Course title and number  DDHS 4240 Clinical Dental Hygiene IV  
Term  Spring 2021 (COVID Date Adjustment: January 26 – April 29, 2021)  
Meeting times and location  See individual clinic schedule for times and location  

Course Description and Prerequisites  
Course Description: Comprehensive dental hygiene care through clinical application of procedures. Includes intramural dental hygiene and dental school rotations and extramural site rotations.  
Prerequisite: DDHS 4140 Clinical Dental Hygiene III  

Learning Outcomes or Course Objectives  
For Course Objectives, see “Standards for Clinical Performance” in the Dental Hygiene 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 8/2016.  

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 goals, values, beliefs and preferences.  

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.
9.2 Determine the patient’s satisfaction with the dental hygiene care received and the oral health status achieved.
9.3 Compare actual outcomes to expected outcomes when expected outcomes are not achieved and modify therapy as necessary.

Instructor Information
Course Director: Tracy King, RDH, MS
Telephone number: 214.828.8342
Email address: tking@tamu.edu
Office hours: As needed or by appointment
Office location: 139C
Other faculty: Maureen Brown, RDH, MS
Jane Cotter, RDH, MS
Eric Fox, RDH, MS
Alexandra Garcia, RDH, BS
Faizan Kabani, RDH, PhD
Lisa Mallonee, RDH, MPH, RD, LD
Kayla Reed, RDH, MS
Leah Spittle, RDH, MS
Mary Vu, RDH, MS
Leigh Ann Wyatt, RDH, MS

Textbook and/or Resource Material
- Texas A&M College of Dentistry Clinic Manual
- Dental Hygiene Clinic Handbook
- Clinical Practice of the Dental Hygienist, Wilkins, EM. Lippincott Williams & Wilkins, 12th Ed, 2017.
- Lexicomp online for Dentistry. Access via College Library.
Grading Policies

Evaluation Criteria/Methods:
All performance will be evaluated using the “Standards for Clinical Performance” found in the Dental Hygiene Clinic Handbook.

<table>
<thead>
<tr>
<th>ASSESSMENT CATEGORY</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>Health History</td>
<td>12%</td>
</tr>
<tr>
<td>Extra/Intra Oral Examination</td>
<td>5%</td>
</tr>
<tr>
<td>Dental Charting</td>
<td>2%</td>
</tr>
<tr>
<td>Periodontal Charting</td>
<td>4%</td>
</tr>
<tr>
<td>Treatment Planning</td>
<td>5%</td>
</tr>
<tr>
<td>Instrumentation</td>
<td>14%</td>
</tr>
<tr>
<td>Clinical Management</td>
<td>11%</td>
</tr>
<tr>
<td>Aseptic Technique*</td>
<td>5%</td>
</tr>
<tr>
<td>Clinical Conduct</td>
<td>10%</td>
</tr>
<tr>
<td>Implementation of Educational Services</td>
<td>2%</td>
</tr>
<tr>
<td>Hard Deposit Removal</td>
<td>15%</td>
</tr>
<tr>
<td>Soft Deposit Removal</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*The following are the consequences for receiving a U in Aseptic Technique. The U’s are cumulative beginning with DDHS 3830 Clinical Dental Hygiene I:
- **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.

All clinical requirements must be completed to receive a final grade for this course.

The final clinic grade for the course may reflect a 4 point deduction for each incomplete clinical service requirement, incomplete competency examination and each incomplete patient requirement if not completed by the date stated in this syllabus. Because all requirements must be completed to receive a final grade, a make-up clinic session will be available to complete these requirements; however, the final grade will still reflect the point deductions. See the section on **Remediation Policy** for the consequences of not being able to complete all requirements by the end of the semester.

**Grading Scale:**
A = 90.0-100
B = 80.0-89.99
C = 75-79.99
D= 70-74.99
F= <70

Grades including the final course grade will not be curved or rounded.
Clinic Policies and Procedures

Course Requirements:
To receive full credit, all of the following must be completed by **4:00pm on Thursday, April 29, 2021**:

1. Complete comprehensive dental hygiene services on at least twenty (20) healthy patients or patients with Gingivitis or Slight Periodontitis classification.
2. Complete comprehensive dental hygiene services on at least two (2) patients with Moderate or Advanced Periodontitis classification.
1. Complete comprehensive dental hygiene services on at least two (2) patients with moderate or heavy calculus deposit classification. This will bring the student to a total of five (5) moderate or heavy patients between 4140 (fall) and 4240 (spring).
2. Complete the five (5) competency examinations listed on the Competency Completion Record for 4240 (spring) and any incomplete competency examinations from 4140 (fall).
3. Complete the process for reevaluation of dental hygiene services on 4 quadrants, if not already completed in 4140 Clinical Dental Hygiene III.
4. Complete the following Clinical Service Requirements:
   a. Three (3) fluorides
   b. One (1) set of acceptable alginate impressions (one maxillary, one mandibular)
   c. One (1) set of acceptable stone pour-ups of alginate impressions (one maxillary, one mandibular)
   d. One (1) set of acceptable trimmed models on the same patient (one maxillary, one mandibular)
   e. One (1) desensitization treatment
   f. Two (2) sealant placements
   g. One (1) RPD/Full Denture cleaning
5. Complete a total of two (2) chart audits. One chart audit for a patient completed during 4140 Clinical DH III and another on a patient completed during 4240 Clinical DH IV. All chart audit assignments will be identified by the course director and must be completed by the communicated due date to avoid a four (4) point deduction from the final clinic grade. A four (4) point deduction to the final grade will be given for each late chart audit.
6. Participate in the Mock Board Examination
7. 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
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 towards course requirements.

Avoid waiting until the end of the semester to complete these requirements. Faculty will not have time to complete several competencies during a clinic session. **FAILURE TO PLAN ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON THE FACULTY’S PART.**

The final clinic grade for the course will reflect a 5 point deduction for each incomplete Clinical Service Requirement, incomplete Competency Examination and each incomplete Patient Requirement. Points will be deducted from the final clinic grade for those requirements not completed by the deadline. These requirements will then need to be completed during make-up clinic and/or finals week. A final grade will not be given until all requirements have been completed.
Students must complete all patient & clinical requirements and obtain a 70% average to meet graduation requirements.

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 (Stage II) = two (2) Gingivitis/Slight Perio
Advanced (Stage III or Stage IV) = one (1) Moderate Perio and one (1) 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:**
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.

**Mock Boards:**
Students who present with a qualifying patient, but do not pass the Mock Board Examination will have their final grade deducted by 5 points. A passing grade is ≥ 75%
Students who do not have an appropriate patient and are unable to take the exam will have their final grade deducted by 10 points.

**Recall Patients and Progressive Care Rotation:**
To help prepare students to manage their time during patient care, students may participate in the “Recall” Protocol for patients who return on a 3, 4 or 6 month recall schedule. Patients appropriate for this protocol include patient that are generally healthy with slight calculus. Other patient types may qualify; however, it will be up to the discretion of your supervising dental hygiene faculty. Faculty reviews, checks and grades all of Assessment, as well as Hard and Soft Deposit Removal on all quads. The student must let their faculty know they are participating in this protocol at the beginning of the clinic session.

**Private Practice Simulation:**
In an effort to prepare graduating students for private practice employment, an opportunity to participate in minimally graded clinical sessions will be given. Students successfully completing all patient requirements may participate. Patients eligible for this experience are the student’s recall patients that are classified as generally healthy with no active periodontal disease. Other classifications may be accepted but it will be up to the discretion of your supervising dental hygiene faculty. If another student has recall patients they do not have time to see this semester and they get assigned to another student, those patients may be eligible for this experience as well. This will give the student experience with time management. APPROPRIATE DOCUMENTATION MUST BE SUBMITTED TO THE CLINIC COORDINATOR PRIOR TO BEGINNING THIS EXPERIENCE.

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

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 [http://student-rules.tamu.edu/rule07](http://student-rules.tamu.edu/rule07).
Attendance is required at all assigned clinical sessions. 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 the prophy jet on a classmate
- Practicing alginate impressions on a classmate
- Assisting a dental student in group practice
- Sharpening instruments (after sharpening lab)
- Assisting Lisa Pradarits with front desk duties
- Being a team-player as needed

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 with or near clinical instructors 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 axUm 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) point deduction from the final clinic grade. The student will also need to contact the Clinic Coordinator and complete an online assignment to avoid an additional 2 point deduction.

Additionally, students are to attend each rotation indicated on the schedule and complete the task assigned. A student who is absent (excused or unexcused) 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. Completed forms must be submitted to the Clinic Coordinator for approval.

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, 4 points will be deducted from the student’s final grade and an online assignment will need to be completed for each time this occurs. Failure to complete the online assignment will result in an additional 2 point deduction from the final grade. A discussion will take place between the Clinic Coordinator, Lisa Pradarits, and the student to discover the reason for the lack of a patient. A point deduction will also be considered 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.

Five (5) 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 Clinic Coordinator to determine if other behaviors are deemed inappropriate or unprofessional.

Course Outline:
Clinic sessions will be held on the following days and times:

- Tuesday  1:00 – 4:00
- Wednesday  9:00 – 12:00  
  1:00 – 4:00
- Thursday  9:00 – 12:00  
  1:00 – 4:00

See printed clinic schedule for individual clinic schedule.

Academic Integrity Statement and Policy
“An Aggie does not lie, cheat or steal, or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the honor Code, to accept responsibility, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. For additional information, visit http://aggiehonor.tamu.edu

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 Associate Dean for Academic Affairs, Dr. Paul Dechow in charge of Disability Services, Room 514, or call 214-828-8208 for more information. For additional information, visit http://disability.tamu.edu.
**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

<table>
<thead>
<tr>
<th>Level of Violation</th>
<th>Examples</th>
<th>Minimum Disciplinary/Corrective Action</th>
</tr>
</thead>
</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.  
*Referred to Associate Dean for Student Affairs.  
*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.  
*Referred to Associate Dean for Student Affairs.  
*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.  
*Referred to Associate Dean for Student Affairs.  
*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.  
*Referred to Associate Dean for Student Affairs.  
*Student Faculty Review Committee hears case.  
*Student Faculty Review Committee applies sanction.  
*Notify Privacy Officer of all incidents. |