

- I. DH 251: CLINICAL DENTAL HYGIENE IV
- II. PREPARED BY: DENTAL HYGIENE FACULTY
- III. REVISED FOR: SPRING 2015
- IV. PREREQUISITES: ENROLLED DENTAL HYGIENE STUDENTS WHO HAVE SUCCESSFULLY COMPLETED DH 201
- V. UNITS AND HOURS: 5 UNITS, TOTAL 324 HOURS (Approximately 7 hours per day 3 days a week)

TIME: TUESDAY* 8:00-12:05 AM AND 1:00-4:35 PM

THURSDAY* 8:00-12:05 AM AND 1:00-4:35 PM

FRIDAY* 8:00-12:05 PM AND 1:00-4:35 PM

*Clinic may start at 8:00a.m or 8:30a.m. Depending on the clinic facility

ROTATIONS: MEND CLINIC
U.C.L.A. SCHOOL OF DENTISTRY/AEGD
U.C.L.A. PERIODONTICS
VETERANS AFFAIRS WLA (VALA)
VETERANS AFFAIRS, SEPULVEDA
WEST LOS ANGELES COLLEGE
WLA HEALTH CARE CENTER (VA500, VA213)
WILSON-JENNINGS-BLOOMFIELD UCLA VENICE DENTAL CENTER

VI. SENIOR CLINIC COORDINATOR:

CARLOS SERMEÑO, R.D.H.A.P., B.S.

Email: sermenoc@gmail.com

(Office)

(Cell- **Emergency Only**)

Office Hours: Wednesday 10:00am to 12:00pm

Or by Appointment

COURSE INSTRUCTORS: CYNTHIA CHAMBERS, R.D.H.A.P., M.S.
CARMEN DONES, R.D.H., M.S.
JANINE DUNN, R.D.H.A.P., M.Ed.
NATALIE FERRIGNO, R.D.H.A.P., B.S.
LINDA GLATSTEIN, R.D.H., B.S.
DIANE GOLDENRING, R.D.H., MEd.
DONNA LAWRENCE, R.D.H.A.P., B.S.
KIM MATAALII, R.D.H.
RACHEL MEDINA, R.D.H.
IDALIA VELASCO, R.D.H., B.S.

Instructor Contact:

Cynthia Chambers
Carmen Dones
Janine Dunn
Natalie Ferrigno
Linda Glatstein
Diane Goldenring
Donna Lawrence
Kim Mataalii
Rachel Medina
Idalia Velasco

Faculty Office Hours:

| | |
|-------------|---|
| Chambers: | By Appointment |
| Dones: | Wed.: 1:00pm - 3:00pm |
| Dunn: | By Appointment |
| Ferrigno: | By Appointment |
| Glatstein: | |
| Goldenring: | Thursday 8:00am to 8:30am and 4:30pm to 5:00pm |
| Lawrence: | Friday 8:00am to 8:30am and 4:30pm to 5:00pm and by appointment |
| Mataalii: | |
| Medina: | |
| Velasco: | Friday 8:00am to 8:30am |

VII. COURSE DESCRIPTION:

In a clinical setting students will apply specific knowledge/skills learned in clinical/didactic courses. Emphasis will be on treating the patient with moderate to severe active periodontal involvement. Clinical experiences at higher levels of skill/proficiency are required to prepare the student for licensure. Rotating assignments into dental specialty clinics at U.C.L.A., VA Medical Centers and Venice Dental Clinic provide the opportunity to learn of the role of the dental hygienist in these areas.

VIII. REQUIRED TEXT:

Darby, Michele Leonardi, Walsh, Margaret M., Dental Hygiene Theory and Practice, third edition, Saunders Elsevier, St. Louise, MO 2010 (ISBN # 978-1-4160-5357-6)

Thomson, Evelyn, Case Studies in Dental Hygiene, third edition, Pearson, Boston, MA, 2013 (ISBN#978-0-13-291308-9)

Little, James et.al., Dental Management of the Medically Compromised Patient, Eighth Edition, Mosby, St. Louis, MO, 2013. (ISBN # 978-0-323-08028-6)

Perry, Beemsterboer, Essex, Periodontology for the Dental Hygienist, Fourth Edition, Elsevier, St Louis, MO

2014 (ISBN # 978-1-4557-0369-2)

Langlais, Robert, Miller, Craig. Nield-Gehrig, Jill , Color Atlas of Common Oral Diseases, fourth edition, Lippincott Williams & Wilkins, Philadelphia, 2009. (ISBN #978-0-7817-8097-1)

West Los Angeles College, Department of Dental Hygiene Clinic Guidelines For Students 2014

West Los Angeles College, Department of Dental Hygiene Infection and Hazard Control Policy 2014

Wynn, Richard, Meiller, Timothy, and Crossley, Harold, Drug Information Handbook for Dentistry, 19th Edition, Lexi-Comp, Inc., Hudson, Ohio, 2013

Stedman's Medical Dictionary for Dental Professions

LOGOTHETIS, D.D. Local Anesthesia for the Dental Hygienist, St. Louis, 2012, Mosby Co. Frist Edition. (ISBN # 978-0323-07371-4)

CLARK, Morrison S. and Brunick Ann L. Handbook of Nitrous Oxide and Oxygen Sedation, St. Louis, 2008 Mosby Co. 3rd Edition (ISBN #9780323048279)

STUDENT LEARNING OUTCOMES

- A. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

Assessment: The students will provide dental hygiene care for patients during clinic. Instructor will evaluate and guide the services provided by students.

- B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

Assessment: The student will provide dental hygiene services for patients during clinic. The communication skills with patients, instructors, and peers will be evaluated.

- C. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

Assessment: The students will use variety of technology to provide dental hygiene services during clinic such as UCLA GSD computer system and power-driven scalers. The technical performance will be evaluated by instructors.

- D. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

Assessment: The students will work in clinic environment professionally and ethically.

X. PROGRAM SLO'S:

I. Professionalism

Program SLO #1: Adhere to the American Dental Hygienist's Associations' code of ethical conduct and apply this code to established state and federal laws, recommendations, and regulations in the provision of dental hygiene care.

Program SLO #2: Perform self-assessment for life long learning to provide evidenced-based practice of dental hygiene.

Program SLO #3: Understand and interpret the scientific literature and research as it relates to the evidence-based practice of dental hygiene.

Program SLO #4: Utilize current technology to enhance education, patient care, research and professional growth.

II. Health Promotion and Disease Prevention

Program SLO #5: Assess, plan, implement and evaluate community oral health services, including health promotions and disease prevention in variety of settings.

Program SLO #6: Provide planned educational services using effective interpersonal communication skills and educational strategies to promote oral health for individuals and groups of diverse populations.

Program SLO #7: Provide the values of oral health, general health and wellness in individuals and populations with identified risk factors and develop strategies that promote health related quality of life.

III. Patient Care

Program SLO #8: Systematically collect, analyze and record assessment data on the general, oral, periodontal, and psychosocial health status of the child, adolescent, adult, geriatric and special populations using methods consistent with medicolegal principles.

Program SLO #9: Integrate the principles of behavioral, dental, dental hygiene sciences to formulate, implement and evaluate a comprehensive dental hygiene treatment plan for the patient to attain and maintain optimal oral health based on accurate, consistent and complete assessment data and modify treatment as necessary.

Program SLO #10: Provide and evaluate dental hygiene services, including preventive and pain management procedures, that are based on current scientific evidence for a variety of periodontal conditions of children, adolescents, adults, geriatrics and medically compromised patients from diverse populations.

Program SLO #11: Recognize and provide the appropriate care for a medical emergency that occurs in the dental setting.

Program SLO #12: Apply problem solving strategies and critical thinking to insure comprehensive oral health care for individuals, groups and communities.

XI. BASIC CLINICAL EDUCATION:

COURSE OBJECTIVE:

At the completion of the course, Clinic IV, the student will be able to demonstrate correct technique in gathering data relating to medical and dental history, oral, dental and periodontal examination in the moderately to severely involved periodontal patient. The student will be able to evaluate this data and utilize it in making clinical judgments when formulating treatment and performing clinical dental hygiene services.

CLINICAL OBJECTIVES

As a result of knowledge and skill gained from didactic, preclinical dental hygiene courses and clinical experiences, the student will be able to perform comprehensive dental hygiene services. The student will be able to perform the following functions at Stage II of learning, the novice level, or Stage III of learning, the competent practitioner.

A. Stage II level of learning. The student demonstrates the ability to integrate knowledge from didactic coursework and make appropriate alterations in dental hygiene services.

The instructor will help the student to make sound judgments insure that the treatment is correct and comprehensive. At this level the student is a novice at the following skills.

1. Demonstrate the ability to scale and rootplane using correct instrument techniques.
2. Demonstrate the ability to assess and implement a treatment plan for the moderately periodontally involved dental patient.
3. Demonstrate professional judgment in treatment planning, execution of dental hygiene procedures and evaluation for appropriate referral.
4. Demonstrate the ability to perform dental hygiene services on the moderately periodontally involved dental patient.
5. Demonstrate professional and ethical behavior in appearance, conduct and communications when associating with instructors, other health professionals or patients.
6. Demonstrate the use of effective available pain control method to perform dental hygiene services.

B. Stage III of learning. The student demonstrates the ability to independently integrate knowledge gained from didactic course work and make alterations necessary in dental hygiene services. The instructor will supervise the student and insure comprehensive dental hygiene treatment. The instructor will advise, foster and encourage the student to seek proficiency. At his level the student is a competent practitioner at the following skills.

1. The ability to apply appropriate instruments for use on a patient, based on principles of design and usage.
2. The ability to use intra and extra-oral fulcrums in scaling and rootplaning.
3. The ability to utilize current established criteria, OSHA guidelines, for disease prevention in various clinic settings when treating patients.
4. The ability to perform comprehensive care of the dental patient by performing periodontal maintenance in conjunction with the dental students in the vertical tier.
5. The ability to assess, evaluate and plan oral hygiene instruction for patients with active periodontal disease.
6. Communication and interviewing skills to maximize treatment objectives.

| Course SLO | Criterion Level |
|---|---|
| 1. Perform stages 1-3 of clinical functions. The instructor will provide assistance in technique, interpretation, evaluation and referrals for comprehensive dental hygiene services. | At least 80% of students will complete each process grading at a passing level for this course SLO. |
| 2. Work in the clinic environment in a professional and ethical manner. | At least 80% of students will complete the course without any poor EPR or critical errors. |

XII. METHODS OF INSTRUCTION:

Students will participate in six, three and half hour clinic sessions per week during which time they will provide services to patients under the supervision of an instructor or observe clinic procedures in Specialty Clinics as listed in course description.

In order to provide guidance, Instructors may utilize photography as a method of correcting positioning/ergonomics, grasping of instruments, principles of instrumentation, proper dental operatory setup, etc. The digital images will be shown to students with instructor's feed-back.

XIII. METHODS OF EVALUATION:

The student is evaluated in five categories; process, product, patient care requirements, professionalism and faculty performance reports.

ALL REQUIREMENTS MUST BE EVALUATED BY A WEST LOS ANGELES COLLEGE INSTRUCTOR, AND PERFORMED ON AN ADULT PATIENT, UNLESS STATED OTHERWISE. The following requirements must be completed to receive a passing grade DH 251: The student must show evidence of progress towards completion by the final evaluation to be able to submit the State Board Examination Application.

*Products/Processes that require completion with Different Instructors, MUST be completed with more that one Instructor (completion of requirements will not be accepted if the same Instructor has signed all products/processes in the same criteria).

A. PROCESS GRADING - PASS/NO PASS

- a. 1 Extra and Intraoral Examination: 3.0 minimum passing grade.
- b. 3 instrumentation evaluations: 3.0 minimum passing grade.
Evaluation must be graded by two different advising instructors (Adult Patient Only) .
- c. 3 Periodontal Evaluations: 3.0 minimum passing grade.
Evaluation must be graded by at least two different advising instructors.
- d. 1 Evaluation on Plaque Index: 3.0 minimum passing grade.
- e. 2 TMD Evaluation: 3.0 mi minimum passing grade with different Instructors

- f. 3 Chemotherapeutic Agent application (Minocycline HCl) at 3.0 minimum passing grade with different Instructors (only ONE evaluation per experience)
- g. 3 Caries Risk Assessment (CAMBRA): 3.0 minimum passing grade.
- h. 1 Desensitizing Agent: 3.0 minimum passing grade (5% NaF, Glutaraldehyde/HEMA, etc)
- i. Observation in ATP at UCLA.
- j. Infection Control: 3.0 minimum passing grade. – One at each clinical facility, to be completed at the FIRST or SECOND Patient Experience.
- k. Periodic Examination by Dentist – 3.0 minimum passing grade.

- **All process grading must be passed at the minimum passing grade by the end of DH 251. PLEASE NOTICE THAT THOSE ARE THE MINIMUM REQUIREMENTS FOR THE COURSE, STUDENTS ARE ENCOURAGED TO COMPLETE MORE EVALUATIONS THAN THE MINIMUM REQUIRED.**

B. PRODUCT GRADING - PASS/NO PASS

- a. 4 Prophylaxis on a full dentition L-LM completed in **1 hour from the 2nd Check-In***, passing at 90%. **Students are encouraged to attempt those evaluations with different advising instructors.**
- b. 3 quadrants of medium calculus (4) 90% minimum passing (minimum of one Maxillar and 1 Mandibular Quadrant). Hand scale only. Dental hygiene service must be completed within 2 hours from the 2nd check-in*. **Students must attempt those evaluations with different advising instructors.**
- c. 2 quadrants of Med.-Heavy Calculus (5) (85% minimum passing. Ultrasonic and/or Hand-Instrumentation). **Dental hygiene service must be completed within 2 hours from the 2nd check-in***. Evaluation of quadrants from Periodontal Project may also qualify towards this Product Requirement. **Students must attempt those evaluations with different advising instructors.**

Note: To evaluate student's scaling skills on all of the quadrants, the above product grading must be evaluated one maxillary and one mandibular arch minimum.

***Time required to treatment stands as recommended, unless instructor advises otherwise.**

ONCE A PRODUCT GRADING ATTEMPT HAS BEEN STARTED IT CAN NOT BE CANCELLED OR DECLINED UPON REVIEW OF PROBING ERRORS. ALL SCORES STAND AND WILL BE RECORDED ON GRADING SHEET.

- d. 2 Patient Assessments on Medically Compromised patients ASA II or ASA III (at instructor's discretion). Minimum of 2 or 3 medical conditions: 3.0 minimum passing grade - Evaluated by different Instructors.
- e. 1 Calculus calibration (self assessment required) see instructions on form.

- f. 2 MOCK BOARDS MUST BE PASSED AT 75%. One Mock board will be coordinated for students. Students must attempt a 2nd Mock Board at a clinical facility with 2 instructors or at arranged date in the DH 251 Clinic Schedule.

ALL PRODUCT GRADING ATTEMPTS MUST BE PASSED AT THE MINIMUM PASSING GRADE BY THE END OF DH 251 TO PASS THE CLASS AND QUALIFY TO TAKE THE STATE BOARD EXAMINATION OR WREB.

C. **REQUIREMENTS - PASS/NO PASS**

- a. The student must be present and working on a patient on all scheduled clinic days.
- b. **Students are required to bring a typodont and pole to all clinic sessions.** Instrumentation instruction will be given during clinic time. Students are required to follow the instruction of the faculty.
- c. Fifty percent (50%) of all sessions must represent work on patients with periodontal disease and moderate or heavier calculus.
- d. Student must complete 2 of each of the following injections:
 - 1) PSA
 - 2) Greater palatine
 - 3) Naso palatine
 - 4) Mental/Incisive
 - 5) Inferior Alveolar
 - 6) Infraorbital
 - 7) Gow gates
 - 8) AMSA
 - 9) Infiltration

One evaluation of each local anesthesia injection (must be 100% or 3.0). An instructor will observe a student during procedure. **The student must be able to perform without guidance.** A student must be able to orally present the area anesthetized, nerve anesthetized, landmarks, needle length, expiration date of anesthesia and special considerations for each injection. **Student will be signed off when competency is reached upon evaluation of 2nd injection, or when student performs at a competency level in the administration of anesthesia (Student must be prepared to provide information and guidelines on injection techniques upon request from an Instructor at anytime) – at the discretion of the Clinical Instructor, Student may be allowed to provide anesthesia independently once the Student has successfully completed all injections.**

Please continue to keep track of all the injections administered until graduation.

Be aware that Instructors may ask student to provide information on a specific injection technique at anytime even though student has passed injection evaluation. Students must be prepared at all times.

D. **MONTHLY JOURNAL ENTRY (This criteria will be graded in DH 191 Course)**

Students are required to give continuity to the DH 201 Clinical Journal, placing a divider to DH 251, and writing monthly submissions, with a brief summary of a challenging clinical experience, patient management, or other topic at the student discretion (**please do not narrate the services that were provided during your experience – this is a tool to discuss and/or obtain feedback or suggestion regarding challenging clinical cases**). Be aware that negative or derogatory comments about a rotation personnel, fellow student, or instructor will not be permitted.

Submission Dates*: February 27, March 28, April 30, and May 29.

E. FACULTY SUMMARY REPORT AND PROFESSIONALISM Pass/No Pass

Course instructors meet for a grade conference at the mid-term and end of DH 251 (Dates to be announced) to discuss and evaluate every student's clinical performance. The criteria discussed are: professionalism, integration of knowledge, time management, infection control, team-work, instrumentation, and ethics. The Faculty Summary Progress Report Form is used for evaluation and a copy given to each student. To obtain a passing grade in the course, student must PASS the faculty evaluation. Also, if a student commits any critical errors in the course, he or she may be subjected to not passing the course, even when all requirements have been completed – Issue will be reported to Dental Hygiene Program Director.

ACADEMIC DISHONESTY

Dishonest conduct in the classroom and/or clinic is unacceptable. Some examples of dishonest conduct include cheating or plagiarism, forgery or alteration of documents or records, and falsification of records or misrepresentation of facts. Students found conducting themselves dishonestly will be disciplined. Students' complicities or tolerating the other's dishonest behavior will be considered accessories. Due process according to the college policies will be adhered to by the program faculty.

Remediation:

When an instructor observes **lack of knowledge** and/or **unsafe patient care**, the instructor will issue a remediation plan for the student. The need for remediation will be discussed with the student and the clinic director. The instructor observing the act will determine which remediation process is appropriated to the circumstances involving the student. Faculty will post a summary of remediation on Google docs so that all faculties can help improve future clinical experiences for student (remediation must be submitted before or on the day of due date. Please submit a copy of remediation to Adviser Instructor, DH Program Director, and Course Director).

Examples of errors that require remediation:

1. **Gross contamination (infection control)**
2. **Not pre-medicating patients who require to be pre-medicated.**
3. **Not wearing Protective Personal Equipment properly.**
4. **Fail to practice patient safety (reusing contaminated instruments)**
5. **Unsafe instrument technique (i.e. Gross tissue trauma)**
6. **Not recognizing obvious oral lesions (i.e. herpes lesion, aphthous ulcer)**
7. **Not reporting broken instruments**
8. **Inadequate periodontal assessments**
9. **Inadequate review of medical history.**
10. **Not taking patients or being absent or late without a valid excuse.**

Remediation examples:

- Extra guidance hours (with instructor who observed process) and a paper on reflection of guidance.
- Research paper (3-5 pg. minimum with references that must be included; APA format)
- Re-evaluation of product/process grading

*At the Instructor discretion, student may be dismissed from clinic.

If student fails to complete remediation to instructor's satisfaction, **consequences may include suspension from clinic, delay of national or state board exam until student is able to demonstrate**

competency in the area of concern.

If the student demonstrates continual lack of knowledge or unsafe patient care after remediation, a critical error may be assigned.

Unsafe Practice/ Critical Error

CRITICAL ERROR/UNSAFE PRACTICE

A critical error or unsafe practice is a procedure, process, or product that could adversely affect the health and safety of the patient, student, or faculty member. All critical errors and unsafe practice citations will be reported to the Dean of Student Service immediately. The student must be dismissed from the clinic to see the Dean of Student Service at West Los Angeles College. The critical error must be turned into the course director in writing and the student will receive a copy. Please review your West Los Angeles College Department of Dental Hygiene Clinic Handbook for more information regarding this section. A student who receives any critical errors in the course will be subject to not passing the course even if all the course requirements are completed. Dismissal from patient care and/or program will be determined.

Examples of critical errors are:

1. Gross negligence
2. Cheating or falsifying forms
3. Attend clinic or laboratory under the influence of drugs (prescribed or illegal) and/or alcohol
4. Inadequate ability to provide patient care (lack of sleep, illness, injury)
5. Unprofessional behavior towards a Patient, Facility Staff, Classmate, Instructor (example: harassment, aggressive behavior, lack of respect / inappropriate behavior, etc)
6. Removing clinical assessment binder from school campus
7. Any HIPAA Violation (<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>)
8. Any act of prejudice (social, religious, ethnic/racial, medical conditions, etc) towards a Patient, Facility Staff, Classmate, or Instructor.

E. COURSE GRADE – PASS / NO PASS

- ALL REQUIREMENTS MUST BE COMPLETED AND PASSED AT THE LEVEL DESIGNATED TO ACHIEVE A PASSING GRADE IN THIS COURSE. Each section process grading, product grading, patient requirements and faculty summary must be passed in order to pass the course. Failure in one area will constitute failure in the course.

Rules and Absences:

A student must attend clinic from 8:00AM- 4:30PM (Clinic Rotations may request different schedules) each day as scheduled including all specialty assignments. Each student must check in with the assigned instructor at each session.

Specialty Clinic (SPC) corresponds to clinical hours. The function of a SPC is to provide coverage in a rotation for a student that due to SICKNESS, ACCIDENT, or SPECIAL CIRCUMSTANCE cannot attend a scheduled rotation. In this case, **the student in need of coverage MUST contact the SPC students for the day (call / text / email the student, and also email copying Mr. Sermeño in the email).**

If you are scheduled as SPC, please do not schedule any personal or non-clinical activity on the day.

The student **MUST** be ready to provide coverage at a specific rotation, and also, the student scheduled as SPC **MUST ANSWER THE PHONE / TEXT / EMAIL** (please **understand that it is not a day off**) - the no answering when contacted and/or refuse to cover is not acceptable, and it will be recorded as a warning in the student record). Students must be active on this day (observation, completion of requirements, TA Hours, etc).

Student with 2 or more days of unexcused absence will be reported to the Dean of Student Services for dismissal from the class. Tardiness will be also recorded for each clinic session. When accumulated tardiness becomes more than 6 hours, the student will be reported to the Dean of Student Services for dismissal from the class.

If student t is suspected to present to clinic / laboratory under the influence of substance or present unsafe behavior, will be dismissed from clinic facility, and instructor and /or facility administrator may prohibit the return of student to the clinic facility. The student will agree to a breathalyzer assessment if suspected of being under the influence of alcohol and a blood test if suspected to being under the influence of a controlled substance.

Students that do not follow the guidelines / protocol from a clinic facility, may be dismissed for the day by the Clinical Instructor – Student will meet with Program Director, Clinical Instructor, and Course Director - and the Clinic Facility Administrators may petition for complete removal of student from the clinic facility.

To receive credit for your work, an instructor must place an initial NCR Form on each area corresponding to:

- a. calculus code**
- b. periodontal classification**
- c. fluoride**
- d. patient completion**
- e. quadrant equivalency**

Also, each Product / Process Grading Form **MUST be signed by Instructor – Forms lacking of Instructor Initials or Signature will **NOT BE ACCEPTED.****

Students must work closely with their advisor for guidance on the **Periodontal Project**. The faculty will be present for the presentation of the case study at the end of DH 251 and will contribute to the grading process. It will be the student responsibility to find a patient and start working on the project and ask for guidance as needed.

COURSE CONTENT OUTLINE: DH 251 CLINICAL DENTAL HYGIENE

| | |
|-----------------------------|--------------------------------|
| Tue 2/3 | DH 251 Clinic Begins |
| Friday 2/13- Monday 2/16 | PRESIDENT’S Day Holiday |

| | |
|---------------------------------------|--|
| Thursday 3/26 and Saturday 3/28 | Mock Board at MEND |
| Tuesday 3/31- Friday 4/3 | NATIONAL BOARD STUDY BREAK AND EXAM: No Clinic ONLY (prepare for and take N.B. Examination) MIDTERM EVALUATION – 4/3 at 1:00pm WLAC MSA 103 |
| Monday 4/6 – Friday 4/10 | Spring Break |
| Friday 5/1 | CDHA Meeting: No clinic (Mandatory attendance meeting) |
| Thursday 5/21 Saturday 5/23 | Mock Board at MEND |
| Friday 5/29 | DH 251 Ends (ALL requirements must be completed to graduate) – Patient Tracking Form Due. |
| Friday 6/5 | Final Grade Conference at 1:00pm WLAC MSA 103 |
| | |

Clinic Advisor Assignment

| Advisors | Student 1 | Student 2 | Student 3 | Student 4 | Student 5 |
|---------------------|------------------|-------------------|------------------------|------------------------|----------------------|
| Ms. Chambers | Lina Abifaker | Michelle Leites | Nasim Nowbaharestan | | |
| Ms. Ferrigno | Shiva Massachi | Ana Alvarez | Cristin Leverson | | |
| Ms. Lawrence | Megan Gordon | Amber Oliveros | Norina Del Rosario | Daniel Kishimoto | |
| Ms. Ledezma | Kristin Gibson | Leanne Wright | | | |
| Ms. Medina | Rachel Hipolite | | | | |
| Mr. Sermeño | Tirsit Belew | Joanna Chiu | Alliance Kamdem | Rosemina Mahgrefteh | Azarnoush Mirzaee |
| Ms. Velasco | Jessica Short | Tia Glanding | Kimberly Sanders | | |

How to Handle Paperwork:

1. Turn in all Product and Process Grading Forms* to the clinic advisers. Each student will be responsible to consult with Advisor Instructor on how to proceed to file the original (not copy) NCR forms* in the clinic binder at school, and arrange with adviser how the NCR and PEs will be turned in.

***Forms that are not properly printed or filled will not be accepted (unable to read date, unable to read content in the form, lack of signature, lack of initials, etc). In addition, unless advised otherwise by your Course Advisor, PAPERWORK MUST BE TURNED IN ON A WEEKLY BASIS (student must understand that in order to follow proper course progress, it is important to receive the forms) – NO EXCUSES.**

2. Each instructor will take notes on the NCR forms and transfer that information to Grade Summary form at Google Docs. The student will be able to view their own tracking form, so if there is any discrepancy, please notify your respective Clinical Advisor in order to correct it according to the evaluation forms that are in the Student’s binder.

3. Self-Evaluation portion on NCR MUST be completed by Student at the completion of dental hygiene services: In order to fill this portion, STUDENT MUST ADDRESS ONE OF THE TOPICS IN THE FORM – For example, how is the student planning to overcome a difficulty addressed by the instructor, plan of action, what’s going to be done in order to prevent the situation from happening again, or the reason of your success. Completing Self-Evaluation with a statement of what type of services was completed IS NOT CONSIDERED SELF-EVALUATION. In addition, declining to complete the section is not acceptable, and students that decline to complete for any reason, will be reported to the Dental Hygiene Program Director and also will need to complete a Remediation related to the case.

4. Course requirements, anesthesia and senior year requirements will be reviewed at the end of the course with your advisor (make a copy of each of your documents). Keep all the anesthesia requirements in one sheet. Please start a brand new anesthesia form for Spring Semesters 2015.

Prior to the last week of school, make an appointment with your advisor to review your progress, binder and sign off on the Google Drive that you have completed ALL of your requirements.

5. Patient summary tracking: You will be responsible to list all the patients and add quad equivalency and full mouth completion on your own. Attach Excel sheet with it. **(Absolute due date: May 29)**

Dental Hygiene Senior Year (2014-2015) Clinic Procedure Requirements
-Requirements Must Be Completed Prior to Graduation-

Name of Student and Number:

Advisor Name:

| | Procedures | Minimum Process Evaluation Grade | Required Experiences | Grade | Date of Completion |
|---|-------------------|----------------------------------|---|-------|--------------------|
| 1 | Amalgam Polishing | 2 | 7 Surfaces: Include at least 2 Class II amalgam and 2 Graded Experiences (Minimum) | | |

| | | | | | |
|----|----------------------------------|------|---|--|--|
| 2 | Chemotherapeutics | 2 | 3 Graded Experience (Minimum) | | |
| 3 | Composite Polishing | 2 | 3 surfaces: 2 Graded Experiences (Minimum) | | |
| 4 | Desensitizing Agent | 3 | 2 Graded Experiences (Minimum): with at least 6 teeth each experience | | |
| 5 | Fluoride (Gel, Foam, or Varnish) | PASS | 10 experiences: Faculty signature on NCR (Minimum 6 Adults) | | |
| 6 | FMX | PASS | FMX - 10 Experiences (Minimum) | | |
| 7 | Gingival Curettage | 3 | 5 experiences: 2 Graded Experiences and 3 Non-Graded Experiences (Minimum) | | |
| 8 | Nitrous Oxide Sedation | 3 | 5 Total - 3 Experiences (VA5, UCLA-Venice, AEGD, UCLA-Westwood) and 2 Graded Simulations or Patient (WLAC, UCLA-Venice, UCLA-AEGD) | | |
| 9 | Rubber Dam | | 1 Experience (Minimum) | | |
| 10 | Sealants | 3 | 10 Teeth (Minimum), including 2 Graded Experiences | | |
| 11 | Temporary Crown Cementation | 2 | 1 Experience (Minimum) | | |
| 12 | Temporary Cement Placement | 2 | 1 Graded Experience (Minimum) | | |
| 13 | Tooth Vitality | 2 | 1 Graded Experience (Minimum) | | |
| 14 | Study Models | 2 | 1 Set | | |
| 15 | Intraoral Photography | 2 | 1 Full Set | | |

Specialty Observation Rotation Hours

| Clinics | Required | Competed Hours | Date Completed |
|---------|----------|----------------|----------------|
|---------|----------|----------------|----------------|

| | | | |
|---------------------|-----------------|--|--|
| | Hours | | |
| Periodontics | 12 hours | | |
| Orthodontics | 3 hours | | |
| Oral Surgery | 6 hours | | |
| TA hours | 50 hours | | |

College Policies and Standards

Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Attendance

Students are expected to attend all classes, for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

Dropping a Class

Student wanting to drop a class should drop online at www.wlac.edu, click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, NP/"F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment, which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

Standard of Student Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

1. **Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.**
2. **Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.**

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; select the "Counseling, Assessment and Orientation" tab, then scroll down to "Orientation" for complete details regarding the aforementioned policies.

Cell Phone and Other Communication Devices

If you bring your cell-phone to class, laboratory, or clinical rotation, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom/clinic. Devices of this type should be placed on vibrate and never visible during class time.

Use of Social Media

- The student is held accountable for maintaining the privacy of any information obtained, seen, or is given during clinical rotations
- The student should make every effort to present himself/herself in a mature, responsible, and professional manner.

- Confidential information of patients, patient family members, visitors, dentist, dental students, facility staff, faculty, college staff, fellow students, and class or clinical situations should never be discussed in any form online.
- The Health Insurance Portability and Accountability Act (HIPPA) guidelines are to be upheld at all times.
- Personal information and photos with students, faculty, staff, and clinical sites may only be posted **with verbal and/or written permission** from **all** individuals involved.
- Students should avoid using names and never post photographs of patients or staff without authorization.
- The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited.
- Harassing, threatening, belittling photos, e-mails, or videos that are demeaning, insulting or discriminating against anyone are not to be posted – any of these actions must be reported with a screen-shot to the Program and/or Course Director.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual identity is prohibited.
- Texting, e-mail, and social networking, are not to be performed during class or clinical hours.
- On-campus computers or wi-fi network must not be used for illegal purposes
- Students may not use social media to communicate information to faculty. To contact faculty member, student **MUST** use communication method specified by faculty member
- Maintain professional boundaries in the use of electronic media.

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash or recycle material.