SYLLABUS
DHYG 454/554 - Collaborative Dental Hygiene Practice
Spring 2018 – 1 Credit Hour

COURSE INFORMATION
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COURSE DESCRIPTION:
This course will expose the student to various options for dental hygiene practice in the US, primarily focusing on collaborative partnership opportunities with a dentist. This course will feature the current option in South Dakota as delineated in the Dental Practice Act. Topics will include the defining laws for this type of practice, the rules associated with the codified laws, other requirements/equipment needed for practice, aspects of practice management, as well as practice advantages and disadvantages as compared to employment in other settings. Successful completion of this course is required for the Certificate in DH Leadership, but is also intended to provide guidance for anyone interested in obtaining a Collaborative Practice Permit in South Dakota.

REQUIRED COURSE MATERIALS:
Syllabus
Online Materials (links will also be made available on D2L):

GETTING STARTED LINKS:
http://my.usd.edu http://d2l.sdbor.edu

COURSE GOALS & OBJECTIVES:
1. Appreciate varying models of collaborative dental hygiene practice (CDHP) across the US.
2. Understand the need for this type of care in a variety of settings.
3. Identify the requirements and necessary criteria for licensure as a collaborative practice hygienist in SD.
4. Recognize the role of the facility and the health policies associated with patients, guardians, caretakers, and Powers of Attorney.
5. Discuss the role of the collaborative dentist.
6. Identify examples of patient care protocols/standing orders that could be included in a Policy and Procedure Manual for this type of practice.
7. Recognize recording and evaluation mechanisms required for collaborative practice.
8. Recognize equipment, supplies, and space necessary for practice in non-traditional settings.
10. Understand reimbursement mechanisms associated with collaborative practice.

**EVALUATION & PROCEDURES:**

**Methods of Evaluation:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards (3)</td>
<td>30 points (10 pts each)</td>
</tr>
<tr>
<td>Online Quiz (1)</td>
<td>50 points</td>
</tr>
<tr>
<td>Class Activities (Application)</td>
<td>100 points</td>
</tr>
<tr>
<td>Final Reflection</td>
<td>50 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>280 points</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100%</td>
<td>(259-280 points)</td>
</tr>
<tr>
<td>B</td>
<td>84 - 92%</td>
<td>(234-258 points)</td>
</tr>
<tr>
<td>C</td>
<td>75 - 83%</td>
<td>(209-233 points)</td>
</tr>
<tr>
<td>D</td>
<td>66 - 74%</td>
<td>(183-208 points)</td>
</tr>
<tr>
<td>F</td>
<td>0 - 65%</td>
<td>(0-182 points)</td>
</tr>
</tbody>
</table>

**Overview of Assignments:**

Discussion Boards: There will be 3 discussion boards for this course and can be found in the course schedule. These discussion boards will be required and used to evaluate attendance and participation. Students are expected to contribute an initial discussion post and response to a classmate. While posting, it will be required to use “netiquette” and follow the guidelines provided to you in the “Netiquette” document available on D2L. Grading criteria can be found in the discussion board rubric on D2L.

Online quiz: There will be 1 online quiz for this course and can be found in the course schedule. This quiz will take place on D2L and will be available for a limited amount of time. Quiz questions will be based on assignments and reading material from previous modules.

Activities: The activity assignment for this course will be in the form of investigation of the requirements for collaborative practice in a state of choice. At the undergraduate level, the student will choose a state and outline the steps/requirements for licensure. Graduate level students will complete the application process for licensure in a state of choice.
Final: The requirement for the final in this course will be in the form of a reflection paper. Papers should be written in Times New Roman 12 point font. The final paper should be between 2-4 pages in length. I would like students to try using a google document as a form of creating this paper. If you have any questions about this, please let me know. All students will be required to formulate a synopsis of information learned regarding the topic of collaborative practice highlighting lessons learned from each week in class. It should also include the advantages and disadvantages of a particular state’s option for licensure (preferably the one you are interested in). This can be done easily by starting the process in week one and then adding information as the weeks go on. The reflection paper will be completed individually and will be graded using the following rubric:

**Content:**
Central idea clearly and effectively introduced; thesis developed and supported with specific details; insightful and convincing conclusion;

**Organization and Clarity:**
Assignment shows planning; outline prepared if required; development of ideas supported in orderly and logical fashion and moves reader through paper; effective transitions maintain coherence and provide links between paragraphs; information presented in concise manner and not unnecessarily repeated; writer conveys understanding and knowledge of topic;

**Grammar, Diction, Spelling, Sentence Structure:**
Strict attention to correct grammar with fewer than 1-2 errors per page; terminology appropriate; appropriate word choice; correct punctuation; active voice predominant; no misspelled words; variation in sentence types;

**Assignment Guidelines:**
Directions followed, topics included/appropriate; length of paper appropriate; font and format guidelines met; deadline met, submitted to Dropbox

**MAKE UP POLICY:**
Instructors will schedule and announce the dates of evaluations and assignments in the course syllabus schedule. The instructor may change dates of these evaluations for any valid reason, so long as the students are given adequate notice. Students will be expected to participate in these evaluations, and a violation will result in a “0” grade. Individual requests for changes to scheduled evaluations may be granted at the discretion of the instructor, and must be approved prior to absence or on emergency basis.

**LATE ASSIGNMENT POLICY:**
Assignments are due on the date indicated by the instructor and are located in the syllabus. If an assignment is turned in late, there is a 10% penalty for each day it is late. After a period of 10 days the assignment will no longer be accepted and a 0% grade will result.
TECHNICAL STANDARDS:

You will find information on technology requirements and support in the Online Orientation Packet found at http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf or in the course D2L site on the left side of the home page or under Content. If you are unsure as to whether or not your computer meets these requirements, or if you require any technical assistance, please contact the ITS Help Desk at 877.269.6837, 605.677.5028, or helpdesk@usd.edu

Please contact the Help Desk immediately so that your questions/problems can be resolved as soon as possible. It is your responsibility to resolve any issues with access to the course so that you can begin to participate in the course on the first day of the semester.

ATTENDANCE:
Students are expected to participate in all online discussion boards, read all course materials, and watch all course videos. If you are unable to participate in “Live” office hours or lecture videos, they will be recorded for you to view at a later time. Participation in all of these activities is considered “attendance” and will be evaluated as such.

COURSE NOTICES:
Information regarding this course will be posted on D2L News for this course and/or sent to you via university email. The students are responsible for all notices.

FREEDOM IN LEARNING:
Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

ACCOMMODATIONS:
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable
accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:
Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605)677-6389; www.usd.edu/ds; dservices@usd.edu.

**ACADEMIC HONESTY:**

Academic Honesty: As stated in the Student Code of Conduct, the integrity of the University community is contingent upon fulfillment of a trust—that the members of the student body will engage in reasonable behaviors to promote and protect the educational environment. Acts of dishonesty most applicable to this course include, but are not limited to the following are:

· Cheating, which is defined as, but not limited to, the use or giving of any unauthorized assistance in taking quizzes, tests, or examination; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the faculty or staff.

Unless told differently by your course instructor, all work (homework, in-class work) for the course must be done by the individual student, alone.

· Plagiarism, which is defined as, but not limited to, the following: the use of paraphrase or direct quotation, of published or unpublished work of another person without full and clear acknowledgement, use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

· All required activities for any course in the USD DH curriculum must be done independently without the assistance of another student(s) unless otherwise specified in the course syllabus or by the course instructor. Any evidence of improper group work will be considered an act of academic dishonesty and treated as such. If there is ever a question about whether an assignment can be done with another student or in a group, it is the responsibility of the student to ask the instructor.

Violation of the University Academic Honesty Policy could result in disciplinary action, which includes a failing grade for the course, suspension, or expulsion by the University. No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

**DIVERSITY AND INCLUSION STATEMENT:**
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

**EARLY ALERTS:**
This course will be utilizing the Coyote Connections Early Alert system. Coyote Connections is a web based tool that will enhance communication between and among students and their instructors, advisors, and support services. Our goal is to improve student support and services through an integrated approach to track academic progress, flag concerns, and connect students with services they may need. Through the Coyote Connections system, you will be able to:

- Know immediately when your instructor or a staff member at the institution has a concern about your academic performance and which support services are available to help you;
- Receive notifications from the institution in a variety of convenient methods, including email, text, and Facebook messages;
- Get motivated as a result of receiving positive, encouraging messages from instructors and staff.

You can access Coyote Connections through Web Advisor or D2L. You will want to log into Coyote Connections and set up your profile. Instructions were emailed to you and can also be found in the student portal and in a special D2L course entitled “Coyote Connections Student Orientation.”

**OTHER COURSE POLICIES:**
Policies and procedures covering this course are detailed in the *Internet Study Student Handbook.*

**DHYG 454/554 Course Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic:</th>
<th>Assignment:</th>
<th>Assignment Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Review of Health Disparities and Access to Dental Care</td>
<td>PP</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Resource(s)</td>
<td>Discussion Board</td>
</tr>
<tr>
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<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2</td>
<td>Introduction to Collaborative Dental Hygiene Practice (CDHP)</td>
<td>PP</td>
<td></td>
</tr>
<tr>
<td>3-4</td>
<td>CDHP models across the United States</td>
<td>ADHA Website</td>
<td>DB 1</td>
</tr>
<tr>
<td>5-6</td>
<td>Participants and Roles associated with CDHP</td>
<td>PP</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Role of the Collaborative Dentist</td>
<td>PP State Dental Practice Act</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CDHP Licensure</td>
<td>State Dental Practice Act</td>
<td>Activity 1 Due</td>
</tr>
<tr>
<td>9-10</td>
<td>Patient Care Protocols and Standing Orders</td>
<td>PP State Dental Practice Act</td>
<td>DB 2</td>
</tr>
<tr>
<td>11</td>
<td>Documentation and Evaluation</td>
<td>PP State Dental Practice Act</td>
<td></td>
</tr>
<tr>
<td>12-13</td>
<td>Equipment, Supplies and Space Needs</td>
<td>PP</td>
<td>DB 3</td>
</tr>
<tr>
<td>14</td>
<td>Legal Liability and Malpractice</td>
<td>PP State Dental Practice Act</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Reimbursement Mechanisms</td>
<td>PP State Dental Practice Act</td>
<td>Online quiz</td>
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**Discussion Boards (DB):**
1. Research the various types of CDHP models across the United States. Utilize the ADHA website as a primary resource. Briefly describe major differences and/or similarities. Pose a question to your peers regarding the various options.
2. Investigate the requirements for collaborative practice licensure in a state of your choice. Pose a question to your peers regarding your thoughts about the licensure requirements.
3. Research the options available regarding the advantages and disadvantages of portable equipment and related supplies and materials. Pose a question to your peers about your preferences.