

It is the student's responsibility to read and become familiar with the appropriate rules and procedures within this handbook, institutional handbooks, and all course syllabi. Students should consult with the Dental Hygiene Program Director if they have questions regarding any

of the rules and/or procedures contained within any institutional or program-specific documents.

DENTAL HYGIENE GRADING SCALE

All courses will follow the grading scale listed below. A final grade of **75% or higher** must be obtained in DH designated courses and all core laboratory, clinical, and didactic courses in order to pass the course.

Grade	Percentage	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78 to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 or below	0.0

CLINICAL EVALUATION

Clinical DH courses will include both lecture and clinical experiences. Lecture material will be tested via examinations based on textbook assignments, lecture notes, case-based studies and literature reviews. A portion of the clinic grade will be based on seminar sessions. Please refer to the course syllabus for break down and determination of final clinical course grades.

For clinical experience evaluation, there will be grades assigned for all procedures completed on patients and clinical skill evaluations for various procedures. These clinical evaluations require a satisfactory level of skill to continue in the clinical curriculum. There will be a minimum level of proficiency required for all clinical skill evaluations. Remediation skill sessions

will be provided by faculty outside of normal clinic hours as deemed necessary by an instructor to assist the student in the completion of skill evaluations for each clinical course.

CLINICAL REQUIREMENTS

The following requirements, at a minimum, must be completed in order to graduate from the Fortis Institute Dental Hygiene Program in accordance with the Clinical Competency Evaluations, Requirements, and Completion Policy.

Patients:

- 5 Children (12 and under)
- 5 Adolescent (age 13-19)
- 40 Adult
- 10 Geriatric
- 5 Special Needs and/or Medically Complex (any patient requiring treatment modification due to mental or physical constraints, current state of health or medical status, or significant barriers to communication)
- 5 Periodontal Maintenance
- 1 Orthodontia
- 44 Calculus Class I
- 44 Calculus Class II
- 32 Calculus Class III
- 24 Calculus Class IV
- 1 Perio 0
- 10 Perio I
- 15 Perio II
- 10 Perio III
- 4 Perio IV

Other:

- 10 Sealants
- 10 Fluoride Trays
- 10 Fluoride Varnish

Radiographs:

- 3 FMX conventional
- 12 FMX Digital
- 3 BWX conventional
- 12 BWX Digital
- 2 BWX Vertical
- 3 BWX Pedo
- 3 Panoramic

Local Anesthesia:

- 10 Patient experiences

Additional clinical competencies and other procedure requirements must be completed during each clinical term. These requirements are outlined in the Fortis Institute Dental Hygiene Program Clinic Manual. Students will receive a copy of this manual during preclinical courses.

CLINICAL COMPETENCY EVALUATIONS, REQUIREMENTS, AND COMPLETION POLICY

- All clinical competency evaluations and requirements must be completed successfully with a minimum 75% accuracy in order to graduate from the Dental Hygiene program. Any competency evaluations, requirements, and seminar assignments that are not completed with a minimum 75% accuracy will not count toward requirements and must be repeated (maximum of 3 attempts) until a passing grade is achieved.
- **CARRY-OVER POLICY:** To ensure timely completion of requirements, as well as development and maintenance of essential clinic skills for safe and effective patient care, students will be permitted a maximum of ***ONE*** carry-over term throughout the duration of their dental hygiene clinical program at Fortis Institute. This carry-over policy applies to any ONE clinical term in which any competencies or requirements remain incomplete on the last day of the designated course. This applies to any competencies or requirements that have not been attempted by the student, and/or to those that have been attempted but in which the student received a failing grade and have not been remediated by the end of the term. In this instance, the student will receive a grade of **0** (zero) for each incomplete, in addition to any failing grades already incurred, as well as a grade of **I** (incomplete) for the clinic course. He/she will then have *one week* in the following term to remediate any deficiencies. Once completed, these competencies will be recorded on a pass/fail basis only and will not count toward the clinic module grade. It is the **student's** responsibility to be aware of his/her completion rates and the need for rectifying any incompletes. If these are not rectified by the end of the first week, the student will receive a failing grade for the clinic course and may be withdrawn from the dental hygiene program.
- **DH298 CARRY-OVER POLICY:** In order to achieve clinical excellence and ensure effective and safe patient care, all dental hygiene students are required to complete all clinical requirements and competencies with a passing grade of 75 or higher by the end of the final clinical course. Any incomplete competencies or requirements remaining at the end of this course will be assigned a grade of **0** (zero) for EACH incomplete. These grades will be averaged into the competency portion of the final course grade and may result in course failure. If these penalties result in course failure, the student *may* be

permitted to retake the course, at the discretion of the Dental Hygiene Program Director and school administration. If these penalties do not result in course failure, the student will have *one week* beyond the final end-of-term date to remediate any deficiencies. These deficiencies must be remediated during normal clinic hours. This additional clinic time must be scheduled IN ADVANCE with the Program Director, as open chairs are limited and are offered on a first-come, first-served basis. Once completed, these competencies will be recorded on a pass/fail basis only and will not count toward the clinic module grade. It is the **student's** responsibility to be aware of his/her completion rates and the need for rectifying any incompletes. If these are not rectified by the end of the first week, the student will receive a failing grade for the clinic course and may be withdrawn from the dental hygiene program. Note that extension of a student's program length due to incompletes or course failure will result in additional financial charges to the student, which may not be covered by financial aid.

- In order to prevent carry-over of incomplete competencies and requirements, students are strongly encouraged to work ahead whenever possible. Competencies and requirements may be attempted ahead of the designated term at the clinical instructor's discretion provided that all relevant didactic and clinical instruction on the subject matter has been completed successfully. It is recommended that all current term competencies and requirements are completed prior to working ahead, but this is not necessary provided the student can ensure that he/she is keeping up with current clinical obligations. Grades for competencies completed ahead of time will be averaged in the competency grade of the clinical course in which they are completed.
- Once all higher patient classification requirements have been met, the student may count any additional higher classification requirements completed toward lower classifications, as needed.
- Students may not complete competencies on other dental hygiene students who are currently enrolled in clinical courses. Student may not complete clinical requirements on other dental hygiene students enrolled in the same clinic session, during the same clinic session.
- It is the STUDENT'S responsibility to keep track of requirement completion progress and deficiencies. Students should check their progress on a daily basis. If there are problems or concerns with requirements not being met, the student should discuss the issues with a clinical instructor and/or Clinic Coordinator as soon as the problem arises. Faculty will assist if they have the capacity to do so, but ultimately the STUDENT is responsible to see that all requirements and competencies are completed as directed.

STUDENT KITS

The following items are included in the student kit. Any lost/broken parts/damages to these supplies are not the responsibility of Fortis Institute.

- (1) Student training typodont with oral cavity cover
- (2) Pairs of safety glasses
- (1) Glide floss dispenser
- (2) Red/blue checking pencils
- (1) Aspirating syringe
- (3) Pairs of Lilac utility gloves
- (1) Digital XCP student kit
- (1) Slow speed handpiece
- (1) Thin insert cavitron tip
- (1) Heavy insert cavitron tip
- (2) Student instrument cassettes with sharpening accessories and trimming scissors

*Items in the student kit may change at the discretion of the program director

Clinic supplies are included in the student's tuition and ordered by the program. Any additional supplies that the student may want must be purchased by the student and are not covered under the student's tuition.

COMPLAINT OR DISPUTE PROCEDURE

If at any time a problem arises, students are expected to handle the situation by addressing the issue with the appropriate person in the chain of command, found in the order of procedure below:

1. Discuss the problem with the course Instructor.
2. If the issue is not resolved after addressing it with the course Instructor, the student may then present the issue to the Dental Hygiene Program Director.
3. If the problem persists after speaking with all of the personnel in the aforementioned chain of command, the student may then present the issue to the Director of Education.
4. If there is no resolution after the Director of Education has been informed, the student may elect to involve the Campus President.
5. Please see the Dental Hygiene Program Director with any questions.



DENTAL HYGIENE PROGRAM HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

By signing below, I acknowledge that I have received the Fortis Institute Dental Hygiene Program Handbook 2018. I understand that all policies and procedures in this manual are effective as of July 9, 2018. I further attest that I will take time to read, review, and familiarize myself with the material contained within. I realize that I must abide by all policies and procedures, or else I may be subjected to grade penalties, course failure, and/or withdrawal from the Dental Hygiene Program.

Student Name (PRINT)

Student Name (SIGN)

Date