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Normandale Community College

- Welcome
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- Competencies for Dental Hygiene Students
- ADHA Code of Ethics
- Patients’ Bill of Rights
Welcome to the Normandale Community College Dental Hygiene Program. This program offers students a challenging, but fulfilling, opportunity to enter the exciting world of dental hygiene. We wish you good luck and much success in your time here at Normandale.

This handbook is intended to assist students as they progress through the dental hygiene program at Normandale Community College (NCC). It will be used in conjunction with the course syllabus and the NCC Student Handbook, also known as “The Guide”. The handbook, and the policies and procedures therein, are subject to regular update by the dental faculty. The most current policy will apply.

Disclaimer: “This Handbook is not intended to form a contract and these materials are subject to change at any time.”
Normandale Community College Mission Statement

As a urban community college serving primarily the southwest metropolitan region of the Twin Cities, Normandale prepares students for full participation in our diverse communities, creates pathways to other college programs and builds community connections.

We are committed to...

- Quality teaching, accessible programs and support services which respond to the changing needs of our students.
- Rigorous associate degree-level liberal arts and technical curricula which meet or exceed transfer and workplace standards.
- Developmental educational opportunities which prepare students for full participation in the curriculum.
- Educational experiences which assist students to understand and celebrate their local, national, international, and multicultural environments.
- Initiatives and alliances with community organizations, employers, and other educational institutions.
- Continuing education and customized training opportunities which foster lifelong learning.

We value...

- Learning: comprehensive, life-enriching learning for each individual.
- Integrity: personal integrity, intellectual integrity, and ethics in all we do.
- Inclusiveness: individuals and groups, in the broadest sense.
- Alliances: innovative, responsive and productive partnerships with our communities.

We are committed to...

- Excellence: in teaching, creative thinking, scholarship, professionalism, and leadership.
- Service: accessible, responsive, and personal service for all.
- Cooperation: supportive, collaborative, respectful relationships.
- Responsibility: individual and institutional accountability, civic participation, environmental stewardship, and global citizenship.

Vision Statement:

Normandale Community College will serve as a regional higher education center, working closely with its communities to meet changing needs through innovative and responsive programs and quality teaching. We will inspire learners to develop skills and interests that will enrich their lives and shape their futures.
Normandale Community College Health Sciences Department Mission Statement

The Health Science Division is comprised of Dental Hygiene, Dietetic Technology, Health, Nursing, Exercise Science, and Radiologic Technology. These departments provide opportunities for personal and professional development; preparation for health care careers, community service, and lifelong learning fostered through credit classes, continuing education and community connections. Health career students are prepared for licensure and certification examinations.

Normandale Community College Dental Hygiene Department Missions Statement

The mission of the Normandale Community College Dental Hygiene Program is to educate and prepare students to provide comprehensive dental hygiene care, emphasizing ethics, community service and lifelong learning.

Dental Hygiene Program Goals:

1. Prepare graduates who will be competent to provide quality comprehensive dental hygiene care.
2. Manage policies to ensure admission of a qualified and diverse student population.
3. Participate in collaborative community health promotion.
4. Engage in professional activities and lifelong learning.
5. Maintain a program that reflects relevant and current dental hygiene practice.
6. Incorporate emerging technologies to enhance quality dental hygiene services.
COMPETENCIES FOR
THE DENTAL HYGIENE STUDENTS AT
NORMANDALE COMMUNITY COLLEGE
INTRODUCTION:

Competencies for the dental hygiene graduate define and organize the knowledge, skills and professional values of an individual ready for beginning dental hygiene practice in clinical and alternative settings. They are stated in terms of what a student must be able to do to be considered competent by the profession after the completion of the Dental Hygiene curriculum. “Competency” implies performance at a clinically acceptable level.

These competencies will serve to:
1. Define the core content of the curriculum.
   a. Provide a method of stating what the graduate must know and be able to do after completing the Dental Hygiene program.
   b. Establishes a basis for the content of all courses.
   c. Give guidance in decision making related to pedagogy and course sequencing.
2. Outcomes assessment.
   a. Methods must be in place to measure the degree to which a student has acquired and can demonstrate the competencies needed to care for patients.

The competencies should be viewed as standards, and serve as a guide for the dental hygiene curriculum. This educational plan needs regular review for continual improvement. The degree in which the curriculum is relevant, complete, educationally sound and organized will be a reflection of this educational plan.

ORGANIZATION:

The competencies are organized into three domains:

I. Professionalism
II. Patient Care
III. Health Promotion and Disease Prevention

Within each domain there are four to six major competencies that are specifically defined by supporting competencies. Each supporting competency has foundation knowledge, skills and attitudes that are found in individual courses.

Major competencies:

Define the ability to perform and provide a particular, but complex service or task. The complexity of this task suggests that multiple and more specific abilities are required to support the performance of any major competency.

Supporting Competencies:

The more specific abilities are considered a subdivision of the major competencies. The acquisition and demonstration of a “Major Competency” requires a level of mastery of all supporting competencies related to that particular service or task.
Associate Degree Program in Dental Hygiene
Competency Statements

I  Professionalism
   - Ethics
   - Professional Growth and Development
   - Evidence-Based Dental Hygiene Practice

II  Patient Care
   - Assessment
   - Care Planning
   - Implementation
   - Evaluation
   - Documentation

III  Health Promotion & Disease Prevention
   - The Community
Normandale Community College Dental Hygiene Program Competencies:

I. PROFESSIONALISM

1. Ethics: The dental hygiene graduate must be able to discern and manage ethical issues related to the practice of dental hygiene. Specifically, the dental hygiene graduate must be able to:

   1.1 Articulate ethical principles relevant to dental hygiene practice respecting the ADHA Code of Ethics.
   1.2 Provide quality assurance in dental hygiene services that meet current standards of care.
   1.3 Comply with state and federal laws, recommendations and regulations governing the practice of dentistry and dental hygiene.
   1.4 Take appropriate action regarding incompetent, unethical or impaired colleagues.
   1.5 Provide humane and compassionate care to all patients, respecting individual and cultural diversity.
   1.6 Maintain integrity in relationships with patients, colleagues and other professionals.
   1.7 Ensure privacy of the patient during dental hygiene care to include maintaining confidentiality of patient records in compliance with HIPPA regulations.

2. Professional Growth and Development / Life-Long Learning: The dental hygiene graduate will contribute to the enrichment of dental hygiene by advancing the knowledge, skills and values of the profession. Specifically, the dental hygiene graduate must be able to:

   2.1 Participate in professional organizations at local, state and/or national levels.
   2.2 Advance the profession through service activities and affiliations with other professional and public organizations.
   2.3 Assume responsibility for life-long learning and professional growth.
   2.4 Participate in the roles of the profession including clinician, educator, researcher, change agent, consumer advocate and/or administrator as defined by the ADHA.

3. Evidence-Based Dental Hygiene Practice: The dental hygiene graduate must be able to acquire, synthesize, use and evaluate information in a critical, scientific and effective manner. Specifically, the dental hygiene graduate must be able to:

   3.1 Use critical thinking and problem solving in the provision of evidence-based practice.
   3.2 Evaluate scientific literature to make evidence-based decisions concerning the safety and efficacy of oral health care products and treatments.
   3.3 Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as accepted standards of care.
   3.4 Demonstrate the ability to present dental information through effective written and oral communication.
   3.5 Access and utilize the Internet and various information databases.
II. PATIENT CARE

4. **Assessment:**
   The dental hygiene graduate must be able to systematically collect, analyze and accurately record baseline data on the patient’s general, oral and psychosocial health status, using methods consistent with medicolegal principles.
   Specifically, the dental hygiene graduate must be able to:

   4.1 Assess the oral health needs of individuals.
   4.2 Obtain, review and update a complete medical, social and dental history, including an assessment of vital signs.
   4.3 Analyze health conditions and medications that impact overall patient care.
   4.4 Identify individual risk factors and develop strategies that promote life-long health.
   4.5 Analyze predisposing and etiologic risk factors that require intervention to prevent disease.
   4.6 Perform a comprehensive examination using clinical, radiographic, periodontal, and dental charting as well as other data collection procedures to assess the patient’s needs.
   4.7 Analyze and interpret the assessment data to formulate a dental hygiene diagnosis and care plan.
   4.8 Identify the patient at risk for a medical emergency, take steps to prevent an emergency and be prepared to help manage an emergency should it occur.

5. **Care Planning:**
   The dental hygiene graduate must be able to use critical decision making skills to reach conclusions about the patient’s needs based on all available assessment data and collaborate with the patient and/or other health professionals to formulate a comprehensive dental hygiene care plan that is patient-centered and based on current scientific literature.
   Specifically, the dental hygiene graduate must be able to:

   5.1 Use and interpret assessment findings, etiologic factors and clinical data in determining a dental hygiene diagnosis and care plan.
   5.2 Identify patient needs and significant findings that impact the delivery of dental hygiene services.
   5.3 Seek consultations and recommend referrals to other healthcare professionals.
   5.4 Assist the patient in the formulation of appropriate and individual self-care regimens.
   5.5 Establish oral health goals with the patient, family and/or guardian as an active participant.
   5.6 Establish a collaborative relationship with the patient in the planned care to include etiology, prognosis and treatment alternatives.
   5.7 Establish a prioritized care plan based on the collected assessment data.
   5.8 Obtain and document informed consent and/or informed refusal from the patient based on a thorough case presentation.
6. **Implementation:**
The dental hygiene graduate must be able to provide treatment that includes preventive and therapeutic procedures that promote, assist and maintain the oral health of the patient.
Specifically, the dental hygiene graduate must be able to:

6.1 Motivate patients to assume responsibility for their oral health.
6.2 Perform dental hygiene interventions to eliminate and/or control local etiologic factors to prevent and control caries, periodontal disease and other oral conditions.
6.3 Utilize current and accepted infection control products and procedures.
6.4 Implement accepted clinical techniques and behavior management strategies to control pain and anxiety.
6.5 Manage medical emergencies in the patient care environment.
6.6 Involve the patient actively throughout the care process, utilizing effective written, verbal and nonverbal communication skills.
6.7 Provide culturally competent care for all patients using an individualized approach that is humane, empathetic and caring.

7. **Evaluation:**
The dental hygiene graduate must be able to evaluate the effectiveness of the implemented preventive, clinical and educational services and modify as deemed necessary.
Specifically, the dental hygiene graduate must be able to:

7.1 Assess the quality and evaluate the outcome of the dental hygiene care provided.
7.2 Evaluate the patient’s satisfaction with the dental hygiene care received and oral health status achieved.
7.3 Provide subsequent treatment or referrals based on evaluation findings.
7.4 Assess the effectiveness of the patient’s established continuous care plan.

8. **Documentation:**
The dental hygiene graduate must be able to provide accurate, consistent and complete documentation for assessment, care planning, implementation and evaluation of dental hygiene care.
Specifically, the dental hygiene graduate must be able to:

8.1 Record complete and pertinent patient information, interactions and data in an accurate, objective and concise manner.
8.2 Identify the patient record as a legal document and maintain its accuracy and confidentiality.
8.3 Maintain legible, organized handwritten and/or electronic records.
8.4 Practice routine quality assurance measures to ensure optimal record keeping.
III. HEALTH PROMOTION AND DISEASE PREVENTION

9. **The Community:**
The dental hygiene graduate must be able to initiate and assume responsibility for health promotion and disease prevention activities and effectively interact with diverse population groups.
Specifically, the dental hygiene graduate must be able to:

9.1 Recognize existing federal, state and local public health infrastructure and the role of key dental public health stakeholders.
9.2 Encourage the public and its policy makers to support access to quality health care for all.
9.3 Identify successful community-based services and agencies that promote oral health and prevent oral disease and related conditions.
9.4 Assess, plan, implement and evaluate community-based oral health education and promotion programs.
9.5 Serve as a community resource in matters regarding oral health.
9.6 Demonstrate an understanding of cultural competence and health literacy in community-based oral health care programs.
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 action 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.
Nonmaleficence
We accept our fundamental obligation to provide services in a manner that protects all clients and minimize harm to them and others involved in their treatment.

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

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

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

7. Standards of Professional Responsibility

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

To Ourselves as Individuals...
- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

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

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

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

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

To Employees and Employers...
• Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately 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 hygienist 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
• Respect the confidentiality and privacy of data.
• Seek opportunities to advance dental hygiene knowledge through research by providing
financial, human, and technical resources whenever possible.
• Report research results in a timely manner.
• Report research findings completely and honestly, drawing only those conclusions that are
supported by the data presented.
• Report the names of investigators fairly and accurately.
• Interpret the research and the research of others accurately and objectively, drawing
conclusions that are supported by the data presented and seeking clarity when uncertain.
• Critically evaluate research methods and results before applying new theory and technology in
practice.
• Be knowledgeable concerning currently accepted preventive and therapeutic methods,
products, and technology and their application to our practice.

American Dental Hygienists’ Association
444 N. Michigan Avenue
Suite 3400
Chicago, Illinois
NORMANDALE COMMUNITY COLLEGE
DENTAL HYGIENE CLINIC

Patients’ Bill of Rights

1. **COURTEOUS TREATMENT.** Patients have the right to be treated with courtesy and respect for their individuality by employees of or persons providing service in a health care facility. Normandale Community College does not discriminate against any patient due to race, age, physical limitations, or sexual preference.

2. **APPROPRIATE HEALTH CARE.** Patients shall have the right to treatment that meets the standard of care in the dental hygiene profession, which includes appropriate dental hygiene care based on individual needs.

3. **INFORMATION ABOUT TREATMENT.** Patients shall be given complete and current information concerning their recommended treatment, alternatives, risks, and expected outcomes. This information shall be in terms and language the patients can reasonably be expected to understand. Patients may be accompanied by a family member or other chosen representative.

4. **PARTICIPATION IN PLANNING TREATMENT.** Patients shall have the right to participate in the planning of their dental hygiene care. This right includes the opportunity to discuss treatment and alternatives with individual caregivers.

5. **CONTINUITY OF CARE.** Patients shall have the right to continuity of care during a course of treatment with individual caregivers.

6. **RIGHT TO REFUSE CARE.** Patients shall have the right to refuse treatment based on the information required in 3 (above). Patients who refuse treatment shall be informed of the likely results of the refusal, with documentation in the individual dental hygiene record.

7. **TREATMENT PRIVACY.** Patients shall have the right to respectfulness and privacy as it relates to their dental hygiene treatment program. Case discussion, consultation, and treatment are confidential and shall be conducted discreetly.

8. **CONFIDENTIALITY OF RECORDS.** Patients shall be assured by confidential treatment of their dental hygiene records, and may approve or refuse their release to any individual outside the facility. Copies of records and written information from the records shall be made available in accordance with this subdivision and the Minnesota statutes governing access to health records. This right does not apply to complaint investigations and inspections by the Department of Health, where required by third party payments contracts, or where otherwise provided by law.

9. **DISCLOSURE OF SERVICES AVAILABLE.** Patients shall be fully informed of the services which are included in the facility’s basic fees and what other services are available at additional change.

10. **RESPONSIVE SERVICE.** Patients shall have the right to a prompt and reasonable response to their questions and requests.

11. **SAFETY.** Patients should be aware that the Normandale Community College Dental Hygiene Program complies with the infection control guidelines recommended by the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
Dental Hygiene Program Overview

• About the Program
• Program Accreditation
• General Information
• Curriculum
• Graduation Requirements
• Advanced Standing in Dental Hygiene Courses
• Course Descriptions
Dental Hygiene
Associate in Science Degree

About the Program
The mission of the Dental Hygiene Program at Normandale Community College is to prepare dental hygiene students in the provision of comprehensive dental hygiene care, while emphasizing ethics, social responsibility, and lifelong learning.

Normandale Community College offers the Associate in Science (A.S.) degree in Dental Hygiene as a two-year program located within the health sciences division. The Dental Hygiene coursework requires four semesters to complete and begins each fall semester. Graduates will be eligible to take the Dental Hygiene National Board Examination and Central Regional Clinical Licensure Examination. Upon successful completion of the National Board Exam and Central Regional Clinical Licensure Exam students will be qualified to take the Minnesota State Board of Dentistry Jurisprudence Examination for Dental Hygiene licensure in the state of Minnesota.

Following graduation and licensure requirements of the State Board of Dentistry, the dental hygienist becomes a primary healthcare professional, oral health educator and clinician who may choose to work in a variety of settings.

Dental Hygiene Program Accreditation
The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. ADA, 211 E. Chicago Ave., Chicago, Illinois 60611 (312/440-2500) www.ada.org/prof/ed/accred/comission/index.asp

General Information
In addition to general fees and books, admitted dental hygiene students purchase uniforms, instruments, clinic supplies, required software, and textbooks. Each student is required to purchase dental professional liability insurance which is included in course fees each fall. Spring semester of the 2nd year of study students will be required to pay additional fees to take the National Board Exam, Central Regional Clinical Board Exam and State Jurisprudence examination.

Due to the nature of the dental hygiene profession, students will be participating in a learning environment that has the potential of exposure to blood borne pathogens. Students accepted into the program are provided with written policies and instruction of infection control protocol to reduce the risk of disease transmission. The program complies with all institutional, local, state and federal policies. Policies and procedures on the dental hygiene program’s infection control protocol are available to applicants upon request. All students must complete the following prior to entry in fall semester of the first year of study and must be maintained throughout enrollment in the program.

• Physical examination
• Immunizations
• Optical examination
• Successful Background Study
• HIPAA Training
• Cardiopulmonary Resuscitation (CPR) for the health care provider
Students entering the Dental Hygiene program are expected to meet the Technical Standards for Entry-Level Dental Hygiene Programs. These technical standards are required abilities for effective performance in this MnSCU Dental Hygiene education program. The standards are compatible with the scope of practice as defined by the Minnesota Board of Dentistry. The examples show how a standard may be applied in entry-level Dental Hygiene education programs. The examples listed are for illustrative purposes only, and are not intended to be a complete list of all tasks performed in a Dental Hygiene program. Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the college Office for Students with Disabilities for information if you need special accommodations.

Proficiency in math, written and spoken English, and computer skills is expected. These basic proficiencies are needed to facilitate success in the program.

**Curriculum**
Progression through the program is dependent upon a grade of “C” or above for each of the following courses.

**General Education Requirements 36 credits**

Communication – Goal 1
- ENGC 1101 Freshman Composition (4 credits)
- COMM 1111 Interpersonal Communication (3 credits)

Natural Science – Goal 3
- BIOL 1141 Human Anatomy (4 credits)
- BIOL 1142 Human Physiology (4 credits)
- BIOL 2204 Microbiology (4 credits)
- CHEM 1050 Foundations of Organic and Biochemistry (3 credits)
- HLTH 1107 Principles of Nutrition (3 credits)

Social Science – Goal 5
- PSYC 1110 General Psychology (4 credits)
- SOC 1104 Intro to Sociology (3 credits)

Electives (minimum of 6 credits)
- Choose two courses from two of the following (minimum of 3 credits each) MNTC goals: 4, 6, 7, 8, 9 and 10. (Choose 2 different goal areas for each of these two courses.)

It is strongly recommended to take 2 courses from 2 of the following MntC Goal areas of 4, 6 and/or 10 when fulfilling the associate level degree. Specifically **Math 1080 for Goal 4** and then **any course that meets Goal 6 and/or 10** will transfer to Metropolitan State University and will meet bachelor degree completion requirements. This prevents students from duplicating credits in different goal areas if they choose a degree completion as a future career path. For more information, please go to: [www.metrostate.edu/cnhs/](http://www.metrostate.edu/cnhs/).
Specialized Career Program Requirements – Goal 2 (54 credits)

- DENH 1112 Oral Anatomy, Embryology & Histology (3 credits)
- DENH 1140 Pre-Clinic Theory (3 credits)
- DENH 1141 Pre-Clinic Skill Development (4 credits)
- DENH 1142 Clinic 1 Theory (2 credits)
- DENH 1143 Clinic 1 (4 credits)
- DENH 1150 Dental Radiology (4 credits) or DENH 1151 Accelerated Dental Radiology (2 cr.)
- DENH 1160 Dental Materials (2 credits) or DENH 1161 Accelerated Dental Materials (1 credit)
- DENH 1162 Pharmacology for the Dental Hygienist (2 credits)
- DENH 2240 Clinic 2 Theory (2 credits)
- DENH 2241 Clinic 2 (6 credits)
- DENH 2242 Clinic 3 Theory (2 credits)
- DENH 2243 Clinic 3 (6 credits)
- DENH 2252 Clinical Radiology 1 (1 credit)
- DENH 2254 Clinical Radiology 2 (1 credit)
- DENH 2263 Pain Management (2 credits)
- DENH 2264 Periodontics (2 credits)
- DENH 2266 General and Oral Pathology (2 credits)
- DENH 2281 Preventive Concepts in Community Dental Health (2 credits)

Sequence of Courses

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong> (13 credits)</td>
<td><strong>FALL SEMESTER</strong> (18 credits)</td>
</tr>
<tr>
<td>• COMM 1111 (3 credits)</td>
<td>• DENH 2240 (2 credits)</td>
</tr>
<tr>
<td>• DENH 1112 (3 credits)</td>
<td>• DENH 2241 (6 credits)</td>
</tr>
<tr>
<td>• DENH 1140 (3 credits)</td>
<td>• DENH 2252 (1 credit)</td>
</tr>
<tr>
<td>• DENH 1141 (4 credits)</td>
<td>• DENH 2263 (2 credits)</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER</strong> (19 credits)</td>
<td>• DENH 2264 (2 credits)</td>
</tr>
<tr>
<td>• BIOL 2204 (4 credits)</td>
<td>• DENH 2266 (2 credits)</td>
</tr>
<tr>
<td>• DENH 1142 (2 credits)</td>
<td>• HLTH 1107 (3 credits)</td>
</tr>
<tr>
<td>• DENH 1143 (4 credits)</td>
<td><strong>SPRING SEMESTER</strong> (14 credits)</td>
</tr>
<tr>
<td>• DENH 1150 (4 credits)</td>
<td>• DENH 2242 (2 credits)</td>
</tr>
<tr>
<td>• DENH 1160 (2 credits)</td>
<td>• DENH 2243 (6 credits)</td>
</tr>
<tr>
<td>• DENH 1162 (2 credits)</td>
<td>• DENH 2254 (1 credit)</td>
</tr>
</tbody>
</table>

**SS I & II** (8 credits)

• PSYC 1110 (4 credits)
• Elective course/s (4 credits)
Graduation Requirements

Completion of all College requirements for the Associate of Science Degree:
  • A student shall complete all courses required in the program, requiring 36 general education credits as defined by the individual program.
  • A student shall earn a minimum of 54 semester credits as required in the dental hygiene program with a grade point average of 2.0 (C) or above in course taken at Normandale Community College.
  • Refer to the Satisfactory Academic Progress Policy and Academic/Financial Aid Suspension Policy on the NCC website.

Completion of all Dental Hygiene Program requirements:
  • Completion of all Dental Hygiene courses and program requirements as stated in each course syllabus.
ADVANCED STANDING IN DENTAL HYGIENE COURSES

DENH 1150 - Dental Radiology (4 cr.)

Students who elect to petition out of dental radiography must also meet the following criteria:

- Graduate from an accredited dental assisting program within the last 5 years.
- Be a current Registered Dental Assistant in the State of Minnesota.
- Complete a written examination and receive a successful score. (80% or above)
- Complete a full mouth radiographic series on a skull to demonstrate competency.

*All evaluations are completed during Fall Semester of the first year.

DENH 1151 – Dental Radiology (2 cr.)

All students that successfully petition out of DENH 1150 must enroll in DENH 1151. The course is held the last 5 weeks of the semester.

Course format:
15 hours of lecture - focus on Radiology Interpretation
10 hours of Radiology Clinic

Clinical Requirements:
2 FMS Clients
2 BW Clients

Students enrolled in DENH 1151 also attend an introductory lab the first week of the semester. This lab reviews basic information on Radiology Materials, Radiation Safety and an orientation to the Dental Radiology Clinic.

DENH 1160 – Dental Materials (2 cr.)
DENH 1161 – Dental Materials (1 cr.)

All students who successfully petition out of DENH 1160 must enroll in DENH 1161. The course will be held concurrently with DENH 1160. DENH 1161 will be a one credit Dental Materials course that will include lecture/lab on the following topics: amalgam polish, amalgam overhang removal (margination), sealants, alginate impressions, study models and tooth whitening custom tray fabrication and clinical procedures.

This one credit course has been approved for those students desiring additional review of sealant placement, amalgam polishing and tooth whitening. It would be offered concurrently with Dental Materials when those procedures are taught.
Course Descriptions
(Courses are web-supplemented and web enhanced requiring computer/internet access)

First Year Courses

DENH 1112 Oral & Facial Anatomy, Embryology, and Histology 3 cr
Dental anatomy, orofacial embryology, and oral histology as they relate to the practice of dental hygiene. Practical laboratory exercises. FALL Prerequisites: Acceptance in Dental Hygiene Program.

DENH 1140 Pre-Clinic Theory 3 cr
Introduction to the fundamentals of the dental hygiene care process. Emphasis on patient assessment, dental emergencies, periodontal disease process, patient self-care, dental deposits, and selective polishing. Practical application experiences in Pre-Clinic Skill Development. Concurrent registration in DENH 1141. FALL Prerequisites: Acceptance in Dental Hygiene Program

DENH 1141 Pre-Clinic Skill Development 3 cr
Skill development sessions are structured to develop actual experience in infection control procedures, patient assessment, instrumentation skills, dental emergencies, deposit removal, mechanical polishing, and topical fluoride application. Small groups will be utilized for practical application of skills, with students working on each other. Laboratory 8 hours. FALL Concurrent registration in DENH 1140. Prerequisites: Acceptance in Dental Hygiene Program

DENH 1142 Clinic 1 Theory 2 cr
Continuation in the study of the dental hygiene care process. Emphasis on professionalism, patient care planning, debridement, dental caries process, dietary counseling and fluoride. Concurrent registration in DENH 1143. SPRING Prerequisites: DENH 1112, 1140, 1141.

DENH 1143 Clinic 1 4 cr
Students begin fundamental patient care by providing clinical, preventive, educational, and therapeutic services, in a supervised clinical setting. Clinic 8 hours. Concurrent registration in DENH 1142. SPRING Prerequisites: DENH 1112, 1140, 1141

DENH 1150 Dental Radiology 4 cr
Theory, techniques and procedures for exposing and processing dental radiographs; interpretation of dental radiographs, and practical application in dental radiography lab and clinical setting. Lecture 3 hours; lab/clinic 2 hours. Concurrent registration in DENH 1142, 1143. SPRING Prerequisites: DENH 1112.

DENH 1151 Dental Radiography 2 cr
Interpretation of dental radiographs and practical application in a dental radiology clinical setting. Lecture 3 hours; clinic 2 hours; last 5 weeks of semester. Register for this course ONLY if you have successfully petitioned out of DENH 1150, are a Registered Dental Assistant in the State of Minnesota, and have consent of the course instructor and Dean of Health Sciences.
**DENH 1160 Dental Materials 2 cr**
Study, demonstration, and manipulation of materials used in dental procedures. Lecture 1 hour. Lab 3 hours. SPRING Prerequisites: DENH 1140, DENH 1141 and CHEM 1050

**DENH 1161 Accelerated Dental Materials 1 cr**
The advanced study, demonstration, and manipulation of materials used in dental procedures. **Register for this course ONLY if you have successfully petitioned out of DENH 1160, are a Registered Dental Assistant in the State of Minnesota, and have consent of the course instructor and Dean of Health Sciences.** Lab 1 hour. SPRING Prerequisites: DENH 1140, DENH 1141 and CHEM 1050

**DENH 1162 Pharmacology for the Dental Hygienist 2 cr**
This course focuses on applying pharmacology knowledge to dental hygiene clinical practice. Understanding drug groups, pharmacologic effects, adverse reactions, drug contraindications and interactions will encourage treatment modification and ensure safe patient care. Concurrent registration in DENH 1142 and 1143. SPRING Prerequisites: BIOL 1142

**Second Year Courses**

**DENH 2240 Clinic 2 Theory 2 cr**
Emphasis on advanced clinical procedures, professionalism, ethics, quality assurance, and evidence-based dental hygiene practice. Concurrent registration in DENH 2241. FALL Prerequisites: DENH 1142

**DENH 2241 Clinic 2 6 cr**
Continuation of patient care by providing clinical, preventive, educational and therapeutic services in a supervised clinical setting. Clinic 12 hours. Concurrent registration in DENH 2240. FALL Prerequisites: DENH 1143

**DENH 2242 Clinic 3 Theory 2 cr**
Emphasis on ethics, jurisprudence, dental specialties, practices management, job placement, resumes, interviewing skills, and career opportunities. Concurrent registration in DENH 2243. SPRING Prerequisites: DENH 2240, 2241, 2264

**DENH 2243 Clinic 3 6 cr**
Continuation of patient care to attain clinical competency in preparation for practical examinations and licensure. Clinic 12 hours. Concurrent registration in DENH 2242. SPRING Prerequisites: DENH 2240, 2241, 2264

**DENH 2244 Clinical Enrichment 1 3 cr as recommended**
This course is designed to offer students additional skill development in areas of clinical dental hygiene and/or radiology. SUMMER Prerequisites: DENH 2241 Clinic II and DENH 2243 Clinic III, or the equivalent. Instructor recommendation is necessary for enrollment in this course.

**DENH 2252 Clinical Radiology 1 1 cr**
Practice of radiographic technique and radiographic interpretation in a clinical setting. Clinic 2 hours. Concurrent registration in DENH 2241. FALL Prerequisites: DENH 1150

**DENH 2254 Clinical Radiology 2 1 cr**
Practice of radiographic technique and radiographic interpretation in a clinical setting. Clinic 2 hours.
Concurrent registration in DENH 2243. FALL Prerequisites: DENH 1150

**DENH 2263 Pain Management 2 cr**
Effective and safe administration of local anesthesia and nitrous oxide-oxygen inhalation sedation. Lecture 1 hour and Lab/Clinic 2 hours. FALL Prerequisites: BIOL 1142, DENH 1110, 1162

**DENH 2264 Periodontics for the Dental Hygienist 2 cr**
Periodontal diseases as the scientific basis for dental hygiene; recognition of the etiologic factors and abnormal conditions in the supporting structures. Philosophy and clinical approaches to periodontal therapy and the role of the dental hygienist. Concurrent registration in DENH 2240, 2241. FALL Prerequisites: BIOL 2204, DENH 1112, 1142, 1143

**DENH 2266 General and Oral Pathology 2 cr**
The identification, pathogenesis, histology, prevention and management of oral disease; the manifestations and complications associated with systemic disease; and the basic principles and aspects of pathology related to dental health-care. SPRING Prerequisites: BIOL 1142, 2204

**DENH 2281 Preventive Concepts in Community Dental Health 2 cr**
Introduction to federal, state and local public health programs. Epidemiology, prevention, and control of oral diseases at the community level. Principles of assessment, diagnosis, planning, implementation, evaluation, and documentation of dental public health programs. Community oral health service in an extramural setting. Note: Off-campus projects will involve additional hours outside of the regularly scheduled class time and/or on non-class days. Rotation schedules will be provided in advance. Prerequisites: Must be a 2nd year enrolled Dental Hygiene student.

**DENH 2900 Topics 1-4 cr**
Skill development in various special areas of dental hygiene, intended for second year dental hygiene students. Prerequisites: Topic dependent.
Clinical Information/Forms/Policies

- Technical Standards for the Dental Hygiene Student
- Health Requirements
- Professional Liability Insurance
- Physical Examination, Immunization, Required Clinical Verification Form
- Background Study Requirement
- HIPAA Training Requirement
- CPR Requirement
- Professional Responsibility Policy
- Latex Safe Environment
- Hazardous Materials and Equipment Policy
- Infection Control Policies and Procedures
These technical standards are required abilities for effective performance in Normandale Community College’s dental hygiene program. The standards are compatible with the scope of practice as defined by the Minnesota State Board of Dentistry. The examples show how a standard may be applied in entry-level dental hygiene education programs. The examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in an entry-level dental hygiene program.

Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the college’s Disability Services Office as soon as possible for more information if you think you may need an accommodation for a disability.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTELLECTUAL</strong></td>
<td></td>
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</tr>
<tr>
<td>Cognitive Perception</td>
<td>The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client.</td>
<td>Identify changes in client health status. Prioritize multiple dental activities in a variety of situations.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking skills demanded of dental hygienists require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.</td>
<td>Able to make effective decisions in the classroom and in the clinical sites. Able to determine previous treatment and explain findings with a client. Develop/contribute to dental care plans that accurately reflect client concerns. Able to make decisions reflective of classroom learning in the clinical sites.</td>
</tr>
<tr>
<td>Capability</td>
<td>Standard</td>
<td>Examples</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>MOTOR SKILLS</strong></td>
<td></td>
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</tr>
<tr>
<td>Motor Skills</td>
<td>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in supporting, and/or transferring a client</td>
<td>Position clients Reach, manipulate, and operate equipment, instruments and supplies (e.g. syringes, sterile equipment, monitors) Perform/use electronic documentation Lift, carry, push and pull Perform CPR</td>
</tr>
<tr>
<td>Organization Skills</td>
<td>Ability to plan routines, to think clearly and rationally, and to function appropriately in routine Able to manage time within a given time period</td>
<td>Able to follow program policies and procedures set forth in lecture, lab and clinic Prioritize tasks in a clinic appointment routine (e.g. clinic set up, clean up, infection control protocol, radiology protocol) Able to attend lecture, lab and clinic on-time</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>Ability to tolerate lengthy periods of physical activity Able to tolerate repetitious and strenuous work</td>
<td>Move quickly and/or continuously Tolerate long periods of sitting</td>
</tr>
<tr>
<td>Capability</td>
<td>Standard</td>
<td>Examples</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Communicate in English with others in oral and written form</td>
<td>Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others</td>
</tr>
<tr>
<td></td>
<td>Able to communicate with clients and members of the health care team in order to plan and deliver safe care</td>
<td>Read, understand, write, and speak English with clarity Use appropriate vocabulary Demonstrate good listening skills and focus on client while communicating Explain treatment procedures in a well-organized progression of ideas Aware of non-verbal messages Use of appropriate non-verbal communication Initiate and/or reinforce health teaching Write clear, concise, and accurate progress notes Read and understand the client’s chart Aware of voice volume, using attitudes and tone that are effective in communicating information Document client responses Clarify communications received</td>
</tr>
<tr>
<td><strong>Interpersonal Relationships</strong></td>
<td>Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds</td>
<td>Establish rapport with clients, families, and colleagues Respond professionally to instructor or peer feedback, positive and negative Respond in a professional/therapeutic manner to a variety of client expressions and behaviors</td>
</tr>
<tr>
<td>_capability</td>
<td>standard</td>
<td>examples</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>SENSES</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Auditory ability sufficient to hear normal conversation and/or assess health needs</td>
<td>Ability to monitor alarms, emergency signals, auscultatory sounds (e.g. B/P, cries for help, telephone interactions, dictation) Communicates with clients, families and colleagues</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>Visual ability sufficient for observation, assessment, and performance of safe dental care</td>
<td>Observes client responses Discriminates color changes Accurately reads measurement on client-related equipment Read medication label Read syringe accurately Able to determine parts of the dental instrument as they are adapted to the oral cavity Evaluate for a safe environment</td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
<td>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture</td>
<td>Performs palpation e.g. pulse Performs functions of intra and extra oral exam, dental and periodontal examinations and/or those related to preventive and therapeutic interventions e.g. exploring, instrumentation</td>
</tr>
<tr>
<td><strong>PSYCHOSOCIAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Psychosocial Behaviors</strong></td>
<td>Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities</td>
<td>Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality Able to work with groups of people and one-on-one Able to be flexible and change when needed Learn to function in the face of uncertainties and stressful situations</td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Adaptability</strong></td>
<td>Ability to tolerate environmental stressors</td>
<td>Work with chemicals and detergents Tolerate exposure to odors Work in close proximity to others Work in areas of potential physical violence Work with infectious agents and blood-borne pathogens</td>
</tr>
</tbody>
</table>

The Normandale Community College dental hygiene faculty members approved these Technical standards January 2006 for implementation beginning in Fall 2006.
**Health Requirements**

In addition to the technical standards the following need to be met in order to progress within the program.

- Students must submit a completed Physical Examination, Immunizations, Required Clinical Verification Form before specified deadlines.

- Students must present annual evidence of a negative Mantoux. Students with a previously positive mantoux result are required to submit documentation of a negative chest x-ray.

- Students who attend clinical lab without complying with these health requirements will be counseled to withdraw before the date on the college calendar indicating the last day to withdraw. If it is past this date or a student chooses not to withdraw, the student will receive a grade of “F” for the course.

- Students must maintain good health throughout the Program in order to meet expected course outcomes. The Technical Standards must be met throughout the program to continue to progress. If a Technical Standard cannot be met the student may be dismissed from the program.

- A student who is unable to meet clinical requirements due to health issues must consult a health professional for appropriate evaluation and/or treatment. Students will be required to submit a copy of the most recent health professionals order (to the clinical instructor) 3 weeks prior to the start of clinic.

- See Form on next page

**Individual Health Insurance**

- Students are strongly encouraged to maintain individual health insurance throughout the dental hygiene program. Any health care costs incurred during the two year dental hygiene program at Normandale Community College will be the student’s responsibility.

**Professional Liability Insurance**

- Students shall obtain personal liability insurance coverage as is established by the College; students are responsible for purchasing insurance each year they are in the Dental Hygiene Program. This liability insurance fee is attached to the Dental Clinical courses (DENH 1141 and DENH 2241) and is included with dental hygiene student’s tuition and fees.
NORMANDALE COMMUNITY COLLEGE
Health Science Division Second Year Students.
Required Clinical Verification Form

Dental Hygiene Program Second Year Students.
You must have a comprehensive physical each year.

| Semester: FALL |

| Please Print Last Name | First Name | Tech ID# |

I have read the above statement and certify that the information I have provided on the following pages is complete, accurate and true to the best of my knowledge.

________________________
Signature of student

________________________
Date

PLEASE READ CAREFULLY AND SIGN:

I understand there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. Normandale Community College Health Science Programs will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, I must contact the Office of Students with Disabilities.

I understand that any health care costs incurred during the period of time I am a student in one of the Normandale Community College Health Science Programs will be my responsibility.

I hereby grant Normandale Community College permission to share information contained in this document with clinical institutions that I will affiliate with in my student role, should the clinical institution request or require it.

I understand that failure to sign this form or to provide the information requested could mean that a clinical site may refuse my placement at their facility. Normandale Community College Health Science programs do not guarantee alternative facility placement. I also understand that failure to complete the Physical Examination, Immunizations, Required Clinical Verification Form; Criminal Background Study; and CPR for the Healthcare Provider by the stated due dates will make me ineligible to participate in clinical activities, and risk loss of class placement.

Emergency Contact Information:

Name ___________________________ Address ___________________________ Phone (____)___________

Relationship:

Return to: Betty Blazer - A2540
Normandale Community College
9700 France Avenue South
Bloomington, MN 55431

Return Due Date: To be announced
Required Clinical Verification Form Continued

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>MI</th>
<th>Tech ID</th>
</tr>
</thead>
</table>

Address
City
State
Zip

Date of Birth: ____ Mo ____ Day _____ Year

Home Ph # (          )                                    Cell Ph # (          )                             Work Ph # (          )

Previous name/s used:

Mantoux Tuberculin Test:
You must provide documentation of a Mantoux test each year.
First Test: Administered: ___ / ___ / ___ Read: ___ / ___ / ___ Result: ___ millimeters (induration)
Two-step testing required for students with a negative initial Mantoux result who have not had a documented negative tuberculin skin test in the past 12 months. The second test should occur within 1-3 weeks of the first Mantoux test.
Chest X-ray: indicated for students with positive Mantoux result. The chest xray needs to be within one year of the start of the student rotation.
Administered date: ___ / ___ / ___ Result: _____ no evidence of active TB disease _____ abnormal, consistent with TB disease.

As a second year student if you have completed the Hep B series of immunizations and if you had the titer drawn you don’t need to do anything in this section.

Hepatitis B:
Series of three doses of vaccine required or proof of titer indicating immunity.
Date of first dose: ___/___/____ Date of second dose: ___/___/____ Date of third dose: ___/___/____

When your 3 doses are completed, you must have a titer drawn to verify immunity per recommendation of the CDC. Titer: Month/Year ___/___ Hepatitis B antibody titer value: ___ Immunity: Y/N

Tetanus/Diphtheria (Td): You must have completed a primary series with a booster dose given in the last 10 years. Primary Series Completion - Month/Year: ___/___ Booster - Month/Year: ___/___

Medical Exemption:
The student named on this form does not have one or more of the required immunizations because he/she has (check all that apply and fill in the appropriate blanks:)
A medical contraindication to the ________________ vaccine.
Not immunized because of a history of ________________ disease ________________ date
Temporary medical exemption ________________ date (ending)

Student signature _____________________________ Date __________________

Declination:
I have discussed my immunization status with a physician.
I decline to receive (be specific) ________________ immunization/s at this time.
Reason: _____________________________

Student signature _____________________________ Date __________________
Required Clinical Verification Form Continued

Mental & Physical Health Findings

<table>
<thead>
<tr>
<th>Mental Health Status:</th>
<th>Learning Disability noted (optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female Students: Are you pregnant? Yes No</td>
<td></td>
</tr>
<tr>
<td>If yes, due date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seizure Disorders:</th>
<th>Back Problems:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right Left</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The student is able to receive in a supervised lab/clinical setting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local anesthesia yes no</td>
</tr>
<tr>
<td>Nitrous oxide/oxygen yes no</td>
</tr>
<tr>
<td>If no, please explain:</td>
</tr>
</tbody>
</table>

Signature Area for Physician

Physician listed below certifies that this individual has no evident health problems which could jeopardize patient safety.

Please Print Physician Name: ________________________________

Clinic name: ________________________________ Clinic Phone: #(____)________

Clinic Address: ________________________________ City State Zip__________

Signature of Physician: ________________________________

Credential: ________________________________ Date ________________

<table>
<thead>
<tr>
<th>Height:</th>
<th>Weight:</th>
<th>Blood Pressure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nose:</td>
<td>Throat:</td>
<td>Heart:</td>
</tr>
<tr>
<td>Abdomen:</td>
<td>Orthopedic:</td>
<td>Lungs:</td>
</tr>
<tr>
<td>Genitourinary:</td>
<td>Allergies:</td>
<td>Neurological:</td>
</tr>
<tr>
<td>Hearing: Right Left</td>
<td>Vision with glasses:</td>
<td>Vision w/o glasses:</td>
</tr>
<tr>
<td>Laboratory tests as needed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medications in current use:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominant Hand (circle one) Right Left</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hearing: Right</th>
<th>Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision with glasses:</td>
<td></td>
</tr>
<tr>
<td>Vision w/o glasses:</td>
<td></td>
</tr>
<tr>
<td>Dominant Hand (circle one) Right Left</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family History:</th>
</tr>
</thead>
</table>

| Dominant Hand (circle one) Right Left |

<table>
<thead>
<tr>
<th>The student is able to receive in a supervised lab/clinical setting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local anesthesia yes no</td>
</tr>
<tr>
<td>Nitrous oxide/oxygen yes no</td>
</tr>
<tr>
<td>If no, please explain:</td>
</tr>
</tbody>
</table>

Signature Area for Physician

Physician listed below certifies that this individual has no evident health problems which could jeopardize patient safety.

Please Print Physician Name: ________________________________

Clinic name: ________________________________ Clinic Phone: #(____)________

Clinic Address: ________________________________ City State Zip__________

Signature of Physician: ________________________________

Credential: ________________________________ Date ________________

38
NORMANDALE COMMUNITY COLLEGE
Health Science Division
Required Clinical Verification Form

Dental Hygiene Program First Year Students
You must have a comprehensive physical each year.

Semester: FALL

Please Print Last Name  First Name  Tech ID #

I have read the below statements and certify that the information I have provided on the following pages is complete, accurate, and true to the best of my knowledge.

___________________________________________________  _________________________
Signature of student  Date

PLEASE READ CAREFULLY:

I understand there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. Normandale Community College Health Science Programs will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, I must contact the Office of Students with Disabilities.

I understand that any health care costs incurred during the period of time I am a student in one of the Normandale Community College Health Science Programs will be my responsibility.

I hereby grant Normandale Community College permission to share information contained in this document with clinical institutions that I will affiliate with in my student role, should the clinical institution request or require it.

I understand that failure to sign this form or to provide the information requested could mean that a clinical site may refuse my placement at their facility. Normandale Community College Health Science programs do not guarantee alternative facility placement. I also understand that failure to complete the Physical Examination, Immunizations, Required Clinical Verification Form; Criminal Background Study; and CPR for the Healthcare Provider by the stated due dates will make me ineligible to participate in clinical activities, and risk loss of class placement.

Emergency Contact Information:
Name ________________________  Address ___________________________  City ________  State ________
Zip_______  Phone (____)___________  Relationship:

Return to: Betty Blazer - 2540
Normandale Community College
9700 France Avenue South
Bloomington, MN 55431

Return Due Date: To be announced
Required Clinical Verification Form

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>MI</th>
<th>Tech ID</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>

Address                                                                     City
Date of Birth: ____ Mo ____ Day _____ Year
Home Ph # (          )                                    Cell Ph # (          )                             Work Ph # (          )

Previous name/s used:

**Mantoux Tuberculin Test:**
You must provide documentation of a Mantoux test each year.

*First Test: Administered: ___ / ___ / ___ Read: ___ / ___ / ___ Result: ___ millimeters (induration)*
Two-step testing required for students with a negative initial Mantoux result who have not had a documented negative tuberculin skin test in the past 12 months. The second test should occur within 1-3 weeks of the first Mantoux test.

*Second Test: Administered: ___ / ___ / ___ Read: ___ / ___ / ___ Result: ___ millimeters (induration).*
Chest X-ray: indicated for students with positive Mantoux result. The chest xray needs to be within one year of the start of the student rotation.

*Administered date: ___ / ___ / ___ Result: _____ no evidence of active TB disease _____ abnormal, consistent with TB disease.*

**Measles/Mumps/Rubella (MMR):**
Required two doses: 1<sup>st</sup> dose: Month/Year: ____/____  2<sup>nd</sup> dose Month/Year: ____/____.

OR
Positive serology indicating immunity to mumps, measles, and/or rubella if born before 1957.

Month/Year: ____/____ Measles antibody titer value: __________ Immunity Yes / No
Month/Year: ____/____ Mumps antibody titer value: __________ Immunity Yes / No
Month/Year: ____/____ Rubella antibody titer value: __________ Immunity Yes / No
OR Documentation of physician diagnosed measles, mumps, and rubella.

**Varicella (Chicken Pox):**

*Have you had chicken pox disease? Circle one. Yes / No*

Positive serology indicating immunity to varicella (chicken pox) if born before 1957.
Month/Year: ____/____ or documentation of physician diagnosed varicella (chicken pox).

OR
Required Two doses: Chicken Pox vaccine (Varivax) 1<sup>st</sup> dose: Month/Year: ____/____  2<sup>nd</sup> dose Month/Year: ____/____

**Hepatitis B:** Series of three doses of vaccine required or proof of titer indicating immunity.

*Date of first dose: ____/____/____  Date of second dose: ____/____/____  Date of third dose: ____/____/____*

Please note: Once 3 doses have been completed you are required to have a Hepatitis B follow-up titer drawn per recommendation CDC.

Titer: Month/Year ____/____  Hepatitis B antibody titer value: ____  Immunity: Y/N

**Tetanus/Diphtheria (Td):** You must have completed a primary series with a booster dose given in the last 10 years. Primary Series Completion - Month/Year: ____/____  Booster - Month/Year: ____/____

**Current Flu Shot:** yes____________ no___________ Date:________________________
Some facilities are now asking that you have this flu shot and for now it is optional.
Required Clinical Verification Form

Immune status:
NORMANDALE COMMUNITY COLLEGE Health Science Program students are assigned in clinical areas where exposure to infection and communicable diseases is common. The individual’s immune response or status is sufficient to allow assignment in all clinical areas and to all patients (assuming use of protective measure ordered by the facility)? Circle YES or NO. If no, please advise program of necessary limitations:

Medical Exemption:
The student named on this form does not have one or more of the required immunizations because he/she has (check all that apply and fill in the appropriate blanks:)
A medical contraindication to the ________________ vaccine.
Not immunized because of a history of ________________ disease ________________ date
Temporary medical exemption ________________ date (ending)
Student signature ____________________________________________ Date __________________

Declination:
I have discussed my immunization status with a physician.
I decline to receive (be specific) ________________ immunization/s at this time.
Reason: ______________________________________________________________________________
Student signature _________________________________ Date __________________

Mental & Physical Health Findings

<table>
<thead>
<tr>
<th>Height:</th>
<th>Weight:</th>
<th>Blood Pressure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nose:</td>
<td>Throat:</td>
<td>Heart:</td>
</tr>
<tr>
<td>Abdomen:</td>
<td>Orthopedic:</td>
<td>Lungs:</td>
</tr>
<tr>
<td>Genitourinary:</td>
<td>Allergies:</td>
<td>Neurological:</td>
</tr>
<tr>
<td>Hearing: Right</td>
<td>Left</td>
<td>Vision with glasses:</td>
</tr>
<tr>
<td>Laboratory tests as needed:</td>
<td>Medications in current use:</td>
<td>Dominant Hand (circle one):</td>
</tr>
<tr>
<td>Family History:</td>
<td>Learning Disability noted (optional):</td>
<td></td>
</tr>
<tr>
<td>Mental Health Status:</td>
<td>Significant Past History:</td>
<td></td>
</tr>
<tr>
<td>Female Students: Are you pregnant? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, due date:</td>
<td>Seizure Disorders:</td>
<td>Back Problems:</td>
</tr>
</tbody>
</table>

The above named student is able to receive in a supervised lab/clinical setting:
Local anesthesia _______yes _______no
Nitrous oxide/oxygen _______yes _______no
If no, please explain:

Signature Area for Physician
Physician listed below certifies that this individual has no evident health problems which could jeopardize patient safety. Students must have a comprehensive physical each year.
Please Print Physician Name: ________________________________
Clinic name: ________________________________ Clinic Phone: #(_____)__________
Clinic address: ________________________________ City_________ State_______ Zip__________
Signature of Physician: ________________________________ Date ________________
Credential: ________________________________ Date ________________
Background Study Requirement

Minnesota law requires background studies on individuals who provide direct contact services to patients and residents in facilities and programs licensed by the MN Dept. of Human Services. (DHS) or the MN Dept of Health (MDH). These studies are conducted each year by the DHS. An individual who is disqualified as a result of the study and whose disqualification is not set aside by the Commissioner of Health will not be permitted to participate in any clinical activities in a MN licensed health care facility. Students who are disqualified or fail to participate in the background study process will be counseled to withdraw before the date on the college calendar indicating the last day to withdraw.

HIPAA Training Requirement

Prior to beginning any clinical experience in the dental hygiene program, students must complete Health Insurance Portability and Accountability Act (HIPAA) training. This training can be done at the following web site:  [http://HIPAACourses.DHS.state.mn.us](http://HIPAACourses.DHS.state.mn.us)

Follow directions on the following pages.

CPR Requirement

- Students must meet the dental hygiene program requirement of current CPR for the health care provider or CPR for the professional rescuer throughout their tenure in the program.
- Students must provide proof of certification prior to entry in the Fall Semester of the first year.
- Students are responsible to provide annual proof of CPR certification status to the Dental Admissions Manager.
- Any CPR course that is not the American Heart Association’s Healthcare Provider course or the American Red Cross’s Professional Rescuer course will not be accepted.
- Resources:
  - [www.mplsredcross.org](http://www.mplsredcross.org)  612.871.7676
  - [www.americanheart.org](http://www.americanheart.org)  1-800-242-8721
  - [www.impulsepr.com](http://www.impulsepr.com)  763.262.4776
  - [www.normandale.edu](http://www.normandale.edu)  Contact NCC Continuing Education Department – 952.358.8343
They offer an American Heart Association renewal course for the Healthcare Provider
MANDATORY HIPAA TRAINING

The new web address for your HIPAA course: http://HIPAACourses.DHS.state.mn.us

The top of the page will read: Minnesota Department of Health, e-learning Course

You will have an option to choose a course, select Protecting Information Privacy

Press enter

On the next screen you will scroll down to the bottom of the page and select: I am a guest

Press enter

You will then receive instructions on how to go through the course.

After you take the learning assessment you will receive a score, please print the certificate/score page and turn it in to Betty Blazer with this verification sheet. You must receive a score of 77% or greater.

I verify that I have completed the HIPAA training on the following web site:
http://HIPAACourses.DHS.state.mn.us

Student name (please print) ___________________________ Tech ID ______________________

Student Signature ___________________________________________________________________

Date ______________________________________________________________________________
PROFESSIONAL RESPONSIBILITY POLICY

Professionalism is expected when interacting with patients, staff, faculty, and peers. Deduction of course/lab/clinic percentage points for inappropriate behavior will be determined by faculty as outlined in the sample list of infractions below.

Patient management and professional responsibility are defined within the following documents: the American Dental Hygienists’ Association (ADHA) Code of Ethics (Dental Hygiene Clinic Manual), NCC DH Clinic Patient’s Bill of Rights (NCC Dental Hygiene Clinic Manual), the NCC Dental Hygiene Process of Care (NCC Dental Hygiene Clinic Manual), the NCC Student Handbook (The Guide) (www.normandale.edu) and the NCC Dental Hygiene Student Handbook.

Part of a registered dental hygienists professional responsibility is to be familiar with the rules and regulations that govern the profession. As a student, he/she should be familiar with the above three documents that govern them while enrolled in Normandale Community College. As a professional, our actions, behaviors, and attitudes have consequences based on the response to a given situation. The listed documents are provided to influence expected and new behaviors.

A violation of the NCC Dental Hygiene Student Handbook or NCC Dental Hygiene Clinic Manual will result in a deduction of five course percentage points from the final course grade for each violation.

Personal integrity throughout the program is expected

Examples of unethical and unprofessional behaviors include but are not limited to:

- Leaving clinic/lab/externship session early without permission
- Violation of professional attire criteria
- Failure to participate as a team member
- Inappropriate behavior/language while interacting with instructors, patients, staff, or peers
- Arriving to a clinic/lab/externship session unprepared to carry out the duties or assignments for the session
- Failure to follow clearly given directions/instructions by an instructor
- Failure to turn off cell phone in the classroom or clinic
- Cheating of any kind during theory, lab or clinical exams
- Plagiarizing of written assignments
- Violating patients’ rights or confidentiality/HIPAA
- Falsifying dental or medical records
- Withholding or falsifying information during clinical and/or community experiences

A violation may also result in a conference with the Chair of the Dental Hygiene Department, the Clinical/Course Coordinator, and/or the NCC Administrative Hearing Officer or Judicial Board.
Professional Performance Agreement

As a professional providing service to others, the dental hygienist must be sensitive to the value of human dignity. This value is demonstrated by sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic and patient care information, and the demonstration of respect for the welfare of others.

Students enrolled in the Normandale Community College Dental Hygiene Program are ambassadors for the college and for the profession of dental hygiene. Professional conduct expected of students is evidenced in behaviors which represent:

1. Ethical conduct
2. Integrity and honesty
3. Respect for oneself, others, and the right of privacy.
4. Appearance and communication consistent with a healthcare professional.
5. Non-judgmental behavior in interpersonal relationships with peers, supervisors, clients and families.
6. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty in regards to tests and assignments.

With the passage of the Health Insurance Portability and Accountability Act (HIPAA) in 1996, the privacy rules to all health information has gained even greater importance for all workers in the healthcare field. *Protected health information is any information that identifies an individual or could create a reasonable basis to believe the information could be used to identify an individual.* It includes patient name, address, age, social security number, health histories, treatments and medications, or any identification that an individual is a patient. This information can be in any form—verbal, written and electronic.

Students are expected to respect and safeguard these privacy rules and agree to keep all patient information confidential. A breach of confidentiality may result in dismissal from the Normandale Community College Program of Dental Hygiene.

I have been provided with the NCC Dental Hygiene Student Handbook, have read the policies and understand that I, as a NCC Dental Hygiene student, must comply with these policies.

Student Signature ____________________________________________

Student Printed Name _________________________________________

Student Tech ID ______________________________________________

Witness ________________________________
LATEX SAFE ENVIRONMENT

Due to an increase in latex sensitivity, the Normandale Community College Dental Hygiene Clinic is maintained latex safe.

If a student reports having a latex allergy it must be documented in their permanent file. Documentation would include a physicians statement on the type of latex hypersensitivity and on the ability of the student to perform in the dental environment. Documentation may also include a student management plan.

HAZARDOUS MATERIALS AND EQUIPMENT POLICIES AND PROCEDURES

The Occupational Safety and Health Administration (OSHA) establishes legally enforceable standards designed to protect workers through communication about hazardous materials they may come in contact with while in the workplace. The Normandale Community College Dental Hygiene Program recognizes the need for its employees and students to be aware of the potential for exposure to hazardous materials and provides such information based on OSHA guidelines.

1. “Right to Know”/OSHA Hazard Communication Standard
   Under the “Right to Know” Law/OSHA Hazard Communication standards, persons affiliated with the program (both students and staff) are informed of potentially hazardous materials through a standardized communication format. This includes:
   a. identification of hazardous chemicals in the work place
   b. establishment and maintenance of Material Safety Data Sheets (MSDS)
   c. ensuring all containers of products that contain hazardous chemicals are labeled
   d. training for new employees
   e. providing periodic training and updates as necessary
   f. information about hazardous materials clean up and disposal
   g. information about emergency safety procedures
INFECTION CONTROL POLICIES AND PROCEDURES

A. Infectious Disease Control

It is the policy of Normandale Community College Dental Hygiene Program to provide oral health care to all patients seeking treatment in our clinic. Since it is not possible to accurately detect infectious and potentially infectious patients, Normandale’s Dental Hygiene Clinic adheres to the concepts of standard precautions as defined by OSHA’s Bloodborne Pathogens Standard. Emphasis is on the critical role each dental health care team member plays in maintaining a clean and safe environment. The policies and procedures outlined here are in place to protect students, staff, faculty and patients from the spread of disease and to maintain a safe learning and work environment.

Infectious disease control policies and procedures are reviewed regularly by the dental hygiene department and are revised in accordance with the latest recommendations by the American Dental Association, OSAP, CDC and other leading health care authorities. Personal protection is one of the most important aspects of preventing infectious diseases. Normandale’s Dental Hygiene Clinic enforces the following standards.

1. Immunization:
   a. All students, faculty, and staff who have direct patient care contact are required to obtain the vaccination (or present evidence of immunity) against Hepatitis B infection, or formally decline the vaccination.
   b. Students who decline to be vaccinated will be required to sign a formal declination waiver form.
   c. All students must provide evidence of a completed immunization record including a yearly flu vaccination (when they become available) as a condition of entry and continuous participation in the dental hygiene program.

2. Barrier protection:
   a. Gloves must be worn when examining and treating all patients.
      · Damaged gloves must be changed immediately, and gloves must be discarded at the end of each treatment session.
      · Gloves must not be worn outside of cubicles. This means that gloves must be removed when leaving cubicles to obtain supplies, answer telephones, etc.
   b. Masks must be worn to protect oral and nasal mucosa from splatter of blood, saliva, and aerosols.
   c. Eyes must be covered with protective glasses or face shields to guard against splatter of blood, saliva, and aerosols.
   d. Overgarments or lab coats must be worn over street clothing or scrubs in clinical areas and changed when visibly soiled or splattered.

3. Preventing cross-contamination
   a. Plan ahead by getting all required materials from the kiosk area, cubicle drawers, and mobile cabinet before seating your patient. Keep cubicle drawers closed during treatment; if you must get additional supplies from them during treatment, avoid contaminating drawer pulls and supplies by touching them with your gloved hands.
b. See “Cubicle Preparation and Clean-up Guidelines” and “Environmental Surfaces and Equipment Disinfection” and “Disinfection of Dental Cubicle Evaluation” in the Dental Hygiene Clinic Manual.

You make the difference when applying standard precautions in the dental hygiene clinic.

B. Policy Statement on Infectious Diseases

Normandale Community College Dental Hygiene Department adopted the American Dental Education Association (ADEA) policy statements concerning infectious disease health risks. These policy statements are recommendations and guidelines for allied dental education institutions and personnel.

1. Infectious Diseases
   a. Human Dignity. All dental personnel are ethically obligated to provide patient care with compassion and respect for human dignity.
   b. Refusal to Treat Patients. No dental personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease, such as human immunodeficiency virus (HIV) infection, acquired immunodeficiency virus (AIDS), or hepatitis B or C infections. These patients must not be subjected to discrimination.
   c. Confidentiality to Patients. Dental personnel are ethically obligated to respect the rights of privacy and confidentiality of patients with infectious diseases.
   d. Confidentiality of Faculty, Student, and Staff. Dental education institutions are ethically obligated to protect the privacy and confidentiality of any faculty member, student, or staff member who has tested positive for an infectious disease. Dental personnel who pose a risk of transmitting an infectious agent must consult with appropriate health care professionals to determine whether continuing to provide professional services represents a material risk to the patient. If a dental faculty, student, or staff member learns that continuing to provide professional services represents a material risk to patients, that person should so inform the Dean of Health Sciences for the institution. If so informed, the Dean of Health Sciences should take steps consistent with the advice of appropriate health care professionals and with current federal, state, and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission of the infection to others. Refer to Minnesota State Guidelines, www.dentalboard.state.mn.us.
   e. Counseling and Follow-Up Care. The Dean of Health Sciences must facilitate appropriate counseling and follow-up care for those faculty, staff, and students who do not continue to perform patient care procedures.
   f. Protocols. NCC dental hygiene department has established and enforced written pre-clinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and hazardous-waste disposal. These protocols are consistent with current federal, state, and/or local guidelines, and are provided to all faculty, students, and appropriate support staff. To protect faculty, students, staff, and patients from the possibility of cross-contaminations and other infections, NCC dental hygiene department has policies and procedures in disinfection protocol and barrier techniques.
g. **Testing for Infectious Disease and Immunization.** NCC has facilitated the availability of testing of faculty and staff for those infectious diseases presenting a documented risk to dental personnel and patients. NCC has made available the hepatitis B vaccine and appropriate vaccine follow-up to employees such as faculty and staff, in accordance with Occupational Safety and Health Administration (OSHA) regulations. Also, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, NCC requires all students to be immunized against the Hepatitis B virus as part of their preparation for clinic training, or demonstrate proof of immunity. NCC also strongly encourages appropriate faculty, staff, and students to be immunized against not only hepatitis B, but also other infectious diseases such as mumps, measles, and rubella, using standard medical practices, and be tested for tuberculous annually.
Dental Hygiene Program and Course Policies

• Attendance
• Classroom Disruption
• Student Lockers, Cabinets and Clinic Supplies
• Satisfactory Academic Progress
• Grading/Evaluation Policy
• Incomplete Policy
• Leave of Absence
• Suspension
• Student Concerns
• Commission on Dental Accreditation
  Complaint Policy
ATTENDANCE POLICY

Attendance will be taken at the beginning of every lecture, lab, clinic, and externship session.

Absences
- All students are expected to attend all lectures, lab, clinic sessions and externships.
- Students must inform the specific course instructor either in person, email, or via telephone prior to being absent from a lecture, lab, clinic, or externship. Telephone numbers and email addresses are listed in each course syllabus.

Excused Absences:
1. Illness of Student
2. Illness of immediate family member
   - All illness absences beyond 2 days will require documentation from a physician. If documentation is not obtained the absences will be deemed unexcused absences.
3. Funeral of an immediate family member
4. Court - documentation must be given
5. Inclement weather that in the opinion of local law enforcement makes it too dangerous to drive.
6. Religious Holiday Observance – all absences must be reported prior to the day that the student will be absent.

Unexcused Absences (sample list of unexcused absences, including but not limited to, and in no way is this list considered complete):
1. Vacation
2. Daycare Coverage
3. Employment

The following percentage point penalties will be given to students that are absent (Unexcused Absence) the points will be deducted from the final course grade:
1. Absence from Clinic, Lab or Externship = 3 percentage points
2. Absence from Lecture = 2 percentage points
3. Tardiness = 1 percentage point

All point deductions are at the discretion of the course instructor. All extended absences or situations in which a student misses several classes over the course of a semester will require consultation with the course instructor and department chair. Dismissal from the program may result from excessive absenteeism.

All students will sign a form that states they have read and accepted the information presented on this form.
CLASSROOM DISRUPTION

Behaviors or situations that disrupt a class or interfere with student learning are unacceptable. Examples include:

- Coming late into the classroom.
- Early departure from the classroom.
- Talking with other students during lectures, labs or class time.
- Noisy eating and/or gum chewing.
- Failure to follow instructions related to learning activities (groups, presentations, etc.)
- Use of personal communication devices (e.g. cell phone, pagers, beepers, BlackBerry, Palm, etc.) in the classroom. Note: all electronic devices must be turned off and remain off the desk during class time. If an emergency call is expected, discuss this with the instructor prior to class.
- Use of electronic devices (e.g. laptop computers, headphones, iPod, tape recorders) in the classroom. Note: laptop computer and tape recorder use is not allowed in class unless authorized by the instructor.
- Persons not enrolled in the dental hygiene program being present during class, lab, clinic or externships.
- Other yet undefined behaviors that interfere with the learning process of all students.

TARDINESS

Late arrival to class will be noted. One percentage point will be deducted from the total course grade for each occurrence of repeated tardiness.
I have read the NCC Dental Hygiene Department Attendance/ Classroom Disruption Policy and accept the information that is stated in the policy.

________________________________________________________________________
Student signature

________________________________________________________________________
Date

________________________________________________________________________
Course Number
Satisfactory Academic Progress Summary
The dental hygiene program’s grading and evaluation policy is as follows:

- All students in the dental hygiene program must earn 70% or above in all required courses.
- Failure to earn 70% or above in a course results in dismissal from the dental hygiene program.
- All students in the dental hygiene program must maintain a 2.00 or above GPA.
- Failure to maintain a 2.00 GPA or above results in dismissal from the dental hygiene program.

All dental hygiene courses use the following grading/evaluation scale.

- A = 93 – 100%
- B = 84 – 92%
- C = 75 – 83%
- D = 70 – 74%
- F = < 70%

Due to the prerequisite sequencing of the Dental Hygiene Program it is very difficult to allow students to carry incomplete grades from semester to semester. If for any reason you are unable to finish requirements or coursework, it is your responsibility to contact the instructor during the 15th week of the semester. The course instructor will arrange a conference to determine an acceptable resolution for the incomplete grade and discuss your standing.
LEAVE OF ABSENCE

A leave of absence from the program will be handled on an individual basis. To request a leave of absence contact the program chairperson and clinic lead instructors. If the request for leave is determined to be appropriate, a contract for continuation will be created. Didactic and clinical instruction must be completed to program standards. All missed learning opportunities, experiences, and requirements must be completed when the student returns. An extended time within the program may be necessary.

TERMINATION/SUSPENSION

Information on suspension from a Normandale Community College program is presented in the Normandale catalog. The Student Code of Conduct and Academic Progress Policy is available for review in the Normandale catalog and student handbook. Failure to meet college or program standards in academics, attendance, or professional conduct may result in student termination from the program. Student Rights and Responsibilities in the Normandale catalog and student handbook identify the due process should a student be faced with allegations or issues with regard to program suspension. A terminated student is not allowed to attend classes and is not allowed to graduate from the dental hygiene program.


**STUDENT CONCERNS PROCEDURE**

**Step 1** Initial problem/concern resolution

1. To expedite your resolution please do the following:
   a. Arrange to meet with your professor outside of class, at a mutually convenient time to discuss your concern.
   b. Provide the resolution you are seeking
   c. Be fair and reasonable with your proposed resolution.
2. Please be aware that talking with your professor resolves more concerns than doing nothing about it. Office hours are posted next to faculty office doors and are listed in the course syllabi. As a courtesy, make an appointment to see your professor at a mutually convenient time.
3. Grading is the sole prerogative of the professor. There is an official grade review process at Normandale. The grade review process is limited to numerical error in the calculation of your course grade or the department from the method described in the syllabus. Contact the office of the dean of the division for information on how to proceed.

**Step 2** If no resolution can be reached through Step 1:

1. Explain, in writing, your concern and your desired outcome. The Dean or Personnel Officer will review your concern. If necessary an appointment to discuss your concern will be arranged. A written concern must include the following:
   a. Your name
   b. E-mail address
   c. Phone number(s)
   d. Address
   e. Tech ID
   f. Concern: Be specific – Use dates, time, places, who, what, where, why, when, how. Be factual, accurate, and unemotional.
   g. Resolution sought – Explain exactly what you are seeking.
   h. Sign and date the concern.
2. Contact the proper administrator:
   a. Refunds – Vice President of Student Affairs
   b. Change of withdrawal date – Vice President of Student Affairs
   c. Academic concern – Division Dean
   d. Sexual Harassment – Personal Officer
3. You are solely responsible for your personal college matters. The Data Privacy Act precludes the college from discussing concerns with any third party, including parents or spouses. We are very conscientious about protecting your rights.
4. Refer to student policies on the NCC website, under “Current Student” tab on menu bar.
   a. Satisfactory Academic Progress Policy- Records and Registration
   b. Student Rights and Responsibilities Policy- Code of Conduct
   c. See others as needed or directed
Each dental hygiene program accredited by the Commission on Dental Accreditation (CODA) must inform students of the policy on complaints directed at CODA-accredited educational programs.

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 hygiene educational programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, 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 the Submission of Complaints may be obtained by contacting the Commission at the address listed below.

Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois  60611-2678
1-800-621-8099 ext. 4653
www.ada.org

DUE PROCESS RELATED TO INVESTIGATION OF COMPLAINTS

The following procedures have been developed to handle the investigation of complaints about an accredited program which may not be substantial compliance with Commission standards or established accreditation policies.

POLICY ON COMPLAINTS DIRECTED AT CDA-ACCREDITED EDUCATIONAL PROGRAMS

Students, faculty, constituent dental societies, state boards of dentistry, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CDA) regarding any CDA-accredited dental, allied dental or advanced dental education program, or a program which has an application for initial accreditation pending. The Commission is interested in the continued improvement and sustained quality 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.

An appropriate complaint is defined as one alleging that 1) a Commission-accredited educational program, or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures and 2) the practice, condition or situation is of a continuing and pervasive nature, as opposed to an unfair or arbitrary act of an individual or isolated nature.
In accord with its responsibilities to determine compliance with accreditation standards and required policies, the Commission does not intervene in complaints as a mediator but maintains, at all times, an investigative role. This investigative approach to complaints does not require that the complainant be identified to the program.

The Commission, upon request, will take every reasonable precaution to prevent the identity of the complainant from being revealed to the program; however, the Commission cannot guarantee the confidentiality of the complainant.

Only written, signed complaints will be considered by the Commission; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at informal or formal resolution through the program’s or sponsoring institution’s internal processes prior to initiating a formal complaint with the Commission. If a complaint includes issues that are currently being investigated by state entities, the Commission will not proceed with consideration of the complaint until such adjudication or litigation is concluded.
Student General Information

- Student Instrument Kit
- Lab Coat, Uniform Safety Lenses, etc.
- Locker, Drawers, Mailboxes and Bulletin Boards
- NCC Dental Clinic Services and Fees
- College Services
- NCC Online Resources
- Dental Hygiene Faculty and Staff
Normandale Community College
Dental Hygiene Student Instrument Kit

Required Instrument Kit for Pre-Clinical Dental Hygiene Courses
All instruments must be Hu-Friedy
All instruments must be new

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<th>Item Description</th>
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2-XP23/12 Color Coded Probe, 3-6-9-12 Calibrations/#23 Explorer
1-XP 23/UNC 12 Probe
1-Naber’s Furcation Probe

1-SG 1/2 Gracey Curettes
1-SG 11/12
1-SG 13/14
1-SG 1/2 Gracey Curette (mini)

1-SRPG 1/2 After Five Curettes
1-SRPG 15/16
1-SRPG 13/14
1-SRPG 17/18
1 –1/2 Gracey Curette (mini)

2-SC 13/14 Universal Curettes
2-SM 17/18
2-SH 6/7 Sickle Scalers
2-S204SD
2-SCNEVI1
2-SCNEVI4
1-STAR Handpiece
1-Kilgore Typodont

**Required for Dental Hygiene 1141 (Pre-Clinic)**
Orascoptic Optical Loupes with Light

**Required for Dental Hygiene 2263 Pain Management**
1-Schein Local Anesthetic Aspirating Syringe

**Required for Dental Hygiene 2241 (Clinic 2)**
1-Dentsply Ultrasonic Insert Kit
LAB COAT, UNIFORM AND SAFETY LENSES, GLOVE, FACEMASK INFORMATION

LAB COAT: White lab coats are worn in clinic throughout fall semester 1st year and at various times throughout the program. A long lab coat (33-42”) with long sleeves, rib-knit cuffs and high convertible collar is required.

UNIFORM: Uniforms that completely cover the body at all times are required to be worn in the clinic and off site settings. Uniforms and overgarments are required to be worn in the clinic setting. Uniform scrubs, clean white shoes, white or white-beige socks, no jewelry, and hair out of the field of operation give a professional appearance. Professional name tags are worn and are ordered Fall Semester 1st year. A white turtleneck is allowed to be worn under the uniform scrub for warmth.

SAFETY LENSES: Safety lenses with side shields must be worn in lab and clinic. If prescription eyewear is worn it is recommended that a separate pair with side shields be worn for infection control purposes or safety lenses can be worn over prescription eyewear.

OPTICAL LOUPES: Good posture and optimal working positions can help a dental hygienist avoid repetitive trauma injuries and overcome bad habits like leaning and slouching. Users of loupes also enjoy the added benefit of magnification greatly reducing eye strain. Loupes and lights are mandatory and will be made available for purchase from a local company.

NON-LATEX CLINIC GLOVES & FACEMASKS: Non-latex clinic gloves and facemasks are required when dental hygiene care is being provided. This applies to lab and clinic sessions. You may purchase gloves and masks on your own or through the dental hygiene program at Normandale Community College.

NITRILE UTILITY GLOVES: Nitrile utility gloves are required for disinfection purposes. These gloves are available for your use at each cubicle and in the sterilization area.
LOCKERS, DRAWERS, MAILBOXES, AND BULLETIN BOARDS

**LOCKER:**

Each dental hygiene student is assigned a personal locker. Students are required to supply their own personal locks.

**CLINIC DRAWER:**

Each dental hygiene student is assigned a personal locked drawer in the clinic sterilization area. Keys are distributed fall semester of the student’s first year. The assigned drawer is kept for the duration of time in the program. Keys are turned in prior to graduation. There is a $2.00 charge for a replacement key.

**MAILBOX:**

Each dental hygiene student is provided with a mailbox. The student is encouraged to check his/her mailbox daily for any program or course correspondence.

**BULLETIN BOARDS:**

There are 2 bulletin boards located in the dental clinic area. There is one board for the first year of the dental hygiene program, and one board for the second year of the dental hygiene program. The bulletin boards include items of interest for students such as announcements, sign-up sheets, learning/volunteer opportunities, test scores, and other miscellaneous items. Items are not to be removed or added to by students. These bulletin boards are maintained by dental faculty.

There is a bulletin board for students use outside the dental classroom by the mailboxes.
# Normandale Community College
## Dental Clinic Services

### Radiographs
- Full Mouth Survey-D0210 ........................................ 40.00
- 4 Bite-wings-D0274 .............................................. 20.00
- 2 Bite-wings-D0272 .............................................. 10.00
- Periapical-D0220 .............................................. 5.00
- Periapical additional-D0230 .................................... 5.00
- Occlusal-D0240 .............................................. 5.00

### Dental Hygiene Services
- Adult Prophylaxis-D1110 ........................................ 40.00
- Child Prophylaxis-D1120 ....................................... 20.00
- Periodontal Scaling & Root Planing-D431 (per quad) ........ 10.00
- Periodontal Full Mouth Debridment-D4355 ..................... 40.00
- Periodontal Maintenance-D4910 ................................ 40.00
- Chemotherapeutic Agent-D4381 ................................ 20.00
- Adult Fluoride Treatment-D1205 ................................ N/C
- Child Fluoride Treatment-D1201 ................................ N/C
- Sealant (per tooth)-D1351 ....................................... 10.00
- Nitrous Oxide Sedation-D9230 ................................... 20.00
- Local Anesthesia-D ................................................ N/C
- Oral Hygiene Instruction-D1330 ................................ N/C
- Nutritional Counseling-D1310 ................................ N/C
- Tobacco Cessation Counseling-D1320 ......................... N/C
- Whitening Care .................................................. 50.00
- Whitening Trays .................................................. 40.00

### Products
- Toothbrush, Floss, Toothpaste ................................ N/C
- Perio-aids .......................................................... N/C

### Discounts
- NCC faculty, staff and student (must present NCC identification) .................................. ½ price
- DenH 1143 – Student recruited patients .................................................. N/C
  (Applies to clinical weeks prior to Spring break)
- DenH 2241 and 2243 “Dental Hygiene Student Discount Opportunity” usage
  Student use of 5 ½ price patient discount per semester
  (Discounts do not apply to radiology and are not transferable.)
**Check the student services link on the Normandale website for current hours and information about these important student resources.  [http://www.normandale.edu/StudentServices](http://www.normandale.edu/StudentServices)**

**Counseling Center** – Professional qualified and experienced counselors are available to assist you in areas of academic, career and personal concerns. Counselors are available day and evening.

**College Success Center** – Make-up tests must be arranged in advance of the test day with Dental Faculty. Testing hours are posted in the center or may be obtained by calling or checking the website.

**EAP: English for Academic Purposes** – *For students whose first language is not English* who need to strengthen their English language skills, tests in English for Academic Purposes for non-native speakers (EAP) are recommended. These EAP tests place students into courses and sections of courses designed to prepare them for success in college-level courses.

**Writing Center** – The Writing Center offers personal, free, non-credit tutorial guidance, helping students to improve their academic communication skills with specific writing assignments for any Normandale course. The Writing Center is open M-F. Appointments are encouraged.

**Office for Students With Disabilities (OSD)** – Accommodations are available to assist students with documented learning disabilities. Students interested in accommodations should contact the OSD as soon as possible to begin the accommodations process.

**Computer Center** – The Computer Center is located on the 3rd floor of the College Services building.

**Online Learning** – Normandale’s online course management system is called “Desire 2 Learn.” It can be accessed through the main Normandale website at [www.normandale.edu](http://www.normandale.edu). Class notes, announcements, grades, and assignments may be posted in the course documents section of this site.
1. Home Page:
   - New and Events
   - Current Students
   - Quick Links
     - Continuing Education
     - Academics
     - Bookstore
     - Staff Directory
     - Japanese Garden
     - Library
     - Normandale This Week
     - Student Life/ Code of Conduct

2. About Normandale
   - Accreditation
   - Academic Calendar
   - Campus Maps
   - Course Schedule and Catalog
   - Campus Diversity
   - Mission Values and Vision
   - NCC at a Glance
   - Press Release
   - Request Information
   - Service Hours
   - Staff Directory
   - Strategic Plan
   - Visit Normandale
   - Welcome from the President

3. Alumni and Foundation
   - Scholarships

4. Community and Events
   - News and Events

5. Departments
   - Academics
   - Student Services
   - Technology – my. Normandale.edu (e-mail)

6. Records and Registration
   - Check Your Grades/ Academic Progress Policy
   - Course Schedule and Catalogs
   - Financial Aid & Scholarships Home
   - Register Online
   - Pay Tuition
# DENTAL HYGIENE FACULTY AND STAFF

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<tr>
<th>Position</th>
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<tr>
<td><strong>Dean of Health Sciences</strong></td>
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<tr>
<td>Colleen Brickle</td>
<td>A 2531</td>
<td>Office 952/358-8158</td>
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<tr>
<td><a href="mailto:colleen.brickle@normanale.edu">colleen.brickle@normanale.edu</a></td>
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<tr>
<td><strong>Dental Hygiene Department Chair</strong></td>
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<tr>
<td>Carol Larsen</td>
<td>S 2305</td>
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<tr>
<td><a href="mailto:carol.larsen@normanale.edu">carol.larsen@normanale.edu</a></td>
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<tr>
<td><strong>Health Sciences Enrollment Manager</strong></td>
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<tr>
<td>Betty Blazer</td>
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<tr>
<td><a href="mailto:betty.blazer@normanale.edu">betty.blazer@normanale.edu</a></td>
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<td>Fax 952/358-8101</td>
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<td><strong>Dental Clinic Office Manager</strong></td>
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<tr>
<td>Diane Schaffer</td>
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<tr>
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Student Organizations

• Student Member of the American Dental Hygienists’ Association

• NCC Dental Club
A.D.H.A.
Student Member of the American Dental Hygienists’ Association

WHAT CAN YOUR PROFESSIONAL ASSOCIATION DO FOR YOU?
DENTAL HYGIENE AS A PROFESSION
THE PROFESSIONAL DIFFERENCE...

WELCOME to the career of Dental Hygiene!

The entire dental faculty at Normandale Community College wishes you much success as you pursue your goal of becoming a dental hygienist.

What does it mean when you say you are a dental hygienist and that you are a member of a professional organization? First of all some definitions will be helpful.

A DENTAL HYGIENIST is a licensed preventive oral health care professional, who provides education, clinical and therapeutic services supporting total health through the promotion of optimal oral health.

PROFESSION:
A profession is a calling requiring specialized knowledge and often long and intensive academic preparation. A profession is a functional group of individuals with highly specialized characteristics.

PROFESSIONAL:
A professional is an expert with specialized knowledge and skill in a significant field of human endeavor. A professional accepts responsibility for his or her actions.

PROFESSIONAL ASSOCIATION:
When members of a profession share a sense of unity and awareness of themselves as a group. This feeling of collegiality comes from lengthy training and discipline necessary to attain professional competence.
SO WHY JOIN YOUR PROFESSIONAL
ASSOCIATION AS A STUDENT?

Students enrolled in an accredited dental hygiene program may join the American Dental Hygienists’ Association (ADHA) as student members.

REASONS TO JOIN INCLUDE:

• Professional associations work toward goals and ideas of their members.

• A professional association is a means to provide personal and professional development for its members as they strive to provide quality care to the public.

• Membership in a professional association, along with special expertise and acceptance of responsibility, becomes a criteria of professional status.

• Membership will give you added prestige and credibility to you as a professional.

• A chance to be recognized by other student activity group within the college as you provide community service and seek clients for the clinic.

• At Normandale, a student member of ADHA is in an organization lead by its student members with support from the faculty and MDHA. You will elect your officers within the association membership and leadership direction will be decided among the group. To obtain the most from joining your association, you must become involved and participate in order for your voice to be heard.
MEMBERSHIP BENEFITS INCLUDE:

- INFORMATIONAL NEWSLETTERS
  Published bimonthly

- PROFESSIONAL JOURNALS
  Access
  Journal of Dental Hygiene

- MENTORING SUPPORT AND GUIDANCE
  Assistance with questions, CRDTS

- LEGISLATIVE ACTIVITIES
  Day at the Capital meeting legislatures
  Seeking a voice through involvement

- CONTINUING EDUCATION PROGRAMS
  Annual Session
  Component meetings

- MEMBER NETWORKING
  Advice when seeking employment

- EDUCATIONAL AND RESEARCH GRANTS
  Excellent opportunities for growth
  Education Update

- COMMUNITY EDUCATION ACTIVITIES
  National Dental Hygiene Month

- SCHOLARSHIP OPPORTUNITIES
  MDHA and ADHA Scholarships

- GROUP INSURANCE PROGRAMS
  Many different programs available

- COMPETENCE ASSURANCE SYSTEM
  Peer review opportunities

JOIN TODAY IF YOU ARE INTERESTED IN RECEIVING ANY OF THESE BENEFITS!

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DIRECTORY

AMERICAN DENTAL HYGIENISTS’ ASSOCIATION
(ADHA) 800/243-2342
www.adha.org

MINNESOTA DENTAL HYGIENISTS’ ASSOCIATION
(MnDHA) 952/876-0187
www.mn.dha.com

AMERICAN DENTAL ASSOCIATION
800/621-8099

MINNESOTA DENTAL ASSOCIATION (MDA)
651/646-7454

AMERICAN DENTAL ASSISTANTS’ ASSOCIATION
312/541-1550

MINNESOTA STATE BOARD OF DENTISTRY
612/617-2250
www.dentalboard.state.mn.us

NATIONAL BOARD EXAMINATION
(JOINT COMMISSION ON NATIONAL DENTAL EXAMINATIONS)
312/440-2678
www.ada.org

CENTRAL REGIONAL DENTAL TESTING SERVICE (CRDTS)
785/273-0380
www.crdts.org
Student Organizations

Student Organizations are defined as major student groups who provide services and benefit to the entire student body. They receive office space in the Kopp Student Center, funding from student life activity fees, compensation for key leadership positions and advising by professional staff member. They exist as a student group from year to year.

Student Clubs

Special Interest Clubs fall into the four categories: Academic Program Specific, Culture Specific, General Interest and Honor Societies.

Student Clubs are categorized as academic program specific, culture specific, general interest or honor society student groups which exist to provide members the opportunity to explore common interests. Clubs may provide support to its membership through meetings, programming or activities. Student Senate is responsible for the recognition of student clubs. Currently, there are almost 75 clubs which have received recognition from Senate. The number of active clubs is based on the student interest expressed in any given year.

Dental Hygiene Club – Cultivates, promotes and sustains the art and science of dental hygiene; represents and sustains the common interest of the members of the dental professions; and contributes toward the improvement of the health of the public. Check with Dental Hygiene Department for current advisors. Currently, this club is inactive due to the Student American Dental Hygiene Association that students join.
Advancing Your Education

- Bachelor Degree Completion Program
- Graduate Degree Program
The following Minnesota institutions have Bachelor of Science degree completion programs in dental hygiene.

1. **Metropolitan State University**
   Suzanne M. Beatty, DDS
   Dental Hygiene Programs Coordinator
   suzanne.beatty@metrostate.edu
   651-793-1373

   Metropolitan State Information:
   - Website: [www.metrostate.edu](http://www.metrostate.edu) or [www.normandale.edu/dental](http://www.normandale.edu/dental)
   - Who can I contact with questions about the program?
     Will Ruckel, M.S., Academic Advisor
     Metropolitan State University/Dental Hygiene Department
     700 E. Seventh Street
     St. Paul, MN 55106-5000
     william.ruckel@metrostate.edu  651-793-1426

   - Metropolitan State University – Saint Paul Campus
     College of Health, Community and Professional Studies
     Department of Dental Hygiene
     700 East Seventh St.
     St. Paul, MN  55106-5000
     651/793-1375 – Main Number

2. **Minnesota State University – Mankato**
   3 Morris Hall, Mankato, MN  56001
   Degree Completion Coordinator
   Angela Monson, RDH, Ph.D.
   angela.monson@mnsu.edu
   507/389-2214, 800/627-3529
   ahn/mnsu.edu/dental/completion/

   The following institution has a Master of Science in Oral Health Care Practitioner program (prepares graduates, dental hygiene license, for licensure as a dental therapist and certification as an advanced dental therapist)
   - Metropolitan State University
     College of Health, Community and Professional Studies
     Department of Dental Hygiene

   - Who can I contact with questions about the program?
     William Ruckel, M.S., Academic Advisor
     Metropolitan State University
     Ph: 651-793-1426
     william.ruckel@metrostate.edu

   The following Minnesota institution has a Master of Dental Hygiene in Management or Dental Hygiene Education
   - University of Minnesota
     Christine Blue, RDH, MS
     Director of Dental Hygiene
     bluex005@umn.edu  612.625.9121