

NORTHAMPTON

COMMUNITY COLLEGE

DENTAL HYGIENE PROGRAM

PROGRAM INFORMATION and POLICY MANUAL



Fall 2023

Dental Hygiene Program

Program Address:

**Northampton Community College
Fowler Family Southside Center
511 E. Third Street
3rd Floor Dental Suite
Bethlehem, PA 18015**

Bethlehem Campus Address:

**Northampton Community College
Dental Hygiene Department
3835 Green Pond Road
Bethlehem, PA 18020**

The Dental Hygiene department's *Program Information and Policy Manual* is designed to familiarize you with some general information about the program and the various policies that pertain to the dental hygiene program at NCC.

Over the summer, spend some time reading the entire manual. We will clarify the information you have read and answer questions about the policies when you begin classes in the Fall.

NOTE: During the first week of classes, you will be expected to sign a form acknowledging you have received and understand a number documents that you have been shared with you upon acceptance into the program, during orientation and within the first week of classes.

NORTHAMPTON
COMMUNITY COLLEGE
Dental Hygiene Department

May 25, 2023

Welcome to the Dental Hygiene Program!

To the Dental Hygiene Class of 2025:

Congratulations on being accepted to the Dental Hygiene Class of 2025!

You were selected into the Dental Hygiene Program because we think you have what it takes to become a Registered Dental Hygienist (RDH). The faculty realizes that you have worked very hard to make it to this point in your dental hygiene education, and we are committed to helping you achieve your goal of becoming a registered dental hygienist. These next two years will be exciting, challenging and demanding. There are many resources available on campus and in our department to assist you in being successful in this program. We look forward to working with you and we want you to succeed in your chosen profession.

Sincerely,



Sherri L. Meyers, RDH, MS
Professor & Director

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NOTE: When corresponding with any NCC faculty/staff, you MUST use your assigned NCC email account.

Northampton Community College
Dental Hygiene Department

Part I
General Program Information

DENTAL HYGIENE PROGRAM MISSION

While upholding the mission and vision of Northampton Community College, the Dental Hygiene Program provides excellent, comprehensive learning experiences to prepare students with the knowledge and clinical skills to competently practice as dental hygienists. This mission comprises the following areas: teaching, client care, service and research.

Statement of Values

The Dental Hygiene Program values:

- Excellence*** -- Quality in the educational experiences that we provide
- Innovation*** -- Curricular responsiveness to adapt quickly to changes in the profession
- Sustainability*** -- Commitment through our professional actions to respond to the institution, the community, the economy and the environment
- Accountability*** -- Individual responsibility for his/her actions, growth and development
- Integrity*** -- Academic, personal and professional honesty, fairness, ethical conduct and respect for others
- Engagement*** -- Involvement in and collaboration with the communities we serve

GOALS OF THE DENTAL HYGIENE PROGRAM (PG)

- PG1. Students will be competent with respect to the Northampton Community College's Dental Hygiene Department document, "Competencies for Entry into the Profession of Dental Hygiene".
- PG2. Students will be prepared to successfully complete the National Board Dental Hygiene Examination and the clinical board examination administered by the Commission on Dental Competency Assessments (CDCA).
- PG3. A relevant, current dental hygiene program will be maintained with a curriculum that reflects the standards of clinical practice, education and research.
- PG4. Quality individualized client-centered dental hygiene care will be provided.
- PG5. Students and faculty will engage in interprofessional collaboration to enhance learning experiences, interpersonal skills, and interactions with diverse populations and health care teams.
- PG6. Students and faculty will participate in community service and professional association activities.

DENTAL HYGIENE PROGRAM OBJECTIVES

To achieve the Goals of the Dental Hygiene Department, the faculty and/or administration will strive to meet the following program objectives:

1. Review program curriculum to ensure that the curriculum is current and relevant.
2. Continually assess all aspects of the program to ensure excellence and to guide program improvement.

3. Maintain an active Advisory Committee.
 - This committee is made up of local area dentists and dental hygienists; the committee is a liaison between the Program and the community/workplace
4. Provide student support to enhance students' abilities to successfully complete the program and enter into the profession.
5. Maintain admissions policies to ensure qualified students.
6. Be involved in and collaborate with the communities we serve.

COMPETENCY-BASED EDUCATION

The Dental Hygiene Program uses competency-based education principles to design and modify its curriculum. The Program sequences learning experiences, and uses teaching and evaluation strategies to move students through the developmental stages from novice to competent. The ultimate goal of our competency-based program is to produce a competent beginning dental hygiene practitioner.

Competency Continuum: **From Novice to Competent and Beyond**

The competency continuum consists of the following developmental stages:

Novice Beginner Advanced Beginner Competent Proficient

Novice: Students learn facts and tasks in isolation, they rely on rote learning, rule-driven performance and are heavily dependent on instructors for feedback and assistance.

First year, fall semester.

Beginner: Students begin to integrate facts and tasks, they demonstrate improved speed and consistency of performance but are still dependent on instructors for feedback and assistance.

First year, spring semester.

Advanced Beginner: Students have control over multiple facts and skills. They understand the purpose of skills and can attempt to modify their performance but the quality of the performance is inconsistent. Students begin to use self-evaluation techniques along with some assistance and feedback from instructors.

Second year, fall semester.

Competent: Students are capable of independent performance using reasonable speed, accuracy, clinical judgment and understanding. The students are beginning to internalize standards and can modify performance according to natural cues.

Second year, spring semester.

Proficient: After several years of practice, graduates demonstrate significantly greater abilities to manage a complex range of problems with slightly higher levels of performance.

Experienced Dental Hygiene Licensees.

COMPETENCIES FOR ENTRY INTO THE PROFESSION OF DENTAL HYGIENE

“Competencies for Entry into the Profession of Dental Hygiene” describes the abilities expected of a dental hygienist entering the profession. Competencies combine skills, understanding, and professional values and are performed independently in realistic settings.

Dental hygiene graduates from Northampton Community College must demonstrate competence in four domains. The domains include: Core Competencies, Health Promotion/Disease Prevention, Community Involvement and Client Care.

1. Dental hygienists must possess *Core Competencies (C)*; the ethics, values, skills and knowledge integral to all aspects of the profession.
2. *Health Promotion (HP)/Disease Prevention* is a key component of health care. Dental hygienists have an active role to play in the promotion of optimal oral health and its relationship to general health. Dental hygienists must deliver oral health promotion and disease prevention services in both public health and private practice settings.
3. Dental hygienists have a complex role in the *Community (CM)* where they are required to assess, plan, implement and evaluate programs and activities to benefit a variety of individuals and groups within the general population.
4. Dental hygienists must be able to provide comprehensive, individualized *Client Care (CC)*. It is imperative dental hygienists assess, diagnose, plan, implement and evaluate services.

The Dental Hygiene program outcomes include sixteen competencies for entry into the profession of dental hygiene. In order to achieve Program Goal #1 students must demonstrate competency in the following:

CORE COMPETENCIES (C)

The dental hygiene graduate will be able to:

- C1. Model professional behavior.
- C2. Adhere to state and federal laws, recommendations and regulations in the provision of oral health care.
- C3. Gather, evaluate and use information effectively.
- C4. Reflect on personal performance through self-assessment.
- C5. Communicate effectively with individuals and groups from diverse populations both verbally and in writing.
- C6. Use evidence-based decision making to evaluate products and existing, emerging therapies.

HEALTH PROMOTION AND DISEASE PREVENTION COMPETENCIES (HP)

The dental hygiene graduate will be able to:

- HP1. Identify risk factors and develop, implement and evaluate strategies to promote health and prevent disease.
- HP2. Utilize methods to ensure the health and safety of the client and the dental hygienist in the delivery of dental hygiene services.
- HP3. Foster interprofessional relationships and collaborate on strategies for health promotion and disease prevention for individuals and communities.

COMMUNITY INVOLVEMENT COMPETENCIES (CM)

The dental hygiene graduate will be able to:

- CM1. Assess the oral health needs of the community and plan, implement and evaluate programs to address those needs.
- CM2. Provide community oral health promotion and disease prevention activities in a variety of settings.

CLIENT CARE COMPETENCIES (CC)

The dental hygiene graduate will be able to:

- CC1. Systematically collect, analyze and record data on the general, oral and social health status of a variety of clients to identify risk factors, clients' needs and oral health problems. (Assess)
- CC2. Use assessment data and critical decision making skills to reach conclusions about clients' oral health needs. (Diagnose)
- CC3. Collaborate with clients and other health professionals, to formulate client-centered, comprehensive dental hygiene care plans that are based on current evidence-based practices and that acknowledge clients' informed consent. (Plan)
- CC4. Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health. (Implement)
- CC5. Evaluate the effectiveness of the implemented clinical, preventive and educational services and modify as needed. (Evaluate)

DENTAL HYGIENE PROGRAM CURRICULUM

Completion of the 75 credit Dental Hygiene program at Northampton Community College culminates in an Associate of Applied Science Degree. The Dental Hygiene program includes courses in the following areas:

General education:

- College Success
- English I
- English II
- Psychology
- Sociology
- Speech and Communications
- Humanities or Social Science Elective

Biological sciences:

- Chemistry of Life
- Human Biology
- Microbiology
- Pharmacology
- Nutrition

Dental sciences:

- Oral Radiology and Oral Radiology Lab
- General and Oral Pathology
- Periodontology

- Oral Anatomy
- Oral Histology
- Dental Materials
- Local Anesthesia

Dental hygiene theory and practice:

- Foundations of Preventive Oral Health Services
- Pre-clinical Preventive Oral Health Services
- Oral Health Care for Medically Complex Clients and Clients with Special Needs
- Preventive Oral Health Services I, II and III
- Clinical Preventive Oral Health Services I, II and III
- Community Dental Health I and II

The Dental Hygiene curriculum is sequenced over six semesters/sessions. Students complete a college success one-credit course, one summer session and a fall and spring semester in first year and one summer session and a fall and spring semester in second year, with graduation in May.

Course Sequence

<u>Course No.</u>	<u>Course</u>	<u>Credits</u>
COLS 101	College Success	(Cr1) (1:0)

This course is designed to help new students navigate the community college system. Through the exploration and awareness of academic skills, goal setting, college policies and procedures and self-exploration; students will create an individualized success plan that will provide a clear pathway to succeed in college. All new students who have never attended college are required to enroll in this course. It is also available through Online Learning.

<u>Course No.</u>	<u>Course</u>	<u>Credits</u>
Summer Session		
ENGL 101	English I	3
CHEM 135	Chemistry of Life	4
		7
First Semester		
DENH 103	Pre-clinical Preventive Oral Health Services	3
DENH 104	Foundations of Preventive Oral Health Services	4
DENH 105	Oral Histology	1
DENH 106	Oral Anatomy	2
DENH 110	Oral Radiology	2
BIOS 160	Human Biology	4
		16
Second Semester		
DENH 150	Clinical Preventive Oral Health Services I	3
DENH 152	Preventive Oral Health Services I	2
DENH 153	Periodontology	2
DENH 154	Oral Health Care for Medically Complex Clients and Clients with Special Needs	1
DENH 155	General & Oral Pathology	2

DENH 109	Oral Radiology Lab	1
BIOS 202	Microbiology	4
ENGL 151	English II	<u>3</u>
		18
	Summer Session(s)	
DENH 212	Pharmacology	2
CMTH 102	Speech Communication (*course name to change)	<u>3</u>
		5
	Third Semester	
DENH 205	Nutrition for the Dental Health Care Provider	2
DENH 206	Local Anesthesia	2
DENH 210	Clinical Preventive Oral Health Services II	4
DENH 211	Preventive Oral Health Services II	3
DENH 220	Community Dental Health I	1
PSYC 103	Introduction to Psychology	<u>3</u>
		15
	Fourth Semester	
DENH 250	Clinical Preventive Oral Health Services III	4
DENH 251	Preventive Oral Health Services III	2
DENH 240	Community Dental Health II	1
SOCA 103	Principles of Sociology (XC)	3
—	General Education Elective	<u>3</u>
		13
	Total Credits	75

- For the General Education Elective, students must take one course from one of the areas below. The elective must be selected from the list of approved courses found in the College catalog under the category headings:
Arts and Humanities OR
Social Science: Societies and Institutions over Time (SIT)
- The free elective requirement has been waived for this program.
- Computer competencies are included in various courses in this program; thus completing the program automatically satisfies the computing requirement for the program.
- Writing intensive work is included in various courses in this program; thus completing the program automatically satisfies the program-related writing-intensive requirements for the program.

PROGRAM ACCREDITATION

The Program in Dental Hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678; www.ada.org.

Commission's Complaint Policy

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. 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 treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611-2678 or by calling 800-621-8099 or 312-440-4653. Should a student wish to file a complaint related to the program's compliance with the accreditation standards it is requested that the student provide the Dental Hygiene program with a written copy of the complaint.

ENGLISH PLACEMENT TESTING

Prior to credit course registration at NCC, students must have either completed English I (at NCC or at another College) OR "placed" into English I. A student may be placed into English I through one of the following methods:

- Provide evidence of a score of 500 or higher on both the SAT Writing and Critical Reading exams (2005 and beyond) or a score of 500 or higher on the SAT Verbal exam (2004 or earlier) OR
- Provide evidence of a combined Reading and Writing 11th grade PSSA score of at least 2650, with neither Reading nor Writing score below 1200 OR
- Provide evidence of a score of 21 or higher on the ACT English Exam OR
- Take NCC's English placement test

A student is exempt from taking English I at NCC if s/he has:

- transferred English I credits (C grade or better) from another college or university OR
- completed a baccalaureate degree from a U.S. regionally accredited college or university

ADVANCED STANDING CREDIT FOR DENTAL HYGIENE COURSES

The Dental Hygiene program does not accept courses for transfer from dental, dental hygiene or dental assisting programs.

Advanced Standing by Challenge Examination

Advanced standing credit is only available by challenge examination for the following dental hygiene theory courses:

- Oral Histology DENH 105 (first semester course)
- Oral Anatomy DENH 106 (first semester course)
- Oral Radiology DENH110 (first semester course)

In order to qualify for a challenge examination for any of the above courses you must have completed an **equivalent course** in either a dental, dental hygiene or dental assisting

program. A student who is eligible to sit for a challenge examination must identify her/himself to the program director at the Dental Hygiene program orientation. Challenge examinations are administered in August, immediately before Fall classes begin.

The student must complete the College's Request for Challenge Examination form (available from the Records Office) and pay the required fee before the exam is scheduled.

Advanced standing credit by challenge examination is available for the following dental hygiene lab course:

- Oral Radiology Lab DENH 109 (second semester course)

Criteria: a student who is Pennsylvania x-ray certified AND who has been employed as a dental assistant for a minimum of three years with the job responsibility of routinely exposing, developing and mounting intra-oral radiographs AND has taken a formal educational course in an accredited dental assisting or dental hygiene program may request to complete a Challenge Examination for Oral Radiology Lab (DENH 109). A student who meets the criteria should identify him/herself to Professor Meyers by the first week of October of the first semester in the program. Once identified, Professor Meyers will discuss the application procedure and the examination with the candidate.

THE PROFESSIONAL DENTAL HYGIENIST

You are entering into the profession of Dental Hygiene, and like all professions there are certain standards of behavior and ethical conduct that are expected. It is important that you strive to develop and practice appropriate attitudes and behaviors of a professional person. Success or failure of a career depends not only upon clinical skill, but also upon personal conduct, appearance and the ability to work with clients, instructors, employers and colleagues.

Some of the behaviors that demonstrate a lack of discretion, judgment and/or professional ethics include:

1. Tardiness and/or excessive absences.
2. Not calling in to notify faculty/staff you will be absent.
3. Not taking responsibility for your actions or your work.
4. Dress code violations.
5. Lack of initiative.
6. Lack of teamwork.
7. Not following clinical protocols.
8. Not keeping client records confidential.
9. Falsification of clinical records or grades.
10. Dishonesty.
11. Cheating during testing or plagiarizing materials.
12. Submitting artificially-created materials as one's own original work.

Here are some of our expectations...

1. Students are expected to assume responsibility for seeking assistance from faculty if academic, professional, or personal problems interfere with their educational progress.
2. Communication between students and peers and between students and faculty shall demonstrate maturity and responsiveness to the needs of others. Arguments, or other such disruptions, in the clinical area or in the classroom are considered unprofessional.
3. In the event of a disagreement, students should discuss their feelings with the other person involved. If this does not prove satisfactory, the student may follow procedures for filing grievances (see "Resolution of Conflicts").
4. Academic integrity is expected in the Dental Hygiene Program and failure to comply may result in dismissal from the program.
5. Students are required to assume responsibility for purchasing instruments, supplies, uniforms, shoes, lab coats, textbooks, etc., and to pay fees and dues associated with program activities as required.
6. Students are responsible for the care and preventive routine maintenance of dental equipment and instruments and may be charged accordingly if negligence requires replacement of an item.
7. All printed matter representing or completed under the auspices of the Dental Hygiene Department must receive departmental approval prior to circulation.
8. Professional conduct (language, action, dress) is expected of students at all times.
9. Faculty are to be addressed as "Professor or Dr." unless the faculty member gives permission to be addressed otherwise.
10. Students are expected to use professional judgment while performing pre-clinical, laboratory and clinical procedures.
11. It is expected that students arrive on time for classes, pre-clinic, lab and clinic.
12. Gum chewing, in clinic/lab, is considered unprofessional behavior; it is forbidden in the dental clinic and in the dental lab.
13. Beverages and food are not to be consumed in the clinic or in the dental lab.
14. Students will promote health awareness by not smoking when in uniform or while representing NCC. NCC is 99% smoke free. Smoking is permitted outdoors in designated areas only.

15. Cell phones and pagers must be turned off during class and stored in a book bag, purse or pocket. The use of cell phones in the clinic and in the dental lab is not permitted. Cell phones **MUST** be stored in your locker and **MAY ONLY** be used in the hallway, outside of clinic/lab, to call or text a clinic client. Clients should be given the dental front office phone number for leaving a message for you (610-861-5442).

CONFIDENTIALITY

Students are responsible to maintain the confidentiality of all client information, whether personal or medical. Students must understand and agree that they will never inappropriately access, disclose or reveal in any way, any information from a client's record or information related to the care and treatment of any client.

PROFESSIONALISM and the CODE OF ETHICS

Recognizing its obligations to society by insisting that its members live up to an established code of ethics is a criterion of a profession. Ethics is the science that deals with conduct, and the Code of Ethics of the American Dental Hygienists' Association describes the dental hygienist's conduct in relation to the community, clients and professional associates.

Each dental hygiene student should be familiar with and practice the obligations of the code of the profession.

The American Dental Hygienists' Association (ADHA) **CODE OF ETHICS FOR DENTAL HYGIENISTS**

1. Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

2. Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- to increase our professional and ethical consciousness and sense of ethical responsibility.
- to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- to establish a standard for professional judgment and conduct.
- to provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's

expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

3. Key Concepts

Our beliefs, principles, values and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually dependent.

4. Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.
- We are individually responsible for our actions and the quality of care we provide.

5. Fundamental Principles

These fundamental principles, universal concepts and general laws of conduct provide the foundation for our ethics.

Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspectives of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

6. Core Values

We acknowledge these values as general for our choices and actions.

Individual autonomy and respect for human beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

Societal Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

Non-maleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

Beneficence

We have a primary role in promoting the well being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

We value justice and support the fair and equitable distribution of health care resources. We believe all people should have access to high-quality, affordable oral healthcare.

Veracity

We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

7. Standards of Professional Responsibility

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

To Ourselves as Individuals...

- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.

- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals...

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

To Family and Friends...

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients...

- Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.

To Colleagues...

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care professionals.

To Employees and Employers...

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession...

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Society...

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a health care provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation...

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects.

We acknowledge our ethical obligations to the scientific community:

- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.

- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specification published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

AMERICAN DENTAL HYGIENISTS' ASSOCIATION (ADHA)

MEMBERSHIP

It is mandated for dental hygiene students to become student members of the American Dental Hygienists' Association (ADHA). The ADHA is the national professional organization of dental hygienists. The ADHA further subdivides into state (constituent) and local (component) levels (i.e., Pennsylvania and Northeast). **Student membership is \$65 per year; however, a TWO-year membership receives a discount and is rewarded with an incentive.** Dues are submitted to ADHA after school begins during the fall semester by registering as a NCC student at www.adha.org; ***do NOT register prior to August 1st and DO register by Fall Break in October.*** Student members have all the same privileges as dental hygienists in the association with the exception of voting privileges. *The Journal of Dental Hygiene* (JDH), the premier publication of the ADHA, will be available to each student as a member benefit. Students are also encouraged to attend any local dental hygiene meetings and continuing education courses, usually for free or at a reduced fee.

NCC ADHA meetings of student members are scheduled before or after a given class. Meetings are conducted by elected class officers and/or student advisors. The officers meet periodically with the NCC ADHA student advisors to plan upcoming meetings and to relay pertinent information to the classes. The NCC ADHA student advisors are **Kate Karalunas** and **Shani Hohneck**. **A welcome luncheon hosted by the second year students will be scheduled in early to mid-September. A membership drive will be held between late August and mid-October. Incentives for joining during the fall for TWO years will be offered.**

COMMUNITY SERVICE

Student members are committed to participating in college and community activities/events. Ideas for community activities and any charitable contributions are generated and selected by student members. Our organization may choose to “sponsor” a community target group to receive dental hygiene services at NCC. NCC ADHA student members are also encouraged to donate time to work with Northeast Component dental hygienists on various projects.

FUNDRAISING

NCC ADHA student members choose various fundraising projects that directly benefit the treasury. Participation is voluntary. Generated profits are used to support community activities, guest lecturers and charities. Individual profits may be used to fund attendance at conferences. Ongoing fundraisers include, but are not limited to the following: toothbrush sales on campus and in the community, bake sales, alumni continuing education symposiums, t-shirts, themed pasta, pies, raffles and marketplace at conferences.

DIDACTIC COURSE SYLLABUS

At the beginning of each didactic (theory) course every student will receive a comprehensive course syllabus that includes the following:

1. Course description.
2. Course goals.
3. Student learning outcomes.
4. Textbook/outside reading assignments.
5. Assessment mechanisms.
6. Class schedule – topics to be discussed, reading assignments, test schedule and assignment due dates.

Faculty expect students will utilize the course syllabi prior to class sessions. Students are EXPECTED to have read the assigned material in order to discuss the day’s topic. Students are responsible for everything in the course syllabus.

PRE-CLINICAL /CLINICAL COURSE SYLLABUS

For the pre-clinical course and each of the clinical courses you will receive a syllabus which describes the course goals, clinical student learning outcomes and assessment mechanisms.

ACADEMIC ADVISING

ACADEMIC ADVISOR

The Academic Advising Office assigns an academic advisor to every full-time student at NCC. In September, you should receive an e-mail or letter from the Academic Advising Office indicating the name of your advisor. All dental hygiene students are assigned to one of the dental hygiene full-time faculty or the program director for advising. Students are encouraged to contact their advisor in the first semester to plan their academic career at NCC.

Full-time faculty have four office hours scheduled per week. The hours are posted in an electronic system called “Starfish”, which you will utilize to use to schedule an appointment.

The purposes for having an academic advisor are to:

- assist you in choosing courses that will satisfy the degree.
- help resolve any academic problems or concerns you may have during your course of study.
- assist you in your progress toward your academic goal.
- make referrals to other College departments/services, i.e., career or personal counseling.

Please feel free to make an appointment to meet with your advisor as often as you feel is necessary. We are available to guide you, to provide suggestions or recommendations and to offer support and encouragement to help you succeed in the dental hygiene program.

CLINICAL ASSIGNMENTS IN DENTAL HYGIENE

First year dental hygiene students are randomly assigned to a pre-clinical section: “AM” clinic – morning section (01) or “PM” clinic – afternoon section (02). Once assigned to a pre-clinical section, i.e., section 01 or 02, the student will be scheduled in that section for Clinics I, II and III. [DENH 150, 210 and 250* (*note occasional AM/PM full days are scheduled with notice*).]

During pre-clinic (DENH 103), POHS II lab and the local anesthesia lab students must practice intraoral skills on each other. **All students are required to sit as clients for their peers.**

First year clinic is scheduled in the Spring semester on Tuesdays and Thursdays. Second year clinic is scheduled in the Fall and Spring semesters on Mondays, Wednesdays and Fridays. Clinics and labs may have occasional evening or Saturday clinic requirements as scheduled (i.e., additional hours per course credits earned, initial client experience, mock clinical board experience, weather-related make-ups, clinical closure make-ups, etc.).

Client Recruitment & Client Treatment Hours

Clinical practice begins in the second semester of the curriculum (Spring 2024). **Each semester of clinical practice requires students to treat a minimum number of adult, geriatric, special needs, adolescent and pediatric clients.** In Clinic I students treat approximately eight (8) clients, in Clinic II students treat a minimum of twelve (12) clients and in Clinic III students treat a minimum of fifteen (15) clients; a number of additional clients are specified to be seen throughout the clinical curriculum as a full program requirement. *These numbers are subject to change and will be announced each semester in the appropriate clinical syllabus. A minimum number of client treatment hours must accrue each semester per the appropriate clinical syllabus.*

The dental hygiene clinic is open to the public and members of the community are encouraged to call the clinic to make an appointment to receive their dental hygiene preventive care at NCC. All students attending classes at NCC may receive dental hygiene services at no charge. **Dental hygiene students are responsible for recruiting new clients**

to the dental hygiene clinic. NOTE: During the end of pre-clinic, students will be assigned a specific date/time to bring in a client for application of knowledge and skills learned previously in the semester and for use as a preparedness exercise in preparation for the spring semester.

CRITERIA FOR SUCCESSFUL PROGRAM COMPLETION & LICENSURE

1. You must complete the DENH courses in the curriculum in sequence and with final grades of “C” (75%) or better.
2. You must complete the general education requirements set forth by the College.
3. In order to be eligible to sit for the National Board Dental Hygiene Examination, the program director must certify that you will graduate from NCC.
4. In order to be eligible to sit for the Commission on Dental Competency Assessments (CDCA-WREB-CITA—*formerly NERB*) Clinical Board Examination/ADEX, the program director must certify that you will graduate from the program within 45 days of the scheduled Patient Treatment Clinical Examination. There is also a Computer Simulated Clinical Exercise associated with the CDCA-WREB. Both parts must be successfully passed.
5. All students must graduate and pass both Board examinations (listed above) in order to apply for a license to practice Dental Hygiene in the Commonwealth of Pennsylvania.

DENTAL HYGIENE LICENSURE

In order to qualify for licensure in the Commonwealth of Pennsylvania all dental hygiene students **MUST** complete the following board examinations:

- I. The National Board Dental Hygiene Examination <http://www.ada.org/en/home-ada/jcnde/examinations/national-board-dental-hygiene-examination> – a comprehensive computer-based exam consisting of approximately 200 multiple choice questions that cover all of the science and dental hygiene theory content and another 150 multiple choice questions based on client cases. A passing score for this exam is 75%. This examination is available at Pearson VUE testing centers. The National Board Dental Hygiene Examination’s approximate cost is \$565. **Students are eligible to schedule this examination after it is determined that expect to take the examination before they graduate from the dental hygiene program.**
- II. The Commission on Dental Competency Assessments (CDCA-WREB-CITA)—formerly North East Regional Board Examination (NERB)/(ADEX) <https://adextesting.org/adex-dental-hygiene/> – consists of two sections:
 - A. Computer Simulated Clinical Exercise OSCE (CSCE)— a 100 question computer based examination. This examination is available at Prometric testing centers.
 - B. Patient Treatment Clinical Examination (PTCE) – students are required to present a client who meets the ADEX booklet protocol for client selection (for certain states; NOT administered at NCC). **OR**
 - C. Simulated Patient Treatment **Clinical** Examination (SPTCE) – students are able to substitute this ADEX Dental Hygiene Committee approved examination (administered at NCC).

A 75% passing score on each section is required. The clinical exam is held at Northampton Community College, usually mid-April to mid-May of the graduating year, and it generally held on a weekday. Approximate total cost for both sections is \$1075 (\$450 CSCE OSCE-Computer based + \$795 (Simulated) Patient Treatment Clinical Examination (SPTCE and PTCE)).

STUDENT LOCKERS AND MAILBOXES

Lockers are provided down the hallway near the clinic entrance. A small locker is selected by each dental hygiene student during the first week of fall classes. Students must supply their own combination lock. It is suggested that you keep the combination handy. Students also will be given a mail slot located in the clinic in the Forms Room (313). Students are encouraged to look in their mailboxes regularly for communications from faculty/staff.

OFF-CAMPUS ASSIGNMENTS

Students are required to complete off-campus assignments in several courses. Students are required to provide their own transportation to off-campus sites.

THOUGHTS ON EMPLOYMENT WHILE ATTENDING COLLEGE

Full time enrollment (12 or more credits) in the Dental Hygiene program is equivalent to a full-time job. To be successful in the program it is highly recommended that students do not work. Research has shown that the number of hours spent in employment can have an adverse effect on grades, clinical performance and even on successful completion of the program for students. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, family relationships, ability to succeed in the program and the opportunity to become involved in college activities. If it is necessary for you to work, it is recommended that the number of hours be minimal. **Work schedules must be adjusted to accommodate class schedules.**

Students who work as dental assistants are required by Pennsylvania law to have acquired their radiology certification from the State Board of Dentistry prior to performing any radiological procedures in a dental office.

As the Dental Practice Act of Pennsylvania prohibits anyone other than a licensed dentist or dental hygienist from performing dental hygiene services, it is illegal for student hygienists to work as dental hygienists prior to state licensure.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of a student's education record. The law governs release of these records and access to these records.

Students often request recommendations from faculty during the job-hunting process or to support applications to State Boards of Dentistry. If a student would like a faculty member to send a letter of recommendation or give a verbal reference that will include specific educational information, i.e., GPA or grades, the student must complete the College's *Student Release of Information Form*.

Faculty may share personal observations, i.e., attitude, ability to relate to clients, clinical ability, teamwork, etc., and directory information with a potential employer without the student's signature. Directory information includes: student name, enrollment status, expected date of graduation, degree sought, address, phone number and e-mail address, major field of study, dates of attendance, awards received, classification (1st year/2nd year), date of birth and participation in officially recognized activities. Faculty must have a completed *Student Release of Information Form* before releasing ANY academic information to a parent.

REQUIRED ITEMS FOR PRE-CLINIC: DENH 103

You will need to purchase the following items for pre-clinic:

- a. Plastic face shield. If you wear prescription glasses, you will be able to wear these under the face shield. NOTE: Face shields should be able to accommodate loupes/head lamp (optional for purchase within the program). Vendors will meet with students to educate them on the benefits of loupes/head lamps at a later date.
- b. Safety glasses with solid side shields.
 - If you will be wearing prescription glasses in clinic it is imperative that your frames are large enough to meet the Occupational Safety and Health Administration's (OSHA) standards for approved "personal protective equipment". If the frames are acceptable, you will need to purchase solid plastic side shields to attach to your glasses. If your frames are unacceptable, you may wear a face shield to over your prescription glasses or you will need to purchase a new pair of prescription glasses that meet OSHA standards.
- c. Stethoscope and Blood pressure cuff (regular adult size).
- d. Plastic portable file box (approximate size no greater than 13.38 x 6.75 x 11.75 inches).
- e. Plastic safety glasses for dental clients.
- f. Headphones with a 9 ft. USB cord. (*OPTIONAL YET RECOMMENDED*)

GENERAL INFORMATION for the FIRST WEEK OF SCHOOL

1. Required textbooks may be purchased through the Bookstore approximately one week before classes begin. Please purchase ALL of the required texts BEFORE the first day of classes. Use your "enrolled class printout" to check on text requirements through NCC's bookstore. NOTE: the program has arranged for book bundles from some of the publishers to save you money over time. The initial purchase (bundle) will include texts that will be used over ALL semesters of the program. If students choose to purchase texts through another vendor, they are solely responsible to purchase all books listed in the bundle. Renting textbooks is NOT encouraged for any DENH courses since you will need some textbooks over multiple semesters and/or to prepare for board examinations.

2. It is NOT necessary to wear your uniform on the first day of pre-clinic, Tuesday, August 29, 2023. **Uniforms are required on the 2nd day of pre-clinic, Thursday, August 31, 2023.** Students will have two pre-clinical sessions, September 5th and 7th to familiarize themselves with the dress code. On and after September 7th it will be expected that all students will comply with the department's dress code policy, violations will be documented and will result in dismissal from a pre-clinical session and the loss of pre-clinical practice.
3. Students are advised not to bring personal belongings, i.e., purse, cell phone, book bag, SmartWatch, etc., to the clinical area. Keep personal belongings in your locker or out of sight in your vehicle. Cell phones/SmartWatches (and similar devices) may **NOT** be brought into the clinic/lab areas.
4. Instrument kits will be received and reviewed during the first pre-clinical lab on Tuesday, August 29th. DENH 103 is assessed an instrument kit fee assessed when you pay your tuition.
5. In preparation for your Oral Anatomy class (DENH 106), please **STUDY** the oral anatomy terminology assignment given to you today. Dental hygiene has its own specific terminology which is important for you to know and understand.

The associated books/resources/assignments you will need to access on your first day(s) of Dental Hygiene (DENH) classes:

- * Foundations of Preventive Oral Health Services DENH 104 lecture, Monday, August 28, 2023.
- * Oral Radiology DENH 110 lecture, Monday, August 28, 2023.
- * Oral Anatomy DENH 106 lecture, Wednesday, August 30, 2023.
- * Oral Histology DENH 105 lecture, Friday, September 1, 2023.
- * Foundations of Preventive Oral Health Services DENH 103 for 1st Tutorial class, Friday, September 1, 2023.

First day of pre-clinic:

You do not need to bring any textbook to the first day of pre-clinic, Tuesday, August 29, 2023. Please bring a notepad to the first pre-clinic to write notes.

Schedule for pre-clinic for August 29, 2023 ONLY:

1. 01 (AM) clinicians meet in the dental clinic (Fowler 314) from 8-10 a.m.
2. 01/02 (AM and PM) clinicians meet in a classroom (*TBD—Fowler 605 (if possible) or room # to be posted on the door of Fowler 314 Clinic*) from 10:00 a.m.-12:00 p.m.
3. 02 (PM) clinicians meet in the dental clinic (Fowler 314) from 1-3 p.m.

Learning Experiences

The majority of the material will be presented on ground in a synchronous lecture format with student question/answer and discussion/participation. Textbook material will be enhanced with handouts, PowerPoint presentations, videotapes, and web applications. Blackboard or CourseArc learning platforms will be utilized to prepare material before lecture or to supplement topics from the classroom. Rocketbook Smart Notebooks will be distributed for student use during the time in the program, with return prior to graduation. Laptops are available for use while in the classroom (Fowler 340).

TEST BLOCK

In the fall and spring semesters the Department schedules a weekly 50 or 55 minute test block. The test block is generally scheduled early in the week so that students will have adequate time to study and prepare for the tests. In most courses, the majority of the term tests are administered during the test block time, although some tests may be scheduled when classes meet. **In the Fall semester the test block is scheduled on Mondays before your first class, Foundations of Preventive Oral Health Services. The test block is from 8:00 am to 8:50 or 8:55 a.m. in the assigned classroom. Select Wednesdays will also be included on the test block as indicated, PRIOR to Oral Anatomy class. Class may then begin ten minutes late and/or run ten minutes longer.**

First year test block is scheduled on M and select W/F in the fall and spring; Fridays may also be included if there are more tests than which M/W allow. Second year test block is scheduled on T and Th in the fall and T in the spring.

Due to COVID-19 until further notice: Didactic material, including classroom discussion, reading assignments, handouts, electronic resources and visuals, may need to be assessed through REMOTE testing in Blackboard using Respondus Lockdown Browser using a web camera during TEST BLOCK ONLY if the school would need to close due to COVID-19. The test format may include multiple choice, true/false, matching, and/or short answer/essay questions. Students will need to have access to a computer/web camera to take ALL tests; laptops are located in the classroom and available for use during test block on ground. Please contact the program director if you will experience hardship with this necessity, should remote testing become necessary due to COVID-19.

1st DAY “MEET AND GREET”

On the first day of school, Monday, August 28th, please attend a class meeting in Fowler 340 PRIOR to Foundations of Preventive Oral Health Services (DENH 104) from 8:00- 8:55 a.m. (during test block time). There is NO test the first day, however, it is expected that ALL first year students attend this special “first year meet and greet” session. Class will follow at 9:00 a.m.

PARKING

Please allow yourself plenty of time for finding parking; this may take a little while! At Fowler you may park on the EAST side of the building (main entrance). You may also park in TWO Steel Stacks parking lots off of 2nd Street. NOTE: Parking decks are under construction by the City of Bethlehem in 2022-23 on the WEST side of the building.

Northampton Community College
Dental Hygiene Department

Part II
Academic Policies & Procedures

GRADING POLICY

Didactic (Classroom) Courses

Didactic Coursework:

The evaluation scale used to assign grades to tests, homework assignments, projects and exams is as follows:

100 – 93.3	A	79.9 – 77.5	C+
93.2 – 90.0	A-	77.4 – 75.0	C
89.9 – 86.7	B+	< 75.0	F
86.6 – 83.3	B		
83.2 – 80.0	B-		

Grades for dental hygiene department tests, homework, projects and exams are recorded to one decimal place and are not rounded up. Ex. 74.5% does not round up to 75%.

The Final Grade for a Course:

The dental hygiene program uses a plus/minus grading system when reporting final grades on students' transcripts. The evaluation scale used by the Department is as follows:

100 – 93.3	A	79.9 – 77.5	C+
93.2 – 90.0	A-	77.4 – 75.0	C
89.9 – 86.7	B+	< 75.0	F
86.6 – 83.3	B		
83.2 – 80.0	B-		

The dental hygiene program's grading policy significantly differs from the grading policy of the College. It is very important that all students entering the Program are familiar with the standards with which they will be required to meet. Final course grades for dental hygiene department are recorded to one decimal place and are not rounded up. Ex. 74.5% does not round up to 75%.

A dental hygiene student must achieve a final grade of 75.0% (C) or higher in every program course, i.e., course with DENH as the course prefix, in order to advance into the next program (DENH) course. A student who receives <75% in a DENH course must meet with the program director to discuss progression in the program. The student will have to repeat the unsuccessful course when it is reoffered (providing space is available); repeating a course significantly affects the rate of program completion.

Pre-Clinical, Clinical and Lab Courses

When reporting final grades for clinical courses and radiology lab the dental hygiene department uses Pass/ Fail. A passing grade verifies that the student achieved all of the outcomes/competencies for the course. A "Pass" equates to meeting a minimum numeric grade of 75% (C). If a passing grade is not achieved the student must meet with the program director to discuss progression in the program.

**Northampton Community College
Dental Hygiene Program
Essential Functions for Student Continuance and Graduation**

The Dental Hygiene curriculum requires students to have adequate communication, motor, sensory, cognitive, behavioral and ethical abilities in order to ensure the health and safety of clients/peers and to successfully complete the program of study. The Essential Functions reflect the required abilities that are compatible with effective performance as an entry-level dental hygienist.

Abilities/Attributes	Standard	Some Examples of Necessary Activities/Attributes (not all inclusive)
Motor Skills/Sensory	Gross and fine motor abilities sufficient to provide safe and effective care and documentation. Tactile ability sufficient for client assessment and treatment. Visual ability sufficient for observation and assessment.	<ul style="list-style-type: none"> • Reaches, manipulates and operates equipment & instruments competently • Performs CPR/BLS • Performs all treatment to OSHA and OSAP standards • Performs palpation • Detects intraoral deposits and removes with hand and/or power instrumentation • Detects dental caries clinically, radiographically and/or through technology • Observes client responses • Discriminates color changes and shades of gray, i.e., lesion and gingival description, x-ray interpretation • Accurately reads measurements on instruments, i.e., probe • Develops eye/hand coordination and skills with dominant and non-dominant hands
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	<ul style="list-style-type: none"> • Reads, understands, spells, writes and speaks English proficiently • Establishes rapport with clients and colleagues • Explains treatment procedures and recommendations in a manner that other healthcare providers, as well as clients, understand • Implements dental health education, diet & tobacco dependence counseling • Documents client responses, clinical findings and services rendered with correct spelling, punctuation and grammar • Validates responses/messages with others • Demonstrates basic computer and documentation skills (i.e., logging on, typing, Microsoft® Office programs, BlackBoard, emailing, Dentrix Enterprise, Dexis, etc.)
Behavioral/ Emotional	The ability to perceive events realistically, to think clearly and rationally and to function appropriately in routine and stressful situations.	<ul style="list-style-type: none"> • Identifies changes in client health status • Handles multiple priorities in stressful situations • Adapts quickly to change; flexible • Uses good judgment • Empathizes with clients • Demonstrates initiative to find clients for clinic and/or for course requirements • Demonstrates flexibility, positivity and responsiveness • Manages class time appropriately and follows clinical time guidelines independently

Abilities/Attributes	Standard	Some Examples of Necessary Activities/Attributes (not all inclusive)
Cognitive/ Critical Thinking	<p>Critical thinking/problem solving ability sufficient for sound clinical judgment.</p> <p>Comprehend, analyze, apply, synthesize and evaluate information.</p>	<ul style="list-style-type: none"> • Identifies cause-effect relationships in clinical situations • Develops care plans • Evaluates treatment outcomes • Seeks consultation in a timely manner • Computes basic mathematical problems • Comprehends data in tables, graphs, charts and analog/digital displays (i.e., analog clock, sphygmomanometer, etc.) • Uses critical thinking skills in both the classroom and in the lab/clinical setting • Achieves clinical competency through independent organization of clinical requirements
Professional Conduct	<p>The ability to practice dental hygiene ethically and to abide by the professional standards of practice.</p>	<ul style="list-style-type: none"> • Accepts personal responsibility for actions - accountable • Is courteous; appropriately open and candid • Is honest; presents own work (i.e., does not plagiarize, does not photograph or video record “test materials”, does not cheat, etc.) • Does not erase or modify data from any record or file, or remove any record from where it is maintained • Does not share confidential information with any individual(s) who does not need to know • Manages conflict constructively • Functions interdependently with other healthcare providers • Meets deadlines; attends class/lab/clinic on time and/or preferably early • Is tolerant; has respect for all human beings • Accepts criticism maturely • Maintains decorum in front of clients/peers • Complies with the clinical dress code; demonstrates good personal hygiene • Complies with classroom rules and program policies • Interacts with faculty in a non-confrontational manner • Understands and accepts role as both operator/clinician and as a client for a peer while in clinic/lab (i.e., giving and receiving of local anesthetic injections AND learning clinical skills and providing and receiving instrumentation with student partners). • Volunteers time toward curriculum-related and/or professional association activities • Obtains necessary vaccinations, including influenza • Does not practice under the influence of alcohol, controlled or dangerous drugs/substances

Penalty: If a student does not meet the essential functions in a pre-clinical, clinical or lab course the faculty member will issue an “F” grade for the course. The student will be referred to the program director and depending on the essential function deficiency the student may be dismissed from the dental hygiene program. The student has the right to appeal the “F” grade or dismissal from the program by following the procedural steps listed in the College’s Student Handbook under: Appeal Procedure - Charges of Academic Dishonesty.

WITHDRAWAL POLICY

Policy for Academic Dismissal from Health Sciences Programs

Any student who does not successfully complete *one (1) or two (2) courses (either two different courses or the same course twice), that carry the prefix of the student's Health Sciences program, regardless of when in the program curriculum the unsuccessful attempt occurs, will be dismissed from his/her Health Sciences program. An unsuccessful course completion for the purposes of this policy is defined as a final course grade of an "F" or "W". **Nursing, Dental Hygiene, Medical Assistant, Radiography, Diagnostic Medical Sonography, Funeral Service, Licensed Massage Therapy, and Veterinary Technician (NOTE: only ONE (1) unsuccessful course completion is allowed within the dental hygiene program; the student must retake the course when reoffered.)*

A student who is withdrawn from a Health Sciences program during the first or second semester of the program may apply through the Admissions Office to be re-accepted into the program with the next applicant group. **Re-application to the program does not ensure re-acceptance.** If the student is re-accepted into the program the student will be required to repeat the unsuccessful major course in the program when it is re-offered.

A student who is withdrawn from a Health Sciences program during a summer session, the third semester, or the fourth semester, may request reinstatement to the program by meeting with the program director/coordinator within ten working days.

A student who is reinstated in the program must successfully complete all future major courses, to not do so will result in the student being permanently withdrawn from the Health Sciences program.

Schedule Change/Withdrawal

Students may withdraw from classes in which they are enrolled through the 90% point of the semester (the end of the 14th week in a 15 week semester, or equivalent in courses that run on a non-standard schedule) and an instructor may issue a withdrawal for poor attendance through the same period.

POLICY: REPEATING A FAILED COURSE

A student who is unsuccessful with one DENH course must repeat the course when it is re-offered, providing space is available. If the student does not repeat the course when it is re-offered, s/he will be notified in writing that s/he has been withdrawn permanently from the program.

STUDENT INITIATED WITHDRAWAL from a DENTAL HYGIENE COURSE

The Dental Hygiene program is a full-time program; students may not choose to enroll on a part-time basis, nor may they selectively withdraw from a dental hygiene didactic, lab or clinical course. If a student chooses to withdraw from one dental hygiene course, s/he must withdraw from ALL dental hygiene courses and the program. If after having withdrawn from the program, a student wishes to re-enter the program, s/he must re-apply through Admissions.

LEAVE of ABSENCE

A student may request a leave of absence from the program for a **maximum of one academic year**. Reasons for requesting a leave of absence include a medical injury/condition or a family/personal issue that will significantly affect the student's ability to attend classes/clinics and complete the required coursework. The student requesting a leave must meet with the program director and the decision to grant or deny the request will be made on a case-by-case basis.

If a student, who was granted a leave of absence, does not return to the program within one year, a letter will be sent to the student notifying him/her that s/he may no longer continue in the Dental Hygiene program. Future interest in attending the Dental Hygiene program can only be accomplished by re-applying to the program through the Admissions Office.

If a student becomes pregnant while enrolled in the clinical dental hygiene program she has two options: she may continue with the full-time curriculum OR she may take a leave of absence for one or two semesters and then return as a full-time dental hygiene student. A pregnant student may not become a part-time student in the dental hygiene program. A pregnant student will be asked to obtain a letter from her OB-GYN stating whether or not the student may continue in the program and what precautions, if any, must be taken if the student remains in the program.

PROGRAM COMPLETION POLICY

The Dental Hygiene program must be completed within three years of enrolling in pre-clinic, DENH 103.

ATTENDANCE POLICY

Students who successfully satisfy course outcomes are engaged in the learning process and attend class/lab/clinic regularly. Students are expected to attend all class/lab/clinic sessions of courses in which they are enrolled, and are responsible for all material presented in class/lab/clinic sessions of these courses.

In the dental office workplace there is very little tolerance for employee absence and/or lateness, this is also true in the dental hygiene program. Students who miss class more than twice the number of weekly meetings of the class, or students who cannot meet course outcomes because of excessive absences, will be enforced withdrawn from the course by the Instructor. Students who are enforced withdrawn from a class due to lack of attendance may appeal the enforced withdrawal to the Instructor. If the appeal is denied, the student may speak with the appropriate academic dean and/or the Vice President for Student Affairs (see College's Student Handbook for more details).

Department policies:

- i. Lateness/Leaving early - A student is considered late for class/lab/clinic if s/he enters the room after the start time for the session; 2x late to class/lab/clinic = 1 missed class/lab/clinic.
- ii. Leaving the room during lecture – a student will sign in/out when leaving lecture during unscheduled breaks; minutes missed will accrue and count as partial or full absence(s)
- iii. Missed classes - a student who misses class/lab/clinic more than twice the number of weekly meetings of the class will be withdrawn by the course Instructor.

Some examples of how the Department policies are implemented:

- If you miss three Oral Radiology classes you will be withdrawn from DENH 110.
- If you miss five Foundations classes you will be withdrawn from DENH 104.
- If you are late six times for Oral Anatomy class you will be withdrawn from DENH 106.
- If you miss five pre-clinic sessions you will be withdrawn from DENH 103.
- If you miss two Oral Histology classes and you are late for class twice you will be withdrawn from DENH 105.

Please be on time AND be fully present for your classes!

Notification of Absence, Late Arrival and/or Leaving Early

It is expected that students will make every effort to attend all classes and pre-clinics/clinics/labs. The student will notify the course instructor as far in advance as possible of absenteeism or the possibility of arriving late to class. The faculty member may request verification of the absence/late arrival. It is the student's responsibility to ensure that proper notification is given. Asking another student or relative to give this notification is not considered proper, except under emergency conditions.

Due to COVID-19: If a portion of a course is delivered via **remote instruction**, a student is considered to have missed the equivalent of more than twice the number of weekly meetings of a traditional classroom course in a consecutive two-week period if there has been no participation by the student in the class through submission of assignments, participation in discussion forums or contact with the professor in any way during the period.

A Note Re: DENH 103 (Pre-clinic)

Pre-clinic begins at either 8:00 a.m. (section 01) or 12:00 p.m. (section 02). **You will need to enter clinic approximately 15 minutes before the start of pre-clinic** to assure your readiness to begin the lab activities promptly when pre-clinic begins. When pre-clinic begins the door to the clinic is locked. If you are late, you must inform the office manager, Michelle Sadigh, why you were late for clinic. The office manager will notify a pre-clinic instructor of your late arrival and the instructor will determine whether or not you will be permitted to join the pre-clinic activities. The pre-clinic instructor will document the lateness on a *Clinical Violation Form* and the student will need to meet with the pre-clinic coordinator to discuss the incident. The form will be on file in the program director's office.

ACADEMIC HONESTY POLICY

Northampton Community College considers honesty to be essential to the learning experience. Academic honesty is one of the values that we expect members of the NCC community will apply in their work on this campus and take into their lives beyond NCC. Violations of academic honesty harm the learning experience and violate the expectations and values that we hope the NCC community embraces. We expect all members of the NCC academic community to conduct themselves and their work ethically and honestly.

CHEATING AND PLAGIARISM POLICY

The College's *Student Handbook* states: "cheating on examinations, the use of unauthorized aids, assistance or inappropriate resources, and plagiarism, the unattributed use of another's words or ideas, through either direct appropriation or paraphrase, are serious breaches of academic standards and will not be permitted." Submitting artificially-created materials as one's own original work is considered cheating and in violation of academic integrity policies.

Per College policy, students have an obligation to exhibit honesty in carrying out their academic assignments. They are responsible for the content and integrity of all academic work submitted such as papers, projects, reports, and examinations. Please see the College's *Student Handbook* for examples of violations.

The penalty for cheating on a test, quiz, exam, or plagiarizing an assignment is the student will earn a failing grade of zero "0" for the test/quiz/exam or assignment. The incident will be documented in the student's academic file; maintained with the program director. A second offense will result in dismissal from the Dental Hygiene program. A student who falsifies client records and/or clinical evaluation forms or a student submits clinical work that is not his/her own will be dismissed from the Dental Hygiene program.

LATE ASSIGNMENT POLICY

An assignment turned in after its due date is considered late. The final grade for the assignment will drop 10 percentage points for each day late at the discretion of the faculty OR a grade of zero will be earned if the faculty will not accept the assignment late. Faculty will announce the policy for the assignment in class, in Blackboard and/or in the syllabus. An assignment not turned in will result in a grade of zero (0%); however, the assignment MUST still be completed or a final course grade of Incomplete ("I") will be recorded and the student will not progress to the next course sequenced in the curriculum.

MAKE-UP TEST POLICY

If a student misses a test or quiz, there is no make-up test/quiz, regardless of the reason for the absence. The weight of the missed test/quiz is added to the weight of the course's final exam. For example, if a term test is worth 15% of the course grade and the final exam is worth 20% of the course grade, the weight of the missed term test (15%) is added to the weight of the final examination, resulting in a final exam that is worth 35% of the final grade instead of the original 20%. Taking tests is not optional; students may not select certain tests to take or avoid. Missing a test is reserved for valid emergency situations. ***NOTE: The only exception to this policy is with Case Tests. If a student misses a Case Test the student must complete a make-up test immediately upon return to campus.*** It is not a "right" to choose to miss a test and rather a "privilege" to be excused for extreme, unanticipated issues that prevent someone from getting to campus, often for the day and missing class as well. It was designed as a "privilege" to aid a student who could not physically make it to campus for the test. Examples include being excused for illness w/ doctor note or health center recommendation, excused due to car trouble, and excused due to inclement weather where the student lives when the college is open. The student would contact the test proctor or program director to report any absence.

MAKE-UP FINAL EXAMINATION POLICY

If a student misses a final examination for a valid reason, i.e., illness, death in the immediate family, the student must provide a note of explanation for the absence from a third party. On a case-by-case basis, the faculty will determine if a make-up final examination will be granted. Missing an examination because the exam date conflicted with travel or vacation plans is not a valid reason; in this case scenario the grade issued for the final exam will be “0”.

PROPERTY OF TESTS/EXAMS

Tests outcomes are briefly reviewed and summarized by the faculty. A student who would like to spend more significant time reviewing a test must make an appointment with the appropriate faculty. All tests and examinations are the property of the dental hygiene department; they are not released to students. **NOTE: Pencils, pens, and any technological recording device are strictly prohibited from being out and/or used during any test review (didactic and/or clinical; to copy ANY information from a test is considered cheating).**

Dental Hygiene Department Policy on Reviewing Tests with Remote Instruction:

Tests are not able to be returned for review to protect the integrity of departmental tests. Tests are never released to students. Faculty can opt to review a test in the classroom in a secure manner. If a student would like to have an extended time to review the questions and answers, they may make an appointment with faculty during office hours. During the appointment, faculty will highlight topics that were in error and students may ask any questions. Students may not copy, record, photograph or write down any information from the test. Doing so, in any manner, will be considered a violation of the Academic Honesty Policy of Northampton Community College.

FBI CRIMINAL BACKGROUND CHECK (FBI CBC)

Dental Hygiene students must have a Federal Bureau of Investigation (FBI) criminal background check prior to entering the first semester of the program. The fingerprint-based background check is a multiple-step process. The ORIGINAL report must be available upon request of the Dental Hygiene program director; the student will upload the original copy into Certiphi. In the event the student needs to provide a copy for an externship project and/or rotation, the student is responsible to download a copy from Certiphi.

PENNSYLVANIA CRIMINAL HISTORY RECORD CHECK (PA CHRC)

Dental Hygiene students must have a criminal history record check prior to entering the first semester of the program. The ORIGINAL report must be available upon request of the Dental Hygiene program director; the student will upload the original copy into Certiphi. In the event the student needs to provide a copy for an externship project and/or rotation, the student is responsible to download a copy from Certiphi.

PENNSYLVANIA CHILD ABUSE CLEARANCE (PA CAC)

Dental Hygiene students must have a Pennsylvania Department of Public Welfare’s Child Abuse History Clearance prior to entering the first semester of the program. The ORIGINAL report must be available upon request of the Dental Hygiene program director; the student will upload the original copy into Certiphi. In the event the student needs to provide a copy for an externship project and/or rotation, the student is responsible to download a copy from Certiphi.

Students who received an acceptance letter after May 25, 2023: ORIGINALS of the FBI CBC, PA HCRC and the PA CAC clearance must be uploaded into myrecordtracker.com by the established deadline for those admitted later. If one of the clearance forms is not received by the deadline the student's offer of admission to the dental hygiene program may be rescinded by the Admissions Office.

- An applicant's CHRI report must be in compliance and less than three-years old through the completion of the program. It may not contain prohibitive offenses as cited in ACT 14 (included in the clinical requirements packet).
- Any applicant who is still in prison, on work release, or on probation will not be allowed to participate in the program until the prison and/or probation sentence has been completed, even if the offense is not on the Prohibitive Offenses list.
- If an applicant's record is expunged and now displays compliance with ACT 14, the applicant may reapply for enrollment into the Dental Hygiene Program.

CLINICAL DRESS CODE – Professional Attire

When a student is in pre-clinic, clinic, lab, or on a clinical rotation it is expected that s/he comply with the program's clinical dress code. Failure to comply with the policy will be grounds for suspension from pre-clinic, clinic and/or lab practice and an unsatisfactory clinical/lab grade. Repeated infractions may result in dismissal from the Dental Hygiene program. Please note: **Smoking is NEVER permitted when in uniform.**

Uniforms:

- Uniforms should be purchased from <https://www.uniformadvantage.com/>. Solid colored **EGGPLANT OR BLACK** synthetic or cotton "hospital" scrubs (top and bottom) are to be worn. Your uniform should be pressed/ironed.
- The scrub pants must sit at your waist, not on the hips. The pants must be hemmed at an appropriate length so the ankle is not exposed. No Capri length pants are allowed. The scrub top hem must fall below the waist and the neckline must not be cut too low. In cold weather, a solid-colored cotton knit t-shirt or a turtleneck may be worn under a scrub top; tank tops worn under a scrub top must not be cut too low.
- It is recommended you have a minimum of two uniforms. When wearing your uniform on campus, i.e., cafeteria, library, bookstore, café, student lounge, etc., it is required that you wear a lab coat or lab jacket over your scrubs. Sweatshirts are not to be worn over scrubs in the clinical/lab setting.
- Uniforms may be worn to school from your home.

Cover Gowns: For your personal protection, the Department supplies fluid-resistant cover gowns that are to be worn during client care.

Shoes: Clean, all-white OR all-black solid leather/synthetic shoes are required. It is mandated that shoes be kept in your locker at NCC and not worn outside the building. Open toe shoes or shoes designed with holes are not permitted, i.e., Crocs.

Socks/Hose: Socks (worn above the ankle) or hose must be worn with your uniform; no skin on the leg can be exposed.

Hair: Hair must be worn so that it is off the face. Hair/head bands are permitted; fashion scarves are not. Long hair must be secured (tied back)

in such a way so that it does not impede with client care and it looks tidy (i.e., pony tails must not flip forward, beards/moustaches must be neatly trimmed and conform to CDC/NIOSH guidance for N95 fit testing if using an N95 respirator).

Hair coverings will be provided OR you can purchase your own; hair coverings are recommended to be worn during all **aerosol-producing** procedures.

- Jewelry:** When in uniform the following MAY be worn:
- an all metal (no stones), silicone or tattooed wedding band
 - up to two sets of small stud or **small**/conservative hoop earrings in the **EAR LOBE**
 - wristwatch (NOT SmartWatch)
 - fine-linked metal necklace

When in uniform, do NOT wear the following:

- wrist bracelet, exception: medical alert bracelet
- rings with stones
- medium-sized or larger hoop earrings or dangling earrings
- medium or large ornate necklaces

Body Modification & Piercings: **Eye** eyebrow rings, multiple ear jewelry (past two in the lobe), nose rings/studs, lip and tongue piercings are NOT permitted. Covering a nose stud, eyebrow ring or any other jewelry with a bandage is NOT acceptable. All intraoral and/or facial piercings and any ear jewelry above the permitted number MUST BE REMOVED before working in pre-clinic, clinic and lab. Exception: a clear or flesh-toned retainer is permitted if there is fear of closure with ear piercings.

Nails: Fingernails need to be short and clean. Nails are approximately fingertip length. Acrylic nails and/or any clear/colored nail polish is/are NOT permitted.

Eyelashes: The FDA considers false **eyelashes**, **eyelash extensions**, and their adhesives to be cosmetic products, and as such they must adhere to the safety and labeling requirements for cosmetics. False **eyelashes** and **eyelash extensions** require adhesives to hold them in place, and some make claims for securing them magnetically. Due to the nature of how they are secured, how they become detached, and aerosol production in the dental environment, false/fake eyelashes and/or extensions are NOT permitted in any lab/clinic.

Tattoos: No facial tattoos are permitted. It is recommended that tattoos be covered when working in clinical settings when at all possible (i.e., options for coverage include make-up with adequate coverage, long sleeve or turtleneck shirt, etc.). Fashion scarves are NOT permitted to be used as coverage for tattoos. **NOTE: When on rotation, tattoos may be required to be covered as dictated by our educational partnerships.**

Personal hygiene must be maintained at all times because of the close personal contact with clients.

Personal Protective Equipment (PPE) Summary: Gowns, gloves, level 3 face mask (or N95 respirator), hair coverings (recommended with aerosols), protective face shield, and eye wear with solid side shields must be worn during pre-clinic and clinic and are considered part of the dress code. Gowns, gloves, face masks and hair coverings are supplied by the College. (Face shields may be available through the College.) Face shield and eye wear are provided by the students. **A dress code violation will result in the loss of a pre-clinic/clinic/lab and an Unsatisfactory Daily Clinical Assessment Grade.**

HEALTH REQUIREMENTS

Students who attended Orientation (May 25th) must send in their completed health forms to the College's Student Health Center **by the established deadline.** **NOTE: If a student has not returned a completed health form to the Health Center by the due date, s/he may be WITHDRAWN from the program and/or a "HOLD" may be placed on student file.**

The College's health requirements for Dental Hygiene students include:

- a. Full Medical Examination.
- b. Required Immunization and screening:
 - i. **Two-Step Tuberculosis Skin Testing** (PPD - Mantoux test) OR Quantiferon®-TB Gold test: Per the Center for Disease Control's guidelines, two-step testing should be used for the initial skin testing of adults who will be retested periodically, i.e., health care workers **EACH** year. If the first test is positive the person should be considered infected. **If the reaction to the first test is negative, a second test is done 1 to 3 weeks later.** If the second test is positive the person should be considered infected. If the second test is negative the person is considered uninfected.
 - ii. **Hepatitis B vaccine: completion of two doses (initial and 1 month).** The third dose will be administered 6 months from the initial dose date. Upon administration of the third dose, series completion documentation from your physician's office **MUST** be submitted to Northampton's Health Center. **Failure to submit the documentation of the series completion to the Health Center will result in suspension from clinical practice.**
 - iii. **Hepatitis B:** Surface ANTIBODY titer, Surface ANTIGEN, Repeat Series or Booster AND Positive Surface ANTIBODY Titer
 - iv. **Varicella (Chickenpox):** two doses OR positive antibody titer
 - v. **Measles Mumps Rubella (MMR):** two doses OR positive antibody titer
 - vi. **Tetanus Diphtheria Acellular Pertussis (Tdap)**
 - vii. **Influenza (Current Season):** required for ALL students seeing clients **EACH** year
 - viii. **Full COVID vaccination:** required for ALL students seeing clients

If your health requirements are incomplete prior to beginning any clinical course (DENH 150, DENH 210, DENH 250) you will be suspended from clinical practice (without opportunity for making up time) until the health requirements are met.

HEALTH INSURANCE

All allied health students are required to possess sufficient insurance in the event injuries or occupational exposures occur during the educational experience. Students are financially responsible for emergency or medical treatment. It is MANDATORY that students obtain health insurance and maintain coverage throughout the duration of time in the program. A copy of the insurance card must be uploaded to MyRecordTracker® so that the Health Center can verify coverage. Students who do not have health insurance while enrolled in an Allied Health Program will be dismissed from the program. Information on student health insurance is available through the following resources:

- Insurance can be obtained through the government website (Marketplace) at:
<https://www.healthcare.gov>
- Students can contact existing or other local insurance carrier for coverage and pricing options
- Students can possibly be eligible for the Medicaid program. Information can be found at:
www.pennsylvania-assistance.org

COLLEGE POLICY on COMMUNICABLE DISEASES

The College recognizes the right to fair and equal educational opportunities on the part of all individuals who have been exposed to or are carriers of communicable diseases.

Students who have a communicable disease may continue their involvement in College activities providing they have the ability to meet the customary standards required in school without hazard to themselves or others.

Students who have been excluded or who have excluded themselves from activities as a result of showing symptoms of a contagious disease shall not be readmitted until the condition for which s/he was excluded is not communicable and until s/he presents a certificate of recovery or non-infectiousness from the physician. Forms are available in the Health Center.

PROGRAM POLICIES on BLOODBORNE INFECTIOUS DISEASES

Standard Precautions

Dental hygiene students, dental hygiene department staff and faculty are not required to disclose their bloodborne infectious disease status to the dental hygiene program.

It is strongly encouraged that clients who attend the Litwak Dental Clinic disclose, by means of the written health history, their bloodborne infectious disease status, i.e., positive tests for Hepatitis B, Hepatitis C and/or HIV. This information is confidential and will not be released to anyone without the client's written consent. A client's infectious disease status will never deny him/her access to student-provided dental hygiene services at the Litwak Dental Clinic.

Because disclosure of a bloodborne infectious disease is at the discretion of the individual, the dental hygiene program must take it upon itself to consider all members affiliated with the program, i.e., students, staff, faculty and clients, to be potentially infectious and require the consistent use of standard precautions. Under standard precautions, blood and saliva of all clients and clinicians are

considered potentially infectious for HIV, HBV, HCV and other bloodborne pathogens. In applying a policy of standard precautions, selection of personal protective equipment is determined by the procedure(s) to be performed and the infection control protocols/procedures used with any given procedure must be the same for all clients.

All employees and students will observe and practice standard precautions when performing clinical and radiological procedures. These precautions will minimize or eliminate exposure to bloodborne pathogens. Non-compliance will result in suspension of clinical practice.

CPR AND FIRST AID CERTIFICATIONS

Students who are accepted into the Program before the Dental Hygiene Program Orientation (May 25, 2023) are required to have completed two courses BEFORE the start of fall classes. The courses are as follows: 1. CPR: BLS for Healthcare Providers, includes AED and 2. Heartsaver First Aid.

1. CPR/BLS Requirement:

When researching CPR/BLS courses please be sure you sign up for the correct course. You must complete **BLS for Healthcare Providers**. This course will teach you CPR/BLS skills for helping victims of all ages; use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction. The intended audience for this course is healthcare providers, i.e., physicians, dentists, nurses, dental hygienists, physical therapists, etc. The course length is 8 hours; scheduled either on one day or on two evenings. **Do not take a totally online CPR/BLS course; it will not be accepted as a valid course of study; if a Part I is offered online, it must include a Part II an in-person Skills Evaluation.** Additional providers may have applicable courses for Healthcare Providers and/or Professional Rescuer.

2. First Aid Requirement:

Three to four hour first aid courses are acceptable; however, online courses are NOT acceptable. A popular course is Heartsaver First Aid. The purpose of the first aid course is to provide you with the skills and knowledge to recognize medical and environmental emergencies at the workplace and to provide first aid. CPR does not have to be included in the first aid course; if so, this CPR does NOT substitute for BLS.

Documentation, i.e., copies of both the First Aid and BLS cards (verifying that you completed a basic First Aid course AND a separate BLS for Healthcare Providers) are to be uploaded for the director by Tuesday, August 29, 2023. The exception to this policy is for “late admits”, i.e., students accepted after the May 25th Orientation. Students who were accepted after Orientation must upload copies of their first aid and CPR (BLS) cards for the director no later than November 9, 2023.

A student who lets his/her BLS certification lapse will not be permitted to treat clients in the dental hygiene clinic until documentation of re-certification is received. BLS certification must be valid while enrolled in the program through graduation. Copies of the certifications are maintained by the director in Certiphi.

RESOLUTION OF CONFLICTS

In the event that a conflict arises between a student and faculty concerning grades, course requirements, attendance, the procedures listed below should be followed:

1. Student should approach the faculty member involved and attempt to resolve the problem.
2. If the first step does not result in resolution, the student should approach the program director.
3. Only after the first two procedures have been followed, should the student meet with the Dean of Health Sciences and Education. The Dean will meet with the student, instructor and program director in an attempt to resolve the conflict.

See the College's *Student Handbook* for more information concerning the Academic Appeals Policy and Procedures.

PERSONAL PROBLEMS & CULTURE OF CARING (YOU MATTER @ NCC)

If personal problems seem overwhelming and you need help, we hope that you will turn to a faculty member and/or the program director for assistance. If we are aware of your personal situation/problem, we are in a better position to counsel you. College counselors are available in the Counseling Office; the program director and faculty may be able to assist with referrals. Do not let a problem stand in the way of your success. We want you to succeed in your chosen profession.

If you need our help with any issues that are interfering with your ability to learn the material in enough time to take tests, study the material sufficiently, and/or there are insurmountable hurdles for you at this time in the program, please do let us know in confidence and we will do our best to help you get over those hurdles and succeed. We have your best interests in mind as we also protect the integrity of the program.

ALCOHOL and/or DRUG ABUSE IN THE CLINICAL SETTING

In healthcare, the welfare and safety of clients is our first priority. Students suspected of substance abuse or being impaired while participating in clinical education pose as a potential risk to client safety. Any student who is suspected of substance abuse or being under the influence while working in the dental clinic will be removed from the clinic by a clinical instructor. In accordance with Northampton Community College's policy governing the use of alcohol and other drugs, the dental hygiene program staff will follow the procedural steps adopted by the School of Health Sciences and Education for action related to the suspicion of student substance abuse or impairment at the clinical site.

NOTE: Students using **medical marijuana** will not be eligible for clinical, internship, or externship placement in any NCC health science career program, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. (*See complete **Health Careers Medical Marijuana Policy** distributed at orientation and signed/uploaded into myRecordTracker.*)

URINE DRUG SCREENING FOR CLINICAL ROTATIONS

Instructions will be given in class. Please do NOT independently schedule this test prior to receiving information from the Program Director. All Health Sciences students must provide documentation of a negative urine drug test. Specifics will be communicated to you by the Program Director. If a student test positive due to a prescribed medication, documentation from a health care provider must

be submitted. Please note that some clinical sites may require a drug screening within 30 days of the first clinical rotation. Therefore, the Program Director will notify students of the acceptable time period for scheduling this test. Special drug screening clinics will be arranged to allow students to meet this requirement. If approved by the Program Director, students may also arrange to have this test at St. Luke's North or through another care provider federally certified to perform this testing. **The cost of the test (approximately \$34-36, subject to change) is the responsibility of the student.**

ACCESSIBILITY RESOURCE CENTER (formerly Disability Services)

Northampton Community College's Accessibility Resources offers a variety of supports and guidance to students with disabilities.

Services provided to students with disabilities are based upon each student's individual needs. In order to access reasonable accommodations, auxiliary aids, or services, it is the responsibility of students with disabilities to identify themselves to the Accessibility Resources staff and provide current documentation of disability. Services cannot be provided for a student if Northampton Community College does not know of a student's disability nor have on file relevant documentation.

In addition to providing current documentation of disability, students must meet with a member of the Accessibility Resources staff for an intake appointment and discussion regarding the nature and impact of their disability as well as their strengths and needs.

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Dental Hygiene Program of Northampton Community College is fully committed to providing educational services to all individuals regardless of disabilities they may have. The College will:

1. Administer educational courses in facilities that are accessible to individuals with disabilities or to make alternative arrangements when feasible.
2. Make reasonable modifications to its courses and curriculum as are necessary to ensure that the place and manner in which the courses are given are accessible to individuals with disabilities.
3. Provide reasonable accommodations and/or services for persons with impaired sensory, manual or speaking skills.

However, if the requested modifications to a course or the provision of accommodation will fundamentally alter the course of study, result in an undue burden to the College, or pose a direct threat to the health or safety of others, a student may have admission withdrawn. For more information, please contact the Coordinator of Accessibility Resources at 610 861-5342.

My Notes/Q & A

