Course title and number  Clinical Dental Hygiene I, DDHS 3830
Term  Spring 2021
Meeting times and location  M, F 8:00am-12:00pm and 1:00-5:00pm (1/4/21-1/22/21 only)
M, F 9:00am-12:00pm and 1:00pm-4:00pm, Clinic Building

Course Description and Prerequisites
Comprehensive dental hygiene care through clinical application of procedures. Includes intramural dental hygiene and dental school rotations.

Learning Outcomes or Course Objectives
For Course Objectives, see “Standards for Clinical Performance” in the DH Clinic Handbook.

The following list of beginning competencies identifies the knowledge, skills and attitudes the dental hygiene student must acquire by graduation in order to become a competent, curious and caring practitioner of dental hygiene. This course will begin to address these specific competencies that will be needed to treat patients in a professional and competent manner. Refer to Competencies for the Dental Hygienist, Caruth School of Dental Hygiene, revised 5/2013.

Ethics
1.1 Apply ethical reasoning to dental hygiene and practice with professional integrity.
1.2 Comply with state and federal laws governing the practice of dentistry and dental hygiene.

Information Management and Critical Thinking
2.1 Apply critical thinking skills and evidence based decision making to the practice of dental hygiene.
2.2 Commit to self-assessment and lifelong learning in order to provide contemporary clinical care.
2.3 Communicate effectively with diverse populations without discrimination.

Self-Care Instruction
4.1 Promote positive values of overall health and wellness to the public and organizations within and outside of dentistry.
4.2 Identify the health needs of individuals and assist them in the development of appropriate and individualized self-care regimens.
4.3 Encourage patients to assume responsibility for their health while respecting their

Community Involvement
5.1 Identify services and agencies that promote oral health and prevent oral disease and related conditions.
5.4 Use screening, referral and education to bring consumers into the health care delivery system.

Assessment
6.1 Determine medical conditions that require special precautions or consideration prior to or during dental hygiene treatment.
6.2 Perform an extraoral and intraoral examination of the patient including assessment of vital signs and radiographic examination, and distinguish normal from abnormal findings.
6.3 Manage the patient at risk for a medical emergency, and be prepared to handle the emergency should it occur during an appointment.
6.4 Recognize predisposing, etiologic risk factors, and life style choices that may require intervention to prevent disease.
6.5 Analyze and interpret the assessment data to formulate a dental hygiene diagnosis related to and congruent with the diagnosis of the dentist and other health professionals.
6.6 Determine the need for referral to the appropriate health professional.

Planning
7.1 Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.
7.2 Acknowledge cultural differences in populations when planning treatment.
7.3 Establish a planned sequence of educational and clinical services based on the dental hygiene diagnosis using the problem-based approach.
7.4 Communicate the plan for dental hygiene services to the dentist or other interdisciplinary health team members to determine its congruence with the overall plan for oral health care.

Implementation
8.1 Provide an environment conducive to health by using accepted infection control procedures.
8.2 Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.
8.3 Select and administer the appropriate preventive and/or antimicrobial (chemotherapeutic) agents and provide pre- and post-treatment instructions.
8.4 Apply basic and advanced principles of instrumentation.
8.5 Provide dental hygiene services in a variety of settings.

Evaluation
9.1 Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.
9.3 Compare actual outcomes to expected outcomes when expected outcomes are not achieved and modify therapy as necessary.

Instructor Information
Name: Mary T. Vu, RDH, MS
Telephone number: 214.828.8325
Email address: mvu@tamu.edu
Office hours: As needed or by appointment
Office location: 139F
Other faculty:
- Maureen Brown, RDH, MS
- Jane Cotter, RDH, MS
- Eric Fox, RDH, MS
- Alexandra Garcia, RDH, BS
- Faizan Kabani, RDH, PhD
- Lisa Mayo, RDH, MHA
- Kayla Reed, RDH, MS
- Leah Spittle, RDH, MS
Textbook and/or Resource Material

- *Texas A&M College of Dentistry Clinic Manual*
- *Dental Hygiene Clinic Handbook*

Grading Policies

All performance will be evaluated using the “Standards for Clinical Performance” found in the *Dental Hygiene Clinic Handbook*.

Clinical Performance

- 10% Health History
- 15% Extra/Intra Oral Examination
- 13% Dental Charting
- 9% Periodontal Charting
- 5% Treatment Planning
- 7% Instrumentation
- 10% Clinical Management
- 5% Aseptic Technique*
- 10% Clinical Conduct
- 2% Implementation of Educational Services
- 7% Hard Deposit Removal
- 7% Soft Deposit Removal
- 100% TOTAL

*The following are the consequences for receiving a U in Aseptic Technique. The U’s are cumulative beginning with clinical course 3830:

- **First offense** – Discuss error with supervising clinic faculty at end of clinic session.
- **Second offense** – Same as first offense and meet with Clinic Coordinator within 48 hours of receiving error.
- **Third offense** – Same as second offense. In addition, one (1) point will be deducted from final grade. Also, an infection control topic will be given and the student will be required to write a paper on the chosen topic.
- **Four+ offenses** – One (1) point will be deducted from final grade for each offense and the student will be required to write a paper for each U received in aseptic technique. Topic(s) will be chosen by the clinic coordinator.

The final clinic grade for the course will reflect a 2 point deduction for each incomplete clinical service requirement, incomplete competency examination and each incomplete patient requirement. All incomplete requirements must be completed during the following semester.

Any student completing extra patients or clinic service requirements over the minimum requirements may carry over to satisfy requirements for the next semester. Competency examinations can only be completed in the semester they are assigned.

Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
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<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
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</tbody>
</table>
Clinic Policies and Procedures

Course Requirements:
To receive full credit, all of the following must be completed by **4:00 p.m. on Friday, May 7, 2021, with the exception of the Blood Pressure Competency (see #4.a):**

1. Comprehensive dental hygiene services on at least six (6) patients with a periodontal classification of Healthy, Gingivitis or Slight Periodontitis. All four quadrants must be completed to count towards clinical requirements.

2. Complete the nine (9) Competency Examinations listed on the competency completion form.
   a. **The Blood Pressure and Infection Control Competency Examinations CANNOT be completed during the last week of clinic. The last day to complete these two competency examinations is Friday, April 30, 2021.**

3. Complete the following Clinical Service Requirements:
   a. Two (2) fluoride treatments

4. Exhibit professionalism at an acceptable level as determined by the observing/supervising faculty. Unprofessional conduct (See Professionalism - Standard 14) will be documented in the form of a written reprimand and given to the Clinic Coordinator. At the first occurrence, the student will meet with the observing/supervising faculty and the Clinic Coordinator, also, the Program Director will be notified. At the second occurrence, the student will meet with the Clinic Coordinator and the Program Director. On the third occurrence, the student will meet with the Clinic Coordinator and the Program Director, also, the student’s final grade will be lowered by one letter grade.

Any unprofessional conduct may be subject to the College’s due process procedures set forth in the “Texas A&M College of Dentistry Disciplinary Due Process Document” found at: [https://intranet.dentistry.tamhsc.edu/student-resources/index.html](https://intranet.dentistry.tamhsc.edu/student-resources/index.html)

Unprofessional conduct subject to the Disciplinary Due Process Document will result in a permanent letter placed in the student’s file and sent to Associate Dean of Student Affairs. Such infractions will be cumulative for the student’s time here at the College.

**NOTE:** Patients must be completed to count toward course requirements.

Students must complete a minimum of 5 patients and obtain a 70% average to be passed to the next clinical course level; however points will be lost for not completing the required amount of patients for the semester.

A completed patient will count toward the patient load requirement if all quadrants are completed and 3 of the 4 quadrants are in the acceptable range for hard and soft deposit removal.

Half patient credit will count toward the patient load requirement if the patient is completed and 2 of the 4 quadrants are in the acceptable range for hard and soft deposit removal.

Patients with a classification of Moderate Periodontitis or Advanced Periodontitis may be divided to satisfy Gingivitis or Slight Periodontitis requirements as follows:

Moderate Perio = two (2) Healthy/Gingivitis/Slight Perio
Advanced = one (1) Moderate Perio and one (1) Healthy/Gingivitis/Slight Perio

Refer to the COD Clinic Manual and the Dental Hygiene Clinic Handbook for the entire list of clinic policies and procedures.

Program Requirements (Competence Report):
The student must complete the following requirements to competence* prior to graduation:

1. (2) Children between the ages of 0-12
2. (2) Adolescents between the ages of 13-19
3. (2) Special Needs Patients
4. (5) Adults between the ages of 20-64
5. (5) Geriatric patients ages 65+

*Competence is defined as no more than 1 error on the clinic evaluation sheet(s) in the categories of #1-#11 and #13, and zero (0) errors in #12 (hard/soft deposit) for all appointments with the patient.
Other Pertinent Course Information

Attendance Policy:
Texas A&M University views class attendance as an individual student responsibility. Regular and punctual attendance is mandatory for scheduled or rescheduled classes, clinics and related activities/events. Assigned clinic faculty will check attendance at the start of each clinic session. Students who are not present at that time will be marked absent.

Absence Protocol:
All absences and tardies must be reported by PHONE to Pam Hines at 214-828-8340 AND Lisa Pradarits at 214-828-8421 and must be received by 8:00 AM (or one hour prior to clinic start time, whichever is earlier) or earlier if possible so your patient or rotation supervisor can be notified. Failure to do this may be reflected in your clinical grade under Clinical Conduct or Professionalism at the discretion of the Clinic Coordinator.

Tardy Protocol:
On the rare occasion, you may be delayed for some unavoidable reason. In the case of a delay, you must call Pam Hines (214-828-8340) and Lisa Pradarits (214-828-8421) to leave a voicemail message. Failure to do this may be reflected in your clinical grade under Clinical Conduct for that patient or under Professionalism for a rotation.

Excused Absences

Illnesses or emergencies: It is understood that absences due to severe or contagious illness, injuries or emergencies may occur. An absence due to illness may require a medical confirmation note from a student’s medical provider. For injuries or illnesses that require a student to be absent from class for three or more business days, a note from his or her medical provider is mandatory. If a student has frequent sick days, the program director may require a medical provider’s note for each absence. Note: An absence for a non-acute medical service does not constitute an excused absence.

Religious holy day: A student whose absence is excused for the observance of a religious holy day will be allowed to complete an assignment within 3 days after the absence. If the student fails to schedule and complete the assignment within three days, a grade of zero will be given.

Unexcused Absences

Tardiness and non-emergent appointments (illnesses not considered severe or contagious) scheduled during clinic time will be considered an unexcused absence. Students with unexcused absences or late arrivals will have FOUR points deducted from their final course grade.

General Information

The designation of excused or unexcused absence will be determined on an individual basis by the Program Director and Student Affairs.

For any absences (excused or unexcused), it will be the student’s responsibility to contact the Clinic Coordinator to obtain an online course assignment for each clinic session missed. Additionally, the student must complete the assignment(s) within 10 calendar days (including weekends) after returning to school. Proof of completion of the online course assignment(s) must be sent via e-mail within the 10-calendar-day deadline and include the date of absence in the SUBJECT line of the e-mail. Failure to complete make-up assignment(s) within this time frame will result in TWO points being deducted from student’s final grade for each incomplete assignment.

IMPORTANT: Failure to remediate all absences (excused or unexcused) by the last day of scheduled clinic may result in an “F” for the course.
To review the comprehensive Texas A&M University student attendance rule, go to [http://student-rules.tamu.edu/rule07](http://student-rules.tamu.edu/rule07).

Attendance is required at all assigned clinical sessions as if in private practice. If the student does not have a patient for the session, they are required to participate in a clinical activity approved by their supervising clinical faculty. These activities include but are not limited to:

- Practicing using prophy jet on a classmate
- Practicing taking alginate impressions on a classmate
- Observing/assisting a dental student within your Group Practice to become more familiar with dental procedures.
- Sharpening instruments (after sharpening lab)
- Observing/assisting grad perio residents (check in with grad perio front desk)
- Assisting Lisa Pradarits with front desk duties

The clinic activity sheet (on the back of the clinic sign-up sheet) **must** be completed and signed by faculty or else the clinic session will be counted as an unexcused absence. All of the clinic session time **MUST** be accounted for.

There are three (3) forms that are acceptable for proof of clinic attendance. These forms include:

1. Clinic grade sheet
2. Activity sign-up sheet (located at the main clinic podium during clinic sessions)
3. Rotation sheet

*The activity sheet is only used if the student is assigned to clinic (“C” on clinic schedule) and the patient no-shows or cancels at the last minute.

Pam Hines will contact the student by axiUm email if the appropriate form has not been turned in. The student will have seven (7) days to turn in the form requested. If the student needs to be contacted more than twice, one (1) point may be deducted from the final grade. If the student cannot produce the appropriate attendance form seven (7) days after the 2nd notice, that clinic session will be considered unexcused, resulting in a four (4) deduction from the final clinic grade.

Additionally, students are to attend each rotation indicated on the schedule and complete the task assigned. A student who is absent from an assigned clinic rotation for any reason must schedule a make-up assignment through the Clinic Coordinator. This may result in a loss of scheduled clinic time during the next semester in order to make up the rotation.

Unexcused absences will result in a four (4) point deduction from the final grade for each missed clinical session. Two (2) unexcused absences without notice from clinic or rotations may result in written documentation for unprofessional behavior as well as applicable point deduction. Three (3) unexcused absences will include all of the above as well as possible failure of the course.

If a student knows in advance they will be absent from clinic, they must fill out the form titled, “Planned Absence or Clinic/Rotation Exchange.” These forms can be found in the student lounge or in the DH Clinic Handbook. Once filled out, bring to the Clinic Coordinator for approval.

For any rotation switches or missed clinic days, the “Planned Absence or Clinic/Rotation Exchange” form must be completed at least two (2) weeks or ten (10) business days prior to the date. Each student will only be allowed one (1) rotation switch per semester and must be for a legitimate reason. All exchanges will need to be approved by the Clinic Coordinator prior to scheduling the patient.

The student is required to have a patient for every clinic session. If a student does not have a patient scheduled for a clinic session, and it is discovered this empty appointment could have been prevented by better management of the schedule by the student, a point may be deducted off the student’s final grade for each time this occurs. A discussion will take place between the Clinic Coordinator, the AA4, and the student to discover the reason for the lack of a patient. A point deduction may also happen if other poor scheduling decisions are made by the student, especially if they affect a patient in a negative way.
Remediation Policy:
Remediation will take place in the following semester and will put the student one semester behind for graduation.

Final Advising/Professional Conduct
At the end of each semester, the student will meet with the Clinic Coordinator for Final Advising to ensure all requirements are completed and all patients assigned to the student are accounted for. Students are expected to come organized and well-prepared.

Four (4) points will be deducted from the final grade if one or more of the following occurs:
- The student arrives after their appointed time.
- The student runs over their assigned appointment time.
- The student has to return at another time or day to complete their Final Advising session.
- The student has more than 5 patients “in progress.” This will be evaluated on a case-by-case basis.
  - If it is found that any of the patients left “in progress” were not completed in a timely manner due to the student’s inability to schedule properly, a letter for Unprofessional Conduct may also be written and put in the student’s record. Please read the section under “Clinic Policies and Procedures” regarding professional maturity for further explanation.
- Patients “in progress” from the previous semester have not been completed and/or accounted for.
- “Completed Patient Report” is inaccurate.
- Grades for each completed quadrant have not been entered into axiUm accurately for all completed patients.
- One or more patients “in progress” do not appear on the Request/Active Report.
- Previous yellow grade sheets were not available when requested.

NOTE: This list is not all-inclusive; it is up to the discretion of the Course Director to determine if other behaviors are deemed inappropriate or unprofessional and will also result in a four-point deduction to the final grade.

Americans with Disabilities Act (ADA)
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit http://disability.tamu.edu.

Academic Integrity

For additional information please visit: http://aggiehonor.tamu.edu

“An Aggie does not lie, cheat, or steal, or tolerate those who do.”
Dental and Dental Hygiene Students – PHI Disciplinary Guidelines

**Principles:** Protected health information (PHI) is confidential and protected from access, use, or disclosure except to authorized individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain or use PHI, when unauthorized or improper, will result in counseling and/or disciplinary action up to and including termination.

**Definitions and Caveats:**
- PHI = Protected health information; this includes all forms of patient-related data including demographic information
- Depending on the nature of the breach, violations at any level may result in more severe action or termination
- Levels I-III are considered to be without malicious intent; Level IV is considered malicious intent
- At Levels II-IV, residents will be reported to the Texas State Board of Dental Examiners
- At Level IV, individuals may be subject to civil and/or criminal liability
- For any offense, a preliminary investigation will precede assignment of level of violation

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<thead>
<tr>
<th>Level of Violation</th>
<th>Examples</th>
<th>Minimum Disciplinary/Corrective Action</th>
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</table>
| Level I            | *Misdirected faxes, e-mails & mail.  
                     *Failing to log-off or close or secure a computer with PHI displayed.  
                     *Leaving a copy of PHI in a non-secure area.  
                     *Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator).  
                     *Failing to redact or de-identify patient information for operational/business uses.  | *Investigation by HIPAA Compliance Officer.  
                     *If uncontested, Associate Dean for Student Affairs applies sanction.  
                     *Subsequent infractions referred to Student Faculty Review Committee.  
                     *Notify Privacy Officer of all incidents. |
| Level II           | *Requesting another individual to inappropriately access patient information.  
                     *Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password. | *Investigation by HIPAA Compliance Officer.  
                     *If uncontested, Associate Dean for Student Affairs applies sanction.  
                     *Subsequent infractions referred to Student Faculty Review Committee.  
                     *Notify Privacy Officer of all incidents. |
| Level III          | *Releasing or using aggregate patient data without facility approval for research, studies, publications, etc…  
                     *Accessing or allowing access to PHI without having a legitimate reason.  
                     *Giving an individual access to your electronic signature.  
                     *Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or “public” person, etc… | *Investigated by HIPAA Compliance Officer.  
                     *Student Faculty Review Committee hears case.  
                     *Student Faculty Review Committee applies sanction.  
                     *Notify Privacy Officer of all incidents. |
| Level IV           | *Releasing or using data for personal gain.  
                     *Compiling a mailing list to be sold for personal gain or for some personal use.  
                     *Disclosure or abusive use of PHI.  
                     *Tampering with or unauthorized destruction of information. | *Investigated by HIPAA Compliance Officer.  
                     *Student Faculty Review Committee hears case.  
                     *Student Faculty Review Committee applies sanction.  
                     *Notify Privacy Officer of all incidents. |
Statement of Understanding

I, (please print name),

verify that faculty has reviewed the DDHS 3830 Clinical Dental Hygiene I course syllabus with me. I understand the course expectations in the syllabus as they have been explained to me. I agree to abide by the policies and course requirements as stated in the syllabus.

Student Signature              Date

Received and Reviewed by:

Course Director Signature              Date