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Dear Student:

Welcome to the Great Falls College MSU, Dental Hygiene Program. This college is part of the Montana University System. The Dental Hygiene program is accredited through American Dental Association Commission on Dental Accreditation and Northwest Commission of Colleges and Universities provides accreditation to MSU. The program is designed to prepare you for an exciting career in Dental Hygiene. You will receive the necessary information and preparation to sit for the Western Regional Board Exam (WREB) examination.

This handbook has been designed to explain the policies and guidelines unique to the Dental Hygiene program. The handbook is to be used in conjunction with the college catalog to provide general information, which will assist you in your college experience. It is your responsibility to become familiar with the handbook, as your faculty may refer to it throughout the academic year. You should keep the handbook in a safe and convenient place. It will help answer questions that may arise at any point during the program. Additions and/or changes may be made to this handbook during your training. You will be provided with documentation of any changes as they occur.

If you have concerns, questions or problems related to the program, please discuss those with the Dental Hygiene faculty. If the concern is not resolved, you are encouraged to meet with the Health Sciences Division Director.

Please do not hesitate to ask for further information. We hope that the time spent in class and in the clinical sites will be a rewarding time for you as you pursue a challenging and rewarding profession in Dental Hygiene. Best wishes to each of you for a stimulating and successful program and career.

Sincerely,

Kimberly Woloszyn, RDH MS
Dental Hygiene Program Director
Great Falls College MSU
Dental Hygiene Program Faculty and Staff

“Good teaching is more a giving of right questions than a giving of right answers.”
– Josef Albers

Kim Woloszyn, RDH, BADH MS Dental Hygiene Program Director
Ms. Woloszyn has been with the Great Falls College MSU since May 2000. Kim came to the college with 20 years of dental assisting and dental hygiene experience including a Certificate in Dental Assisting from MSU-GF and a BA in Dental Hygiene from Carroll College in 1983. Kim developed and is currently the Director of the Dental Hygiene program and teaches Preclinical Instrumentation, Oral Histology & Embryology, Community Dental Health, Clinical Dental Hygiene Theory II and Clinical Dental Hygiene Practice. She has completed her Master’s of Science degree in Education (Learning Development) from MSU-Northern.

Gail Staples, RDH, BADH Clinical Coordinator
Ms. Staples joined the dental hygiene program at Great Falls College MSU in 2005 as adjunct faculty where she provided instruction in both clinical and didactic areas of dental hygiene. Currently she serves as Clinic Coordinator and full time faculty and comes to the college with 23 years of experience as a clinical dental hygienist. Gail earned her dental hygiene degree in 1984 from Carroll College in Helena Montana. Ms. Staples teaches Clinical Dental Hygiene Theory I, III and IV, Radiology, Local Anesthesia, Clinical Dental Hygiene Practice and Professional Issues and Ethics. She has just developed and implemented a successful Local Anesthesia Review workshop at the Great Falls College MSU providing licensed dental hygienists preparation in taking the WREB Local Anesthesia Exam.

Jocelyn Juelfs, RDH BAS Full Time Faculty
Ms. Juelfs joined the dental hygiene program at Great Falls College MSU in 2009 as an adjunct faculty where she provided clinical instruction. In 2010 she was brought on as a fulltime faculty providing both clinical and didactic instruction. Jocelyn graduated from the program’s first class of dental hygiene graduates in 2004. She comes with great clinical experience through working in private practice after graduation and before being hired on full time at the college. She teaches Clinical Dental Hygiene Theory I, Dental Materials Lab, Gerontology and Special Needs Patients and Oral Pathology along with her clinical instruction. She has just completed her Bachelors of Applied Science in Communication from MSU-Billings.

Robin Reed Williams, CDA, MS Dental Assisting Program Director
Ms. Williams has been with Great Falls College MSU since May 2002. She came to the college with an MS in Microbiology and 13 years of dental assisting/dental office management experience. Robin is currently the director of the Dental Assistant program and teaches infection control, anatomy and dental materials for the Dental Hygiene program.
Holly Schott, CDA Dental Clinic Manager
Ms. Schott has been with Great Falls College MSU since June 2011. Holly came to the college with 11 years of dental assisting and dental receptionist experience. She is a graduate of MSU-GF Dental Assistant Program. She is involved with all aspects of the running of the Dental Assistant and Dental Hygiene Programs and Dental Clinic.

Adjunct Faculty
Donald Blevins, D.D.S Supervising Dentist
Dr. Blevins joined the dental programs at the Great Falls College MSU in 2010 as a supervising dentist providing clinical supervision of dental hygiene students, exams and clinical supervision of clients, and providing clinical instruction to dental assisting students in restorative clinic. Dr. Blevins comes to the college with extensive private practice clinical experience; he owned and operated his dental office in Great Falls for 35 years.

Melissa Pyette, RDH BS MS
Ms. Pyette has been with the Great Falls College MSU since the dental hygiene program’s inception and played a huge part in the development of the program. She came to the college with years of clinical dental hygiene experience and has extensive work experience in the specialty of Periodontics. Her degree in Dental Hygiene comes from Sheridan College and has recently received her Master’s of Science Degree from MSU-Northern in Education (Learning Development). Ms. Pyette currently practices clinical dental hygiene part time and serves as a clinical adjunct instructor for the program.

Externship Faculty
Dr. Daniel Hash Montana State Prison Deerlodge, MT.
Dr. Matthew Moen Nexus Treatment Center Lewistown, MT.
Film, Videotape, and/or Photograph Consent Form
Great Falls College Montana State University

I (the undersigned) do hereby irrevocably grant to Great Falls College Montana State University, its officers, agents, employees, students, assigns, and licensees, [hereinafter referred to as GFCMSU] the absolute right and permission to record my likeness and/or voice with still photography, film or videotape, to edit such still photographs, film, or videotape at GFCMSU’s discretion, to incorporate the same into photo exhibits, motion picture films and video presentations, to use or authorize the use of still photographs, films, and/or videotapes, or any portion thereof, in any manner at any time or times throughout the world in perpetuity, to copyright, use, reuse, publish, republish, exhibit, display, print, and reprint in advertising, publicity or promotional material, magazines, books, or any other media and the right to use my name, likeness, and biographical and other information concerning me in connection with the exhibition, advertising, exploitation, promotion or any other use of such still photographs, films, and/or videotapes.

I hereby waive any right to inspect or to approve the still photographs, films, and/or videotapes or the editorial or printed matter that may be used in conjunction therewith and further waive any claim that I may have with respect to the eventual use to which they may be applied. Such still photographs, films, and/or videotapes, may be used at GFCMSU’s sole discretion, with or without my name, alone or in conjunction with any other material of any kind or nature.

I further expressly agree that the foregoing release is intended to be as broad and inclusive as is permitted by the law of the State of Montana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I acknowledge that I have read this document and understand its terms. I am signing the release freely and voluntarily.

Name: _______________________________________________________

Signature: ___________________________ Date: _________________

Name of Parent/Guardian if Minor: _______________________________________

Signature of Parent/Guardian: ___________________________ Date: _________________

Address: _______________________________________________________

City: __________________ State, Zip Code: _________________ Revised 2012
Great Falls College Montana State University  
Dental Hygiene Program  
Dental Hygiene Education/Profession Risk Factors

The Programs in the Health Sciences Division at the Great Falls College MSU try to minimize the risk of exposure by following the college’s Communicable Disease Prevention and Exposure Control Plan, which comply with the Occupational Safety and Health Act (OSHA) Standards. These standards include universal precautions, which students are taught prior to beginning patient care. Even though the program makes extensive efforts to protect students enrolled in the healthcare programs from various hazards involved in working with patients, including exposure to body fluids contaminated with blood-borne pathogens such as HIV and Hepatitis, total protection from all potential hazards is not possible.

As health professionals, dental hygienists, and other dental team members are exposed to contagious diseases and are therefore at risk of becoming infected. The National Health Institute, the Centers for Disease Control and the Department of Health and Human Services all strongly recommend that health professionals at high risk have prescribed vaccinations. Dentists, their assistants and hygienists, are near the top of the list of those persons more likely to contract certain diseases than others of the health professions. The guidelines for immunizations are established in compliance with the Centers for Disease Control (CDC) and Occupational Safety and Health Act (OSHA). Therefore, it is recommended that dental hygiene students be vaccinated against mumps, measles, rubella and hepatitis B.

Students are required to provide documentation of Tine or IPPD (tuberculin) tests and must present evidence of having the Hepatitis B vaccine, or sign a disclaimer in order to attend clinics and before working on patients in clinic.

I verify that I have read these program requirements. I understand the risk factors associated with clinical dental hygiene practice.

Student  
Signature__________________________________________Date:__________________
What is a Dental Hygienist?
According to Esther Wilkins, “The Registered Dental Hygienist is a licensed professional, oral health educator, and clinician, who, as a co-therapist with the dentist, uses preventative, educational, and therapeutic methods for the control of oral diseases to aid individuals and groups in attaining and maintaining optimum oral health.”

American Dental Hygiene Association (ADHA) Principles of Ethics
- To provide oral health care utilizing the highest professional knowledge, judgment, and ability.
- To serve all clients without discrimination.
- To hold professional relationships in confidence.
- To utilize every opportunity to increase public understanding of oral health practices.
- To instill public confidence in all members of the dental health professions.
- To cooperate with all health professionals in meeting the health needs of the public.
- To participate actively in this professional association and uphold its purpose.
- To maintain professional competence through continuing education.
- To exchange professional knowledge with other health professions.
- To maintain high standards of personal conduct.

Attitude
A cheerful, dedicated dental hygienist is an asset to the dental team. All personal problems and negative attitudes should be left outside the doors of the Great Falls College Montana State University Dental Hygiene program and various clinical externship sites.

Open communication between students, peers, and instructors is crucial to successfully completing the dental hygiene program. It is essential that conflict resolution and harmonious relationships occur.

Guest speakers deserve undivided attention and courtesy. They have been chosen because of their contribution to your education. Please make guest speakers feel welcome.

Addressing student problems and advising needs
If a student has a problem with a particular faculty member they are to make an appointment with that instructor first during their office hours. If the problem cannot be resolved, the student is to go to the Program Director then on to the Division Chair of Health Sciences. It is very important that if a student has an issue with a faculty member the discussion starts with that person. The Advising Center is also an option as all students at the college are assigned an advisor in the center.
Each student will be assigned to a dental hygiene faculty member who will function as their academic advisor for the program. Quality advising encompasses the exploration of student goals, assessment of student’s records, discussion of financial aid options and the recommendations of the appropriate course to fulfill departmental and college requirements. Major advising appointments are scheduled at the initiation and midterm of each semester, if student requires additional conferences faculty welcome additional time for discussions.

PURPOSE OF THE HANDBOOK
The Dental Hygiene student orientation handbook provides the incoming student with the policies specifically related to the Dental Hygiene Program and the Division of Health Sciences. The student will need to rely on the College catalog for policies related to all students attending Great Falls College Montana State University.

MISSION OF THE COLLEGE, DIVISION AND DENTAL HYGIENE PROGRAM

College Mission Statement

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.

Health Sciences Division Mission Statement

The Health Sciences Division is a student-centered division providing quality care in health science education that is responsive to community health care needs.

Program Mission Statement

The Dental Hygiene Program at Great Falls College MSU prepares highly skilled, knowledgeable, ethical, entry level Dental Hygienists, in a student centered educational environment, to respond to the needs of the health care community through professional and responsible practice.

EIGHT ABILITIES
The faculty and staff have deemed the following abilities to be central to the personal and professional success of all Great Falls College MSU graduates:

Communication: The ability to utilize oral, written and listening skills to effectively interact with others.

Quantitative Reasoning: The ability to understand and apply mathematical concepts and models.
Inquiry and Analysis: The ability to process and apply theoretical and ethical bases of the arts, humanities, natural and social science disciplines.

Aesthetic Engagement: The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.

Diversity: The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.

Technical Literacy: The ability to use technology and understand its value and purpose in the workplace.

Critical Thinking: The ability to understand thinking that is responsive to and guided by intellectual standards such as relevance, accuracy, precision, clarity, depth, and breadth.

Effective Citizenship: The ability to commit to standards of personal and professional integrity, honesty and fairness.

PROGRAM OBJECTIVES
Our program goal is to prepare and graduate you as a competent, highly qualified Dental Hygienists.

The Dental Hygienist is a licensed professional member of the healthcare team who integrates the roles of educator, consumer advocate, practitioner, manager and researcher to support total health through the promotion of oral health and wellness. The focus of dental hygiene is on preventing oral disease.

The dental hygiene program faculty objectives will be to:
- Provide each student with the learning objectives for each course.
- Offer learning activities designed to enhance the student’s ability to meet the course objectives.
- Conference and advise students in appropriate areas of the learning process.
- Function as a professional role model.
- Continually update course content, staying abreast to the most recent knowledge.

PROGRAM OUTCOMES
GRADUATES ARE PREPARED TO:
- Formulate comprehensive dental hygiene care plans that include accurate, consistent and complete documentation for assessment, diagnosis, planning, implementation, and evaluation that are dental client centered and based on current scientific evidence based treatment.
- Employ professional judgment and critical thinking to identify, assess, analyze and creatively address situations in a safe and ethical manner.
- Demonstrate effective interpersonal skills through verbal and written communication with all individuals and groups from various populations.
- Demonstrate leadership skills and provide service to the community through health promotion activities and oral health prevention education while respecting their values and beliefs.
- Apply the concepts of oral health prevention and promotion to improve overall wellness by understanding the link between oral and systemic health.
- Provide safe and competent dental hygiene services to all individuals who seek treatment regardless of age, physical status, or intellectual ability with an individualized approach that is humane, empathetic, and caring.
- Demonstrate appropriate cultural, legal, ethical and professional values at all times while practicing within the standards established by the professions code of ethics and identify parameters of accountability.
- Determine when the collaboration with other healthcare professionals is required to ensure safe appropriate comprehensive dental hygiene care is provided.
- Demonstrate the ability to develop goals based on continuous self-assessment to ensure life-long learning and professional growth.

Great Falls College Montana State University
Dental Hygiene Program

Program Goals, Outcomes, and Student Competencies Alignment

Great Falls College Montana State University Dental Hygiene Program Goal:
Provide a comprehensive curriculum that reflects current practice, prepares students for future demands and responds to community needs.

Great Falls College MSU Dental Hygiene Program Outcome Alignment:
Graduates will be able to formulate comprehensive dental hygiene care plans that include accurate, consistent, and complete documentation for assessment, diagnosis, planning, implementation, and evaluation that are dental client centered and based on current scientific evidence based treatment.

Competencies Alignment:
C.3 Provide dental hygiene care to promote patient/client health and wellness using critical thinking and problem solving in the provision of evidence-based practice.
C.4 Use evidence-based decision making to evaluate and incorporate emerging treatment modalities.
C.5 Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as the accepted standard of care.

Great Falls College Montana State University Dental Hygiene Program Goal:
Instill respect for and adherence to the professional Code of Ethics, legal guidelines of practice of dental hygiene.

Great Falls College MSU Dental Hygiene Program Outcome Alignment:
Graduates will be able to demonstrate appropriate cultural, legal, ethical, and professional values at all times while practicing within the standards established by the professions code of ethics and identify parameters of accountability.

Competencies Alignment:
C.1 Apply a professional code of ethics in all endeavors.
C.2 Adhere to state and federal laws, recommendations, and regulations in the provision of dental hygiene care.

**Great Falls College Montana State University Dental Hygiene Program Goal:**
Emphasize the role of the Dental Hygienist in patient education involved in community Health and Wellness activities and the importance of on-going professional development to maintain currency and effectiveness in practice.

**Great Falls College MSU Dental Hygiene Program Outcome:**
Graduates will be able to demonstrate leadership skills and provide service to the community through health promotion activities and oral health prevention education while respecting their values and beliefs.

Graduates will be able to apply the concepts of oral health prevention and promotion to improve overall wellness by understanding the link between oral and systemic health.

Graduates will be able to determine when the collaboration with other healthcare professionals is required to ensure safe appropriate comprehensive dental hygiene care is provided.

**Competencies Alignment:**

C.6 Continuously perform self-assessment for lifelong learning and professional growth.

C.7 Promote the profession through service activities and affiliations with professional organizations.

**Health Promotion & Disease Prevention (HP)**

HP.1 Promote the values of oral and general health and wellness to the public and organizations within and outside the profession.

HP.2 Respect the goals, values, beliefs, and preferences of the patient/client while promoting optimal oral and general health.

HP.3 Refer patients/clients who may have a physiological, and/or social problems for comprehensive patient/client evaluation.

HP.4 Identify individual and population risk factors and develop strategies that promote health related quality of life.

HP.5 Evaluate factors that can be used to promote patient/client adherence to disease prevention and/or health maintenance strategies.

HP.6 Evaluate and utilize methods to ensure the health and safety of the patient/client and the dental hygienist in the delivery of dental hygiene.

**Community Involvement (CM)**

CM.1 Assess the oral health needs of the community and the quality and availability of resources and services.

CM.2 Provide screening, referral and educational services that allow client to assess the resources of the health care system.

CM.3 Provide community oral health services in a variety of settings.

CM.4 Facilitate client access to oral health services by influencing individuals and/or organizations for the provision of oral health care.

CM.5 Evaluate reimbursement mechanisms and their impact on the patient’s/client’s access to oral health care.

CM.6 Evaluate the outcomes of community–based programs and plan for future activities.
Great Falls College Montana State University Dental Hygiene Program Goal:
Establish and maintain high standards for student performance in clinical skills, patient
management, and professional interaction.

Great Falls College MSU Dental Hygiene Program Outcome Alignment:
Graduates will be able to provide safe and competent dental hygiene services to all individuals
who seek treatment regardless of age, physical status, or intellectual ability with an individualized
approach that is humane, empathetic, and caring.

Graduates will be able to employ professional judgment and critical thinking to identify, assess,
analyze and creatively address situations in a safe and ethical manner.

Graduates will be able to determine when the collaboration with other healthcare professionals is
required to ensure safe appropriate comprehensive dental hygiene care is provided.

Graduates will be able to demonstrate effective interpersonal skills through verbal and written
communication with all individuals and groups from various populations.

Graduates will be able to demonstrate appropriate cultural, legal, ethical, and professional values
at all times while practicing within the standards established by the professions code of ethics and
identify parameters of accountability.

Competencies Alignment:

C.8     Provide quality assurance mechanisms for health services.
C.9     Communicate effectively with individuals and groups from diverse
        populations both verbally and in writing.
C.10    Provide accurate, consistent, and complete documentation for assessment,
        diagnosis, planning, implementation, and evaluation of dental hygiene
        services.
C.11    Provide care to all clients using an individualized approach that is humane,
        empathetic, and caring.

Patient/Client Care (PC)
Assessment
PC.1 Systematically collect, analyze, and record data on the general, oral, and
psychosocial health status of a variety of patients/clients using methods
consistent with medico-legal principals.

a. Select, obtain, and interpret diagnostic information recognizing its
   advantages and limitations.

b. Recognize predisposing and etiologic risk factors that require
   intervention to prevent disease.

c. Obtain, review, and update a complete medical, family, social, and
   dental history.

d. Recognize health conditions and medications that impact overall
   patient/client care.

e. Identify patients/clients at risk for a medical emergency and manage the
   patient/client care in a manner that prevents an emergency.

f. Perform a comprehensive examination using clinical, radiographic,
   periodontal, dental charting, and other data collection procedures to
   assess the patient’s/client’s needs.
**Diagnosis**

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

a. Determine a dental hygiene diagnosis.
b. Identify patient/client needs and significant findings that impact the delivery of dental hygiene services.
c. Obtain consultations as indicated.

**Planning**

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

a. Prioritize the care plan based on the health status and the actual and potential problems of the individual to facilitate optimal oral health.
b. Establish a planned sequence of care (educational, clinical, and evaluation) based on the dental hygiene diagnosis; identified oral conditions; potential problems; etiologic and risk factors; and available treatment modalities.
c. Establish a collaborative relationship with the patient/client in the planned care to include etiology, prognosis, and treatment alternatives.
d. Make referrals to other healthcare professionals.
e. Obtain the patient’s/client’s informed consent based on a thorough case presentation.

**Implementation**

PC.4 Provide specialized treatment that includes preventative and therapeutic services designed to achieve and maintain oral health. Assist in achieving oral health goals formulated in collaboration with the patient/client.

a. Perform dental hygiene interventions to eliminate and/or control local etiologic factors to prevent and control caries, periodontal disease, and other oral conditions.
b. Control pain and anxiety during treatment through the use of accepted clinical and behavioral techniques.
c. Provide life support measures to manage medical emergencies in the patient/client care environment.

**Evaluation**

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

a. Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient/client self report.
b. Evaluate the patient’s/client’s satisfaction with the oral health care received and the oral health status achieved.
c. Provide subsequent treatment or referrals based on evaluation findings.
d. Develop and maintain a health maintenance program.

**Great Falls College Montana State University Dental Hygiene Program Goal:**
Offer challenging educational experiences that continually integrate theory with practice, and promote critical thinking, problem solving skills and assumption of responsibility for learning.
Great Falls College MSU Dental Hygiene Program Outcome:
Demonstrate the ability to develop goals based on continuous self assessment to ensure lifelong learning and professional growth.

Competencies Alignment:
Professional Growth and Development
PGD.1 Identify career options within health care, industry, education, and research and evaluate the feasibility of pursuing dental hygiene opportunities.
PGD.2 Develop practice management and marketing strategies to be used in the delivery of oral health care.
PGD.3 Access professional and social networks to pursue professional goals.

Competencies Resource:
Competencies for Entry into the Profession of Dental Hygiene; July 2004
Journal of Dental Education Volume 68, Number 7

DENTAL HYGIENE CURRICULUM
The curriculum is planned to provide the student with the necessary didactic coursework and clinical experience to make them eligible to write the nationally recognized certification examination administered by the National Dental Hygiene Board Exam and the Western Regional Board Exam and to prepare the student for employment as a dental hygienist.

LIABILITY & HEALTH INSURANCE
Each student must have professional liability insurance while enrolled in the Dental Hygiene Program. The liability insurance is available through a college-selected company and is included in the fees each semester.

Basic terms of the policy are:
Each student is covered only while a member in an official Great Falls College MSU Dental Hygiene Program course. Coverage ceases upon termination of the student’s enrollment, either by graduation, withdrawal or dismissal. Coverage is limited to activities that are part of, and a requirement of the student’s curriculum.

It is the student’s responsibility to notify the clinical faculty member about any occurrence that might cause liability to the student, clinical affiliate, or Great Falls College MSU. An unusual occurrence report must also be completed to document the incident.

The student is responsible for all expenses resulting from injuries that he/she experiences in the clinical setting. Personal health insurance is strongly recommended by the
program faculty. Student health and medical insurance can be obtained through Great Falls College MSU. Visit the Information Desk in the Main Office for details.

EQUAL OPPORTUNITY/AMERICANS DISABILITY ACT POLICIES
The Great Falls College Montana State University as a unit of Montana’s University System, and the Dental Hygiene Program, is committed to provide for all students, a program of equal opportunity for education and participation in all College activities. The Dental Hygiene Program strives to comply with the Equal Opportunity, Sexual Harassment, and Americans Disability Act policies. Please refer to the current College catalog for details.

REASONABLE ACCOMMODATION FOR DISABILITIES
Upon admission, a candidate who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The Program will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the Program. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

Requests for accommodation should be directed to: Disability Services Office.

DIGNITY STATEMENT
The Dental Hygiene Program is committed to providing all students with an education of the highest quality and in a manner that exhibits concern and sensitivity to our students, faculty and others who use our services. It is therefore essential that every person who is connected with this program exhibit appropriate and conscientious behavior in dealing with others.

Students and staff members have the right to be treated fairly and with sensitivity. They must be given the maximum opportunity to learn and work in an environment that is caring, friendly, and free from harassment and discrimination. Every student and employee of Great Falls College MSU is expected to treat every person with dignity and respect.

CLASSROOM ATTENDANCE
Regular attendance, punctuality, and responsibility for class work are three of the most significant factors for success in the program. Students are urged to be present, punctual, and prepared for every class assignment. While absences or tardiness may be unavoidable for some acceptable reason, you should keep in mind that regular attendance is an important factor in judging your values to your chosen profession.

Attendance & Tardiness Policies
Due to the progressive nature of this course, and its importance to future courses, attendance at all lectures and clinical sessions are required. The nature of the Dental Hygiene Program necessitates the students regular attendance, so that he/she may obtain maximum benefit from this course and ultimately, from the program. For all classes,
Absence shall not exceed the equivalent of one and one half weeks of instruction otherwise student maybe dropped from the program. Laboratory, clinic and class hours are not interchangeable in the application of this policy.

**Course Example:**
DH 230 Community Dental Health and Education is a 2 credit class meeting once a week.
2hr/week X 1.5= hours (3.5 hours is the maximum amount of time that can be missed during the semester).
(Failure to abide by attendance policy will result in dismissal from Community Dental Health & Education course. This will prohibit advancement in the dental hygiene program).

**Clinic Example:**
DH 281 Clinical Dental Hygiene Practice IV is a 5 credit class meeting 12 hours a week.
12hr/week X 1.5= 18 hours (18 hours is the maximum amount that can be missed)
(Failure to abide by attendance policy will result in dismissal from Practice IV course this will prohibit advancement in the dental hygiene program).

**Didactic Courses:**
Failure to appear for scheduled didactic instruction without calling in will result in disciplinary action taken against the student up to and including termination from program. All absences must be reported by 7:30 AM by calling the Dental Clinic Manager @ 771-4364 and your specific individual instructor. The individual calling must be the student or an immediate family member.

**Absences:** All absences, whether excused or unexcused, will be recorded as an absence. If you are absent YOU are responsible for all work and content missed.

Your courtesy in being prompt to class is expected. Attendance is marked at the beginning of each class. Students are required to be in class and ready to begin on time. Have all PowerPoint’s and associated material READY PRIOR to class time. Entering class after class has begun is not acceptable. In addition, arriving late to and leaving early from class will not be tolerated, as it is rude, disruptive, and highly unprofessional. Arriving late when an exam or quiz is being given will cause the student to forfeit the chance to take the quiz/exam at that time. Weekly quizzes cannot be made up so the grade for that quiz will be zero.

**Tardiness:**
**Tardiness will not be tolerated:** The first tardy infraction results in 10 point deduction from cumulative course grade. Second tardy infraction results in an additional 20 point deduction from cumulative course grade. Third tardy infraction results in an additional 30 point deduction from cumulative course grade. If tardiness occurs 3 or more times entry back into class will require program director intervention.

**Incomplete & Late Assignments:** Incomplete and/or late assignment submissions will NOT be ACCEPTED. Student will receive a ZERO for assignment. NO EXCEPTIONS!
**Exams:** Missed/Make up exams will be given at the discretion of the instructor. In which case, a 25% grade deduction will be awarded for any makeup exam. For example, the best a student could receive if they obtained a 100% on exam is a 75%. Alternative exam may be given. IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT THE COURSE INSTRUCTOR FOR MISSED CLASSES, EXAMS AND/OR ASSIGNMENTS. THE STUDENT HAS 24 HOURS IN WHICH TO CONTACT INSTRUCTOR EITHER IN PERSON, BY PHONE, OR EMAIL TO EXPLAIN SITUATION. AFTER 24 HOURS NO MAKE UP ASSESSMENTS/EXAMS WILL BE ALLOWED. ALL ASSESSMENTS MISSED WILL RECEIVE A ZERO TOWARD COURSE CONTENT. Again be aware missed classes, assignments, exams, and quizzes could inhibit a student’s ability to successfully pass the course and inhibit advancement in the dental hygiene program. On exam days please clear desk of all objects except pencil. Backpacks can be stored at the back of the room.

**10 minute classroom breaks** will be provided during class sessions that are longer than 50 minutes. To be respectful of your instructor and other classmates getting up and leaving the classroom during the class session should not occur unless it is an emergency.

**Clinical Courses:**
Attendance in clinical rotations is essential to the success of the student enrolled in this program.

The student should arrive early to clinical sessions allowing a few minutes to review clients’ charts and prepare for clinical sessions. Students are encouraged to be in the classroom lab reviewing their client charts at least 10 mins prior to the session. All students are expected to be in clinic during their scheduled clinic time even if student doesn’t have a client.

If students are late for clinic sessions 2 professional points will be given. If it occurs more than 3 times entry back into clinic will require program director intervention.

Due to clinical course nature breaks cannot be scheduled. To be respectful of your clinical instructors, clients and other classmates avoid disruption getting up and leaving the clinic during the clinical session unless it is an emergency. If the student clinician must leave the clinical area it is asked that your clinical instructors, client, and CA be aware of it and your location.

**Personal Appointments**
Students should not make doctor or dental appointments during the time they are scheduled for clinical rotations or didactic classes. You should schedule your non-emergent appointments for school breaks or days that you do not have didactic classes or clinical rotations.

**Attendance**
Students are expected to follow the clinical rotation schedule without exception. The schedule has been designed to provide each student with an equal clinical opportunity.
Failure to appear for scheduled clinical rotations or didactic instruction without calling in will result in disciplinary action taken against the student up to and including termination from the program.

Failure to appear for externship sites and onsite clinic without calling in will result in disciplinary action taken against the student up to and including termination from program. All absences must be reported by 7:30 AM by calling the Dental Clinic Manager @ 771-4364 and to call the externship supervisor if applicable. If the student has clients scheduled it will be important to call them immediately so they can adjust their schedules. The individual calling must be the student or an immediate family member.

**Missed Clinical Days**
Due to the nature of the onsite clinic and all that is involved to facilitate a clinic session with the supervising dentist, clinic instructors, and dental clinic manager there is not a possibility to hold clinic make up sessions.

Missed Clinical Externship also can not be rescheduled or made up. If the student is unable to travel to the externship site due to weather or car trouble the opportunity will be lost without any point deduction.

**SMOKING, DRINK, AND FOOD**
Great Falls College MSU is a non-smoking building. Designated areas are provided for this activity. The faculty encourages that the Dental Hygiene students consider the negative health effects of smoking. We are willing to work with the student that desires to quit smoking. The clinical sites you will be assigned to are smoke-free campuses which means that smoking is prohibited on all properties owned by the clinical site including parking lots. As such, smoking is not permitted in cars parked in the lot. Students are not permitted to utilize smokeless tobacco products during clinical rotations.

All students are asked not to have significant food or drink in the classrooms.

**VISITORS**
No visitors will be allowed in the classroom during class without permission of the instructor. Small children and infants can be a big distraction in class to the students and instructor, for this reason they are not allowed in the classroom.

**ADVISORS**
Due to the small size of the class, both the Program Director and faculty will advise each dental hygiene student. The faculty is here to make your time at the college as productive and comfortable as possible. You are encouraged to communicate with them about your course concerns and educational goals.

Meeting Appointments with faculty need to be made during their scheduled office hours unless otherwise approved by faculty.
- Appointments will be scheduled through the Dental Clinic Manager.
Students will wait for their appointment in the dental reception area until the Dental Clinic Manager states it is ok to go to the faculty’s office.

Students are not allowed to wait outside faculty office doors for appointments.

The Dental Hygiene Program Director will provide you with your advisory pin number and course schedule for registration.

PROFESSIONAL BEHAVIOR/CONDUCT

The students enrolled in this program are expected to conduct themselves in a manner which will be a credit to their school and the profession of Dental Hygiene. They are expected to abide by the code of ethics for this profession provided by the American Dental Hygiene Association and the Montana Dental Hygiene Association, as well as the policies and procedures of the clinical sites they are assigned to.Courtesy, cheerfulness, tact, kindness, and consideration should govern your communication with other healthcare professionals and clients, for example referring physicians, visitors, and employees encountered at your clinical site. What you say and do becomes associated, in people’s minds, with the school and the clinical site. The time you are provided at the clinical site is a privilege that the clinical site provides for you to learn this profession.

Student conduct in the Dental Hygiene Program must allow for a safe and comfortable atmosphere that is conducive to learning. Violation of any of the program specific rules and/or any of the college rules and regulations as outlined by the college will subject the student to disciplinary action.

Disciplinary Action will be taken against a student enrolled in the Dental Hygiene program for the following list of reasons which is illustrative of, but not inclusive of, situations that can result in discipline, counseling, and/or dismissal:

Failure to comply with the policies and/or procedures of the school or the clinical site the student is assigned to in order to fulfill clinical educational objectives

The student will maintain a professional attitude at all times and conduct himself/herself as a mature adult. Unprofessional conduct shall include but not be limited to:

a) Performing acts beyond the limits of legal practice.

b) Insubordination towards clinical preceptors, clinical staff, and/or Great Falls College MSU faculty.

   ➢ Inappropriate behavior including body language e.g. rolling eyes when receiving direction from staff or being argumentative with technologists, patients, physicians, and/or other members of the health care team.

c) Arguing with clinical preceptors, clinical staff, and/or Great Falls College MSU faculty.

d) Failure to follow the instructions of the preceptor or refusing to perform an examination as directed by a supervising clinical instructor without just cause.

e) Performing the wrong examination/procedure on a client.

f) Not properly identifying the clients which results in performing the examination/procedure on the wrong patient.

g) Violations of the Uniform Appearance Code and/or related requirements.
This would include not having your own scrub outfit available to wear during clinical courses and externships.

While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; community outreach all policies regarding the wearing of the uniform will be followed.

The uniform and name tags are not to be worn in public venues, other than in an official capacity.

At no time should the uniform and name tags be worn where alcohol is served or consumed, other than while on a call during a clinical rotation.

The clinical uniform is highly recognizable in all settings. At all times while in the public view:

Students are to wear the uniform properly

White Clinic shoes are to be properly laced, clean and not worn out side of clinic area.

Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted they show professionalism and represent the Program and profession at the highest level.

h) Receiving guests during clinical/externship rotation

i) Using, possessing, distributing, or being under the influence of any alcoholic beverage, narcotic, or any other drug capable of altering a student's judgment and/or physical activity during clinical/externship rotation.

j) Use of any alcoholic beverage, narcotic, or any other drug capable of altering a student's judgment and/or physical activity within 12 hours of clinical or field internship shift.

k) Use of tobacco products during any clinical/externship rotation.

l) Use of personal electronic devices during clinical, externship, didactic courses, including but not limited to, cell phones, MP3 players, gaming devices, radios, CD players, computer laptops with sound, etc except when devices such as I-Pods are used for reference and/or research related to a patient contact.

m) Failure to arrive to clinic, didactic course, and externship rotation on time.

n) Falsifying clinical documentation.

o) Assuming duties and responsibilities without adequate training or when competency has not been maintained.

p) Willfully committing an unsafe act that would potentially endanger anyone.

q) Tampering with, damaging, or theft of any equipment or personal property of clinical site, preceptors, site employees, other observers, student or instructor.

r) Touching any person in any manner considered threatening, offensive, or degrading.

s) Making any verbal statement or gesture to any person that is considered threatening, offensive, or degrading.

t) Harassment of Clinical site employees, other site observers, preceptors, instructors, clinical/externship staff, or fellow students.

u) Stalking. Stalking is behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
v) Possession of lethal or non-lethal weapons, firearms, and/or explosives during clinical/internship rotation.
w) Diverting supplies, equipment or drugs for personal or other unauthorized use.
x) Actual or threatened hostile acts, including verbal abuse, against clients, clinical site employees, or Great Falls College MSU faculty.
y) Falsifying or otherwise altering patient or agency records.
z) Failure to maintain client confidentiality/HIPPA violations.
   aa) Failure to follow all policies, procedures, Standard Operating Guidelines, protocols, rules, and/or regulations of the clinical site
   bb) Abusing, neglecting, or abandoning patients/clients
   cc) Conduct unbecoming a dental hygiene student or detrimental to the best interests of the public
   dd) Failure to comply with the professional code of ethics and/or failure to demonstrate those traits necessary for success in this profession.

GROUNDS FOR PROFESSIONAL POINTS DISCIPLINARY ACTION/PROBATION/ DISMISSAL
First the complaint will be discussed with the student.

The complaint will be discussed by the school administration to determine the necessary disciplinary action. Results of this discussion will be documented and a copy will be provided to the student. This documentation will be signed and placed in the student’s permanent file.

One of the following actions will be taken depending upon the seriousness of the infraction:

   Verbal and written reprimand usually provided in a Professional Point format.
This will be used for minor infractions of non-academic policies and procedures. The program faculty will talk to the student and remind him/her of the correct behavior and answer any questions the student may have about the incident. Documentation of the discussion will be made and signed by the student and the faculty/Program Director giving the points. This documentation will be maintained in the student’s permanent file and will be referenced when it comes to points being deducted in the specific course.

PROFESSIONAL & ETHICAL RESPONSIBILTY

Professional Points:
Each student will be graded on his or her professional responsibility in all coursework of the program. Point deduction will be assessed for a variety of infractions and will become increased as the student progresses through the program. The student will be informed, in writing, when professional points are deducted.

Possible Infractions, not limited to behaviors that would warrant professional points being given * May constitute dismissal from the program

1. Failure to perform assigned duties when lab/aide, clinic assistant, screener, or perform infection control protocol.
2. Failure to call in by 7:30 AM when going to be absent.
3. Arguing with instructors, dental clinic manager, clients and fellow students
4. Visiting with neighbor when the instructor is lecturing/talking.
5. Cell phone ringing during class, lab or clinic sessions.
6. Working on another course assignment while you are in a class or lab session.
7. Retrieving charts from the file cabinet and not requesting them from the dental clinic manager. *
8. Taking film badges out of the dental clinic
9. Removing client records from the allowed designated area  *
10. Failure to properly complete paperwork:
    a. not returning chart to proper place *
    b. not putting client’s name in appointment book or daily log
    c. recording inaccurate client information *
    d. duplicating client’s chart *
    e. falsification of records (to include x-rays) *
    f. failure to update medical history/vital signs *
    g. making illegible chart/appointment book entries
    h. failure to request a chart from the dental clinic manager day before needed.
    i. incorrect address of dentist on consent form where client x-rays are to be sent
    j. failure to submit radiographs for supervising dentist review in 48 hours
    k. failure to attend/schedule advisor conference
    l. Consumption of alcohol/drugs prior/during clinical sessions *
11. Failure to maintain professional appearance:
    a. wearing incorrect, dirty or wrinkled uniform or lab jacket
    b. fingernails too long or polished
    c. not wearing film badge
    d. inappropriate style of hair
    e. inappropriate type/condition of shoe
    f. using inappropriate make-up
    g. wearing socks/hose
    h. wearing inappropriate jewelry
12. Using unprofessional language *
13. Exhibiting unprofessional behavior: crying, displaying anger, etc *
14. Failure to make appropriate use of lab or clinic time
15. Failure to maintain adequate appointment control
16. Failure to be prepared for lab or clinic sessions with an A, B, C Plan
17. Having food or drinks in lab or clinic
18. Being tardy to labs/clinics *
19. Failure to maintain work area in a professional manner
20. Knowingly perform an action that could cause harm to any patient, student, instructor, or visitor to the clinic: i.e. using non sterile instruments *
21. Failure to sign in with workstudy or cleanup work area when working outside scheduled class time or open lab
22. Failure to keep operatory neat and organized
23. Seating client prior to receiving routing slip from Dental Clinic Manager
24. Being on the clinic floor prior to instructor being on clinic floor
25. Failure to notify Dental Clinic Manager that additional services have been rendered during client treatment. *
26. Failure to comply with all program regulations and policies as stated in this Policy and Procedure Manual. *

*It is not possible to include all possible infractions; therefore, any occurrence not specifically noted will be handled on a case-by-case basis. The goal of the dental hygiene faculty is to graduate mature, responsible, professional dental hygienists who are capable of functioning as integral parts of the dental team and have attention to detail.*

- Falsification of patient records or withholding radiographs is considered cheating, unethical behavior and will result in expulsion from the program.
- A breach of client confidentiality has been committed including verbal statements in person or by telecommunications/social media. Removal of client information from the clinic area is also a breach of confidentiality and will result in expulsion from the program.
- Student impairment due to drugs or alcohol prior/during clinic sessions is dangerous to yourself and the client and will result in expulsion from the program.

*Note: Professional point infractions can be given in all courses of the Dental Hygiene Program. Professional points will be viewed individually per class/course along with the points associated.*
Student’s Name__________________________________________________

Professional points have been received today (Date)_____________________.
because of the infraction that has occurred as specified below. Please schedule an
appointment with the instructor that has issued the Professional Points to discuss how
this infraction will be prevented from occurring again.

Specific reasons for Professional Points given below:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Follow up discussion has occurred and signatures of both student and instructor are
required to document that an agreement has been made as to how this infraction occurred
and how it will be prevented from happening again.

Solution:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Student Signature/ date: ________________________________
Instructor Signature/ date: ________________________________
**CLINICAL REMEDIATION POLICY**

The term REMEDIATE implies the student has failed to attain the required competency in a minor area(s) of a clinical course. The purpose of clinical remediation is to correct deficiencies in a student’s knowledge or skill by providing him/her with additional instruction/training specific to these deficiencies. The deficiencies identified must not be so numerous that they cannot be readily corrected by a plan of remediation to be completed by a designated date. **The plan of remediation is initiated upon recommendation of the clinical course instructor and/or the clinic coordinator, with input from other faculty members.** Once the remediation is completed, the student should be capable of performing at the level specified by the course objectives.

Remediation is an individualized course of study or series of exercises designed to address clinical deficiencies. Remediation includes close faculty supervision to ensure corrections of deficiencies prior to final evaluation. The clinical course instructor and/or clinic coordinator, with input from other appropriate faculty and instructors, will prepare a written contract specifying the identified problems, the date and method of remediation and/or testing. The student and remediation instructor will sign the proposed contract(s) for remediation.

A student is identified for clinical remediation when he/she is:

1. Identified by instructors as a result of:
   - direct observation of student’s clinical skills during a clinical session.
   - a student demonstrates poor understanding of procedure during a tutorial session.
   - the student fails to pass a competency exam
2. Identified by the student and the student requests assistance.
3. Identified by the clinic coordinator as a result of:
   - repeated errors during a procedure as noted on clinical evaluation forms.
   - repeated notations or point deductions in process evaluations indicating difficulty in an area.
   - Tal Eval clinical point values that is below the norm for the clinic level.

Depending on the problem or area(s) of deficiencies, the student may be asked to:

1. Demonstrate and practice instrumentation techniques on typodonts.
2. Schedule tutorial clinical sessions with faculty members to receive additional one-on-one instruction.
3. Develop goals and plan to improve performance (ex: time management techniques).
4. Schedule additional patients and attend additional clinical sessions with the goal of completing certain procedures or practicing certain skills under the direction of a clinical instructor.
5. Review course and program requirements and develop a plan to meet requirements.
6. Meet with faculty members on an ongoing basis to review progress.

*If unable to satisfy clinical requirements, the student will be awarded an ‘I’ or ‘F’ depending upon the student’s clinical performance to date and circumstance regarding excessive absences, excused or unexcused. If awarded an ‘I’, the student will have to make arrangements with program director to complete requirements. This is not a guarantee as the director will judge eligibility on an individual basis. An ‘F’ will result in dismissal from the Dental Hygiene Program.*
CLINICAL REMEDIATION AGREEMENT

I, __________________, have agreed to participate in the __________________________.

Remediation Session. This Course will have one-on-one instruction in instrumentation and other clinical skills. If an instructor has specified that remediation is needed dates and times of the sessions must be confirmed. If a student has signed up for a remediation session and does not show up and no call has been made in advance NO other remediation sessions will be scheduled.

1. I agree to meet on the following dates with ___________________________ for
   (Instructor’s name)
   one-on-one instruction.

   Dates for clinical remediation to occur:

   ____________________________________________________________
   ____________________________________________________________

2. I understand that I will be evaluated during this remediation session, and the dental hygiene faculty member will assess my progress.

3. I agree to fully prepare PRIOR to each practice session by reviewing

   ____________________________________________________________
   ____________________________________________________________

   I understand that I am the only person who can assure my success in learning and retaining the skill level necessary for competent care delivery in the next level of dental hygiene clinics.

________________________________________________
Student                     Date                     Remediation Instructor    Date

________________________________________________
Skill Evaluator              Date                     Program Director          Date

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Great Falls College MSU
Dental Hygiene Program
CONTRACT FOR CLINICAL REMEDIATION

Student________________________ Course:_____________________________

Remediation Instructor:______________________ Date:_______________________________

Deficiencies requiring remediation:

Activities/resources to be used for remediation:

Expected student outcome and completion date:

Consequences of non-achievement of expected student outcome:

________________________________________________________________________

Student Signature/Date     Instructor
Probation: This will be the final warning a student will receive before being suspended or dismissed from the program. It may be accompanied by additional conditions to fit a given situation and may result in lowering the student’s clinical grade.

Suspension: Under certain circumstances, if deemed necessary by the program faculty, a student may be suspended from the program for a first-time serious infraction of the program policies and/or procedures. Repetition of an infraction for which the student received a reprimand and/or probation will also warrant suspension from the program. A suspension of 1 to 5 days as deemed appropriate for the student’s actions will be incurred. A written report outlining the length and conditions of the suspension will be completed by the program faculty and signed by the student and faculty as documentation of discussion of the event with the student. This report will be maintained in the student’s permanent file.

Dismissal: Repeated failure to follow policies and procedures will result in dismissal from the program. For more serious incidents such as those involving a threat to patient safety, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft, willful damage of property, intoxication or being under the influence of drugs or alcohol during clinical or class hours, or possession of a dangerous weapon while in the clinical site or the school will be just cause for immediate dismissal.

READMISSION TO THE PROGRAM
Policy for Continuance, Re-Admission and Dismissal from the Dental Hygiene Program

The Dental Hygiene Program requires students to complete coursework with a grade of 75% “C” or higher. Students receiving a grade lower than a 75% in any dental hygiene course, will not allow the student to continue into the next term. Students can refer to the Academic complaint policy in the Great Falls College MSU Catalog and if they feel a complaint is warranted, students have three (3) months from their date of termination to grieve the final grade. Any student leaving the Program prior to graduation is required to meet with the Program Director for an exit interview to document the reason for leaving. All department fees and assessments must be cleared at the time of the exit interview.

Continuance
The dental hygiene faculty will meet at the conclusion of each semester to view the student’s performance in the individual courses based on grades obtained to determine if they will continue in the dental hygiene program. Students experiencing academic difficulty will receive written notice from the course instructor throughout the semester as is warranted. Not receiving a written notice on academic difficulty will NOT be considered grounds for claiming eligibility to enroll for a subsequent semester. It is the student’s responsibility to schedule a meeting with that faculty member and develop a written plan to successfully complete the course. A grade of “C” or higher is required in all dental hygiene and related courses to continue in the dental hygiene program.

- A cumulative grade point average of 2.5 or higher is required to continue in the dental hygiene program.
- Students must meet at least a 75% competency and all course requirements, in clinical and didactic courses, to continue in the dental hygiene program. Students
receiving a grade below 75% in any dental hygiene course or a grade point average of less than 2.5 will be dismissed from the program.

- Reinstatement of the student will be considered for the following academic year **ONLY** upon availability with make-up work required in the failed subject area. The program director will have the right to request any student being reinstated to audit or retake courses previously taken to ensure the student’s competence and ability to complete the sequential curriculum.
- If the student’s readmission application is accepted, it is strongly recommended that the student audit classes/clinic or possibly enroll in a Remediation Independent Study course.
- Students who are discontinued from the program because of a failing grade will be reinstated into the dental hygiene program only **ONCE** (proper paperwork must be completed). Upon the acceptance and readmission to the dental hygiene program the student will then only have **ONE** more chance to complete the course(s)/program successfully.

**Re-Admission**

With the Dental Hygiene Program having a progressive type of curriculum, repeating courses will be very difficult, if not sometimes impossible.

- A student who must repeat one or more courses in dental hygiene to graduate must first be readmitted to the program.
- A student will be allowed re-admittance to the dental hygiene program only once.
- One of the 16 available openings for student enrollment into a new academic year of the program will be designated for a re-admission applicant. Reapplying students do not need to secure a point level in the top 16 openings. Decision to readmit a student reapplying to the program will be based on:
  a. Letter of intent demonstrating the ability to be successful in completing the program the 2nd time around.
  b. Reasons the student was dismissed or failed out of the program previously.
  c. The program directors consultation with the faculty
- If there is no student reapplying, the opening will be given to a new incoming applicant.

**Note:** The program director has the right to approve or disapprove re-admission applications based on previous educational and behavioral concerns. A new applicant can be enrolled into the re-admission opening over a re-applying student if the concerns outweigh the desire for re-admittance.

- Re-admitted students like all students in the program must maintain a minimum grade of 75% “C” in each dental and related course taken.

**Re-Admission Procedure**

Re-admission application and a letter of intent must be submitted by June 10th prior to the academic year they are applying for.
• The student must submit a letter to the dental hygiene program director outlining their intent for re-admission, specific reasons why they should be readmitted and a very specific plan for successful completion of the re-admission year. A complete formal dental hygiene application also has to be submitted along with it.

• Re-admission applications must be for the next academic year.

• If the student is granted re-admittance there may be stipulations made of the retaking of courses dependent of students current knowledge and abilities upon reentry. Due to the complexity of the dental hygiene program, safety to our clients and our commitment to graduating competent dental hygienists some coursework may need to be retaken and reviewed before slotting back in the position the readmitting student was once in. Demonstration of knowledge and skill may be requested prior to those decisions.

Being readmitted into the program does not automatically ensure successful completion; it is up to the students’ dedication of completing the requirements of the program.

Possible reasons for dismissal from program
Due to the nature of the dental hygiene program and the direct interaction with the public during patient treatment strict confidential rules have to be enforced. A student will be dismissed from the program because of these known infractions:

• Cheating/Plagiarism
• Removing client records and/or radiographs from the clinic area
• Falsification of client records
• Withholding client records or radiographs
• Unprofessional conduct or demeanor
• Any student whose behavior causes concern as to alcohol or drug abuse will be requested to submit to an immediate drug screen at their expense. Failure to comply OR evidence of a positive test will result in immediate dismissal from the program.

Note: A student who believes the dismissal is unfair and elects to appeal the decision may not attend class or clinic sessions until a decision has been made in the appeals process.

MEDICAL RECORDS/ CONFIDENTIALITY

The health care team handles a large amount of confidential information concerning the medical history and medical condition of patients that they come in contact with. Safeguarding the privacy of the patient is the responsibility of everyone on the health care team.

A client’s medical condition or personal problems must never be discussed with anyone except those who have a direct tie to the client’s care. Release of information to newspapers, radio stations, and TV stations, social medias or their representatives is forbidden. Names must not be used in any written case studies or discussions. The release of any privileged information regarding any client is cause for immediate suspension and recommendation for dismissal from the program. Discussion of your
clinical assignment and information obtained while there is **NOT** a topic for social conversations. All clinical happenings stay in the clinic and go no further. Respectful consideration of all clinical areas and personnel is required. The students are at the clinical externship sites by invitation which could be rescinded at any time if undesirable conduct occurs. The clinical area was chosen for specific learning experiences and the value you receive will depend on you and your attitude. Any problems that might develop should be discussed privately with the clinical supervisor, Program Director, or Lead Instructor.

**Students will follow all the policies and procedures of the clinical site.**

Tactfully explain any limitations on your part because of your student status. You should know all legal implications, which affect you. DO NOT perform any procedure or operate any equipment without the permission of the clinical instructor or clinical supervisors until you have obtained a final competency on the equipment or procedure.

Time assigned to the various externship clinical areas is a valuable learning experience. Please do not interrupt this with outside interests, phone calls, etc. Clinical assignments are designed to provide each student with an equal learning opportunity and to accomplish specific learning objectives. They are not to be changed without prior approval of the Program Director or clinical instructor.

**Dental Hygiene Program Confidentiality Agreement**

Client information from any source and in any form (such as written, verbal, or computer generated) is confidential. The Dental Hygiene program adheres to strict Health Insurance Portability and Accountability Act standards (HIPAA). Students, instructors, and clerical support shall protect the privacy and confidentiality of all clients, students, and faculty members that find treatment in the dental clinic and/or provide information in classroom settings. Access to this information is allowed only if there is a need to know to fulfill educational responsibilities. All individuals involved in the dental clinic and program may see or hear confidential information concerning clients, students, faculty or family members. Such sources of medical information may include medical/dental records, financial applications, abuse reports, radiographic requests, medical test results, patient records, conversations and case presentations.

As a student, faculty member, and clerical support I agree to the following:

- I will access only that information needed to fulfill my work responsibilities.
- I will not tell, show, copy, give, sell, review, change, or trash any confidential information unless it is part of my work responsibilities or course work. If it is part of my responsibilities to do these tasks, I will follow the correct procedures.
- I will consider that conversations between the dentists, dental hygienists, dental assistants, and healthcare workers or between the undersigned and a client are also protected and may not be discussed.
- I will under no circumstances discuss the medical condition, including HIV or infectious disease status, of any client where the conversation may be overheard by any other client or by other students, faculty, and clerical personnel.
- I will not misuse or be careless with confidential information.
• I will not share any confidential information if I am no longer a Great Falls College MSU Dental Hygiene Program student, faculty member, or clerical support person.

• I will protect the privacy of our clients, students, and employees.

• I am responsible for the use and misuse of confidential information.

As used in this policy, “social networking” is defined as communicating with other individuals over the Internet for social or professional purposes. Communication can be in a written, image or a video format occurring electronically on such common sites as Facebook, Twitter, LinkedIn, Youtube, MySpace etc. This also means the utilization of cell phones.

All confidentiality and privacy policies along with consequences of infractions set by the Health Insurance Portability and Accountability Act (HIPAA) and the program’s Confidentiality Policy are the same whether students and faculty are working face to face or online.

This confidentiality agreement covers all school sponsored externships and activities outside of the dental clinic and educational institution that involve any confidential information. Promptly report any potentially identifiable breach of confidentiality or privacy to the Program Director.

The student is responsible for complying with all the rules and regulations of the college. Any new policies will be posted.

DRESS AND APPEARANCE FOR GREAT FALLS COLLEGE DENTAL PROGRAMS REGARDING LECTURE, PRE-CLINIC, LAB, AND CLINIC.

Health professionals, wherever employed, should consider how patients are viewing their appearance in clinical environments. The Clinical Dress Code must comply with American Dental Association (ADA) and Occupational Safety and Health Administration (OSHA) policies.

Students who do not conform to the dress and appearance requirements may be asked to leave the class/lab/clinic until they are appropriate for the specific learning environment.

CLINICAL APPEARANCE
The Clinical Dress Code Policies are to ensure student and client safety along with displaying professionalism for the field of dental hygiene.

PRECLINIC/CLINIC APPEARANCE

In the knowledge that many times our personal appearance makes strong impressions on the client’s attitude toward the Dental Programs and the profession, it is beneficial both to the students and school that certain regulations be followed. These policies concerning dress will be in effect for ALL clinic experiences including public presentations, community outreach, externships and student/partner exercises. The following regulations will be enforced:

1. Uniforms, shoes, and shoelaces must be spotless at all times. Only school selected uniforms and jackets are authorized. Unkept, torn, or dingy uniforms must be replaced. Lab coats may not be worn on the street or anywhere outside the clinic or
locker room. *If the student leaves the clinic facility, lab coats are to remain in the clinic hung on hooks.*

2. Clean, white, low-heeled, closed toed/heel, rubber-soled shoes without colored stripes or ornamentation must be worn. These may be professional clinic shoes or athletic shoes that meet specifications. It is recommended that you purchase two pairs of clinic shoes; one pair to remain at school, the other to be used for rotations and at all other times when in uniform. You may not wear open toed or heel shoes with your uniform.

3. **White** hose or plain **white** socks must be worn when in uniform. **Socks should be long enough that legs do not show while seated. Shoelaces should be white with no ornamentation and should be spotless! Dingy shoelaces must be replaced.**

4. Coats, sweaters, and other outerwear must not be worn over the uniform when in the clinic.

5. If a shirt is worn under the scrub top, it must be plain (no pattern) and of a knit/cotton type fabric. The sleeves must be no longer than the sleeves of the lab coat and hem no longer than the hem of the lab coat. It must have a low, round neckline so that the top of the shirt is not visible above the top snap of the lab coat.

6. No jewelry (rings) may be worn in clinic, small post earrings are acceptable. However, one earring per ear is allowed. All visible tattoos, hickeys, and face piercing must be covered. If piercing cannot be covered it must be REMOVED prior to seeing community clients. These piercing include but are not limited to: eyebrow, nose and lip. Tongue piercing is not appropriate or acceptable for clinic or lab sessions. Therefore, the student will be asked to remove the tongue piercing prior to working on clients.

7. Fingernails must be **clean** and neatly trimmed. Nails should be short enough that they cannot be seen over the ends of the fingers when your hand is held up toward the light, with the palm toward you. Nail polish, including clear and/or artificial nails, may **not** be worn in clinic. Cuticles should be maintained to present a healthy neat appearance; this skin should be kept intact to prevent infection. Hands must be free of all objectionable odors, particularly **tobacco!!**

8. The hairstyle you choose must be neat and appropriate for a professional person. Unless your hair is cut short enough to remain close to the head and off the collar, you **must** style it so that no strands fall forward off the shoulders or in your face. Flat smooth, non-ornamental barrettes, covered rubber bands, and small “scrunchies” may be used to hold your hair. Beards and mustaches must be neatly trimmed.

9. Apply cosmetics so as to achieve a clean, natural look. All make-up should be worn conservatively.

10. Cologne or aftershave must be light and used with discretion.

11. Be sure that your teeth are scrupulously clean and your breath fresh, free of odor. Brush after each meal and after each time you smoke. Avoid food seasoned with garlic/onions before coming to clinic.

12. Chewing gum is not permitted.

13. Protective gloves, glasses, and a mask must be worn during client treatment for the protection of the student and the client.

14. Students will be subject to a daily appearance check by their instructors as an ongoing part of their clinical performance.
15. If a patient warrants treatment that will deliver splattering of blood and debris the student may want to wear a disposable gown instead of their lab coat for the session disposing of it after.

Students who disregard the dress and/or appearance requirements may be asked to leave the clinic until they are dressed appropriately for client treatment. The student will be penalized professional points for each infraction.

Note: 1) During clinical sessions when patients are being treated, all students, even those not directly involved are required to behave professionally when around the clinic, including the hallways;  
2) To enter the clinic when patients are being treated, a lab coat must be worn, even if a student is not directly working on patients.

Good personal hygiene must be maintained at all times. Hair will be restrained off the shoulder and away from the face; nails short, clean, and NO polish; no jewelry; sparing use of make-up and cologne; closed toe shoes; and designated lab coat. No shorts will be permitted. No chewing gum is permitted. Final authority for appropriate dress in a laboratory setting is determined by the individual course instructor. Preclinic Lab attire follows clinical session attire as we are working on each other in a client type manner.

LAB APPEARANCE
Students must wear prescribed lab clothes to lab and open lab in relation to what work is being facilitated. When students are reviewing radiographs or working on clinic paperwork required attire will be different when trimming models for example. Safety glasses, long sleeve shirts, long pants, closed toed shoes (not flip flops) and hair tied up are required when there would be possible safety issues with when working in the lab. Refer to policies for Open Lab posted in Open Lab Sign In binder.

DIDACTIC COURSE APPEARANCE
Students may wear street clothes to lecture/class. Clothing should not be distracting to other students in the classroom i.e. large hats, short shorts, and low cut shirts.

Noncompliance with the Dress Code: At the discretion of faculty and fellow students, constructive criticism and/or clinical evaluation will be utilized if dress code suggestions are not followed. Any student not meeting departmental, clinical (including radiology), or laboratory dress code guidelines might be asked to leave the setting and will receive a failing grade for the session.

GRADING

Dental Hygiene Program Grading Scale: Students are responsible for maintaining a record of their grades. An appointment may be made with the instructor to discuss grades and/or progress in the course. Office hours are posted on the faculty office door. Students must receive a grade of 75% or above to successfully pass the course.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
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<tbody>
<tr>
<td>100-92</td>
<td>A</td>
</tr>
</tbody>
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You are engaged in college level courses and are responsible for your own study procedures. This material is quite extensive and may present difficulties for some of you. If difficulties arise, it is your responsibility to ask the Dental Hygiene Program course instructor for help. Refer to Student Services in the current College catalog.

All students must meet scholastic requirements. A grade of 75% “C” higher must be maintained in all required courses to continue and complete the program. Individual faculty will provide you with a syllabus explaining their grading procedure and what is being assessed to determine your course grade. Major course assignments will have a rubric outlining how the evaluation will occur.

It is recommended that students review the assignment rubric when the assignment is being given and clarify with instructor any question about how it will be assessed. Self Assessment and Peer Assessment is a great practice to ensure you have included everything in the assignment the rubric is outlining. All students should receive a 100% on assignments as the grading criterion in the rubric is all right there for you.

The student is responsible for submitting all assignments on time. Each course has a policy for make-up work for test, quizzes, etc. which will be explained by the instructor at the beginning of the course/semester.

Incomplete & Late Assignments: Incomplete and/or late assignment submissions will NOT be ACCEPTED. Student will receive a ZERO for assignment. NO EXCEPTIONS!

Exams: Missed/Make up exams will be given at the discretion of the instructor. In which case, a 25% grade deduction will be awarded for any makeup exam. For example, the best a student could receive if they obtained a 100% on exam is a 75%. Alternative exam may be given. IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT THE COURSE INSTRUCTOR FOR MISSED CLASSES, EXAMS AND/OR ASSIGNMENTS. THE STUDENT HAS 24 HOURS IN WHICH TO CONTACT INSTRUCTOR EITHER IN PERSON, BY PHONE, OR EMAIL TO EXPLAIN SITUATION. AFTER 24 HOURS NO MAKE UP ASSESSMENTS/EXAMS WILL BE ALLOWED. ALL ASSESSMENTS MISSED WILL RECEIVE A ZERO TOWARD COURSE CONTENT. Again be aware missed classes, assignments, exams, and quizzes could inhibit a student’s ability to successfully pass the course and inhibit advancement in the dental hygiene program.

Clinical Grading
Performance evaluations will normally be completed by the supervising dentist, clinical instructors, and/or program director at regular intervals.

Competency Assessments are designed to provide students the opportunity to demonstrate skill and the ability to practice safely during all dental hygiene procedures. Therefore, it is the student’s responsibility to prepare for and recruit clients to successfully complete the required competency assessments. It is the student’s responsibility to also obtain the faculty member’s
signature on the check-off form at the completion of all Competency Assessments. Planned competency assessments must be presented to the POD instructor during POD discussions. Students are asked to complete (2) competencies each clinic session in an attempt to successfully complete the required number of assessments prior to the end of the semester. Students are required to have all competency assessment forms ready for instructors to reference and complete.
You are encouraged to receive maximum help from your instructors while you are learning to perform procedures and prepare for the competency assessment. No instructor assistance will be permitted during final competency assessments.

A failed assessment cannot be attempted again until a reflection on the challenge has been written and signed by evaluating instructor. Self assessment reflection forms are located in kiosk and must be completed upon instructor’s request. The self assessment form must be attached to the specified competency assessment and returned to the evaluating instructor within 24 hrs. Failure to comply will result in the student not being able to attempt the competency assessment again until reflection has been completed and reviewed by clinical instructor.

Clinical Course evaluation for the Practice courses is based cumulatively on all aspects of the course. Areas of evaluation are required client load, competency assessments, learning contract development, completion and presentation, radiograph competency points, Tal Eval case/competency points, and professional behavior.

To achieve an “A” in this course the level of Tal Eval case/competency points must be met along with the required client case type quota along with all competency assessments completed. Grades will be based on accumulated Tal Eval competency points, radiology points along with client case type requirements completed. Students must complete the required number of clients each semester in order to achieve basic mastery of the course and enough competency points to maintain a benchmark of 75% “C” average in clinic. If the final clinic grade is below a 75% “C” benchmark, the student will be dropped from the program and will not graduate.

Students will be given an Evaluation Sheet in conjunction with Practice Course syllabi describing how evaluation of student achievement will be assessed. In order to remain in the dental hygiene program, the student must earn a “C” or higher in this course.

Incomplete and the Three Week Client Completion Policy
Due to the progressive nature of the Dental Hygiene program and its reliance on Human Subjects for students’ clinical education, Clinical Dental Hygiene Practice I, II, III, and IV courses have utilized “Incompletes” as grades for students who are unable to fulfill all clinical requirements. An incomplete grade allows the student to have only 3 weeks of the subsequent Clinical Practice course to complete the outstanding requirements.

An Incomplete (I) grade is issued at the instructors’ discretion when a students’ course work has been satisfactory however has encountered unavoidable mitigating circumstances which prevented the student from completing the course. A formal request for the incomplete grade must be initiated by the student after consulting with the instructor. The student must complete the Request for an Incomplete Grade form stating the unavoidable mitigating circumstances which prevented completion of the required work and the proposing conditions under which the required work will be completed.
The Request for an Incomplete Grade Form can be obtained from the Registrar’s Office or online www.msugf.edu/admissions_records/forms2.html

Again Clinical Course evaluation for the Practice courses is based cumulatively on all aspects of the course. Areas of evaluation are required client load, competency assessments, learning contract development, completion and presentation, radiograph competency points, Tal Eval case/competency points, and professional behavior. Clinical course evaluation is based on the requirements completed by the end of the semester (see individual syllabi for Evaluation Sheets). If the extent of outstanding requirements provide a clinic grade below the 75% students are not granted an “Incomplete” grade as even when the outstanding requirements are completed the course grade would still be below passing.

Students have 3 weeks into the next semester to complete outstanding requirements if they are granted an “I” Incomplete grade receiving the grade that was determined at the end of the semester. If the student is unable to complete the outstanding requirements within the 3 weeks of the next semester they will fail the course and be dismissed from the program.

Utilization of an Incomplete grade for DH Practice courses as a result of failing to meet Client Requirements and Competency Assessments is at the discretion of clinical faculty and program director. Dental Hygiene students must understand that the option of an incomplete grade is not an automatic blanket cushion for an extension to complete outstanding clinical requirements the course % grade at the end of the semester has to be above passing.

Clinical Dental Hygiene Practice I, II, III, IV course requirements must be completed during the allotted course clinical timeframe. If a student foresees that the requirements will not be met it is up to the student to inform clinical faculty in advance and initiate a request for an (I) Incomplete grade. Requested Incomplete grades will be accepted or denied at the discretion of clinical faculty and program director based on the mitigating circumstances involved.

Students who have received an (I) Incomplete grade for any Clinical Practice course must be aware that all outstanding clinical requirements must be fulfilled within 3 weeks of the next semester and that no new clinical course requirements can be initiated until outstanding requirements have been fulfilled and signed off by Program Director.

Finally, the student must understand that by virtue of an Incomplete the overall clinical grade which is awarded upon its reversal will be based on the completed requirements at the end of the semester and usually doesn’t result in an “A” grade.

Objectives must be met in all courses. Any absenteeism could affect the completion of these objectives.

If it becomes necessary to withdraw from a course, please do not withdraw without a conference with the (Program Name) program faculty. Proper withdrawal MUST be completed to avoid receiving a grade of “F” on your transcript for the course. It is the
student’s responsibility to be sure withdrawal forms are completed. The instructor of each course will keep you informed of your grade. You may request a conference with any of the faculty, by appointment, to verify your standing.

TEST PROCEDURES/MAKE UP WORK
Dental Hygiene Program Exam Facilitation Policy

Exams provide verification of individual mastery of course materials. Faculty will strive to facilitate exams within the dental hygiene program to prepare students to sit for the National Dental Hygiene Board Exam and its stringent rules and requirements.

Exams: Missed/Make up exams will be given at the discretion of the instructor. In which case, a 25% grade deduction will be awarded for any makeup exam. For example, the best a student could receive if they obtained a 100% on exam is a 75%. Alternative exam may be given. IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT THE COURSE INSTRUCTOR FOR MISSED CLASSES, ExAMS AND/OR ASSIGNMENTS. THE STUDENT HAS 24 HOURS IN WHICH TO CONTACT INSTRUCTOR EITHER IN PERSON, BY PHONE, OR EMAIL TO EXPLAIN SITUATION. AFTER 24 HOURS NO MAKE UP ASSESSMENTS/EXAMS WILL BE ALLOWED. ALL ASSESSMENTS MISSED WILL RECEIVE A ZERO TOWARD COURSE CONTENT. Again be aware missed classes, assignments, exams, and quizzes could inhibit a student’s ability to successfully pass the course and inhibit advancement in the dental hygiene program.

Students must be on time to the exam. It is at the discretion of the instructor that students’ arriving after the exam has been initiated can still take the exam.

Exam Procedure
- Students are asked to sit at separate tables (if space allows).
- Students are asked to clearly remove all items from test taking area, backpacks, purses, drinks etc. will be placed in the back of the room unless instructor requested.
- Cell phones/Blackberrys/iphones need to be turned off and stowed away.
- No cell phone calculators will be allowed.
- Prepare all items to complete the exam prior to exam being initiated; there will be no reaching into backpacks or purses once the exam has been given out.
- Students will not be allowed to leave the classroom once test has been initiated unless student turns in exam for grading.
- Students will not be allowed to eat or drink during exams.
- Students will be asked to quit tapping feet or fingers if it occurs during the exam.
ACADEMIC INTEGRITY POLICY

As an institution of higher education, Great Falls College Montana State University requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present ideas, designs, or work of another person as one’s own effort or to permit another person to do so. The College will regard the following as violations of academic integrity requiring disciplinary action:

**Plagiarism** – Submitting an assignment – whether written, oral, graphic, or computer-generated – which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.

**Copying** – Using crib notes, cheat sheets, books, or other material, resource or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials. Collaborating with another student or students on an examination or other graded exercise, without instructor permission. Contributing to violations of Academic Integrity – Knowingly assisting another student in an act that violates academic integrity.

Violations of academic integrity will not be tolerated at Great Falls College MSU. The consequence for the first such violation is at the discretion of the instructor and may range from a failing grade to the particular assignment/test to a failing grade in the course in which the act of academic dishonesty occurred. Faculty must report all violations of academic integrity to their respective Division Chairs. In the instance of repeated offenses, the Division Chair will recommend disciplinary action ranging from a failing grade for the assignment/course up to and including expulsion from the College. Appeals of Department Chair decisions on academic dishonesty are made to the Associate Dean for Academic Affairs.

Cheating, plagiarizing, or knowingly furnishing false information may result in dismissal from the program.

HEALTH SCIENCES GENERAL HEALTH POLICY

**POLICY**

All Health Science students must complete the required Great Falls College MSU Student Immunization and Verification Form and submit to their Program Director after acceptance into their program. If a student has an illness or infectious disease or has sustained an injury which could potentially be exacerbated by attendance at a clinical site or by participating in a laboratory experience on campus, or could potentially place a fellow student or patient at risk, the student has an obligation to seek treatment of the medical problem or injury. A signed release form from a physician or other healthcare provider must be submitted to the Program Director before the student will be allowed to participate in a lab or clinical experience.

**RATIONALE**

Future healthcare providers must understand the impact of personal health and safety in on-campus labs and at clinical sites. Patients who seek healthcare are vulnerable due to altered...
health/risk status and must be protected; the safety of fellow students on campus must also be recognized. Health Sciences students who are potential health/safety risks to others or themselves should not have contact with patients at clinical sites, or participate in potentially unsafe situations on campus. The potential unsafe situation must be discussed with the program director.

RECOMMENDATIONS

All Health Science students will submit a physical examination form and complete required immunizations to their Program Director after acceptance into their program. At registration the student will select or waive their comprehensive health insurance. It is expected that the student carry comprehensive health insurance as indicated on BannerWeb. There are health risks inherent in working in a clinical environment. Students are urged to use good sense in acquiring and maintaining health insurance coverage. Liability insurance which covers students while attending clinical sites is included in student lab fees for each program. This is not health insurance for the student; liability insurance covers the student in the event of harm or injury caused to a patient the student is treating at a clinical site.

Approved, Great Falls College MSU

[Signature]
CEO/Dean
7/18/13
Date

Approved, Health Sciences Division

[Signature]
Director, Health Science Division
7/23/13
Date
COMMUNICABLE DISEASE PREVENTION POLICIES

IMMUNIZATION POLICY

In compliance with Montana state law, students born after January 1, 1957 who are taking seven (7) or more credits or are enrolled in a certificate or degree program must:

a) Show documentation immunizations were given after 1967 and after the student’s first birthday and must have been administered at least thirty (30) days apart. Current immunizations must have been administered in the form of the MMR vaccine. Immunizations must be documented by a physician, registered nurse, or school official.

b) Submit documentation of having contracted measles and rubella. Documentation by a physician is required including dates of illness.

c) File a medical or religious exemption.

d) A written statement from the student.

Evidence of one of the above must be submitted before students will be permitted to register for courses.

REQUIRED HEALTH SCREENING TESTS/ GENERAL SAFETY GUIDELINES

TB POLICY

A two-step screening for TB must be done upon entry into any Health Sciences program. Evidence of screening must be provided to the Program Director. The student may be asked to provide a repeat screenings based on the policy of the clinical site, with evidence of update provided to the Program Director to be kept on file during the duration of the program of study.

RATIONALE

Students are expected to follow health practices protecting both their patients and themselves. Clinical sites require proof of students’ TB tests prior to allowing attendance at the clinical internship. Failure to show proof of current immunization will result in denial of access to the clinical site.

HEPATITIS B SERIES

The College strongly recommends Health Science students who will be working in direct patient contact areas to receive the Hepatitis B vaccine series. Students are urged to use good sense in protecting themselves against health risks and potentially infectious diseases in the clinical environment. If a student declines to receive the Hepatitis B series, a signed declination form will be kept in the student’s file. Students are encouraged to discuss the benefits of receiving the Hepatitis B series with their health care provider. Students must also be aware that certain clinical sites will not allow students access to their facility unless they have completed the series.
NEEDLES AND SHARPS

On campus, when practicing patient care techniques involving needles and other sharp instruments, students are expected to follow guidelines and protocol as outlined by their instructor and in the student handbook of their respective program. When attending clinical internships the protocol of the facility will be followed.

Red biohazard containers are available in all classroom labs in which the use of needles or sharps is a component of the learning experience and lab. Needles must not be recapped, bent, broken or clipped, removed from syringes or otherwise manipulated by hand. Disposable needles, syringes, blades, razors and other sharps must be disposed of in the red biohazard containers. Students must never place their hands inside the red container, and if the container is full, should ask the instructor for a new container.

In the event of accidental needle stick with a contaminated needle, at a clinical site, the student must follow the procedures as outlined by the clinical site, and submit a “Report of Exposure to Communicable Disease” form as found in this packet, to the Program Director. The Program Director will keep the completed form in the student’s file, and follow-up with any protocol as established by the facility.

In the event of an accidental needle stick with a contaminated needle or an exposure to body fluid to non-intact skin, mucous membrane, or by percutaneous injury during an on campus lab, the student should comply with the following steps. It is critical to follow these steps because if a source, the person whose blood or body fluid to which the student was exposed, is positive for HIV transmission, there are medications that are available that prevent HIV transmission. These medications, however, are most effective when started within two hours after exposure.

1. De-glove. Bleed the wound.
2. Wash skin and wound with soap and water. Flush mucous membranes with water.
3. Dress the wound.
4. Notify your Program Director and submit the “Report of Exposure to Communicable Disease” form to the director.
5. The source and the student will be counseled to seek out lab tests and counseling through the ER or the City/County Health Department located at 115 4th Street South, Great Falls, MT 59401. There is cost associated with this testing. The student is expected to use their health insurance to pay for the cost of the of the baseline, 3 month exposure, and 6 month exposure HIV and HCV tests at the City/County Health Department, .

The source and student will be encouraged to seek this counseling so they can receive the appropriate medical treatment and the needed information to prevent further exposure. The source individual will be encouraged to make available the results of the test to the student and the Program Director. Copies of all reports will be kept by the Program Director in the student’s file. The Program Director will follow-up with the source and the student following the current guidelines as outlined by the Center for Disease Control and Prevention (CDC) and policies as outlined by the City/County Health Department. The program director will also inform the Health Sciences Division Director of the incidence, however, the names of the source and student will not be shared for confidentiality purposes.

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BLOOD AND BODY FLUIDS

At clinical sites, procedures for handling blood, body fluids or any types of secretions must be followed in accordance with the facility’s policies and procedures. In the event of a blood or secretion spill, students must follow procedures as outlined by the facility. Never leave a spill unattended: either clean the spill according to facility protocol (depending on the circumstance) or wait until housekeeping personnel arrive.

If there is blood, body fluid or any type of secretion spilled in the campus lab, don gloves and lay dry paper towels on the spill to absorb the fluid then layer a second set of disinfectant soaked paper towels over the spill.

There will be a container in your lab which holds a mixture of bleach diluted in water 1:10. Use this mixture to soak the paper towels. Notify your instructor there’s been a contaminated spill.

Encircle the spill with additional disinfectant being careful to minimize aerosolization while assuring adequate contact. Decontaminate all items within the spill area. Allow a minimum of 20 minutes contact time to ensure disinfection. Discard contaminated disposable materials using appropriate Biohazardous waste disposal procedures.

Spray down the area again with the bleach solution and wipe clean, disposing of all paper towels in the Biohazardous bag: tie the bag and dispose of the bag in one of the large red Biohazardous containers located near the dental clinic. Your instructor will tell you the location of the large containers.

LINEN

If handling any types of linen (sheets, pillowcases, towels, etc.) at clinical sites, take care to minimally agitate the materials due to airborne contamination. In many facilities, paper products are used in certain areas. All soiled linen should be bagged at the location of its use: it should not be sorted or rinsed in patient care areas. Follow facility procedures in disposing of soiled linens to appropriate areas.

If using linens in on-campus lab, your instructor will inform you about your program’s care and laundering of any linen. There is a washer and dryer available to Health Science programs in the room adjacent to R 190 on the first floor, west side of the campus building. The simulation hospital on the bottom level under the library also has a washer and dryer.

DISPOSAL OF HAZARDOUS WASTE

Biohazardous waste is disposed of in accordance with Occupational Safety and Health Administration (OSHA) regulations. Any full sharps containers or red biohazard bags containing contaminated material must never be left in a lab after class: assist your instructor in disposing of materials to the appropriate container or area. At clinical sites, always follow facility procedures. There are usually many biohazard containers available in all patient care areas.

ADDITIONAL PRECAUTIONS

If a student has an exudative lesion, weeping dermatitis or any skin lesion which could potentially transmit disease through touch, the student should refrain from patient care and from handling patient equipment until the condition resolves. Students should notify their instructor of the
condition and it is to the discretion of the course instructor to allow students with these conditions into the on-campus lab.

Students working in direct patient care areas that are pregnant or suspect they may be pregnant should inform their program director. Pregnant women must be particularly cautious when working with certain types of patients. Your program director, course instructor and clinical preceptor should be aware of your pregnancy in order to minimize any risks to your health and safety.

RESUSCITATION EQUIPMENT

At the College, there is an Automatic External Defibrillator (AED) mounted to the wall outside of the Dental Clinic on the northeast side of the campus building. When at the clinical site, students must know where to locate nearby resuscitation equipment. Students should ask their clinical preceptor about facility procedures when responding to an emergency situation. This information is usually included in the facility orientation when students first arrive at the site.

EXPOSURE TO OR DIAGNOSIS OF A COMMUNICABLE DISEASE POLICY

This policy refers to any communicable condition which potentially threatens student or patient safety. Examples would be, but not limited to strep throat, herpes, scabies, rubella, tuberculosis, hepatitis or HIV.

POLICY

A student who suspects contact, has contact, is exposed to or contracts a communicable disease must report such contacts/diagnosis to his or her Program Director immediately. Contact may be, but not limited to direct touch, needle stick, airborne or handling of contaminated materials or equipment. Compliance with the policy and procedures as follows is the responsibility of the student.

RATIONALE

The purpose of this policy is to prevent spread of disease to other students, patients and the community. The procedures attached to this policy have an approved, uniform and planned approach for assisting students who have been exposed to or contracted a communicable disease. The student is responsible for being knowledgeable about communicable diseases and their own role as a potential source of infection or their responsibility for the health and safety of others. This is especially significant in the clinical setting when working with patients already in a debilitated and medically compromised condition.

PROCEDURES

When attending a clinical site students are to report suspected or real contact with a communicable disease to their clinical preceptor immediately following the event. The clinical preceptor will follow the facility’s procedures, and also notify the Program Director. The student should also contact the Program Director as soon as possible after the event.

If a student suspects having a communicable disease, or having come in contact with one, outside the clinical setting (for example chicken pox or other common but contagious disease) the student must notify the Program Director who will then determine if the student should be allowed to attend on-campus classes or the clinical internship.
If it is confirmed the student has a communicable disease, he or she must follow-up with appropriate medical care and inform the Program Director. Decisions pertaining to the student’s continuation or postponement of any type of coursework will be made on a case-by-case basis, based on the severity of the disease, at the discretion of the Program Director. The health and safety of the student, patients and other students will always be a deciding factor in these cases. The most recent information from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) will be used as guidelines for decision-making.

Following is an example of the form which will be given the student by the Program Director in the event of exposure or potential exposure to a communicable disease.

![HEALTH SCIENCES DIVISION
GREAT FALLS COLLEGE MSU
REPORT OF EXPOSURE TO COMMUNICABLE DISEASE](image)

| Student Name: ________________________________ | Date: ________________________________ |
| Communicable disease exposed to: ________________________________ |
| Date and Time of Exposure: ________________ | Method of Exposure: ________________________________ |
| Description of Incident: ________________________________ |

Reported to Program Director Date and Time: ________________________________

Report of Initial Visit to Physician or other Provider, including treatment plan:

| Student Signature/ Date: ________________________________ |
| Program Director Signature/ Date: ________________________________ |

Report of Follow-Ups:

| Student Signature/Date: ________________________________ |
| Program Director Signature/Date: ________________________________ |

**MANDATORY ORIENTATION PROGRAM TO STANDARD PRECAUTIONS**

**POLICY**

All Health Science students entering their respective healthcare programs must attend the Health Sciences Orientation which includes information and testing on blood borne pathogens and standard precautions. This orientation must be completed before a student is allowed to participate in any on-campus lab which may involve exposure to blood or body fluids and prior to participating in patient care at a clinical site.
RATIONALE

A program to introduce Health Sciences students to Standard Precautions is required by the College. Students participating in on-campus labs and attending clinical internships which include direct patient care must receive instruction about the health and safety risks involved when working with needles and other sharps and blood, body fluids and other secretions. The instruction provided at the Health Sciences Orientation is a brief introduction to potential hazards and to safe practices; students will receive comprehensive education and skills training in all procedures to minimize risk to patients and themselves.

PROCEDURE

• All students admitted to a Health Science program will attend the Health Sciences Orientation which introduces students to Standard Precautions and safe practice when exposed to blood, body fluids and other secretions in the clinical environment or in the on-campus lab. The Orientation session occurs in August and January during the academic year, prior to the fall and spring semesters.

• Each attendee in this group Orientation will view a video on Blood Borne pathogens and Standard Precautions and a demonstration/discussion on appropriate donning and removal of personal protective equipment. A short written quiz will be given following this portion of the Orientation, and the graded quiz will be submitted to each student’s Program Director and kept on file as proof of attendance. (The quiz must be passed)

• Failure to attend the mandatory session will require that the student contacts his or her Program Director to make alternate arrangements for viewing of all components of the Orientation session: Standard Precautions, protective equipment, confidentiality, HIPAA requirements and professionalism. Alternate arrangements will be made by the Program Director at his or her discretion and the availability of faculty to present the material. Students must complete the Orientation session before attending any off-campus clinical internship. Most clinical sites now require proof of instruction on standard precautions and HIPAA regulations before allowing students to participate in any internship.

• Students admitted to Health Information Programs offered totally online, who do not attend on-campus classes, will participate in a Health Sciences Orientation online which has been developed specifically for Health Sciences students who will be working in a non-clinical environment. Students in these programs will be notified of the Orientation by their Program Directors.

CLINICAL CONTRACT

To provide protection for the clinical institution, patient, college and student, a contract for clinical performance must be signed by the students before entering the clinical portion of the program. Each student will be provided with a copy of the clinical contract in his/her Clinical Competency Manual. You must retain clinical acceptance at all clinical sites to continue in the program.

Dental Hygiene Program Externship Clinical Contract

This clinical contract has been developed to provide protection for the clinical externship site, patient, college and student. The following are violations but not limited to that if witnessed during externship experiences will result in a failed rotation, loss of privilege
to participate in the externship site and may ultimately be cause of dismissal from the dental hygiene program.

• Alcohol or drug use at or prior to coming to the externship sites this includes alcohol on breath.
• Inappropriate contact or behavior with patient.
• Refusal of a primary clinical affiliate to accept the student.
• Abuse or inconsiderate treatment of a patient, either emotional or physical.
• Theft or dishonesty.
• Unauthorized handling, possession or use of narcotics or drugs.
• Fighting or unauthorized possession of a weapon.
• Leaving the externship site without notifying the supervisor.
• Not fulfilling requirements of the externship site experience and refusing to accept reasonable clinical assignments.
• Failure to respect the confidential nature of the externship site and patient information.
• Direct disobedience to orders which jeopardizes the health and safety of persons or property.
• Frequent conflicts with other students, site personnel, and site supervisor.
• Negative response to criticism.
• Appearance inappropriate to the experience with no attempt to improve is requested.
• No show for the externship site experience or unexcused lateness.
• Falsification of patient or student records.
• Violation of known Great Falls College MSU Dental Hygiene Program’s policies and procedures.
• Failure to report incidents involving the safety and health of patients, visitors, employees, fellow students or self.

I have read and do understand the above requirements of the externship site experience to avoid violations that may results in a failed rotation, loss of privilege to participate in the externship site and may ultimately be cause of dismissal from the dental hygiene program. I acknowledge that I am aware of and understand the risks and hazards connected with the activities required at the externship sites and realize they cannot be prevented and I assume the risks of loss or personal injury that may be sustained by me as a result participating in this externship activity.

Student’s Name/Signature
Date

Director’s Signature, Dental Hygiene Program
Date

Externship Site & Supervisor Signature
Date

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TRANSPORTATION
The Dental Hygiene Program is dependent on utilization of community resources for your clinical experience and assignments. It is the student’s responsibility to arrange for transportation to the clinical facilities and for housing/lodging during out-of-town externships. Clinical assignments are designed to carry out the objectives of the program and must be followed as to hours and duties performed.

SUPERVISION OF STUDENTS
During all lab course work students are supervised by instructors. During all clinical sessions students and clients are supervised by clinical instructors and the supervising dentist. On the clinic floor the ratio for student to instructor is 1:5.

As a student enrolled in the Great Falls College MSU Dental Hygiene Program, I am aware of and have been informed of the need to practice client care skills specific to the work of dental hygiene on fellow students during supervised lab sessions.

As a human subject used for practice and demonstration for educational purposes, I understand that my responsibilities are:

- To inform the course instructor prior to the lab or clinic session for that day if I am experiencing any pain or discomfort that could be detrimental to my participation in the lab or clinic course. I understand that the instructor will determine if I should participate in the lab or clinic class as a “Client” for that day.
- To immediately inform my lab or clinic partner and the instructor if I am experiencing any discomfort caused by the application of the procedure being practiced.
- To request that supervising instructor assist in correcting my lab partner, and assist my partner in the correct application of the procedures.

As a student practicing or demonstrating client care skills on a human subject, my responsibilities are:

- To immediately stop the administration of a procedure upon any verbal or physical signs given by my lab or clinic partner or the instructor.
- To request assistance from the supervising instructor if any type of clarification is needed, or if there is any confusion about the procedure that is to be practiced, prior to its implementation.
- To respect the dignity of my lab or clinic partner by determining if he/she is comfortable, both prior to and during the procedure.
PHONE USE
The dental programs have 5 telephones for program use and available in case of an emergency:

- The Dental Clinic Manager’s is off limits to students as it is designated for office use only.
- The front office phone (located just inside the office door on right counter) is available for students to contact clients confirming appointments etc. It is not available for personal use.
- The Radiology phone is available for contacting the Dental Clinic Manager or in the case of an emergency. It is not available for personal use.
- The Dental Clinic phones (one located at the student kiosk and one at the instructor station at the back of the clinic). The student kiosk phone is available for student and instructor use to facilitate communication with clients and other healthcare professionals in the pursuit of provide comprehensive client care.

Cell phones in class: All cell phones must be turned OFF during class time. Please discuss any personal matter with instructor prior or make any necessary outside arrangements in case of emergency situations. Five points for each infraction will be deducted from cumulative course grade if student’s cell phone disrupts class. In addition, the instructor may give a pop quiz will be given to the ENTIRE class.

Cell phones in clinic: All cell phones must be placed in the locker room during the clinic session; phones are not to be kept in lab coat pockets. If a student needs to call a client cell phones can be used prior or after clinic session in a secure confidential areas, office area, locker room, or clinic area. Do not make client phone calls in the hallways and school entry area as it is not a confidential area.

If you are waiting for an emergent call, have them call the Dental Clinic Manager at 771-4364 so you can be notified if the need arises.

HEALTH RECORDS / CPR
Before a student can be accepted into the clinical setting, the student must show that a PPD (TB) and Hepatitis B vaccination (HBV) has been completed. A healthcare provider CPR card must be obtained prior to beginning clinical rotations and maintained throughout the Dental Hygiene program. The student must have a physical and submit the appropriate forms to the Program Director. Failure to complete the above items prior to the start of the course will result in dismissal from the clinical course, resulting in dismissal from the Dental Hygiene program. Each student will be required to complete the pre-clinical check-off sheet before he/she will be allowed to enter into clinical rotations.

CPR Certification Policy
All students and faculty in the Dental Hygiene program are required to be currently certified in CPR. It is strongly suggested that students and faculty become certified in the American Heart Association’s Healthcare Provider CPR. This CPR course allows attendees to have an educational experience in the use of an Automated External...
Defibrillator (AED). CPR courses that do not provide training in the use of an AED are not accepted.

The administration of local anesthesia is a common occurrence in the Great Falls College MSU Dental Clinic and there is always the possibility that patients may have adverse side effects that may affect their heart. Having an AED located just outside of the clinic is a definite benefit if cardiac arrest occurred with a client. All dental hygiene students must know how to safely operate an AED if an emergency arises.

Stanley Malamed stressed the importance of having an Automated External Defibrillator (AED) in the dental office. He goes as far to say that it is the minimum standard of care for treating dental patients and without one in the office the site shall be considered to be practicing below the minimum standard of care. In 2006 Florida made it a law that all dental offices have an AED on site and as of March 2009 Washington State has mandated the presence of an AED in the dental office to be the Standard of Care.

All students and faculty enrolled in the dental hygiene program will be currently certified in CPR that provided AED training in the chance that an emergency occurred warranting the use of the AED.

STATE LICENSURE
Upon receipt of the Associate of Applied Science Degree, successful completion of the National Dental Hygiene Board Examination is required. The graduate will also need to obtain a license for the state he/she wishes to practice in by successfully completing a regional practical examination (WREB). The dental hygienist must practice in accordance with the requirements of the individual state practice acts and abide by requirements to maintain licensure.

Dental Hygiene Post Graduation Exams
Upon receipt of the Associate of Applied Science Degree, successful completion of the National Dental Hygiene Board Examination is required. The graduate will also need to obtain a license for the state he/she wishes to practice in by successfully completing a regional practical examination (WREB). The dental hygienist must practice in accordance with the requirements of the individual state practice acts and abide by requirements to maintain licensure.

Dental Hygiene National Board Computerized Exam
- After March 2009, the National Board Exam will be administered at Pearson Vue professional testing centers in the US.
- Students can apply for the computerized exam and may take it any day and time the testing center is open, year-round. Applications will be processed on a daily basis. The program director will determine when the student is eligible to test, typically during their last semester of the program.
- Board Review Courses are offered in numerous states

Dental Hygiene Practical Board Exam
- Western Regional Board Exam is offered here at Great Falls College MSU usually the first weekend in June each year.
• WREB exam is recognized in the following states: Alaska, Arizona, Idaho, Montana, New Mexico, Oklahoma, Oregon, Texas, Utah, Washington, and Wyoming
• Student are offered to sit for the Local Anesthesia (written and practical) and Dental Hygiene exams
• Students are required to provide their own clients and instruments for the exams
• A computerized Process of Care exam is a component of this exam

Montana Jurisprudence Exam
• Online exam offered after successful completion of the National and WREB exam.
• Successful Completion of this exam allows Montana Licensure

PROFESSIONAL ORGANIZATIONS
The Dental Hygiene faculty believes that professionalism is a responsibility of individuals who work in the healthcare field. One of many methods of displaying professionalism is joining professional organizations. Students enrolled in the program are required to join the Student Member American Dental Hygiene Association (SMADHA).

Student Member of the American Dental Hygienists’ Association
Student Member of the American Dental Hygienists’ Association, or SMADHA, is a category of membership within the American Dental Hygienists’ Association. ADHA is an association dedicated to the advancement and promotion of dental hygiene. ADHA is the association of your profession.

You have taken a significant step in your future and have chosen to enter an important role in the oral health care profession. Whether you have just started school, or are close to graduation, SADHA is your critical link to the dental hygiene profession.

You are the primary driving force in your association and the essential foundation upon which the future of dental hygiene is based.

Benefits of Student Membership in ADHA
As a student member, you are provided with invaluable opportunities to preview your career as a dental hygienist. Your affiliation with ADHA will help secure the success of your future in dental hygiene.

Scholarships - The ADHA Institute for Oral Health offers a variety of scholarship programs and research grants for students seeking careers in dental hygiene.

Recognition in Your Field - Membership in ADHA provides opportunities for professional growth and recognition. Leadership opportunities are available at every level of membership.
Countless Networking Opportunities - Join over 35,000 of your colleagues who have made the commitment to dental hygiene and to ADHA. Members at the state and local levels meet regularly to discuss ideas, information, and to share experiences.

Employment Assistance - ADHA offers national advertising and employment reference materials to assist students upon graduation.

Job Security - Once you’ve found a job, ADHA is right there helping to monitor legislative efforts to impact government activities that affect the practice of dental hygiene.

Financial Security - ADHA provides members with affordable, professional liability insurance, as well as group health, automobile, term life and disability insurance. You are also eligible to apply for a student MasterCard.

Continuing Education - ADHA helps you stay abreast of the issues affecting the dental hygiene profession. Student Members are eligible to receive a 25% discount on self-study continuing education programs. Students will also receive information about the ADHA’s Annual Session.

After graduation...
Upon graduation from an accredited program in dental hygiene, you will be eligible to become an Active Member of ADHA. Active Membership will entitle you to all the benefits you received as a student, and many more.

The following services were designed especially for you, the dental hygiene professional:
- Countless educational programs, workshops and conferences to keep you informed of changes and advancements in your profession, and to help keep your license current
- State constituent and local component member services and benefits
- Representation of your professional opinions in legislative action affecting your patients as well as your profession
- Group insurance policies at competitive rates
- Innovative self-study and continuing education programs

Membership in your professional association demonstrates your commitment to excellence and the highest standards of preventive oral health care.

SMADHA and Great Falls College MSU Dental Hygiene Program Students
- Students are required to belong to the American Dental Hygiene Association’s Student American Dental Hygienist Association both years of the program.
- A program faculty member will oversee the association but will work closely with the class officer to facilitate meetings and activities.
- Dues are due each year for membership to the association (approx. $45.00 each year).
STUDENT PARKING DURING CLINICAL ROTATIONS

Students will be expected to follow the parking guidelines of each clinical externship site that they are assigned to. Generally parking areas close to the clinical site are reserved for patients and visitors to the facility. Students who fail to follow the guidelines of the clinical site will be subject to disciplinary action. Parking guidelines for each site will be explained during clinical orientation sessions and site tours.

DENTAL HYGIENE PROGRAM STUDENT PREGNANCY POLICY

Due to the progressive nature of the Dental Hygiene Program and how courses are taken in sequential order, materials given in all courses will be a foundation for future courses so attendance at all lectures and clinical/lab sessions are crucial. Student's regular attendance is needed so that he/she may obtain the maximum benefit from a certain course and ultimately from the program.

Being an allied health professional entails a far greater amount of discipline than that tolerated by the normal standards of society or the college. For all classes, absence shall not exceed the equivalent of one and one half weeks of instruction. Laboratory, clinic and class hours are not interchangeable in the application of this policy. Those students who incur absences in excess of the attendance policy may be dropped from the course. Refer to the prior Attendance policy:

Example:  
DH 101 lectures 2 hr/week x 1 ½ = 3 hours missed  
DH 102 lab 6 hr/week x 1 ½ = 9 hours missed

The number of no-patient sessions per semester may not exceed 2 weeks of clinic sessions. The exact number will vary according to the number of clinic sessions per week each semester. More than 2 weeks of no-client sessions (NCS) may result in a “Failing grade” and dismissal from program.

The above explanations are a reflection of our attendance policies. There are no exceptions to these policies. Therefore, if a student is pregnant during her enrollment in the program she will be held to the same attendance policies. This includes unforeseen complications with pregnancy and time off after the delivery of the infant.

A pregnant student must have written authorization from their attending physician in order to participate in instruction involving ionizing radiation and in clinical activities. If you suspect that you are pregnant please notify the Program Director as soon as possible so the radiology and clinical instructors can be informed. As soon as the pregnancy is confirmed by a physician, documentation stating you are approved to take part in clinical aspects of the program must be provided to the Dental Hygiene Director, Clinical, and Radiology Instructors. It is REQUIRED to have a signed release/consent form from the attending physician so that the student can work in areas where ionizing radiation and nitrous oxide maybe in use. Students are human subjects for their fellow students during Local Anesthesia Lab and will receive multiple local anesthesia injections. It will be required to have a signed release/consent from the student’s attending obstetrics physician to be able to participate in the lab.
Pregnant students may want to take special precautions due to the physical condition they are in. If the student has problems with the pregnancy, additional documentation from the attending physician will be required. Students will be expected to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class and clinical assignment will require physician clearance as well.

If a student is dropped or chooses to quit the program but wishes to complete at a later date refer to the Great Falls College MSU Dental Hygiene Program Re-Admission Policy stated above.

COMMUNITY OUTREACH AND EXTERNSHIP CLINICAL SITE REFLECTION & EVALUATION
The program has an on-going evaluation process which is utilized to improve the educational opportunity for the students and to insure that the program is meeting its educational objectives. The faculty would appreciate your assistance in evaluating the clinical externship sites and staff and community outreach activities. The students will be asked to fill out evaluations related to their experiences at each.

The evaluation forms are kept with the Dental Clinic Manager and can be accessed by asking for one. We would like them to be returned as soon as possible. We will use your input to try to make improvements in the program. We ask that you fill out the evaluation truthfully and fairly.
RECEIPT OF HANDBOOK

It is the responsibility of each student enrolled in the Dental Hygiene Program to read and be familiar with the information in this handbook.

I, __________________________, have access to the Student Handbook. By signing this, I acknowledge that I have read, understand and agree to abide by the policies set forth in this handbook.

The Dental Hygiene Program Handbook is dynamic in nature and continually evolves with the facilitation of the program. Changes to the handbook may occur, dependent upon need. Addendums to the handbook will be presented and discussed with students during individual courses and orientations.

___________________________________
Student Signature

___________________________________
Date

PLEASE SUBMIT THIS SIGNED DOCUMENT TO THE DENTAL HYGIENE PROGRAM DIRECTOR. IT WILL BE KEPT IN YOUR STUDENT FILE.