



INDIAN RIVER STATE COLLEGE

3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

Dental Hygiene Program Student Handbook

IRSC is an EA/EO educational institution.

PREFACE

Indian River State College offers a Dental Hygiene program leading to a two-year Associate in Science Degree. This program is designed to provide students with the basic dental hygiene knowledge, procedures and clinical skills required to practice dental hygiene in a variety of health care settings.

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of Dental Hygiene. They are not considered employees of the program's designated clinical education sites or facilities. This handbook has been prepared to inform the student of the requirements of this educational endeavor. However, the requirements contained herein are subject to revision at any time and may be modified at the discretion of the Dental Hygiene program faculty and/or Indian River State College administration as deemed necessary.

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IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

ACCREDITATION

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements."

The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at the address below:

Commission on Dental Accreditation
211 East Chicago Ave.
Chicago, IL 60611-2678
Telephone (800) 232-6108
<https://www.coda.ada.org>

In addition, the IRSC College Catalog and program websites are readily available and accurately depict:

- a. purpose and goals of the program(s);
- b. admission requirements and procedures;
- c. degree and program completion requirements;
- d. faculty, with degrees held and the conferring institution;
- e. tuition, fees and other program costs including policies and procedures for refund and withdrawal;
- f. financial aid programs;
- g. national and/or state requirements for eligibility for licensure or entry into the occupation or profession for which education and training are offered;
- h. skill and competencies that students will need at the time of admission to the program.

www.irsc.edu

www.cdcaexams.brighttrac.com

<https://www.coda.ada.org>

PHILOSOPHY, PURPOSE AND GOALS OF THE DENTAL HYGIENE PROGRAM

The philosophy of the Associate of Science Degree in Dental Hygiene program at Indian River State College supports and assists the implementation of the philosophy and purposes of partnership that involves a growth process as in the roles of the dental hygienist in the dental health field. The dental hygiene faculty encourages the development of the individual through optimum learning environments through life experiences. The College and the servicing communities provide rich learning experiences and resources that enable students to develop the competencies necessary for the practice of dental hygiene.

DENTAL HYGIENE PURPOSE STATEMENT

The purpose of the Indian River State College Dental Hygiene program is to prepare quality health care professionals to meet the needs of a diverse community. Graduates will possess the required entry-level skills to provide comprehensive education, preventive and therapeutic service, which reflect the core competencies essential to the dental hygiene profession. The program utilizes formal and on-going planning and assessment processes to evaluate and implement curriculum/program changes to assure educational excellence.

GOALS

1. To comprehensively prepare competent individuals in the discipline of dental hygiene while meeting the needs of the public by educating, treating and promoting preventive services (patient care) as defined by the Florida Department of Education, Board of Dentistry and Accreditation Agencies.
2. Prepare students to successfully complete the National Board of Dental Hygiene and State Licensure Examination.
3. Provide academic and a clinical setting which stimulate student learning through teaching, patient care, research and service by maintaining state-of-the-art equipment and laboratory facilities.
4. To ensure the student and faculty maintain professional behaviors in accordance with the American Dental Hygienists' Association Principle of Ethics through professional membership, growth and lifelong learning.
5. To organize and maintain an advisory committee which consists of persons who are actively in/or support the practice of dental hygiene.

PROGRAM COMPETENCIES

The following knowledge and skills are those necessary for the competent practice of dental hygiene. Achievement of these competencies will require general education background in: oral and written communications, psychology and sociology. Also required are a foundation in the biomedical sciences of anatomy, physiology, chemistry, biochemistry, microbiology, immunology, general pathology, nutrition and pharmacology.

- 2-12. Graduates must be competent in providing dental hygiene care for all patient populations including: the child, adolescent, adult and geriatric and special needs patient populations.
(Patient Care and Health Promotion and Disease Prevention)

DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DEH 1300: Pharmacology; DES 2051C: Pain Control and Anesthesia; DES 1051: Nitrous Oxide Monitoring

- 2-13. Graduates must be competent in providing the dental hygiene process of care which includes:
- a) Comprehensive collection of patient data to identify the physical and oral health status;
 - b) Analysis of assessment findings and use of critical thinking in order to address the patient's dental hygiene treatment needs;
 - c) Establishment of a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health;
 - d) Provision of comprehensive patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health;

- e) Measurement of the extent to which goals identified in the dental hygiene care plan are achieved;
- f) Complete and accurate recording of all documentation relevant to patient care. (Patient Care)

DES 1020: Head, Neck and Dental Anatomy; DEH 2400: General and Oral Pathology; DES 1200 & 1200L: Dental Radiography; DES 1100, 1100L: Elements of Dental Materials; DEH 2702, 2702L: Community Dental Health; PSY 2012: Introduction to Psychology; HUM 1020: Introduction to Humanities.

DEH 1003, 1003L: Pre-Clinical Dental Hygiene; DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DEH 2602, 2602L: Periodontology; DES 1800, 1800L: Introduction to Clinical Procedures; DES 1840: Preventive Dentistry; DES 2530C: Expanded Functions for Dental Hygienists; HUN 1201: Nutrition

- 2-14. Graduates must be competent in providing dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease. **(Patient Care and Health Promotion and Disease Prevention)**

DEH 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene II, III, IV; DEH 2602, 2602L: Periodontology and Periodontology Lab; DES 2051C: Pain Control and Anesthesia

- 2-15. Graduates must be competent in interprofessional communication, collaboration and interaction with other members of the health care team to support comprehensive patient care. **(Core, Patient Care and Community Involvement)**

DEH 1800, 1800L, 2804, 2804L: Clinical Dental Hygiene I and III; DES 1840: Preventive Dentistry; DEH 2702, 2702L: Community Dental Health

- 2-16. Graduates must demonstrate competence in:

- a). Assessing the oral health needs of community-based programs.
- b). Planning an oral health program to include health promotion and disease prevention activities
- c). Implementing the planned program, and
- d). Evaluating the effectiveness of the implemented program.

(Community Involvement)

DEH 1802, 1802L, 2806, 2806L: Clinical Dental Hygiene II and IV; DEH 2702, 2702L: Community Dental Health

- 2-17. Graduates must be competent in providing appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice. **(Patient Care)**

DES 1800, 1800L: Introduction to Clinical Procedures; DES 1600: Health Office Emergencies; CPR Certification

- 2-18. Where graduates of a CODA accredited dental hygiene program are authorized to perform additional functions defined by the program's state-specific dental board or regulatory agency, required for initial dental hygiene licensure, and the program has chosen to include those functions in the program curriculum, the program must include content at the level, depth, and scope required by the state. Students must be informed of the duties for which they are educated within the program.

DES 2530C: Expanded Functions for Dental Hygienist, DES 1800, 1800L: Introduction to Clinical Procedures, DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene, I, II, IIV, IV; DES 2051C: Pain Control and Anesthesia: DES 1051: Nitrous Oxide Monitoring.

- 2-19. Graduates must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research, patient care and practice management. **(Core)**

DEH 1003, 1003L: Pre-Clinical Dental Hygiene; DEH 1800, 1800L, 1802, 1802L: Clinical Dental Hygiene I and II; DEH 2702, 2702L: Community Dental Health; DEH 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene III, IV; DES 2530C: Expanded Functions for Dental Hygienists

- 2-20. Graduates must be competent in applying legal and regulatory concepts to the provision and/or support of oral health care services. **(Core)**

DEH 1003, 1003L: Pre-Clinical Dental Hygiene; DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DES 2530C: Expanded Functions for the Dental hygienists.

- 2-21. Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning. **(Professional Growth and Development)**

DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV; DES 1800, 1800L: Introduction to Clinical Procedures; DES 1840, 1840L: Preventive Dentistry; DEH 2702, 2702L: Community Dental Health

- 2-22. Graduates must be competent in the evaluation of current scientific literature. **(Professional Growth and Development)**

DEH 2702, 2702L: Community Dental Health; DEH 1802: Clinical Dental Hygiene II

- 2-23. Graduates must be competent in problem solving strategies related to comprehensive patient care and management of patients. **(Health Promotion and Disease Prevention)**

DEH 1800, 1800L, 1802, 1802L, 2804, 2804L, 2806, 2806L: Clinical Dental Hygiene I, II, III, IV

PROGRAM LEARNING OUTCOMES

Graduates of the program will be able to:

1. Apply the dental hygiene process of care and problem-solving strategies to provide dental hygiene care for patients of all age groups, special needs, and all types of periodontal disease classifications.
2. Demonstrate interpersonal and communications skills to effectively interact with diverse population groups.
3. Apply ethical, legal, and regulatory concepts to the provision and/or support of oral health care services.
4. Apply self-assessment skills to prepare for life-long learning as a foundation for maintaining competency and quality assurance.
5. Evaluate current scientific literature as a basis for life-long learning, evidence-based practice and as a foundation for adapting to changes in health care.

WORKPLACE HAZARDS

Indian River State College is committed to providing a safe environment for its employees and students. The College publishes a Safety Management Manual. A copy of the manual is available from the Program Director and the Clinical Coordinator. A First Aid kit is located on the Dental Clinic Emergency Cart (H-222). In the event that a student notices any potential hazards (i.e., exposed electrical wires on devices located in the classroom, lab or any other area), the student is to discontinue usage and notify the Program Director or any other faculty member immediately. In the absence of a faculty member, the student is to ask the Health Science Division's Administrative Assistant (772-462-7544) to notify the IRSC Maintenance Department. In the event of a fire, the student should activate/pull the nearest emergency alarm located at the closest classroom or building exit. All students should leave the area immediately. Students are prohibited from working with any classroom or lab equipment until they are given an "all clear." If any injury occurs while the student is present in the dental clinic/lab/classroom area, the student should contact a faculty member. Refer to the IRSC Student Handbook/Planner for additional information.

**INDIAN RIVER STATE COLLEGE
DENTAL HYGIENE PROGRAM**

INFORMED CONSENT/VACCINATION DECLARATION/DECLINATION FORM

STUDENT: _____ IRSC STUDENT ID NUMBER: _____

PROGRAM: _____

I, _____, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis, and HIV (AIDS) while in a clinical facility.

Neither Indian River State College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the interning clinical facility during training unless the injury is a direct result of negligence by the College or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I must purchase private health insurance. The Health and Wellness Center offers students access to health insurance at a reduced cost.

I further understand that I must have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance fee is automatically included each year in a lab fee.

I understand and assume responsibility for the regulations, objectives, course requirements and inherent risks involved in the education of Dental Hygiene students at Indian River State College.

I have been advised that the Hepatitis B vaccination is required for the clinical assignments in the Dental Hygiene program. I understand that due to the possible occupational training exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus, Hepatitis C virus, and HIV.

Check one of the following:

- _____ I have completed the Hepatitis B vaccination series (must submit documentation).
- _____ I am currently in the process of Hepatitis B vaccination and have received vaccination(s) at this time (must submit documentation).
- _____ I decline to be vaccinated at this time.

I am aware that I can waive the Hepatitis B vaccination requirement only by signing this Vaccination Declination form. In that case, I continue to be at risk of acquiring Hepatitis B, a serious disease.

In the future, should I decide to be vaccinated with Hepatitis B, I will provide documentation of this to the Program Director.

Student Signature

Date

Parent Signature (if under 18 years of age)

Date

PRINCIPLES OF ETHICS OF AMERICAN DENTAL HYGIENISTS' ASSOCIATION

Each member of the American Dental Hygienists' Association has the ethical obligation to subscribe to the following principles:

- To provide oral health care utilizing highest professional knowledge, judgment and ability.
- To serve all patients without discrimination.
- To hold professional patient relationships in confidence.
- To utilize every opportunity to increase public understanding of oral health practices.
- To generate public confidence in members of the dental health profession.
- To cooperate with all professions in meeting the health needs of the public.
- To recognize and uphold the laws and regulations governing this profession.
- To participate responsibly in this professional Association and uphold its purposes.
- To maintain professional competence through continuing education.
- To exchange professional knowledge with other health professions.
- To represent dental hygiene with high standards of personal conduct.

PROFESSIONALISM

Students are expected to dress and behave in a professional manner and conform to standards of the Dental Science Department.

ACADEMIC REGULATIONS

The rigorous and complex nature of the lecture, clinical and laboratory portions of the curriculum demand that specific guidelines be set and adhered to regarding student attendance. The continuity of patient/client care requires that the student attend all lecture, clinical and laboratory sessions.

ATTENDANCE

1. All lecture, clinical and laboratory classes are **mandatory**.
2. The student should be seated and ready to begin class at the designated class time. Students will be permitted to enter the class after it begins, at the instructor's discretion. Tardiness is considered unprofessional conduct. Three tardies constitute one unexcused absence. Three percent (3%) of the student's final grade will be dropped per three tardies.
3. If the student is late to class, the student should inform the instructor at the end of the class period indicating a reason for the tardiness. It is the responsibility of the student to be certain that all information, assignments, etc., be obtained.

ABSENCE FROM LECTURE, CLINICAL, AND LABORATORY CLASSES

The following is defined as an EXCUSED ABSENCE.

“A student’s serious illness” shall mean a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician’s note verifying illness shall be presented by the student should the faculty member request it.

“Death in the immediate family” shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.

“Statutory governmental responsibilities” refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

1. If the student expects to be absent from a given class, the student must contact the instructor directly or by leaving a message for the instructor at their extension, within an appropriate time prior to the scheduled class time. Failure to do so may result in dismissal from the program.
2. Make-up Assignments and Tests:
 - a. It is the student’s responsibility to contact the instructor for assignments, handouts and make-up tests missed during an absence.
 - b. Tests must be made up according to the instructor’s designated regulation, upon student’s return from an absence. Failure to do so will result in a “0” (zero) for that test.
 - c. All assignments must be turned in on time.
 - d. Assignments turned in late will not receive full credit.
 - e. If a student is absent on the due-date of an assignment, it must be turned in the day the student returns to classes.
3. Unexcused Absence: Any absence that is not excused as outlined above will result in a 3% (3 percent) drop per day from the student’s final grade. Three **unexcused absences** in a course will result in dismissal from the Dental Hygiene program.
4. Students **must** maintain a minimum grade of “C” or higher in all core curriculum, and general education courses, as well as all clinical requirements.

FINANCIAL COMPENSATION

As a student in the Dental Science program at Indian River State College, there will be NO compensation of any type during any classroom or clinical experience, either on campus or off campus.

GRADING SCALE

The Dental Hygiene program at Indian River State College has adopted the following grading scale:

93	-	100	=	A
85	-	92	=	B
76	-	84	=	C
70	-	75	=	D
69 and below			=	F

SKILL EVALUATION CRITERIA

Procedures will be evaluated on a scale of S, I or U.

S = Satisfactory - Procedure was performed without error or product is perfect (+1 point).

I = Improvement Needed - Errors were made during the procedure. The procedure is imperfect but with allowable limits such that procedure is not compromised. Student could identify errors and what could be done to correct (-½ point).

U = Unsatisfactory - Unacceptable performance during a procedure, product is not functional or student did not attempt (-1 point).

ALL GENERAL AND CORE COURSES

To remain and continue in the Dental Hygiene program, a 76% or higher must be maintained by the student in each core dental hygiene course. Failure to meet these minimum criteria will result in dismissal from the program after unsuccessful remediation.

NOTE:

- * Each student will have a virtual file to retain clinic patient evaluation sheets.

COURSE REMEDIATION PLAN

1. All Dental Hygiene students must obtain a “C” or better in ALL Dental Hygiene courses. A grade lower than a “C” in any Dental Hygiene course will result in dismissal from the Dental Hygiene program. Courses in the Dental Hygiene program are offered in a programmed and sequential manner. It is essential that students master the knowledge and skills of each Dental Hygiene course (determined by a minimum grade of “C”). In the event the student obtains a grade lower than a “C”, they will be required to withdraw from the program and follow the procedure for readmission in the program.
2. The student must meet all the requirements established by IRSC for the Dental Hygiene program.
3. At the beginning of each course, the student will be given a syllabus listing the specific requirements for the course. All requirements must be met to complete the course. Grading will be based on the degree of achievement.
4. In addition to specific course objectives, students must meet core performance standards and demonstrate professional conduct in accordance with program regulations at all times while enrolled in the Dental Hygiene program. If at any time the faculty’s evaluation of a student’s ability to meet core performance standards on professionalism is identified as below average, the student will be removed from the Dental Hygiene program, regardless of academic performance.
5. Demonstration of clinical competence is also a functional importance to the career curriculum progression of the candidate. The process of faculty evaluation of clinical performance of candidates is an integral and essential part of the curriculum.

Requirements for Progression

The Dental Hygiene program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

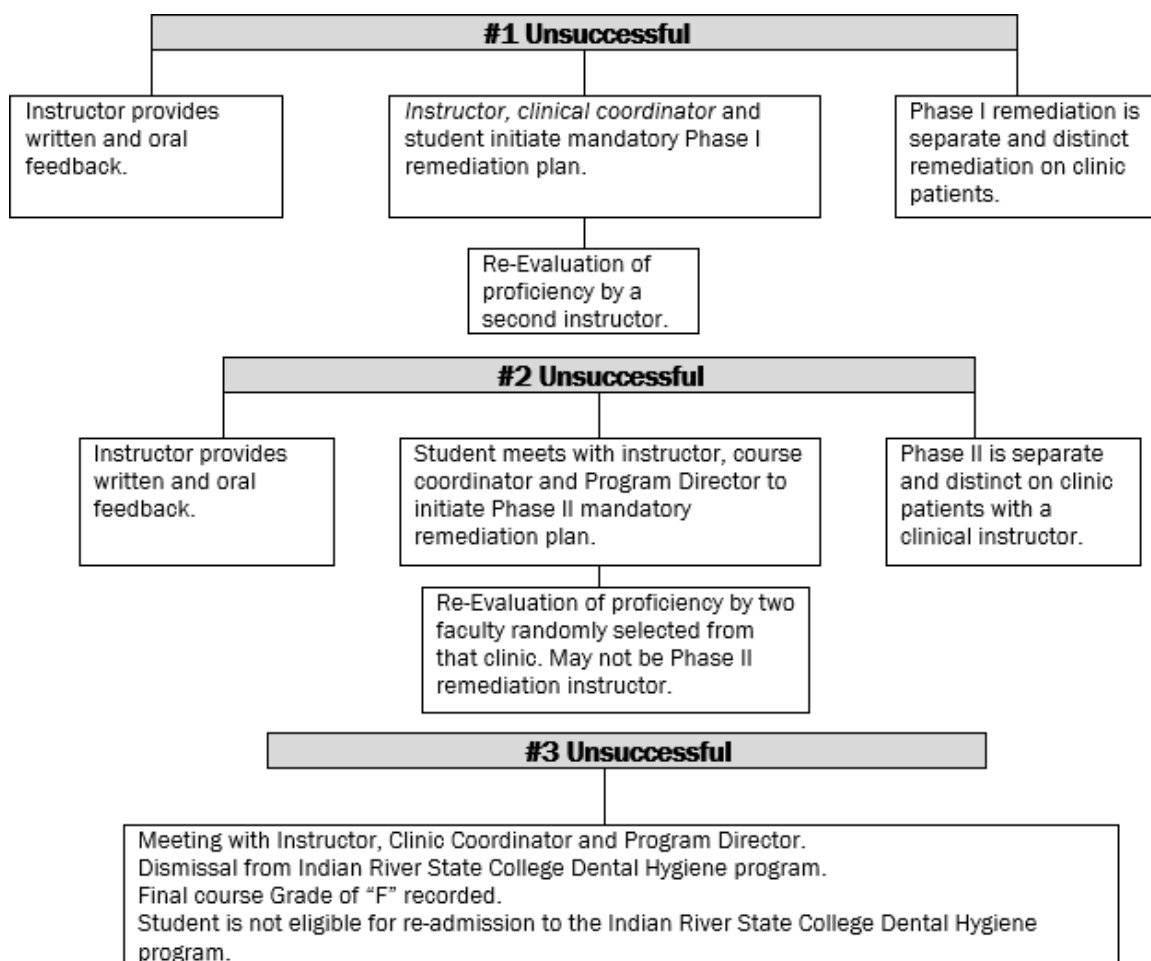
Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Dental Hygiene course (determined by a minimum grade of “C” or higher.) In the event that the student obtains a grade lower than a “C” in any of the Dental Hygiene courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

CLINICAL REMEDIATION PLAN

Clinical Remediation Plan

Remediation Regulation

Each student is given *three (3) opportunities to satisfactorily complete the requirements* as indicated for each clinical course proficiency. In the event the proficiency is not satisfactorily met on the first evaluation, the following course of action *will* be implemented:



PREGNANCY/RADIATION PROTECTION

The IRSC Dental Hygiene program provides reasonable radiation protection to students occupationally exposed to radiation. Pregnant students (self-declared pregnancy) should follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose below the dose equivalent limit as recommended by the by the National Council on Radiation Protection (NCRP) and the Nuclear Regulatory Commission (NRC). Furthermore, it is the Regulation of this Program to grant a leave of absence, upon verification of pregnancy, to students who do not wish to take the biological risks to the fetus associated with prenatal exposure.

Procedure

1. The female student may wish to inform the Program Director of her pregnancy. **Declaration of pregnancy is voluntary.** However, when informing the Program Director of her pregnancy, the student must do so in writing utilizing the Change in Health Status form.
2. The Program Director will arrange for the student to review her previous radiation exposure history and to review protective actions and the risks associated with radiation exposure to the fetus. The student shall be issued an additional radiation monitor that is to be worn at the level of the pelvis to monitor fetal dose. The student will also be advised to read appendix to NRC 8.13-3 (instruction concerning prenatal radiation exposure).
3. Upon receiving disclosure that a pregnancy exists, and after the student consults with her physician and/or family, the Program Director will offer two options to the student:

Option # 1 - Leave of Absence During Pregnancy

If the student so decides, she may elect to leave the Program during the pregnancy period.

- a. If the student decides to accept this option and leave the Program, she must immediately notify the Program Director in writing.
- b. The student may re-enter at the beginning of the corresponding semester in which she left (i.e., if the student left mid-way through the second semester of a four semester term, she would be required to re-enter the Program at the beginning of the second semester the following year).
- c. All didactic and clinical course work must be completed prior to completion and graduation from the Program.

Option # 2 - Remain In The Program Throughout The Pregnancy

If the student so decides, she may continue in the Program under the following requirements.

- a. The student shall review and implements radiation safety practices as outlined by NRC appendix 8.13.3
 - b. The student shall wear exposure-monitoring devices as determined by the NC's recommendation.
 - c. The student should wear a wrap-around apron during exposure to radiation.
 - d. The student shall participate in all scheduled clinical rotation areas as assigned.
4. The Program Director shall document the student's decision in regard to the two options described above.
 5. The student shall complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be entered into the student's permanent personal life.
 6. The student may opt to withdraw her declaration of pregnancy at any time. If the student decides to withdraw her pregnancy, the withdrawal must be in writing and addressed to the Program Director.

**Indian River State College
Dental Hygiene Program**

Change in Health Status

Student's Name

Student ID

This above-mentioned student is presently enrolled in the Dental Hygiene program at Indian River State College. The role of the Dental Hygienist in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

- (1) Diagnosis _____
- (2) Date of Onset _____
- (3) Present Health Status _____
- (4) Do you recommend him/her continuation in the enrolled program?
 _____Yes _____No
- (5) Recommended date Clinical Education may resume: _____
- (6) Recommended date for continuation of didactic lectures with co-requisite laboratories:

- (7) Do you recommend any limitation to regular duties? _____Yes _____No
 If yes, please explain.

Physician's Signature

Date

Indian River State College Health Science Student Infectious Disease Protocol

HEALTH SCIENCE STUDENTS DOING HEALTH CARE WORK

The risk of contracting an infectious disease is greater for the healthcare worker than the general public. However, recommendations for the control of infectious diseases will effectively prevent their spread. Because of the epidemiologic and immunologic link between TB, HIV and AIDS, persons co-infected with HIV and TB have an increased risk of developing active TB.

1. Sharp items, (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.

2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close to practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

5. Pregnant health science students engaged in health care are not known to be at greater risk for contacting infectious diseases than students who are not pregnant. However, if a student develops an infection during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions to prevent contracting infectious diseases.

6. For health science students engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking care of patient with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectious agents.

7. All health science students will receive an annual Tuberculosis screening. Participation in patient care services is contingent on a negative PPD. In the event of a positive PPD reading, the student must submit a Chest Radiograph as part of the initial evaluation. Current CDC guidelines will be followed regarding further evaluation and management.

8. The determination of whether a student with an infectious disease should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate college officials.

9. Students who are exposed to infectious body fluids in the clinical area must report to the instructor immediately. If at a clinical site, the health care agency shall be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the college Health & Wellness Center via the instructor and the College Post Exposure Protocol will be discussed with the student.

10. In the event of exposure to infectious body fluids occurring either during clinical practicum or classroom practice of medical procedures, the source person and exposed individual will be requested to submit to baseline testing for HBV, HIV, PPD and RPR as appropriate.

I have read and understand this regulation:

Signature_____ Date_____

GUIDELINE FOR INDIVIDUALS WITH BLOODBORNE INFECTIOUS DISEASES

Indian River State College is obligated to maintain standards of health care and professionalism that are consistent with the public's expectations of the health profession. The following guidelines are established and practiced by all dental health personnel (faculty, staff, and students) while as an employee, volunteer, or student with the dental health programs.

1. All dental personnel are obligated to provide patient care with compassion and respect for human dignity, respecting the rights of privacy and confidentiality of patients with infectious diseases.
2. Dental personnel will not refuse to treat or discriminate in any way against a patient solely because the patient has an infectious disease or is at risk of contracting an infectious disease. This includes any disease process such as human immunodeficiency virus (HIV), acquired immunodeficiency syndrome (AIDS), or hepatitis infections. The one exception to this regulation is the patient with active tuberculosis. Those individuals will not be treated in the dental clinic or assigned to clinical procedures until treatment-is-completed-and a clearance- is-given by the medical doctor responsible for the TB management.
3. Indian River State College is obligated to protect the privacy and confidentiality of any faculty member, student or staff member who has tested positive for an infectious disease. Dental personnel who pose a risk of transmitting an infectious agent must consult with appropriate health-care professionals to determine whether continuing to provide professional services represents a material risk to the patient. If the faculty, student or staff member learns that continuing to provide professional services represents a material risk to patients, it is highly suggested they inform the chief administrative officer of the College. The chief administrative officer will take steps consistent with the advice of appropriate healthcare professionals and with current federal, state, and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission of the infection to others.
4. Indian River State College will facilitate the testing of faculty and staff that are employed by the College. Furthermore, the College will make available the Hepatitis B vaccine and appropriate vaccine follow-up to employees in accordance with OSHA regulations.
5. Students are aware through orientation procedures that they are responsible for themselves and must demonstrate proof of immunity which includes MMR, current tetanus, and TB skin test.
6. All dental personnel must demonstrate proof of immunity for Hepatitis B, be immunized, or formally decline the immunization. Dental personnel will adhere to the established protocol for infection control and bloodborne pathogen training that is provided at initial employment and through periodic updates. These protocols are in compliance with current OSHA and CDC guidelines and meet current federal, state, and local guidelines.

** This regulation is based upon the AADS Policy Statement III (Delivery of Care) C (Infectious Diseases), 1996.

STUDENT DRUG SCREEN AND BACKGROUND CHECK

Refer to the IRSC website at www.irsc.edu. Click **Programs, Meta Major** and select **Health Science Meta Major** and scroll down the page to Additional Program Information and Forms and click Background Check and Drug Screening Requirements.

APPEAL PROCESS/COMPLAINT PROCEDURE

Commission on Dental Accreditation Complaint Procedure

Each dental related program accredited by the Commission on Dental Accreditation provides a student the opportunity to file a complaint should that student feel the program is not being taught according to the Commission Standards. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards only. The Commission is interested in the sustained quality and continued improvement of dental and dental related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1-800-621-8099, Extension 4653.

Indian River State College Health Science Appeal Process

Refer to the *IRSC Student Handbook/Planner*.

DENTAL HYGIENE PROGRAM PERFORMANCE STANDARDS

For Admission, Progression and Graduation in Florida Community Colleges

Successful participation and completion of a Dental Hygiene Program requires that an applicant be able to meet the demands of the program. The dental hygiene student must be able to perform academically in a safe, reliable and efficient manner in the classroom, laboratory and in clinical situations. The student must demonstrate the behaviors, skills and abilities necessary to be in compliance with legal and ethical standards as set forth by the American Dental Hygienists' Association Code of Ethics.

All Florida Dental Hygiene Programs are committed to the principle of diversity. In that spirit, admission to this program is open to all qualified applicants and complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Throughout the program curriculum, students acquire the foundation of knowledge, attitude, skills and behaviors that are necessary to function as a dental hygienist. Those attitudes, behavior, and skills that a Registered Dental Hygienist must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

STANDARD	GENERAL PERFORMANCE STATEMENT	ESSENTIAL FUNCTION
Motor Skills	<p><i>With or without reasonable accommodation, the student should be able to:</i></p> <p>Demonstrate a high degree of manual dexterity and the ability to execute motor movements reasonably required to provide general treatment and emergency care to patients/clients; adequate strength and ability to perform lifting and patient transfers into a dental chair; the ability to maneuver with functional coordination and mobility in small spaces, as well as be sedentary for several hours at a time.</p>	<p>IT IS REQUIRED THAT THE STUDENT:</p> <p>Be independent in mobility to move quickly in and around the classroom, laboratory, and the clinical operatory.</p> <ul style="list-style-type: none"> • Provide for patient safety and well being in positioning of dental chair, dental light and x-ray equipment. • Quickly move from different positions, as required, to perform chairside clinical skills as well as be prepared to administer emergency care procedures. • Exhibit sufficient manual dexterity to manipulate and control small and large motor driven equipment. • Performs dental hygiene instrumentation with hand and ultra-sonic instruments. • Perform expanded duties. • Move adequately from sterilization, reception room, business office, x-ray rooms and clinical operatories. • Successfully complete a CPR Certification course.

Visual	Demonstrate visual acuity and perception sufficient for observation and assessment of needs to insure safe and effective clinical performance.	<p>Observe lecture, and laboratory demonstrations.</p> <ul style="list-style-type: none"> • Receive information via visual observation, assessment, and evaluation of oral tissues with regard to normal and abnormal conditions. • Demonstrate normal color vision sufficient to recognize subtle changes in oral tissues. • Observe and assess the patient's response to treatment, as well as evaluate the need for individualized oral hygiene care.
Hearing	Demonstrates functional use of hearing to acquire and mentally process information that is heard, and to better monitor and assess patient/client health needs.	<p>Hear and obtain appropriate course information from faculty and peers and to process this information for use in laboratory settings and on examinations.</p> <ul style="list-style-type: none"> • Listen actively. • Acquire accurate medical history and data collection verbally from the patient or guardian. • Demonstrate the ability to audibly ascertain if a patient is experiencing a medical emergency.
Communication	Demonstrate the ability to communicate clearly with patients/clients, physicians, other health professionals, faculty, family members faculty, significant others, caregivers, community or professional groups and colleagues. Communication includes: verbal and nonverbal expression, reading, writing, computation, and computer skills.	<p>Participate, via in-class and group discussions, in the delivery and receiving of information and in responding to questions from a variety of sources.</p> <ul style="list-style-type: none"> • Display knowledge of basic written grammar and spelling skills. • Report accurately and legibly through progress notes in the patient's chart. • Explain treatment, preventive procedures, and disease processes to patient and/or caregiver in a way that is easily understood. • Communicate with patient/client and faculty regarding patient care and referrals.

Interpersonal	Demonstrates the ability to relate to others verbally beyond giving and receiving instruction, and to cooperate with people from a variety of social, emotional, intellectual and cultural backgrounds.	<p>Develop a concern for others, such as classmates, staff, patients/clients and faculty.</p> <ul style="list-style-type: none"> • Cooperate with others and work as a team member. • Acquire the ability to maintain poise and flexibility in stressful or changing conditions. • Establish rapport and working relationships with colleagues and patient/clients. • Recognize and respond appropriately to individuals of all ages, genders, races, sexual preferences, socio-economic, religious and cultural backgrounds.
Self Care	Demonstrate the ability to maintain general good health and self-care in order not to jeopardize the health and safety of self and individuals with whom one interacts with in the academic and clinical setting.	<p>Maintain personal hygiene.</p> <ul style="list-style-type: none"> • Demonstrate safety habits and work area neatness. • Comply with industry health and safety standards, OSHA guidelines, and material safety data. • Maintain a lifestyle that is consistent with one's educational and professional requirements.
Critical Thinking	Demonstrate critical thinking ability sufficient for clinical judgment and problem solving, to maintain competent judgment under stressful conditions, and to apply quick reaction time in an emergency situation.	<p>Apply critical thinking processes to solve work related problems in the classroom and in various clinical settings.</p> <ul style="list-style-type: none"> • Exercise sound judgment in class, laboratory and clinic situations. • Follow safety procedures established for each class, laboratory and clinic. • Be able to self-evaluate and strive to improve technical skills. • Identify problems, take action and be responsible for that decision.
Organizational Skills	Demonstrates ability to handle multi-tasks simultaneously and to operate in a logical, sequential, and orderly manner.	<p>Organize required classroom assignments, laboratory work, and extra-curricular activities each semester into a realistic workable schedule that will facilitate student learning and success.</p>

Intellectual Abilities	Demonstrate the ability to read, write, speak and understand English at a level consistent with successful course completion and with development of positive client-student relationships.	<p>Comprehend and assimilate verbal and written program / course materials.</p> <ul style="list-style-type: none"> • Perform simple and repetitive tasks. • Learn to reconcile conflicting information. • Use proper punctuation, grammar, spelling in written work that is neat and legible. • Follow verbal and written instructions at a 75% or better level of competency.
Commitment to Learning	Demonstrate a positive attitude toward decision-making policies and program operating rules and procedures, as applied, as well as learning new concepts and abilities within the program's operational policies and methods.	<p>Display initiative, motivation, and a willingness to learn.</p> <ul style="list-style-type: none"> • Complete reading assignments and other activities in a timely manner. • Complete all work without resorting to cheating or plagiarism. • Attend all class, laboratory and clinicals, as assigned. • Be consistently punctual to all classes, laboratories and clinical assignments.
Affective Learning Skills(Behavioral & Social attitudes)	Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the mental, emotional, physical, and behavioral safety of patients/clients and other individuals with whom one interacts in the academic, laboratory, and clinical setting. Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients.	<p>Display an ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occurs within set time constraints.</p> <ul style="list-style-type: none"> • Show a willingness to accept challenges; • Be open to feedback. • Follow guidelines and rules for the College and program.

NOTE:

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.

Date: _____

I, _____ have read and understand the Essential Functions outlined above as performance standards necessary for being a student in the program and a success in the Dental Hygiene work environment after graduation.

**INDIAN RIVER STATE COLLEGE
DENTAL HYGIENE PROGRAM
STUDENT CONFERENCE FORM**

NAME OF STUDENT _____ DATE _____

COURSE _____ REASON FOR CONFERENCE _____

LENGTH OF CONFERENCE _____ DATE OF PREVIOUS CONFERENCE _____

TOPICS DISCUSSED: _____

RECOMMENDED ACTIONS/DECISIONS: _____

FOLLOW-UP APPOINTMENT WITH: _____ DATE _____

INSTRUCTOR'S SIGNATURE: _____ DATE _____

STUDENT'S SIGNATURE: _____ DATE _____

Original goes to Student File via Program Director within 24 hours.
Student receives copy of original.

GENERAL INFORMATION

CONFIDENTIALITY OF RECORDS

The confidentiality of the student's record is protected by the Dental Hygiene program. Information will be released only to authorized members of the College community. A student may authorize the program to release information regarding their academic record to outside sources upon written consent. (Refer to Waiver of Liability Informed Consent Form).

Written consent is required for persons (students, patients/clients, etc.) to participate in case studies, videotaping, etc. either on campus or at a clinical site.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

ADVISEMENT SERVICES

The faculty of the Dental Hygiene program provide individual advisement on an appointment basis as well as on a walk-in basis as needed. A Student Conference Form is completed following each session. (Refer to Student Conference Form). At the start of each semester, each student will be assigned to a faculty member who will serve as the student's advisor for the length of that semester. Advisement in this capacity serves to assist students in identifying areas of strengths and weaknesses, their progress in the program and to provide individual guidance as needed.

In addition, Indian River State College also has full-time Academic Counselors and Advisor Specialists. Faculty office hours are posted on their office doors for the Fall, Spring and Summer terms.

PROFESSIONAL SOCIETY

Students are eligible for student affiliate membership in the Student American Dental Hygiene Association. It is strongly recommended that all students become members of the SADHA in order to experience its benefits. Forms for application are made available through the Program Director.

Participation in events and meetings sponsored by the Florida Dental and Dental Hygiene Association are encouraged.

STUDENT ACTIVITIES

Indian River State College provides opportunities for students to develop leadership skills, club membership in professional and honorary societies and participation in a well-respected intercollegiate and intramural sports program. All students are encouraged to participate in the activities of their choice. Contact the Office of Student Life at 772-462-7788 or email StudentLife@irsc.edu for additional information located in the Koblebard Student Union.

SUPPORT SERVICES

Refer to the Indian River State College Catalog for information concerning support services and personnel (i.e., Financial Aid, Child Care, Health and Wellness Center, Student Accessibility Services).

ELECTRONIC DEVICES

Electronic devices such as cellular telephones, pagers, etc. are not to interfere with the classroom/laboratory/clinic environment. Therefore, these devices must be turned off or silenced during class time. In cases of emergency, the student may speak with the instructor for an alternative method of notification.

TRANSPORTATION

The student is responsible for travel to and from clinical sites and arranged field trips which may or may not be close in proximity to his/her geographical residence.

LIBRARY

The Charles Miley Learning Resources Center, also known as the Library, provides current and comprehensive services to support the particular information and academic needs of the Dental Hygiene students. A reserved Dental Hygiene book collection, within the Library, is available to Dental Hygiene students. Trained professional librarians are available to assist students during library hours.

Massey Campus Library	772-462-7600
Chastain Campus Morgade Library	772-463-3245
Dixon Hendry Campus Library	863-763-8017
Mueller Campus Brackett Library	772-226-3080
St. Lucie West Campus Library	772-871-0050

ACADEMIC SUPPORT CENTER /ASSESSMENT SERVICES

Located at each campus, the Academic Support Center offers students free academic assistance in reading, English, math and science. In addition to working individually with an instructor, students have the opportunity to view academic videos or use computer- assisted instruction to enhance their learning. Also available are CLAST, P.E.R.T., ACT, and SAT materials, videos and computer software programs that reinforce those skills necessary for success. Handouts and instructor assistance is available for students in the health occupations programs. **Massey Campus 772-462-7625; St. Lucie West Campus 772-879-4199; Chastain Campus 772-419-5615; Mueller Campus 772-569-0333 and Dixon Hendry Campus 863-763-7800.** Assessment and Placement Testing at each IRSC campus is responsible for administering exams for internet based classes and make up exams for on campus classes. For further, information, contact the individual centers at each campus.

Massey Campus 772-462-7585
Chastain Campus 772-419-5607
Dixon Hendry Campus 863-824-6009

Mueller Campus 772-226-2527
St. Lucie West Campus 772-336-6215

IRSC EMERGENCY/DISASTER PROCEDURE

Potentially dangerous, threatening or suspicious activities or situations should be reported.

- Code Blue telephones are located at the Massey Campus in Fort Pierce.
- Dial 7777 on any phone on the Massey Campus in Fort Pierce.
- Dial 462-4755 to reach the on-duty security officers at the Massey Campus, Fort Pierce (24 hours/7 days a week).

Fire Procedures:

1. All employees and students should be aware of the location of fire alarm equipment.
2. Upon hearing the fire alarm signal, evacuate the building in an orderly manner.
3. Move to an open area away from the building.
4. Evacuate buildings by the route indicated in the emergency plan posted in each occupied room.
5. No person is to return to any building until directed by the proper authority.

Hurricane/Tornado/other disasters:

When the four-county area is placed under full hurricane warning or another type of major disaster occurs, an official cancellation of all classes and College activities will be disseminated via the news media. WQCS (88.9 FM) is a primary source of information regarding the College. The notice regarding resumption of college classes and activities will also be distributed via the news media and IRSC website.

GRADUATION

1. Upon graduation from the College, the Dental Hygiene student will be:
 - a. Granted an Associate in Science Degree from Indian River State College.
 - b. Eligible to apply to take the Florida State Licensure Examination to become a Dental Hygienist.

NATIONAL BOARDS

The purpose of the National Board Dental Hygiene Examination is to assist state boards in determining qualifications of dental hygienists who seek licensure to practice dental hygiene. The examination assesses the ability to understand important information from basic biomedical, dental and dental hygiene sciences and also the ability to apply such information in a problem-solving context.

Although examinations may be developed at the local level, most licensing boards use the National Board Dental Hygiene Examination as a major portion of their examination requirement. Currently, all 53 U.S. licensing jurisdictions recognize National Board results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States.

The fees for National Boards are due in the fall of the second year of the program. The student must be prepared for this expense (not covered by financial aid).

LICENSING EXAMINATION

The Dental Hygiene Licensing Examination is available in the State of Florida, and serves to evaluate the minimum level of competence of the graduate.

It is mandatory for graduates of the program to become licensed if they wish to practice in the State of Florida. Specific information regarding application will be presented in the second year of study.

The fees for state licensure are due in the spring of the second year of the program. The student must be prepared for this expense (not covered by financial aid).

**INDIAN RIVER STATE COLLEGE
WAIVER OF LIABILITY AND INFORMED CONSENT**

Name _____ Member of Class of _____

- I willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e. patient) for educational purposes at Indian River State College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Dental Hygiene Program Director or Instructor in a timely manner.
- I willingly consent to appear in photographs, transparencies, films, videotapes and other forms of media, for educational and informational purposes at Indian River State College.
- I willingly consent to participate in simulated patient interviews and both lab and lecture demonstrations.
- I willingly consent to have my education, health and background records released to professional /health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in my student records.

Signed _____

Date _____

INDIAN RIVER STATE COLLEGE STUDENT HANDBOOK

SIGNATURE RECEIPT

The regulations and procedures delineated in this Dental Hygiene Program Student Handbook and Indian River State College Health Science Division Student Handbook provide you with a reference during your enrollment at the College.

It is your responsibility to review these handbooks thoroughly and understand the implication of all policies and procedures. If you do not understand the contents, meet with your program director.

After receiving both the Dental Hygiene Program Student Handbook and the Indian River State College Health Science Division Student Handbook, sign this tear-off sheet and return it to the Program Director by

_____.

Keep both manuals for reference. Be advised that revisions to these manuals may be made and will be distributed appropriately throughout your tenure in the Health Science program.

I have received both the Dental Hygiene Program Student Handbook and the Indian River College Health Science Division Student Handbook. Further, I understand that I am responsible for reading, understanding and adhering to the regulations contained in these student handbooks.

Name _____

Signed _____

Date _____