

Mississippi Delta Community College

# MDCC Dental Hygiene Student Handbook

2022-2023

Mississippi Delta Community College  
Dental Hygiene Program Student Handbook  
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MISSISSIPPI DELTA COMMUNITY COLLEGE  
DENTAL HYGIENE PROGRAM

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**MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH SCIENCE DIVISION  
DENTAL HYGIENE TECHNOLOGY**

**Dental Hygiene Handbook Overview Statement**

The Dental Hygiene Technology handbook provides students with information, policies, and guidelines, to be successful in the program. Students must read and follow the policies set forth. The MDCC Catalog/Student Handbook is the student's resource for student information and policies.

The college reserves the right to alter or change any statement contained herein MDCC Catalog/Student Handbook without prior notice.

The Dental Hygiene program reserves the right to alter or change any statement or policy without prior notice. Written notification is sufficient to effect policy change.

Students will also find specific information and requirements in respective dental hygiene course syllabi.

**Notice of Non-discrimination Statement**

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Willie Gant, Jr., Assistant Dean of Student Services, 662.246.6442 or titleIX@msdelta.edu. Disability Support Services: Nakeshia Fipps, Associate Dean of Student Services, 662.246.6444 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

**OCR Statement**

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

## **DENTAL HYGIENE TECHNOLOGY**

The Dental Hygiene Program provides students with a general education and a comprehensive clinical dental hygiene experience that prepares them for a career in the dental hygiene profession. The program includes clinical experience in treating patients throughout the lifespan with normal oral care and general systemic conditions. All phases of dental hygiene education are covered and practiced by clinical experience. The Dental Hygiene Program consists of 53 hours of dental hygiene courses and 31 academic hours. Graduates of the program are awarded an Associate of Applied Science Degree in Dental Hygiene. They are eligible to write the National Board of Dental Hygiene Examination, as well as individual state board examinations for dental hygiene licensure.

## **ACCREDITATION**

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

Accreditation for the MDCC Dental Hygiene Program is also maintained through the American Dental Association's Commission on Dental Accreditation. Next CODA site visit is due 2025.

## **MDCC MISSION STATEMENT**

Mississippi Delta Community College provides quality education through academic, career, technical, health sciences, and workforce training programs. MDCC is dedicated to improving the community through intellectual, social, cultural, and recreational opportunities.

## **AFFIRMATIVE ACTION PLAN**

The Board of Trustees of Mississippi Delta Community College has adopted a policy that assures that no person in the United States shall, on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity of the College. Further, this applies to any educational or employment opportunity associated with Mississippi Delta Community College.

Harassment is also a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. Any discrimination or harassment of a member of the college community by another member of the college community is a violation of this policy. Members of the college community are expected to treat each other with mutual respect.

Further, this applies to any educational or employment opportunity associated with Mississippi Delta Community College. This policy is extended to qualified persons with disabilities and to all programs and activities of the College.

The above described policy was adopted in response to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts.

## **MDCC DENTAL HYGIENE PROGRAM GOALS**

The Dental Hygiene Program will:

1. Provide students with the knowledge and skills to practice dental hygiene competently.
2. Provide students with the ethical and legal foundation of dental hygiene for lifelong learning.
3. Provide dental hygiene care that promotes oral and systemic health using critical thinking and evidence-based decision making.
4. Provide students with the opportunity to serve the community and provide outreach to develop an appreciation for community service.

### **ADEA COMPETENCIES FOR ENTRY INTO THE PROFESSION OF DENTAL HYGIENE**

Dental hygienists must complete an accredited educational program and qualify for licensure in any state or jurisdiction. They practice in collaboration with dental and other health care professionals in a variety of settings.

#### ***Core Competencies (C)***

C.1 Apply a professional code of ethics in all endeavors.

C.2 Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.

C.3 Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.

C.4 Use evidence-based decision making to evaluate emerging technology and treatment modalities to integrate into patient dental hygiene care plans to achieve high-quality, cost-effective care.

C.5 Assume responsibility for professional actions and care based on accepted scientific theories, research, and the accepted standard of care.

C.6 Continuously perform self-assessment for lifelong learning and professional growth.

C.7 Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.

C.8 Promote the values of the dental hygiene profession through service-based activities, positive community affiliations, and active involvement in local organizations.

C.9 Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.

C.10 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.

C.11 Record accurate, consistent, and complete documentation of oral health services provided.

C.12 Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.

C.13 Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.

C.14 Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.

### ***Health Promotion and Disease Prevention (HP)***

HP.1 Promote positive values of overall health and wellness to the public and organizations within and outside the profession.

HP.2 Respect the goals, values, beliefs, and preferences of all patients.

HP.3 Refer patients who may have physiological, psychological, or social problems for comprehensive evaluation.

HP.4 Identify individual and population risk factors, and develop strategies that promote health-related quality of life.

HP.5 Evaluate factors that can be used to promote patient adherence to disease prevention or health maintenance strategies.

HP.6 Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

### ***Community Involvement (CM)***

CM.1 Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.

CM.2 Provide screening, referral, and educational services that allow patients to access the resources of the health care system.

CM.3 Provide community oral health services in a variety of settings.

CM.4 Facilitate patient access to oral health services by influencing individuals or organizations for the provision of oral health care.

CM.5 Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care.

CM.6 Evaluate the outcomes of community-based programs, and plan for future activities.

CM.7 Advocate for effective oral health care for underserved populations.

### ***Patient Care (PC)***

#### *Assessment*

PC.1 Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medicolegal principles.

PC.2 Recognize predisposing and etiologic risk factors that require intervention to prevent disease.

PC.3 Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.

PC.4 Identify patients at risk for a medical emergency, and manage the patient care in a manner that prevents an emergency.

#### *Dental Hygiene Diagnosis*

PC.5 Use patient assessment data, diagnostic technologies, and critical decision making skills to determine a dental hygiene diagnosis, a component of the dental diagnosis, to reach conclusions about the patient's dental hygiene care needs.

#### *Planning*

PC.6 Utilize reflective judgment in developing a comprehensive patient dental hygiene care plan.

PC.7 Collaborate with the patient and other health professionals as indicated to formulate a comprehensive dental hygiene care plan that is patient-centered and based on the best scientific evidence and professional judgment.

PC.8 Make referrals to professional colleagues and other health care professionals as indicated in the patient care plan.

PC.9 Obtain the patient's informed consent based on a thorough case presentation.

#### *Implementation*

PC.10 Provide specialized treatment that includes educational, preventive, and therapeutic



services designed to achieve and maintain oral health. Partner with the patient in achieving oral health goals.

### *Evaluation*

PC.11 Evaluate the effectiveness of the provided services, and modify care plans as needed.

PC.12 Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient self-reports as specified in patient goals.

PC.13 Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses, and services when expected outcomes are not achieved.

### ***Professional Growth and Development (PGD)***

PGD.1 Pursue career opportunities within health care, industry, education, research, and other roles as they evolve for the dental hygienist.

PGD.2 Develop practice management and marketing strategies to be used in the delivery of oral health care.

PGD.3 Access professional and social networks to pursue professional goals.

[https://www.adea.org/uploadedFiles/ADEA/Content\\_Conversion\\_Final/about\\_adea/governance/ADEA\\_Compencies\\_for\\_Entry\\_into\\_the\\_Allied\\_Dental\\_Professions.pdf](https://www.adea.org/uploadedFiles/ADEA/Content_Conversion_Final/about_adea/governance/ADEA_Compencies_for_Entry_into_the_Allied_Dental_Professions.pdf)

## **Dental Hygiene Program Competencies**

1. Graduates must be competent in providing dental hygiene care all patients.
2. Graduates must be competent in interpersonal and communication skills to effectively interact with diverse population groups and other members of the health care team.
3. Graduates must be competent in assessing, planning, implementing and evaluating community-based oral health programs including, health promotion and disease prevention activities.
4. Graduates must be competent in the application of the principles of ethical reasoning, ethical decision making, and professional responsibility and in applying legal and regulatory concepts to the provision and/or support of oral health care services.
5. Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning.
6. Graduates must be competent in the evaluation of current scientific literature.

## **ADMISSION REQUIREMENTS**

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET).
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) OR a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the DH program.
- take the entrance test at the applicant’s own expense. Must be taken within 18 months of application deadline and can only be taken 3 times 30 days apart during the application year.
- observe a registered dental hygienist.

### **PROCEDURE:**

Applicants must complete a Dental Hygiene Application Packet. The following documents must be on file in the Dental Hygiene office by March 1 to be considered for admission to the Dental Hygiene Program:

- MDCC application for admission or readmission
- MDCC application to the Dental Hygiene Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
- ACT score
- Entrance test scores

Students are encouraged to submit all parts of the application well in advance of the deadline. Incomplete applications will not be reviewed for admission.

### **SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT scores, GPA, entrance test scores, performance on core courses, healthcare work experience (employer verification letter required), and applicable previous degrees earned. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their conditional acceptance or non-acceptance. The conditional acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511), Anatomy & Physiology II (BIO 2523/2521), General Chemistry (CHE 1213/1211) or Principles of Chemistry (CHE 1313/1311) and Microbiology (BIO 2923/2921) with a grade of “C” or better during the summer session or regular session prior to admission to the DH program
- A & P I and II, Microbiology, and Chemistry must be completed within the last five years
- Satisfactory completion of American Heart Association Healthcare Providers CPR taught during the summer
- Satisfactory background check (see Policy on Admission to College of Health Science Program)
- Health evaluation form completed by a physician or nurse practitioner
- Proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster and TB skin test (2-step TB skin test is required for all new entering students)
- Acceptable pre-admission drug screen

### **STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend a DHT orientation session
- be aware that, in addition to the regular college fees, Dental Hygiene Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, accident insurance, and registry review seminars. Fees are not limited to these listed.
- be responsible for their own transportation to the college campus and community agencies
- female students are encouraged to follow the pregnancy policy

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES

**POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult or that of any such conviction or plea that has not been reversed on appeal or for which a pardon has not been granted. (Mississippi Code of 1972, Section 43-11-13)

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

The background record check is completed by submission of fingerprints by the Allied Health Administrative Assistant to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check **MUST** be completed prior to admission to a Health Science program or prior to clinical experiences, as defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program director/supervisor. If the background clearance expires during a student's program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of criminal behavior.

Procedure for Background Record Check:

1. Student will be assigned a time to be fingerprinted by the Allied Health Administrative Assistant. This will be done in the Greer-Stafford Allied Health Building as determined by the Program Director/Supervisor. Failure to attend assigned time may deter a student's admission into a program. Students WILL NOT be fingerprinted without an assigned time.
2. Student must complete Criminal History Background Application Information form.
3. At the assigned time of fingerprinting, the student **MUST** bring a photo ID driver's license.
4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health and a notarized clearance letter from MDCC, OR determination of non-suitability for employment.
5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
6. If the student receives a non-suitability for employment or "RAP" sheet, the student will be required to meet with the Dean of Health Sciences and Program Director as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of the Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a “RAP” sheet, it is the student’s responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student’s “RAP” sheet for EACH clinical agency attending. The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the “RAP” sheet will be maintained in a sealed envelope in the student’s record in the respective Health Science program office. The student should maintain the original copy of the “RAP” sheet.

### **PROGRESSION**

A Dental Hygiene Technology student must maintain a grade of “C” in all Dental Hygiene Technology core courses to progress in the program. Additionally, a student must obtain a grade of “C” in all DHT co-requisite courses to graduate from the program.

### **WITHDRAWAL**

Students should follow the policy in the MDCC College Catalog & Student Handbook located on page 53 at <https://www.msdelta.edu/college-catalog/index.php> . Refer to MDCC academic calendar on the MDCC website (msdelta.edu) for semester withdrawal dates.

## Dental Hygiene Technology

REQUIRED COURSES:	Prev. Taken	FALL	SPRING	SUMMER	FALL	SPRING
*BIO 2513 Anatomy & Physiology I (3 hrs)	BIO 2513					
*BIO 2511 A & P I Lab (1 hr)	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II (3 hrs)	BIO 2523	X	X	X	X	X
*BIO 2521 A & P II Lab (1 hr)	BIO 2521	X	X	X	X	X
*BIO 2923 Microbiology (3 hrs)	BIO2923					
*BIO 2921 Microbiology Lab (1 hr)	BIO2921					
*CHE 1213 General Chemistry (3 hrs) & *CHE 1211 General Chemistry Lab (1 hr) OR *CHE 1313 Principles of Chemistry (3 hrs) & *CHE 1311 Principles of Chemistry Lab (1 hr)	CHE 1213 CHE 1211OR CHE 1311 CHE 1311					
DHT 1115 Fundamentals of DH (5 hrs)		DHT 1115				
DHT 1252 Dental Anatomy & Embryology (2 hrs)		DHT 1252				
DHT 1314 Dental Radiology (4 hrs)		DHT 1314				
DHT 1931 Dental Medical Emergencies (1 hr)		DHT 1931				
ENG 1113 English Composition I (3 hrs)		ENG 1113				
DHT 1416 Clinical DH I (6 hrs)			DHT 1416			
DHT 1512 Periodontics (2 hrs)			DHT 1512			
DHT 1941 Theories of Patient Care(1 hr)			DHT 1941			
DHT 1242 Anatomy & Hist. Head & Neck (2hrs)			DHT 1242			
DHT 2613 Dental Materials (3 hrs)			DHT 2613			
SOC 2113 Intro. To Sociology				SOC 2113		
COM/SPT 1113 Public Speaking I (3 hrs)				COM/SPT 1113		
PSY 1513 General Psychology (3 hrs)				PSY 1513		
DHT 2426 Clinical DH II (6hrs)					DHT 2426	
DHT 2713 Pharmacology (3 hrs)					DHT 2713	
DHT 2233 Gen/Oral Pathology (3 hrs)					DHT 2233	
DHT 2932 General & Dental Nutrition (2hr)					DHT 2932	
DHT 2822 Community Dental Health I (2 hrs)					DHT 2822	
DHT 2436 Clinical DH III (6 hrs)						DHT 2436
DHT 2832 Community Dental Health (2 hrs)						DHT 2832
DHT 2922 Ethics & Law (2 hrs)						DHT 2922
DHT 2951 Fundamentals of Licensure (1 hr)						DHT 2951
Fine Arts/Humanities Elective (3 hrs)						Elective
<b>APPROVED ELECTIVES:</b>						
ENG 1123 English Composition II (3 hrs)						
ART 1113 Art Appreciation (3 hrs) OR MUS 1113 Music Appreciation (3 hrs)						
HIS History (3 hrs)						
CSC 1123 Computer Applications (3 hrs)						
ENG Literature (3 hrs)						
MFL Modern Foreign Language (3 hrs)						
PHI Philosophy (3 hrs)						
<b>Total Hours: 84</b>	<b>16</b>	15	14	9	16	14
<b>Advisor Initials:</b>						
<b>Date:</b>						

REV 3-2020

\*Required Prerequisites. Must be completed within 5 years of admission to the program.

\*\*May substitute Principles of Chemistry for General Chemistry.

An Associate of Applied Science degree will be awarded upon completion of not less than seventy-five hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

## Dental Hygiene Technology Fees

In addition to regular college fees, students will incur expenses that will not be charged to their student accounts. Every effort is made to be conservative and to have respect for the financial resources of the student.

### Approximate Fees per Semester; Fees are subject to change

#### 1<sup>st</sup> Semester

Accident Insurance	30.00
Background Check	60.00
Blood Pressure Kit	60.00
Books	800.00
CPR	40.00
Clinic Scrubs	250.00
Clinic Shoes	80.00
Clinic Supplies	350.00
Drug Screening	55.00
Duplication Fee	25.00
Handbook Fee	15.00
Instrument Kit	500.00
Lab Fee	60.00
Student RDH	400.00
SADHA Club Dues	65.00
Software Fee	400.00
Technology Fee ( <small>\$5/per credit hour</small> )	60.00
<u>Tuition</u>	<u>1,550.00</u>
<b>TOTAL</b>	<b>\$4,800.00</b>

#### 2<sup>nd</sup> Semester

Books	250.00
Clinic Lab Coats (2)	160.00
Clinic Supplies	350.00
Drug Screening	80.00
Duplication Fee	25.00
Lab Fee	60.00
Loupes	1,500.00
Technology Fee ( <small>\$5/per credit hour</small> )	60.00
<u>Tuition</u>	<u>1,550.00</u>
<b>TOTAL</b>	<b>\$4,035.00</b>

#### 3<sup>rd</sup> Semester

Accident Insurance	30.00
Books	400.00
Clinic Supplies	350.00
Duplication Fee	25.00
Drug Screening	55.00
Handbook Fee	15.00
Lab Fee	60.00
Liability Insurance	20.00
NBDHE Application	475.00
Periodontal Instrument Kit	450.00
SADHA Club Dues	65.00
Technology Fee ( <small>\$5/per credit hour</small> )	60.00
<u>Tuition</u>	<u>1,550.00</u>
<b>TOTAL</b>	<b>\$3,555.00</b>

#### 4<sup>th</sup> Semester

Books	300.00
Clinic Supplies	350.00
Dental Hygiene Pin	80.00
Duplication Fee	25.00
Drug Screening	80.00
Lab Fee	60.00
*State Licensure Exam	1,500.00
Transcript Fee	10.00
*UMC Facility Fee	250.00
Technology Fee ( <small>\$5/per credit hour</small> )	60.00
<u>Tuition</u>	<u>1,550.00</u>
<b>TOTAL</b>	<b>\$4,265.00</b>

#### *Total Cost for DH Program*

*Revised 4/2022*

***\*Fees for National DH Exam Application, State licensure exam, and UMC Facility Fee are NOT billed to the student's account. Students will be responsible for payment of these fees.***

## Core Performance Standards

The following core performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Dental Hygiene Program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the dental hygiene program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- identify cause-effect relationships in the clinical setting
- recognize changes in client's condition

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak English coherently to clients, families, and other staff members
- clearly explain procedures for clients, families, or groups based on age, lifestyle, and cultural considerations
- provide clear, understandable client documentation based upon proper use of the English language
- convey information to other caregivers

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide care
- lift a minimum of 20 pounds of weight
- perform CPR satisfactorily and respond quickly in an emergency situation



5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective care.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care
- perform procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects
- calibrate and use equipment

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples*

- hear monitors, alarms, emergency signals, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations

**Please sign and return this form to the Dental Hygiene Technology Program. .**

I understand the Core Performance Standards described for the Dental Hygiene Technology Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check (*Completion is optional*): Information provided is not evaluated as part of the admissions criteria.**

\_\_\_\_\_ I do not require special accommodations to meet the performance standards.

\_\_\_\_\_ I will need the following accommodations to meet the performance standards.

Please list: \_\_\_\_\_  
\_\_\_\_\_

# 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.
- Recognize that cultural beliefs influence client decisions.

### **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.

*ADHA Bylaws and Code of Ethics*

*Adopted June 13, 2016*

[https://www.adha.org/resources-docs/7611\\_Bylaws\\_and\\_Code\\_of\\_Ethics.pdf](https://www.adha.org/resources-docs/7611_Bylaws_and_Code_of_Ethics.pdf)

**STANDARD OF CARE**

STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><u>ACCESS TO CARE:</u> Patients are accepted as a clinic patient when the patient's treatment needs and medical status are within the scope of the educational program.</p>	<ol style="list-style-type: none"> <li>1. <u>Acceptance:</u> Patients calling MDCC Dental Hygiene Clinic are given an appointment for a comprehensive or periodic oral examination.</li> <li>2. <u>Refusal:</u> Patients that are not accepted into the program because of difficulty level/complexity of the medical status are provided an explanation and appropriate referrals are made.</li> <li>3. <u>Emergency:</u> Active patients in the Dental Hygiene Clinic who present with an emergency are seen as early as possible and appropriate care is rendered or referral is made.</li> </ol>	<ol style="list-style-type: none"> <li>1. It is the intent of the program to accept all patients who meet the scope and educational needs of the DH Program.</li> <li>2. A referral is made when deemed necessary by attending clinic dentist.</li> <li>3. Consultations and/or referrals are made in emergency situations.</li> </ol>
<p><u>PATIENT'S BILL OF RIGHTS</u> Patients are informed of their rights and responsibilities.</p>	<p>The Patient's Bill Of Rights and Responsibilities form includes the services and care patients can expect from the Dental Hygiene Clinic; the supervision provided; general information regarding the operation of the clinic; fees; availability of patient record; referral policy; and specific rights of the patient.</p>	<ol style="list-style-type: none"> <li>1. Patients are provided and required to sign a copy of the Patient's Bill of Rights and Responsibilities upon their first visit. Instructor signs and dates form.</li> </ol>
<p><u>PATIENT CONFIDENTIALITY</u> Privacy while in the clinic and, consistent with law confidentiality regarding all communications, information and records pertaining to care.</p>	<p>MDCC Dental Hygiene Program uses and discloses health information about patients for purposes of treatment, payment, and healthcare operations. The Dental Hygiene Clinic is compliance with HIPAA.</p>	<p>Patients are given a Summary of the Notice of Privacy Practices and are required to sign the MDCC Acknowledgement of Receipt of Notice of Privacy Practices form which remains in their record.</p>

STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><u>PATIENT DENTAL RECORDS</u>  A dental record that is established and maintained documents all diagnostic and therapeutic action as significant communication related to patient care.</p>	<p>1. Patient signatures, student and faculty initials document the following forms:  Left side of chart- Health history form, radiology patient worksheet, medical history update if applicable, informed consent for treatment, patient registration, patient’s bill of rights, acknowledgement of receipt of notice of privacy practices, fee sheet.  Right side of chart- SOAP notes, hard tissue chart, periodontal chart.  Pocket of chart- radiographs, treatment referral, physician referral, tobacco cessation, patient information informed consent form, teeth whitening consent form,</p> <p>2. Patient records are stored in locked file cabinets. Access to these records is restricted to dental personnel who have direct contact with the patient or those who assist the students providing care (i.e., dental hygiene clinic receptionist). MDCC Dental Hygiene Program is compliant with the Health Insurance Portability and Accountability Act (HIPAA).</p> <p>3. Dental Hygiene Clinic patient records are randomly audited each semester or upon request. Audits include documented authorization for treatment, authentication of record by students, patient and faculty in all appropriate areas.</p>	<p>1. Records are assessed daily and initialed by dentist and dental hygiene instructors on all forms and daily evaluation worksheets.</p> <p>a. The patient and dentist sign the original health history form at initial visit. At return appointments the health history is reviewed and the medical history update form is signed by the patient, student and faculty.</p> <p>b. Upon treatment patient records are entered in SOAP progress note format to include all subjective and objective assessments, dental and dental hygiene diagnosis, treatment planning, implementation, evaluation and documentation of treatment.</p> <p>c. Digital/Traditional radiographs are printed/mounted, dated, initialed by the student and dentist, identified by patient name and placed in the chart. Exposure information and radiographic approval are recorded on Radiology Patient Worksheet and signed by the patient, student, and dentist and updated at each recall appointment. Upon patient request, radiographs may be mailed/mailed to designated dentist.</p> <p>2. Patients are given the opportunity to have copies of their record or may request copies mailed/mailed to their attending dentist.</p> <p>3. The chart review is conducted at the end of each semester and will verify if the chart is compliant with correct documentation. Charts are selected randomly and reviewed by the Dental Hygiene Support Staff (clinic receptionist). The Chart Review Result form is compiled. Discrepancies and corrective measures are discussed at faculty meetings and relayed students. (i.e. missing signatures, etc.)</p>



STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><b><u>EXAMINATION AND DIAGNOSIS:</u></b>            Patients accepted for care receive a comprehensive exam that includes a health history screening, an extra and intraoral examination, and radiographs if deemed necessary, a periodontal exam, dental exam and risk assessment. This examination is consistent with the level of care being provided by the students.</p> <p><b><u>RADIOLOGY:</u></b>            The Dental Hygiene Clinic adheres to the ALARA concept and uses radiation in a safe and judicious manner.</p>	<ol style="list-style-type: none"> <li>1. Students in the dental hygiene clinic perform a thorough examination from which an appropriate dental hygiene care plan is generated.</li> <li>2. When the history or clinical findings warrant the need for a medical consultation, the consultation must be completed before treatment is begun.</li> </ol> <ol style="list-style-type: none"> <li>1. Radiographic facilities and equipment meet the safety standards set by Federal guidelines and the MS State Board of Health.</li> <li>2. Patients are protected from ionizing radiation according to the federal and state guidelines taught in Radiology.</li> <li>3. A patient radiographic exposure log is kept in the patient record.</li> <li>4. Retakes must be approved by the clinic instructor and exposed with instructor guidance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Throughout the exam, assessment findings are approved by instructors before treatment can proceed. (Medical history check, hard tissue check, and soft tissue check)</li> <li>2. For patient's that warrant a medical consultation prior to treatment, a record of the consultation must be entered in the patient record by the faculty member making the consultation and a written record of the Physician Consultation form is placed in the pocket of the patient record.</li> </ol> <ol style="list-style-type: none"> <li>1. The radiograph equipment is inspected by the MS State Board of Health every three years. The current certificate is displayed in the radiology treatment area.</li> <li>2. The clinic dentist follows ADA Guidelines in prescribing radiographs. and provides written approval.</li> <li>3. Exposure information and radiographic approval are recorded on Radiology Patient Worksheet and signed by the patient, student, and dentist and updated at each recall appointment.</li> <li>4. A retake form is completed by the student, signed by the advising instructor, and turned in to the radiology instructor. All retakes are taken under the supervision of an instructor.</li> </ol>

STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><u>TREATMENT PLANS:</u> Based upon the diagnosis, a sequential treatment plan consistent with the level of care being provided is developed that is appropriate to meet the patient's needs.</p>	<ol style="list-style-type: none"> <li>1. Students develop the treatment plans based on findings from the examination.</li> <li>2. Following the examination, students discuss the treatment plan with the patient.</li> <li>3. Treatment plans are modified to reflect changing clinical conditions and patient needs.</li> <li>4. At each return visit the treatment plan is confirmed and, if necessary, adjustments are made.</li> </ol>	<ol style="list-style-type: none"> <li>1. Faculty approves the treatment plan following the evaluation of the examination.</li> <li>2. Student/patient discussion of the recommended treatment, benefits, and number of appointments needed to complete treatment are documented on the patient informed consent form and signed by the patient, student, and instructor.</li> <li>3. Changes are discussed with the faculty prior to implementation.</li> <li>4. On return visits, the treatment plan is reviewed with assigned faculty members at the start check.</li> </ol>

STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><u>MEDICAL EMERGENCY:</u> The dental hygiene clinic responds to a patient's emergency medical needs according to MDCC Dental Hygiene Clinic Policies and MDCC policies.</p>	<ol style="list-style-type: none"> <li>1. Appropriate and current resuscitation equipment and devices are available in the patient treatment area.</li> <li>2. Clinic faculty and students are current with CPR certification.</li> <li>3. Dental hygiene faculty addresses emergency protocol for medical conditions warranting immediate care.</li> <li>4. Dental hygiene faculty maintains continuous reinforcement of didactic medical emergency education.</li> </ol>	<ol style="list-style-type: none"> <li>1. AED, First Aid Kit, AMBU bag, eyewash stations, and a portable oxygen tank are located in the dental hygiene clinic. Items are checked weekly for content, expiration dates, and AED battery function and findings are entered in the Sterilization Log Book.</li> <li>2. Faculty receives CPR recertification every two years. Students are required to be certified in CPR prior to admittance.</li> <li>3. Each operatory is equipped with an "In Every Emergency" medical emergency protocol poster.</li> <li>4. Scheduled dentist/student huddles are performed before clinic sessions to discuss patient treatment and possible emergencies. Students are assigned mock medical emergency topics which are presented during the huddle.</li> </ol>

STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><b>QUALITY OF CARE:</b> Quality of patient care may be defined as the degree to which patient care services increases the probability of desired patient outcomes, decreases the probability of undesired outcomes, and is consistent with current professional knowledge.</p>	<ol style="list-style-type: none"> <li>1. The goal of dental hygiene care provided in the dental hygiene clinic is to reduce/eliminate symptoms of oral disease.</li> <li>2. All patient care provided in the dental hygiene clinic is under the direct supervision of licensed dentists and dental hygienists.</li> <li>3. Patients receive their care within an acceptable amount of time and in a sequence appropriate to meet patient needs.</li> <li>4. Efforts are made to ensure that patient care is completed before the semester ends.</li> <li>5. The faculty and students strive to provide a high level of satisfaction with regard to the patient's oral health.</li> <li>6. The dental hygiene program employs pain control methods to minimize patient anxiety and fear and to assure patient comfort.</li> <li>7. MDCC Dental Hygiene Clinic strives to further ensure quality patient care by educating and informing patients of necessary additional dental care. Referral forms are provided by the clinic dentist if additional dental treatment is deemed necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. All components of the dental hygiene care provided are evaluated at each clinic session by dental and dental hygiene faculty. Students receive checks during patient care.</li> <li>2. Students must provide rationale for changing the treatment plan and approval is obtained at the beginning of the clinic session.</li> <li>3. Each patient is presented with an informed consent document defining treatment options and amount of appointments necessary to complete treatment.</li> <li>4. In mid-April, schedule of appointment is structured to ensure that all patient treatment initiated is completed. New or maintenance patients who request an appointment in April are informed that the dental hygiene clinic session ends after the first week of May. Although the dental hygiene clinic will try to complete all services, they may not be completed. Scheduling the appointment is up to the patient.</li> <li>5. At the end of treatment, patients complete a patient satisfaction survey to determine their level of satisfaction with the care provided in the dental hygiene clinic.</li> <li>6. Pain control and anxiety are alleviated through behavioral methods and approved use of topical, non-injectable or dentist administered local anesthesia.</li> <li>7. The dental treatment referral form is completed and signed by the dentist and mailed/emailed to patient's attending dentist. In the case of no attending dentist, the patient receives a copy of his/her referral form and a contact list of area dentists and dental specialists.</li> </ol>

STANDARD	POLICY	ASSESSMENT/IMPLEMENTATION
<p><u>PREVENTIVE SERVICES:</u> Primary preventive services and non-surgical periodontal therapy are provided to reduce the risk of caries and periodontal diseases. Preventive care is established in partnership with the patient.</p> <p><u>ENVIRONMENT:</u> A safe and comfortable patient care environment is provided.</p>	<ol style="list-style-type: none"> <li>1. Preventive services necessary to reduce the risk of oral disease are explained to patients.</li> <li>2. Non-surgical periodontal therapy is offered when deemed necessary to help control disease progress.</li> <li>3. Appropriate maintenance intervals are established for the patient's level of risk for oral disease.</li> </ol> <ol style="list-style-type: none"> <li>1. Patient care provided is consistent with the Occupational Safety and Health Administration (OSHA) regulations which require compliance with Hazard Communication Standards.</li> <li>2. Patient care provided is consistent with the Health Insurance Portability and Accountability Act (HIPAA) Policy.</li> <li>3. The dental hygiene clinic meets the requirements established by the American Disability Act (ADA).</li> </ol>	<ol style="list-style-type: none"> <li>1. Patients are educated on oral disease process and given individualized oral hygiene instructions. Time is given at each appointment to demonstrate correct techniques for home care.</li> <li>2. Non-surgical periodontal therapy includes quadrant scaling, use of chemotherapeutics, evaluation of baseline indices and OHI, and possible re- instrumentation.</li> <li>3. Upon completion of the preventive services, patients are advised when they should return for a maintenance appointment. Upon completion of non-surgical periodontal therapy students advise patients to return for more frequent periodontal maintenance intervals.</li> </ol> <ol style="list-style-type: none"> <li>1. Students are required to attend OSHA training prior to admittance. Additionally, specific and detailed infection control guidelines are established in the MDCC dental hygiene clinic and radiology areas. An orientation on hazard control is held the first week of school and signed documentation of attendance is placed in the students' file.</li> <li>2. Students are required to attend HIPAA training prior to admittance. Each student signs a Confidentiality Agreement Form that is placed the students' file.</li> <li>3. The American Disability Act is displayed in the reception area.</li> </ol>

### Quality Assurance Plan for MDCC Dental Hygiene Program

Scope of practice	Evaluated by	How	Frequency	Documentation	Corrective Measures	Report to:
<b>Medical/dental histories</b>	Dentist (new patient) or DH instructor	students questioned by Dentist & DH instructor	every patient/ every visit	medical history signatures by student, DH instructor & patient/	consult with student	DH faculty
<b>Patient assessment:</b> intra/extraoral exam; gingival evaluation; periodontal charting; dental charting; plaque index; risk assessments; treatment plan; referrals	Dentist or DH instructor	clinic daily eval forms	every patient	clinical daily eval forms are approved and transferred to chart	consult with student	DH faculty
<b>Radiology:</b> exposure and retake policies based on ADA guidelines	Dentist, DH instructor, student	technique, evaluation, & interpretation	every patient as needed	radiology worksheet signed by Dentist, student, & patient. clinic daily eval forms initialed	students observed and advised. retake forms signed and retakes are observed. Retake forms are reviewed for improvements at 7wk interviews.	Dentist/ DH faculty
<b>Radiology:</b> proper emissions and columniation	trained physicist	inspections	every three years	Inspection document displayed	repair/calibrate/replace as needed	Program Director

Scope of practice	Evaluated by	How	Frequency	Documentation	Corrective Measures	Report to:
<b>Patient treatment:</b> instrumentation, OHI, supportive treatment (fluoride sealants, nutritional counseling, pain management)	Dentist or DH instructor	clinic daily eval forms and competencies	every patient as needed/ per semester	clinical daily eval forms approved & transferred to chart	achieve competency level per clinic course; remediation as needed	DH faculty
<b>Patient services:</b>						
Confidentiality	students, Dentist DH instructor, support staff,	Pt. receives privacy summary and signs acknowledgement	Every patient at initial visit	Privacy practices forms in patient chart in locked file cabinet	Dentist, DH faculty initials. Acquire necessary signatures if missing.	DH faculty and Program Director
Satisfaction Survey	patient	anonymous survey	end of treatment	survey results reviewed at curriculum meeting	students, faculty, staff, Program Director	Program Director
Referrals (Dental & Medical)	Dentist	referral form	as needed	patient record and copy of referral inside chart	student, DH faculty, staff, Program supervisor	Dentist
Recall	students, DH faculty, Dentist	Noted in pt chart; Computer recall list	pt need	patient record and recall card on front of chart	student, DH faculty, support staff	DH faculty
Chart Audit	DH faculty	charts selected randomly by support staff	25 per semester	Satisfaction Survey Results	discrepancies are documented, discussed at faculty staff meetings, and relayed to students	DH faculty and students

Scope of practice	Evaluated by	How	Frequency	Documentation	Corrective Measures	Report to:
Clinical competence Didactic achievement Professionalism	DH faculty	clinic daily eval forms, competency forms	daily	per didactic and clinical course components	achieve competency level per clinic course; remediation as needed; dismissal if deemed incompetent	Program Director, DH faculty, student
Documentation of patient services	student, DH faculty	treatment record, clinical daily eval forms	daily, per session	treatment record, clinic daily eval form	student consult; make necessary adjustments to correct	DH faculty
<b>Infection control prevention-practice:</b>						
Hand hygiene, PPE, asepsis, safe injection practice, sharps safety	DH faculty	Visual	daily	Clinic daily eval forms	Student consult; remediation; dismissal if deemed incompetent	Program Director
Respiratory hygiene & Cough etiquette	Student, DH faculty	Health history, visual/questioned at updates/ poster in reception area	daily	Health hx, patient chart, Med hx update	Patient referred to physician & rescheduled. Education provided.	Dentist/Program Director
Exposure management (sharp stick, eye contamination)	DH faculty, Program Director	Blood borne pathogen education	as exposure occurs	Logged: DH faculty & Program Director, tests results kept on file	documentation completed and logged, student consult, blood tests of involved if necessary	DH faculty, Dentist & Program Director

Scope of practice	Evaluated by	How	Frequency	Documentation	Corrective Measures	Report to:
<b>Infection control- equipment:</b>						
Ultrasonic use (Biosonic)	student, DH faculty	Visual inspection upon use	daily	Sterilization log	Replenish, repair/replace	Dentist
Hydrim Instrument Washer	student, DH faculty	Visual inspection upon use	daily	Sterilization log	Repair/replace	Dentist
Autoclave	student, DH faculty	distilled H2O, maintenance, biological monitoring	weekly	spore test record sterilization log	stop use/employ technician	Dentist
Instrument sterilization	student, DH faculty	indicator tape/steam integrator/ biological monitoring	daily	Visual, spore test record/ sterilization log	stop use/employ technician	Dentist
Dental operatories	DH faculty	Visual of Barriers, Asepsis	daily	Clinic daily eval forms	Student consult,	Dentist
Dental water quality	Student, Dentist, DH faculty	Rotator dispenses water purifying tablets for self- contained water unit	daily, per session	none	Student consult, employ technician as needed	Dentist
Dental waterline cleaner treatment	Student, Dentist, DH faculty	Student follows manufacturer instructions	monthly	Sterilization log	Student consult, employ technician as needed	Dentist, Program Director



Biohazard waste	student, Dentist, DH faculty	biohazard labeled containers	as needed	receipt for all Allied Health biohazard waste	Replace receptacles as needed	Program Director, Allied Health Director
<b>Scope of practice</b>	<b>Evaluated by</b>	<b>How</b>	<b>Frequency</b>	<b>Documentation</b>	<b>Corrective Measures</b>	<b>Report to:</b>
<b>Emergency management:</b>						
Emergency kit First-Aid	student, Dentist	Students perform inventory	weekly	Logged in sterilization book	Replace expired and used items	Dentist, Program Director
Oxygen tank	student, Dentist	Students check gauge & function	weekly	Logged in sterilization book	Replenish O <sub>2</sub> as needed	Dentist, Program Director
Fire extinguisher, Exits	Dixie Fire Protection Co.	Visual	yearly	Inspection document kept on file at Maintenance Dept	Repair/replace as needed	Maintenance Dept
Eye wash station	Student, Dentist	Visual inspection & flush ports	weekly	Logged in sterilization book	Repair as needed	Dentist

Hazard Communication	Dentist	Ensure all chemicals are included in Safety Data Sheet's binders	Annually & as products arrive	Sheets are kept in the SDS binders	Obtain all SDS. Faculty & students briefed on how to manage hazardous chemicals/materials	Dentist
<b>Scope of practice</b>	<b>Evaluated by</b>	<b>How</b>	<b>Frequency</b>	<b>Documentation</b>	<b>Corrective Measures</b>	<b>Report to:</b>
<b>Administrative Measures:</b>						
CPR compliance	Program Director	CPR course	every two years	AHA Certificate kept in Administrative Support Office	required	Program Director
Curriculum review and updates	DH faculty	review of outcomes and assessments & course updates	annually	CMP minutes	improvement ongoing	Program Director
Evidence based Competency based Integration of didactic and clinical experiences	Program Director, DH faculty	per semester, continual	weekly faculty mtgs., annual curriculum mtgs.	faculty mtg.minutes/ CMP minutes	improvement ongoing	Program Director, DH faculty
OSHA compliance	Program Director	Continuing education, vaccinations	annually	CE certificates/ Health records	required	Program Director

Continuing Education	Program Director	CE certificates	annually	CE certificates	required	Program Director
HIPAA compliance	Program Director	Continuing education	annually	CE certificates	required	Program Director

*Revised 2021*

## MDCC Dental Hygiene Policies

1. **Absentee Policy:** Each class/clinic session missed is considered one class absence. It is the student's responsibility to contact the instructor regarding make-up of work missed. Make up of absences will be required as needed to meet state accreditation standards. Three absences will result in unsuccessful course completion (or course cut out). In case of absence notify the instructor teaching the class. Do not send a message to the instructor by another student.
2. **Academic Remediation Procedure Policy:** All students are required to achieve 75% or better in all dental hygiene technology courses to advance in the program. The procedure for assisting students who fail a test includes academic remediation determined by the instructor. A lecture remediation form will be provided by the instructor. The student is expected to complete the remediation within an established time period.
3. **Alcoholic Beverages**  
While wearing any official school insignia, alcoholic beverages may not be consumed in public places.
4. **At-Risk Policy:** MDCC Dental Hygiene Technology is dedicated to providing support and assistance in order for students to achieve their academic goals. The objective of faculty and staff is to identify and respond to “at risk” students who demonstrate academic, emotional, social, and/or financial “at risk” behavior. The primary focus is to ensure any student displaying “at risk” behavior is provided access to resources and support that assist in addressing student health, safety and academic success.  
The MDCC Dental Hygiene Technology Faculty/Staff members refer to one of the following resources: MDCC Counseling Center or MDCC Student Learning Center.
5. **Attendance Policy:** The following adaptation of the Mississippi Delta Community College absentee policy has been made for the purpose of maintaining the standards of the dental hygiene program. Regular class attendance is mandatory of all students. Instructors will keep an accurate class attendance record, and these records will become part of the student’s official record. Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Refer to the dismissal policy located in the Dental Hygiene Program handbook.
6. **Basic Life Support Certification:** All faculty and students in the MDCC Dental Hygiene Program must maintain certification in basic life support procedures, from the American Heart Association, at intervals not to exceed two years. Health Science students are required to satisfactorily complete Healthprovider CPR course prior to admittance of the fall semester. For validation, students will provide a photocopy of their current CPR card (both front and back) to be kept on file in the Health Science Office Coordinator’s office. Copies of faculty and support staff CPR cards are kept in the Program Director’s office.
7. **Bloodborne Policy:** Prior to admittance of the fall semester, each student is to view the Medcom Trainex Preventing Bloodborne Infection three-part series videos. The Bloodborne Pathogens and Other Communicable Diseases Instruction Verification & Waiver of Liability form is found in the Dental Hygiene student handbook.

8. **Cell Phone Policy**: The use of cell phones and other electronic devices are not allowed in classrooms, labs, shops, or other venues where teaching or testing is taking place, unless permitted by the instructor. This includes texting and/or earphone devices. First Offense: A warning will be issued if the device is used in the course of a teaching session. Subsequent infractions during teaching sessions will result in the student receiving appropriate disciplinary action, including but not limited to, being counted absent and possible withdrawal from the course. If such a device is used in the course of graded work, the work will be confiscated, and the student will receive a failing grade for that graded work with possible withdrawal from the course.
9. **Cheating Policy**: According to the MDCC College Catalog, cheating is a form of misconduct. Students who are found guilty risk dismissal from the college. Cover sheets may be provided during testing. Due to limited classroom space, you will be expected to face the front of the room in your desk (no turning sideways). This hopefully will provide an environment nonconductive for those who wish to cheat. Any student even suspected of cheating will receive an “F” on that particular test and will be dismissed from the classroom and risk possible expulsion. Proof of cheating results in automatic expulsion. Students sign a cheating policy form in the Dental Hygiene Student Handbook.
10. **Clinical Remediation Procedure Policy**: All competencies are Pass or Fail. All predetermined competency requirements in clinical courses must be successfully completed to pass. A maximum of 3 attempts will be allowed per competency, only 1 attempt per day following remediation.

When a competency is failed, a remediation form must be completed by the student and submitted to an instructor stating what measures of remediation and/or practice were completed. The remediation form and the failed competency form must be presented to the instructor before beginning the second attempt.

If the student fails the second attempt, the student will be counseled by faculty and receive written notice of clinical deficiencies through the student clinical remediation form. The remediation form will provide steps determined by faculty for the individualized remedial activity to assist the student in achieving predetermined competencies. The student is expected to fulfill within an established time period.

On the third and final attempt, evaluation will be performed by the program director and another clinical instructor. Remediation and failed competency forms must be presented before beginning the final attempt. Failure to achieve predetermined clinical competencies is grounds for dismissal from the program.

11. **Competency Procedure Policy** All competencies are Pass or Fail. All predetermined competency requirements in each clinical course must be successfully completed to progress in the program. Each student may attempt 2 different competencies per session. A maximum of 3 attempts will be allowed per competency, only 1 attempt per day following remediation. Half of the required competencies must be completed by midterm week or 1 point will be deducted from the final clinical grade for the incomplete number of competencies (example: 20 total competencies, ½ or 10 must be completed by mid-term, if only 8 are completed, 2 pts will be deducted from the final clinical grade).  
(See detailed description for Clinical Remediation Procedure Policy).

12. **ADA Complaint Policy:** As required by the ADA Commission on Dental Accreditation, it is the policy of the MDCC Dental Hygiene Department to inform students of the mailing address and telephone number of the Commission at the beginning and end of each school calendar year.

*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 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 or by calling 1-800-621-8099. [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)*

**MDCC DH Complaint Policy:** Additionally, A student with a course complaint should follow the DH department organizational chart, which begins with the faculty member, then the DH Program Director, followed by the Department Chair of the College of Health Science.

13. **Dismissal Policy:** The Mississippi Delta Community College Dental Hygiene Program reserves the right to dismiss a student at any time for any of the following reasons:
- Any student who poses an immediate threat to the health, safety, or welfare of a patient
  - Inability to maintain a 75% average in dental hygiene technology courses including clinical average
  - Failure to follow all guidelines considered essential to the ethical practice of the Dental Hygiene profession.
  - Infraction of school rules and policies for the DH program according to the MDCC catalog and the Dental Hygiene handbook.
  - Insubordination (ex. belligerent behavior, etc.)
  - Three (3) absences per course
  - Unprofessional behavior
  - Drug or Alcohol use
  - Class disruption or cheating
  - Failure to participate in any and all MDCC related activities that promote program enrichment
  - Failure to complete program course requirements
  - Failure to achieve predetermined clinical competencies
14. **Emergency Management Policy:** An institution emergency/safety plan is posted on the bulletin board located in the hallway adjacent to sterilization and classroom and also located as an appendix in the MDCC Dental Hygiene Clinic Manual. This plan deals with bomb threats, civil disturbance, fire, hazardous weather, serious injury or illness and evacuation contacts. A clinic medical emergency plan "In Every Emergency" is distributed to students and posted in all operatories.

15. **Hazard Control Policy**: The written Hazard Communication Plan is available in the Clinic Manual located in the sterilization room for review by all students and employees. On May 23, 1988, Occupational Safety and Health Administration (OSHA) regulations which require compliance with Hazard Communication Standards (1910.1200) by all non-manufacturing employers became effective. These standards, set forth by the Occupational Safety and Health Act of 1970, define the rights of employees to know the potential dangers associated with hazardous chemicals they may encounter in the workplace. The management of the Dental Hygiene Program at MDCC is committed to preventing accidents and ensuring the safety and health of our students and employees. Under this program students and employees will be informed of the contents of the OSHA Hazard Communication Standards, the hazardous properties of chemicals with which they will work, safe handling procedures and measures to take protect themselves from these chemicals. Some of the chemicals used within the Dental Hygiene Program have potential for physical or health related problems. Student hazard control training is part of orientation in the fall semester and documentation is kept on file in students' records.
16. **Health Insurance**: Each dental hygiene student should locate his/her health insurance card and keep it available for emergencies. A copy should be on file with the program. This is vital information and could be critical in the event of an emergency.
17. **Health Insurance Portability and Accountability Act (HIPAA) Policy**: All patient medical and financial records and any other information of a private or sensitive nature, are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action. Prior to admittance of the fall semester, each student is to view the Medcom Trainex Confidentiality three-part series videos. The Confidentiality Guidelines and Confidentiality Agreement Form are found in the MDCC Dental Hygiene Student Handbook.
18. **Infection Control Policy**: The Infection Control Policy is found in the MDCC Clinic Manual. Guidelines are provided as a synthesis of recommendations concerning infection control procedures. The guidelines cover Universal Precautions, Hepatitis B Immunization Requirement Rationale, Operatory Preparation and Patient Treatment, Barrier Techniques, Cleanup after Patient Treatment, Sterilization, and Regulated Waste. Dental personnel are exposed to a wide range of microorganisms in the blood and saliva of patients they treat. Infections are transmitted in dental practice by blood or saliva through direct contact, droplets, or aerosols. Indirect contact contamination or infection by contaminated instruments is possible and, as a result, patients and dental healthcare workers (DHCWs) have the potential of transmitting infections to each other. A common set of infection control strategies should be effective for preventing transmission of infectious diseases (through virtually any route of infection) while providing dental care. The dynamic characteristics of clinical dentistry and the fact that all potentially infectious patients cannot be identified by history, physical examination, or laboratory tests, provide the incentive to adhere to the guidelines while providing patient care. All employees and students should be familiar with the primary guidelines and rationale, and refer to the manual for clarification of the basic primary guidelines.

19. **Latex Allergy Policy:** Approximately 3 million people in the U.S. are allergic to latex.

Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program adviser the first week of the school term. If allergic condition develops while in the program the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the Department of Dental Hygiene has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. No additional accommodations for latex allergy are available.

20. **Liability Insurance:** Students obtain liability and accident insurance through the division of health sciences each year. Fees will be charged to the student's account first and third semesters.
21. **MDCC Student/Patron Computer Usage Agreement Policy:** Students are assessed a duplication fee per semester and required to read and sign the MDCC Student/Patron Use Agreement located in the MDCC DH Student Handbook.
22. **Make-up Work Policy:** Make-up work must be completed within one week of an absence. When an absence occurs, it is the student's responsibility to contact his/her instructors for make-up assignments. The student must complete the assignment within the time specified by the instructor. All make-up tests will be given the week before final exams of each semester. Final examinations are given at the close of each semester. Absences from final examinations, except in the case of unusual emergency, are automatically recorded as failures. Examinations can only be rescheduled with the approval of the College of Health Science Department Chair or the Dean of Academic Instruction.
23. **MDCC Alerts:** This is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your e-mail account.

Registration is free. It is important that all students register to receive emergency alerts.



**MOBILE REGISTRATION:** Text the keyword *MDCCALERTS* to the number 79516 to subscribe. (use the exact keyword, no spaces, when sending the text message). You'll receive a text message confirming your registration.

- OR -

**WEB REGISTRATION:** Signup from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

24. **Occupational Exposure Control Policy:** Should an exposure incident occur in the dental hygiene clinic, the student should immediately report to a dental hygiene instructor or clinic dentist. There will be an incident report completed at that time. MDCC is not liable for incidents not reported at the time they occur. Immediate care must be rendered if the dentist or instructor feels it is necessary. If medical attention is required, appropriate care will be recommended. If laboratory tests (ex. Anti-HBs and HIV screen) are required following a blood/body fluid exposure incident, the request must include the signature of a Physician or Nurse Practitioner. Obtaining follow-up testing at three (3) months and at six (6) months is the student's responsibility. The school's accident and liability policy will cover usual and customary laboratory expenses.
25. **Patient Policies:** It is important to the faculty, students, and staff to meet patient's needs and expectations. Patient services and fees are located in the MDCC Clinic Manual. These services are under the supervision of regularly licensed dentists and dental hygienists. Patients are informed of their rights and responsibilities at their initial visit, which requires a patient's signature and is kept in the patient's chart. Patient's Standards of Care can be found in the MDCC Dental Hygiene Clinic Manual and in the MDCC Dental Hygiene Student Handbook.
26. **Pregnancy Policy:** Female students who become pregnant or suspect pregnancy are encouraged to notify the Program Coordinator or Instructor immediately! Notification must be made in writing. A student also has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to un-declare her pregnancy at any time. This is in accordance with Federal and State laws. Confidentiality is assured if necessary. Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is not grounds for dismissal, but radiation exposure must be limited during this time. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5rem during the entire period of gestation.

Below are the recommendations concerning the student's progression in the DHT program: The student must be able to continue to meet attendance and program requirements.

A pregnant student must have physician approval to continue in the dental hygiene program. In the event of physician disapproval, pregnant students who refuse to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus.

Students in the first semester of the first year of the program may withdraw from the program. They may return at a later date as determined by the student and Program Director.

Students in the second year of the program will be given the option of withdrawing and starting over after the baby is born in the semester in which they withdrew provided that space is available and the student had a passing grade of 75% or better in all dental hygiene courses prior to withdrawal. If the student is not able to re-enter the program at the next available entry point (one year), then she must make application and repeat all dental hygiene courses.

27. **Radiograph Exposure Policy**: The MDCC Dental Hygiene Radiation Manual promotes safety awareness of the faculty, staff and students and benefits patients from unnecessary exposure and overexposure to ionizing radiation. When considering x-ray exposure, it is important to assess the need for radiographs and weigh the “risk vs. benefit”. The operator should take measures to ensure that the least amount of exposure is used to achieve the desired result. This manual addresses MDCC’s policies that ensure the safety of patients, students, faculty and staff and include: Location of Equipment and Supplies, Infection Control for Radiology, ADA Guidelines for Prescribing Radiographs, Diagnostic Exposure Criteria, and Performance Criteria for Exposing Radiographs, and Darkroom Quality Control.
28. **Re-Admission Policy**: A student is eligible for readmission into the dental hygiene program one time only with the following exception: A student who has a passing grade in the clinical and classroom setting, who is forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission provided there is space available. All classes are in sequence and must be passed with a 75 average to continue in the program. Due to the curriculum sequence, if one class is failed, you will be dismissed and must re-apply for admittance into the program. Each student being considered for readmission into the dental hygiene program will be considered on an individual basis. Space must be available in the class. No precedent will be set by the decision of the committee.

**PROCEDURE FOR RE-ADMISSION**

The student should submit a request for readmission in writing to the program director

The student may be required to meet as requested.

The student may be required to complete a self-assessment in addition to providing program specific information.

29. **Social Networking (Media) Policy**

***Social media*** includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make

every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesignated persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

**For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook.** Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal.

Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

#### Be Aware of Liability

You are personally responsible for the content you publish.

- Do **NOT** post the personal information or photograph of any patient/client at clinical sites. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do **NOT** represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do **NOT** share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do **NOT** post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.

- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

#### Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may **NOT** represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

#### Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure posts are relevant and accurate.
- Do not display vulgar language.
- When commenting on others' individual posts refrain from posting potentially inflammatory or unflattering material.

#### Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

#### Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

#### Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your post including future and/or current employers.

30. **Substance Use Policy:** It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances effecting behavior. It is our belief that a drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and

be subject to disciplinary action by the College and the Health Science Department. If a student does not report for drug testing at the designated time, or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify the program director when taking prescription drugs which affect behavior.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind-altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in the Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the Program Director and the Division Chairperson. The student will be considered for probationary readmission following completion of a chemical dependency program approved by the Health Science Program at the student's expense. If probationary re-admittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the Health Science Division Chairperson or Program Director. Results are confidential and will be placed in the student's file.

31. **Special Needs:** ADA Compliance: Mississippi Delta Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The College does not discriminate against any qualified individual with a disability in regard to employment, transportation, accommodations, or telecommunications. This policy incorporates the provisions of the Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Section 505 of the Rehabilitation Act of 1973; Title 11 of the Civil Rights Act of 1964, as amended, and the Communications Act of 1934.
32. **Tardiness Policy:** Tardiness is a serious interruption of instruction and continuous infraction will not be permitted. Promptness for class is very important and habitual tardiness will not be tolerated. A student is marked tardy if he/she is ten minutes late. After 15 minutes, the student will receive an absence for that class/clinic. Three tardies are equal to one absence. Three absences are grounds for dismissal from the program.

33. **Tattoo Policy**: All tattoos and/or body art must be covered at all times during clinical experiences. The student is responsible for taking appropriate measures to ensure tattoos or body art is not visible.
34. **Transfer Policy**: MDCC Dental Hygiene Program does not accept students with advance standing or DHT transfer credit(s) from other dental hygiene programs.
35. **Travel Policy**: Students will be offered transportation by MDCC to off-campus activities regarded as enrichment experiences. If the student chooses to provide his or her own transportation, a release form must be signed by the student prior to the event.
36. **Vaccination/Immunization Policy**: The MDCC Dental Hygiene Program follows recommendations by the Centers for Disease Control and Prevention (CDC) and the American Dental Association (ADA) for the protection of clinicians. Proof of Hepatitis B vaccination series and inoculation against the Hepatitis B virus, and MMR vaccination are required before acceptance into the dental hygiene program. A Health Examination Report that includes the dates of vaccinations is mailed to the applicant upon admission. The form is to be completed by a personal physician, and returned to the Administrative Support Office where it is kept secure in a locked file cabinet. If the immunization series is waived, a declination form must be signed by the student and kept on file. A tuberculin skin test (TB) is required yearly. Yearly flu vaccinations are offered to faculty, students, and staff. A waiver of declination is signed if one chooses to opt out.
37. **Violation of Ethical Code Policy**  
 If a student(s):
1. Behavior in the college or clinical area exhibits characteristics consistent with the suspected use of mind-altering substances.
  2. Demonstrates dishonest behavior in assigned written work, testing, or any other aspect of the program of study.
  3. Falsifies admission application.
  4. Fails to follow proper procedure in notifying clinical instructor prior to absence from a clinical learning experience.
  5. Is convicted of any felony.
  6. Behavior and/or dental hygiene performance indicates mental or emotional incompetence. This decision is based upon an incident which endangers either the student's and/or the patient's safety.
  7. Falsifies or alters a patient's record.
  8. Administers medications and/or treatments in a negligent manner.
  9. Performs treatments or procedures on a patient beyond the limit of her past or present instruction in the dental hygiene program.
  10. Misappropriates drugs, equipment and/or supplies.
  11. Leaves a dental hygiene assignment without properly advising appropriate personnel.
  12. Administers medications, radiographs, and/or treatment without a physician's order or without permission of dental hygiene instructor.
  13. Violates the confidentiality of information or knowledge concerning a patient and/or his family.
  14. Discriminates in the rendering of dental hygiene services as it relates to human rights and dignity of the individual.
  15. Takes articles of another person which do not belong to him/her.

16. Fails to follow specific rules and guidelines for each dental hygiene course.
17. Fails to follow guidelines as stated in the student handbook materials.
18. Insubordination – willfully refuses to carry out instructions which are within the role of the student, given by their clinical instructor.
19. Has a pattern of unsatisfactory clinical performance

### **PROCEDURE FOR PLACING STUDENTS ON PROBATION and/or PROGRAM DISMISSAL**

1. When a student receives three (3) pink slips per semester from an instructor, the student will be placed on probation and/or be dismissed from the program.  
Pink slips are dispensed if a student fails to follow the guidelines of the Dismissal Policy and/or the Violation of Ethical Code Policy located in the MDCC Dental Hygiene Policies in the Student Handbook
2. A description of the incident(s) shall be written by the clinical/classroom instructor involved, the student and witnesses if pertinent. It will include a statement of each person's account of the incident(s). If the incident occurs in the clinical setting, the Incident Report will be completed and also documented on the clinical daily evaluation form.
3. The student will be counseled by the instructor regarding the incident(s) and documentation of the counseling will be made by the instructor.
4. The student will sign a copy of the incident(s) stating he/she has read the violations of the articles of ethical conduct.
5. The dental hygiene faculty will meet, review the documented behavior and present a recommendation to the College of Health Science Department Chair, who will then meet with the program supervisor and dental hygiene faculty representative(s) to decide on the appropriate action. Then the program director, dental hygiene faculty member and student will meet with the College of Health Science Department Chair to discuss the action to be taken.
6. A statement of the decision of the College of Health Science Department Chair will be signed by the College of Health Science Department Chair, the dental hygiene instructor, and the student. A copy of the statement will be given to the student and a copy kept in the student's file in the College of Health Science Office Coordinator's office.
7. All students are responsible and accountable for their own actions. Therefore, students will be considered for ethical probation and dismissal from the dental hygiene program if evidence indicates violation of the ethical code.
8. The student may appeal dismissal by requesting a due process hearing according to the Student Complaint Process in the MDCC Catalog/Student Handbook located at <http://www.msdelta.edu/index.php/quick-links-25/catalog>

## MDCC STUDENT CODE OF CONDUCT

One of the objectives of MDCC is to develop self-reliance and to form desirable and acceptable habits of conduct. All students will be expected to be truthful, to respect the rights of others, and to have regard for the preservation of state and college property as well as the private property of others. At the time of registration each student signs a pledge to conform to established policies of the college and additional ones which may be deemed essential by the Administration and the Student Government Association. Some acts of misconduct are unacceptable and subject to disciplinary action listed below. Those apprehended and proven responsible of violating these regulations may receive a maximum penalty of dismissal from the College. It is the student's responsibility to read and know the following regulations:

1. Students are required to tell the truth in all forms of written and verbal communication with the College.
2. Cheating or knowingly furnishing false information to the College to include plagiarism.
3. The use and/or possession of illegal drugs or narcotics will result in the automatic suspension from the residence hall and other disciplinary actions.
4. Theft and vandalism, destroying, damaging, or defacing college property, to include the property of any member of the college community.
5. Hazing: in any form by clubs, individuals, or groups.
6. Financial Irregularities: Giving bad checks, failure to pay bills.
7. Riotous Conduct: Participation in riot, mob, or unapproved demonstration in residence halls, on or off campus.
8. Traffic: Violation of parking, speeding, reckless driving, running stop signs, and other college traffic regulations.
9. Identification: Failure or refusal to present ID card upon request to any official of the College.
10. Fires: Setting of, or adding to, unauthorized fires on college property.
11. Official Announcements/Use of Bulletin Boards: Students will be held responsible for reading of official announcements placed on bulletin boards in each building on campus daily. Any persons wanting to place announcements on campus bulletin boards must get prior approval from the Office of the Vice President of Student Services.
12. Fishing and Swimming in the Campus Lake: Students are allowed to fish in the Trojan Lake, but swimming and boating are strictly prohibited. Riding horses on campus is prohibited except by special permission.
13. Penalties or Assessments: Any penalties or assessments levied by the administration or a governing committee must be cleared before any school record of the person concerned will be transferred or released.
14. Social Behavior: Any type of social behavior exhibited by a student on the campus or while under the jurisdiction of the school which projects a negative image upon the school will incur disciplinary action. Sexual interaction is not allowed on campus.
15. Excessive Noise: Excessive noise and/or boisterous conduct which disrupts students, faculty, or residents who may be studying or resting is prohibited. Portable sound systems are not allowed on the campus except in the student's room in the residence hall.
16. State and Federal Laws: Any other conduct which constitutes a violation of state or Federal laws.
17. All students are expected to be reasonably cooperative and to follow specific directions when given by college staff members.
18. Disruption: Any conduct by an individual in the classroom or group of individuals on campus, or near the campus that disrupts the learning process, or disturbs classes, or disrupts authorized college activities is strictly prohibited. Boisterous or any type of horseplay that risks the safety of student, faculty, staff or visitors is strictly prohibited.
19. Students are expected to conduct themselves in a respectful manner and abide by all rules and regulations of the college. **Note: No one has the right to save a place in the food line.** Persons who break line will forfeit their dining privileges or be charged a fine.



20. Use of vulgar or profane language and/or physical or verbal abuse of any person, or the use of words, behaviors and/or actions which intentionally inflicts mental, physical or emotional distress on others, or disrupts the educational environment at MDCC is prohibited. This includes actions on social media.
21. Unauthorized Use of College Facilities: To include entry or exit and the use of residence halls for soliciting or conducting business.
22. Inciting others to violate written college policies.
23. Anyone found guilty of tampering with electrical systems or fire prevention systems or equipment.
24. Students are responsible for their guests on campus. Guests and visitors must observe all college regulations.
25. Students may not loan their ID cards to any other person for use at any time.
26. Any student charged with or convicted of a violation of law, or college regulation injurious to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and the circumstances of the case, by the President of the College or his delegate.
27. If a student, convicted of a criminal offense of any kind which interferes with the orderly educational operation of the College, were allowed to remain enrolled and would endanger the health, safety, or property of the members of the college community, shall be sufficient grounds for administrative disciplinary action against such student.
28. Gambling in any form is prohibited.
29. Students are not allowed to bring pets on campus without special permission from the Office of Student Services.
30. Reproduction of keys to any MDCC locks is prohibited.
31. Students are not allowed to bring children to school.
32. MDCC reserves the right to search any residence hall room or vehicle for the welfare and safety of people, the protection of property, and the possible violation of law or college rules wherever there is reasonable cause, the Office of Student Services or other authorized college officials may search a vehicle. The student will be present when possible; however, in all cases a witness will be present.

### **MDCC DRESS CODE**

MDCC enforces a policy of appropriate dress. ALL students must comply with the institutional guidelines related to appropriate attire. This policy addresses, but is in no way limited to:

- no extremely high cut shorts
- no low cut and/or revealing tops
- no sagging pants
- no pajamas worn in public

Violators of this policy will be subject to punitive actions consistent with the common practices of the Office of Student Services. **(See Appendix of MDCC College Catalog for examples of acceptable and unacceptable forms of dress)**

## **MDCC CAMPUS REGULATIONS**

Refer to the MDCC College Catalog for more detailed information regarding MDCC policies and regulations.

### **Drug and Alcohol Policy**

MDCC has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises as part of its activities in compliance with the Drug-Free Schools and Communities Acts of 1989 Public Law 101-226.

### **Guns Are Strictly Prohibited On Campus**

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any powerful explosion on educational property. Any person violating this subsection shall be fined not more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

### **Intellectual Property Rights Policy**

MDCC maintains rights to intellectual property created at the College's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result, which can be applied for some useful purpose, has been discovered using existing knowledge.

### **Tobacco Use Policy**

The Surgeon General of the United States has documented that the use of tobacco is harmful to the health of our citizens and that secondary smoke can be a health hazard to non-smokers; therefore, MDCC prohibits the use of tobacco on any campus or instructional site.

### **GENERAL INFORMATION ON COVID-19**

Mississippi Delta Community College is carefully monitoring developments related to the Coronavirus. This is a rapidly evolving situation, and we will provide updated information and guidance as it becomes available. Our highest priority remains the health and safety of our students, faculty and staff. For the most recent COVID-19 updates, please check the web site at: <https://www.msdelta.edu>

## MDCC DENTAL HYGIENE CLINIC DRESS CODE

The Dental Hygiene Clinic is a professional environment and students should be properly attired at all times. The following are specific guidelines you will be expected to follow while in the Dental Hygiene Program:

1. Dental Hygiene scrubs are required in the clinic and classrooms at all times. These are to be kept clean and laundered daily. Scrub pants must be hemmed. Solid colored t-shirts may be worn underneath scrub tops. Lab coats must be worn when clinic is in session.
2. Clean mostly white tennis shoes with light colored soles are required as clinic shoes. No open-toe shoes including “flip-flops”, “Crocs”, or “trendy” shoes are acceptable clinic attire.
3. Your hair should be clean and worn in a manner, which is neat and will not create a health or safety hazard for you or your patient. In the clinic setting, hair should be kept professional and completely off the face and neck.
4. Males should be clean shaven. However, neatly trimmed and styled beards and mustaches grown prior to admittance to the program will be tolerated.
5. Good daily hygiene is a must. It is absolutely necessary for all students to keep themselves in such a manner and to not be offensive to others. (i.e., body odor, tobacco odor, halitosis, hair products, etc.)
6. Perfume or cologne is prohibited while in the clinic.
7. Make-up should be worn in good taste and not be overdone. (i.e., glitter eye shadow, false eyelashes)
8. Jewelry should be limited to a wedding ring, watch and only one pair of small discrete earrings are permissible (*ear lobe only*). No visible body piercings are allowed.
9. Visible tattoos are not permitted; therefore, they must be covered during clinic sessions.
10. Fingernails should not be visible from palm side of hand. Only clear fingernail polish is acceptable. Absolutely no acrylic or fake fingernails are allowed.

**\*The faculty reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. Remember that at all times and in all places you want to be a credit to your school, your colleagues and to the profession of dental hygiene.**

## **MDCC DENTAL HYGIENE CLINIC RULES**

1. Punctuality: Students should be in clinic no later than 7:45am and remain in clinic until dismissed by an instructor. No early departures will be granted. Students are not allowed to seat a patient until the clinic dentist is present.
2. Be responsible for your assigned station. Students are expected to leave their clean, tidy and re-stocked. Report any preventive maintenance needed for your station, mobile cart, and equipment belonging to the Dental Hygiene Program. Replacement and repair of equipment is extremely costly and time consuming. Negligence will not be tolerated. Stations are shared, so please be respectful and maintain cleanliness and organization accordingly.
3. As your course of instruction progresses, you will be instructed in the safe handling of all dental equipment and dental related accessories. Apply these at all times.
4. Professional Courtesy:
  - Always address dentists by the title of “Doctor” and instructors by his/her designations.
  - Willingly conform to instructors/dentists directions
  - Accept corrections and constructive feedback graciously
  - Do not enter an instructor’s office unless the instructor is present
5. Limit your usage of departmental telephone lines to dental hygiene business only. When answering the D.H. Program telephone, identify yourself: EX. “Dental Hygiene Clinic , student speaking, May I help you” ....
6. Absolutely no cell phones or beepers are allowed in clinic.
7. Personal business and health appointments should not be scheduled during a class or clinic sessions.
8. Goggles must be worn by patients and students while working in the clinic.
9. Absolutely NO radiographs are to be dispensed or taken without written consent from the clinic dentist.
10. Falsification of any clinical documentation will result in immediate dismissal.
11. Conversations should pertain to dental related topics while patients are present in the clinic.
12. Patient charts will be administered by the administrative support staff before each clinic session. It is the students’ responsibility to return the chart at the end of each clinic session. It is a violation of HIPPA for any chart to leave the clinic premises.
13. Fans are permitted but must be turned off when ultrasonic, air polisher, or other aerosol equipment is in use.
14. Students without patients must complete the patient no-show form and utilize the “down-time” with clinical duties only.
15. Chewing gum or eating/drinking is not allowed in the clinic setting.

**Violation of any clinic rule will result in dismissal from clinic and student will receive an absence from that clinic session.**

## **MDCC DENTAL HYGIENE CLASSROOM RULES**

1. Students must be seated at the time class is scheduled to begin. Students will be considered tardy after that time and will be counted absent after 15 minutes. Three tardies equals 1 absence.
2. Designated break times must be adhered to. If a 15-minute break is given, students are expected to be seated at the end of the break. Students are not to meet with instructors at this time unless pre-arranged. Students should return to the classroom after the allotted break time, even if the instructor has been delayed.
3. Dishonest behavior in the classroom or clinical area will result in dismissal from the program.
4. Students are expected to come prepared to class/lab in order to listen and participate in the learning process. Talking with others during class is distracting for other students and will not be allowed. See Disciplinary Process for Students in the *MDCC Catalog*.
5. The use of cell phones or any electronic devices inside the classroom is strictly prohibited unless permitted by the instructor. Please be advised that placing or receiving calls as well as conversing on cell phones or transmitting data by way of an electronic device during a class will be considered disruptive behavior. No cell phones should be taken out of purses/bags and laying in view during classes.
6. Please respect our building. Keep it clean and clean up after yourself. Students should work together the student lounge/classroom as neat as possible.
7. Students' personal items, (i.e. computers, books, purses) should be stored in personal lockers in the lounge.
8. Students are not allowed to use the copy machine located in the Health Science Office Coordinator's office in the College of Health Sciences Building. The department copy machine is for staff and faculty only. Copy machines are located in the library.
9. A Printer is available for school use in the computer lab. Printing from the computer lab is limited to classroom assignments only. PowerPoint presentations are to be printed in "outline" view in order to save on printer ink.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
COLLEGE OF HEALTH SCIENCES  
**SUBSTANCE USE POLICY**

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances effecting behavior. It is our belief that a drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community.

Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and be subject to disciplinary action by the College and the Health Science Department. If a student does not report for drug testing at the designated time, or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify the program director when taking prescription drugs which affect behavior.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a College of Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind-altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in a College of Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the Program Director and the Department Chairperson. The student will be considered for probationary readmission following completion of a chemical dependency program approved by the College of Health Science Program at the student's expense. If probationary readmittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the College of Health Science Department Chairperson or Program Director. Results are confidential and will be placed in the student's file.

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I, \_\_\_\_\_, have read and understand the substance use policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **CONFIDENTIALITY GUIDELINES**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information has been provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers.

Each student is to view the DVD: HIPAA: A Guide for Healthcare Workers or a DVD specific to the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA Regulations, you can only discuss patient information if it is directly related to treatment, and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by the guidelines.

### **AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES**

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers.

I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities.

I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency.

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Student Signature

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Witness Signature

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Date

### **STUDENT SIGNS AFTER VIEWING FILM**

MISSISSIPPI DELTA COMMUNITY COLLEGE  
COLLEGE OF HEALTH SCIENCE PROGRAMS

**BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES  
INSTRUCTION VERIFICATION & WAIVER OF LIABILITY**

COLLEGE OF HEALTH SCIENCE STUDENTS

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be exposed to blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that the student be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

**PREGNANT HEALTH SCIENCE STUDENTS**

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if a student develops infection with HIV during pregnancy, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

**HIV-POSITIVE STUDENTS**

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases



- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

Student's Signature	Date
Instructor's Signature	Date
Parent/Guardian Signature (STUDENTS UNDER 18) MUST BE NOTARIZED	Date

**\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\***

MISSISSIPPI DELTA COMMUNITY COLLEGE  
Dental Hygiene  
**Student Information Release Form**

To Whom It May Concern:

Public Law #93-380, Family Educational Rights and Privacy Act of 1974, effective November 19, 1974, prohibits the release of certain information about students without the written permission of the student.

If you have further questions, please contact Mrs. Patti Livingston, Health Science Division Chairperson, at (662) 246-6407.

.....

**RELEASE**

I, \_\_\_\_\_, authorize the release of the following information to Mississippi Delta Community College, and further release Mississippi Delta Community College from any and all liability pursuant to the release of information about me.

Information received pursuant to § 43-11-13, Mississippi Code Annotated, the state and national criminal history record check processed by the Mississippi State Department of Health.

I, hereby, grant Mississippi Delta Community College permission to release this information to its clinical affiliates as it pertains to my continuing education and/or clinical training in the Health Science/Nursing Programs at Mississippi Delta Community College.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Birthdate \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

MISSISSIPPI DELTA COMMUNITY COLLEGE  
Dental Hygiene Program

**INFORMATION RELEASE PERMIT**

The following information will be utilized through the academic year of 2022-2023 to correspond with each of you. **Please put your current mailing address and telephone number.** Thank you for this information.

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

According to Public Law #93-380 - Family Educational Rights and Privacy Act of 1974 it is necessary for persons requesting personal information such as in matters of reference or recommendations to sign a release permit.

Please sign the following.

I request that you furnish the necessary information including name and address for references, recommendations, etc. that might be requested by health care or nurse recruitment agencies.

I hereby release Mississippi Delta Community College, Dental Hygiene Technology Department, Program Director, and/or faculty from any and all liability or damages for providing the information requested.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Witness

## **DENTAL HYGIENE CHEATING POLICY**

According to the MDCC College Catalog, cheating is a form of misconduct. Students who are found guilty risk dismissal from the college.

Cover sheets may be provided during testing. You are expected to use these at all times. Due to limited classroom space, you will be expected to face the front of the room in your desk (no turning sideways). This hopefully will provide an environment nonconductive for those who wish to cheat.

Any student even suspected of cheating will receive an "F" on that particular test and will be dismissed from the classroom and risk possible expulsion.

I have read the MDCC Dental Hygiene Cheating Policy. I understand all policies stated therein and hereby agree to abide by these policies while enrolled in the Dental Hygiene Program

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Signature

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Date

## MDCC STUDENT/PATRON USE AGREEMENT

### *I will not:*

1. use the college network or any device connected to the college network for any purpose other than course related assignments and research. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter, or attempt to access, view or alter college information except that which is permitted by my password.
5. allow or assist any unauthorized individual to access, view, or alter college information, or share such information with them.
6. use a modem in a college networked computer to connect to any external site (for example, the Internet or an off-campus computer).
7. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network.
8. relocate or disturb any of the network infrastructure (including wiring hubs, switches, connectors, etc.).
9. move a college network device (microcomputer, printer, etc.) from its assigned location.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.
13. access Internet e-mail using network computers not designated for that purpose.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of college network resources. I have read and understand the above conditions; I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the MDCC College/Student Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MISSISSIPPI DELTA COMMUNITY COLLEGE

Dental Hygiene  
**Student Handbook Confirmation**

I, \_\_\_\_\_ have read the 2022-2023 MDCC Dental Hygiene Technology Student Handbook as presented to me at the Dental Hygiene Student Orientation. I agree to abide by the rules and regulations of the program as stated in this handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This Handbook is subject to revision at any time.

Revised 08/2012

Revised 07/2013

Revised 07/2014

Revised 08/2015

Revised 07/2016

Revised 06/2017

Revised 08/2018

Revised 08/2019

Revised 08/2020

Revised 08/2021

Revised 07/2022