

USD DENTAL HYGIENE POLICIES & PROCEDURES MANUAL

**THE UNIVERSITY OF SOUTH DAKOTA
SCHOOL OF MEDICINE
SCHOOL OF HEALTH SCIENCES
DEPARTMENT OF DENTAL HYGIENE**

**A Guide for Students in the Program
Revised July 2022**

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FOREWORD

Welcome to Dental Hygiene at USD!

Congratulations! You have been chosen to become part of a profession known for its high standards of care for the oral and systemic health of the public! You have proven to possess the qualifications necessary to enter the first phase of a continuous life-long educational journey. The field of dental hygiene is so dynamic that during the course of your career you will be amazed at the ever-changing nature of the profession. Your ability to continue to learn and grow throughout your career will result in better care for your patients. We believe that you will be an asset to our profession.

Your journey will begin here at USD. The road through your education will be difficult but not impossible. You will meet challenges every day, but you will be rewarded often. Your dedication and commitment so far says a lot about your integrity. You will be amazed at how quickly the time goes during these next two years. It may seem like an eternity now, but as we take one day, week, and semester at a time, the end will be here soon.

You will make friends with whom you will keep in touch for many years. You will create many meaningful memories. You will become stronger, wiser, and more mature as a person; you will build character. One of the most rewarding aspects of being an instructor is having the privilege of watching you grow as a person. We are here to help you.

We believe you have what it takes to become a dental hygienist. We have confidence that you will succeed. Don't be afraid. If you need anything, just ask. Do your best and work hard. That's all we ask.

The information in this book gives you some background of the way certain issues are handled. Use it as a reference. This handbook is supplemental to the USD Student Handbook, USD Undergraduate Catalog, and the Department Clinic Manual.

It is our pleasure to be able to welcome you here. Enjoy your stay!

Sincerely,

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Preface

This document is intended to be informational only and not intended to be contractual in nature. The information within may change before the next printing so it is the student's responsibility to stay abreast of current information. The University and the Department have the right to make programmatic changes at any time through appropriate procedures in order to serve their best interests. While reasonable efforts will be made to publicize such changes, students are encouraged to seek current information.

The University of South Dakota is an equal education/equal employment opportunity institution, committed to providing all qualified students the opportunity to obtain a university education without regard to race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, disability or membership in any other protected classification. The University of South Dakota does not discriminate in employment, in the recruitment or admission of students, or in the operation of any program or service. Inquiries may be directed to the Director of Equal Opportunity/Title IX Coordinator, Slagle Hall 205, jean.merkle@usd.edu, 605-658-3665.

In accordance with the South Dakota Board of Regents (SDBOR) Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, or disability, or membership in any other protected classification. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of SDBOR Policy 1:18.

If you require assistance with this document, please contact the Director of Disability Services, The North Complex Commons Room 116, phone: 605-658-3745, website: www.usd.edu/disabilityservices, email: disabilityservices@usd.edu.

This manual should be used in conjunction with the USD Student Handbook at <https://www.usd.edu/-/media/Project/USD/DotEdu/About/Departments-Offices-and-Resources/Dean-of-Students/USDStudentHandbook.pdf?rev=80dce05251b6499f8f24a7283cb966b4&hash=D280ECA0B5C9F999926BA48EE4B389A8>, the Clinic Manual, and the USD Undergraduate Catalog at <https://catalog.usd.edu/>.

Manual Acknowledgement Agreement

All students are expected to read, understand, and comply with the Policies and Procedures noted within this manual. Students are expected to sign a Declaration of Understanding form at the Fall orientation session.

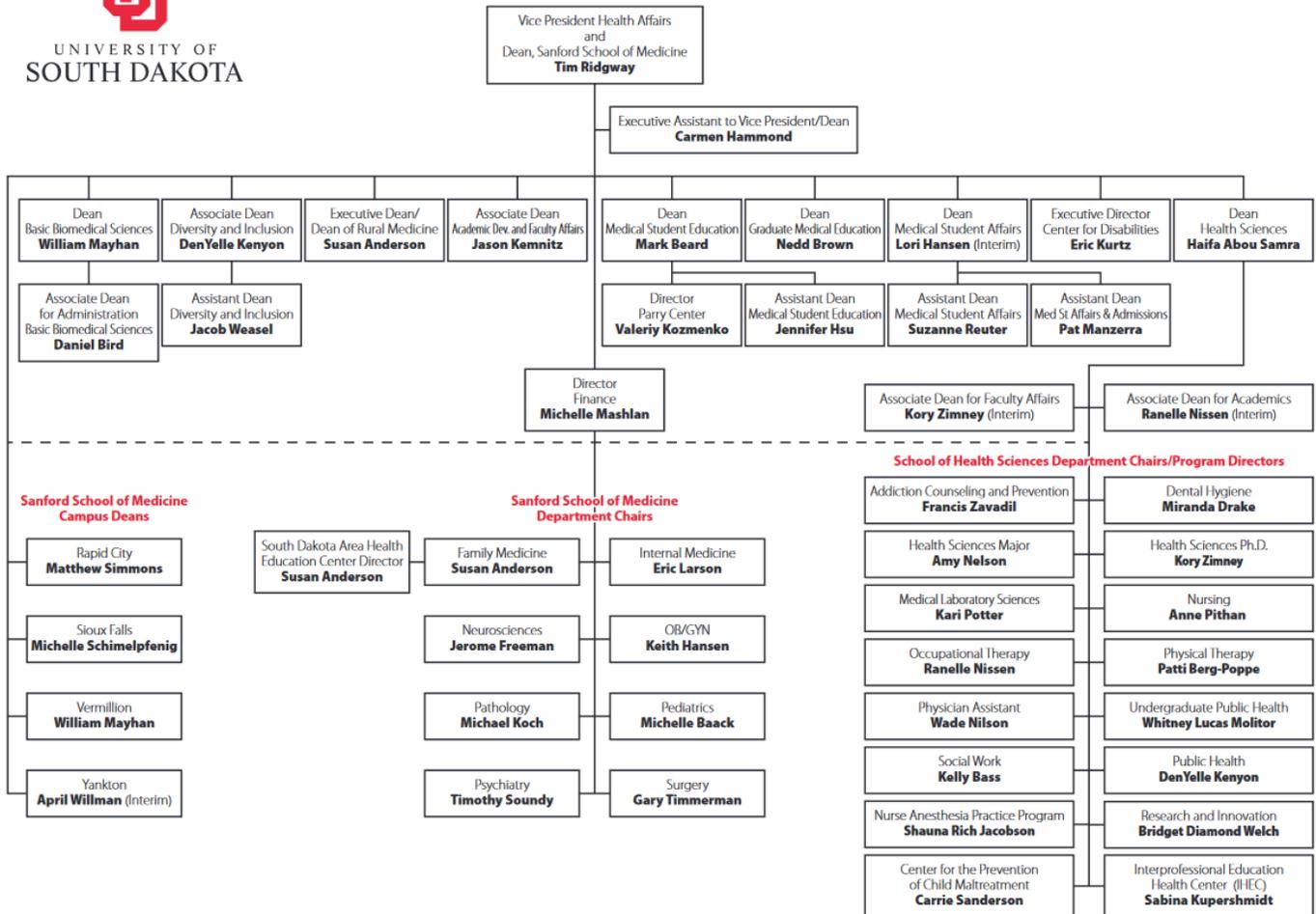
Health Affairs Organizational Chart



UNIVERSITY OF
SOUTH DAKOTA

Health Affairs Organizational Chart

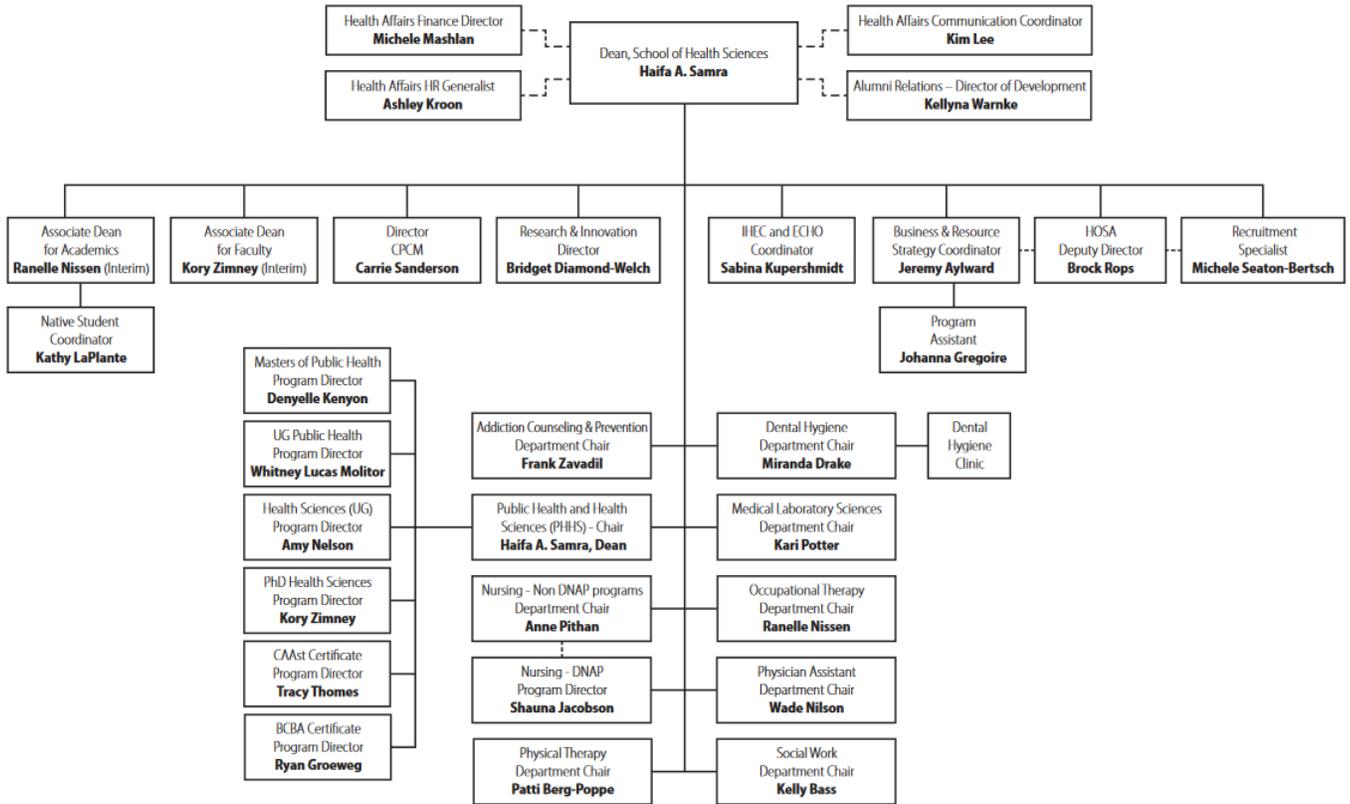
Revised June 23, 2022



University of South Dakota SHS Organizational Chart

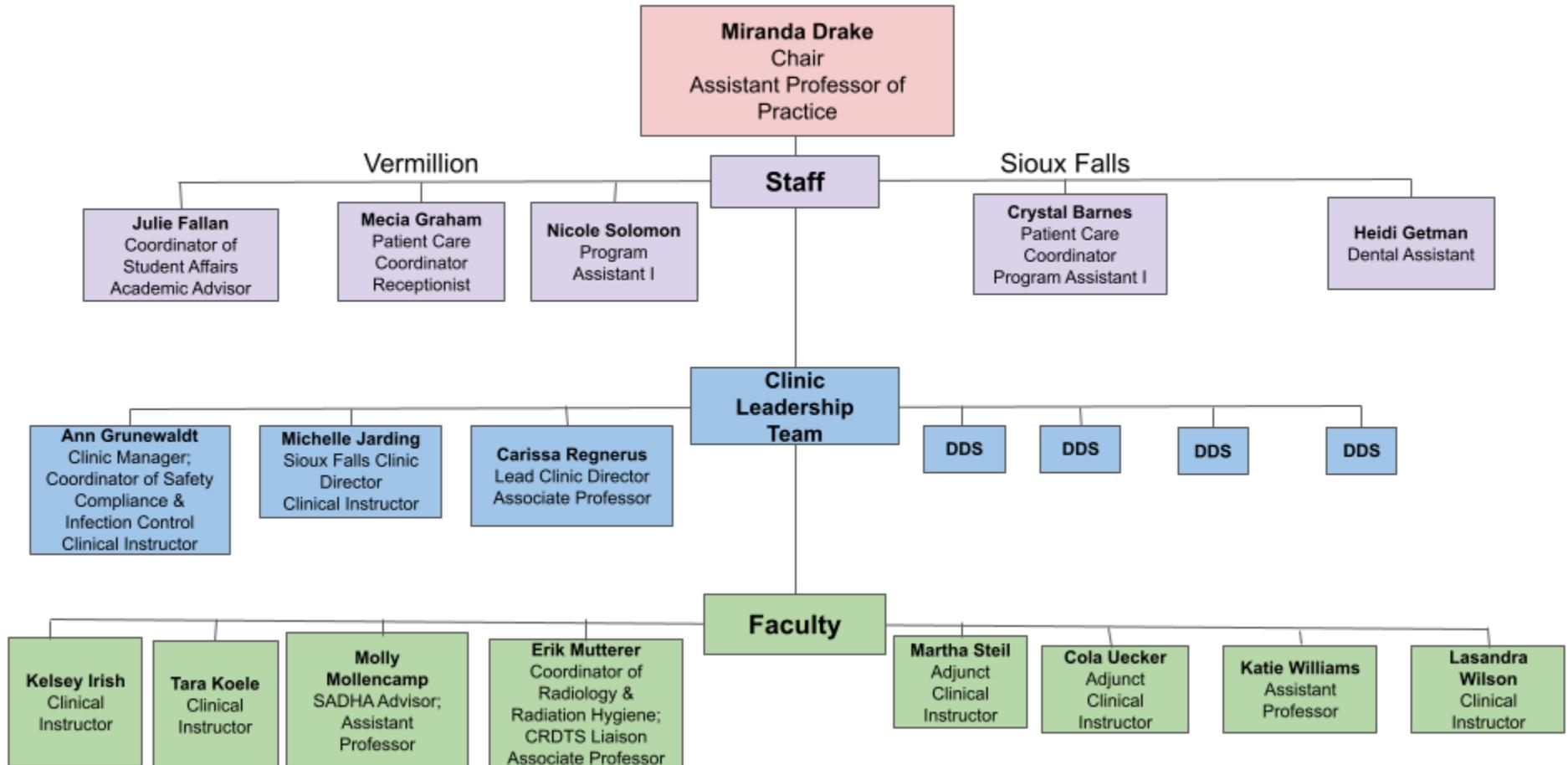


Organizational Chart



Revised June 29, 2022

Department of Dental Hygiene Organizational Chart



Vision, Mission and Strategic Plan Statements

USD Mission and Vision

Mission:

The University of South Dakota offers undergraduate, graduate and professional programs within the South Dakota System of Higher Education. As the oldest university in the state, the University of South Dakota serves as the flagship and the only public liberal arts university in the state.

Vision and Values:

The University of South Dakota is regionally acclaimed and nationally recognized as a high-quality public liberal arts university with South Dakota's only schools of law, medicine and business. We are recognized for the quality of our faculty. Their excellent teaching, effective service and innovative research are valued at USD. Our faculty are dedicated, experts in their fields and accessible to our students. USD educates leaders of communities, states and nations.

Student Experience Focused

Our students are engaged, thoughtful, and well-prepared for a global and complex world. The experience in and out of the classroom is robust, experiential, and practical. Lives are enhanced and changed by the breadth of experiences we provide.

Responsible Stewards

We strive to make a USD education affordable to every qualified student by operating efficiently and effectively with high quality standards to minimize financial barriers to a life-changing experience.

Transparent

We communicate frequently with our stakeholders, both internal and external. Our communication processes are informative, agile, and transparent. Our brand and identity are authentic, clear, and understood by all our stakeholders. People know who we are, what we do, and the connections we make to serve the citizens of South Dakota, members of tribal nations, the region, and the world.

Value Our Community

We are community partners and neighbors who value the strength of our community. We invest in our people and strive to achieve appropriate levels of compensation and recognition. We value our employees and invest in their professional development. All employees play an important role in creating the USD experience.

Welcoming

Community is one of our strengths. We are proud of our caring culture and embrace the uniqueness of our students, faculty and staff. We provide opportunities so all feel welcome here.

Resource Custodians

We have a process for modernizing and upgrading our facilities so they can be fully utilized by our students, faculty, staff, and community. We leverage our technology resources to provide a flexible and adaptable learning and research experience.

Highest Integrity

We are seen as a trusted partner by those with whom we collaborate and live up to the high expectations of South Dakota, tribal nations, and other stakeholders. We are optimistic and excited about the future we will create.

USD Health Affairs Mission

The mission of Health Affairs at the University of South Dakota is to provide high quality education, research,

and service to South Dakota, the region, and beyond through programs in medicine, health sciences, and human services.

USD School of Health Sciences Vision, Mission, and Strategic Plan

Vision:

The University of South Dakota School of Health Sciences will provide accomplished, forward-thinking leadership in health professions education that advances a culture of skillful and compassionate care for all.

Mission:

Develop exceptional practitioners, leaders, and scholars who advocate for and improve the well-being of all people, particularly those in rural and underserved communities. To meet the workforce needs of South Dakota, the region and beyond, we emphasize academic excellence, practical experience, and public service within an interprofessional, learner-centered, collaborative environment.

Values Statements:

Professionalism: We continually demonstrate behaviors congruent with standards set by our professions. Embedded in this important construct are many ethical principles, notably respect, empathy, integrity, veracity, and life-long learning.

Value Education and Stewardship: We develop a vibrant, robust, and much-needed healthcare workforce that is ready for practice through an affordable and interprofessional approach to healthcare education. We model behaviors that recognize the importance of efficiency and effective use of all resources. It is our intention to be responsible stewards, making decisions that utilize sound reasoning, good judgment, and best practices.

Service: We partner with and invest in our community. We advocate to reduce healthcare disparities and to promote well-being. We honor all humanity as we strive to develop a professional workforce devoted to service to others.

Excellence: We practice professional judgment informed by best available evidence and knowledge. We engage in continuous quality improvement, innovation and scholarship. We promote academic rigor in a learner-centered environment. We embrace leadership, coaching, and mentoring to influence and lead positive change.

Relationship Centered: Our commitment to others is manifested in relationships that showcase respect, kindness, trust, care, and compassion. We embody collaboration, civility, cultural humility, and collegiality in all our interactions. We intentionally engage in open, respectful communication as we develop and maintain meaningful relationships with all our stakeholders, including our American Indian, rural, and minority communities.

Safety and Well-being: We aim to promote an environment that supports health, wellness, and balance for all within the School of Health Sciences, as well as for those we serve. An intentional focus on safety is inherent in all aspects of our programs.

SHS Student Learning Outcomes

The School of Health Sciences is committed to promoting professional and personal success in an environment dedicated to excellence. Graduates of our programs will distinguish themselves from others by demonstrating their high ethical standards and superior competency in their respective fields.

Upon graduation, students within the School of Health Sciences will be expected to:

1. Demonstrate professional behaviors and competence necessary to advance the knowledge and practice of their respective disciplines
2. Demonstrate the ability to practice collaboratively within diverse and interprofessional teams using effective communication skills in order to promote efficient, safe, and quality care

3. Embrace social determinants of health and cultural humility as they work with underserved, diverse, and rural populations
4. Engage in lifelong learning and health-promoting behaviors
5. Demonstrate abilities and behaviors that reflect emotional intelligence and leadership potential/capability

Department of Dental Hygiene Vision, Mission, and Strategic Plan

Vision: The USD Department of Dental Hygiene will provide forward-thinking, evidence-based dental science education that graduates skillful and compassionate dental hygienists.

Mission:

The USD Department of Dental Hygiene will develop an educational program that emphasizes academic excellence, public health and service, and practical experience that graduates exceptional dental hygienists who advocate for and improve the well-being of all people, including those most vulnerable.

Values:

The USD Department of Dental Hygiene acknowledges the importance of ethical standards, behaviors, and values that are expected of dental hygiene professionals. The Department is committed to threading these values in all aspects of the program: professionalism, empathy, respect, excellence and service.

Philosophy and Strategic Plan:

The Department of Dental Hygiene at The University of South Dakota (USD) serves as the State's only dental hygiene program, preparing students for state-of-the-art health practice, having completed an outreach-based, prevention-focused, patient-centered, interprofessional educational foundation that focuses on whole body wellness. The Dental Hygiene Department competency domains of professional development, information management and critical thinking, patient care, and community service are areas of program emphasis. The University grants a Bachelor of Science degree to students upon completion of the program, making them eligible to take national, regional, and state licensure exams, and leading graduates toward meaningful leadership and employment opportunities.

As an active member of the educational community at USD and within the School of Health Sciences, the Department values interprofessional collaboration with other SHS Departments offering shared student experiences, faculty research and scholarly activities, and opportunities for service and service-learning. The Department is comprised of committed faculty and staff who are dedicated to the integrity and professional reputation of the Department. Faculty are held to the high standards of the profession, embracing the philosophy of comprehensive patient care, while valuing diversity and commitment to serving the needs of those without access or limited dental care. Faculty are knowledgeable, experienced, engaging instructors who effectively mentor students and who participate in a myriad of service activities.

Dental hygiene students recognize the value of interprofessional relationships with other health care professionals, not only for the provision of comprehensive patient care, but also for the advancement of the dental hygiene profession. Dental hygiene students appreciate the supportive, technologically-rich program environment that encourages clinical competence, communication skills, professional development, and confidence through extensive and varied experiences.

The USD Dental Hygiene Department embodies the value of inclusivity in its policies, curriculum and practices. The Department accepts and encourages diversity and is committed to preparing globally-aware student and faculty leaders. The USD Dental Hygiene Department impacts community wellness by providing oral care services and education with respect and appreciation for all individuals.

The USD Department of Dental Hygiene continues to be recognized as the State's dental educational program preparing professionals for the future of the dental hygiene profession by incorporating technological innovations and advanced knowledge and skills, while supporting new career and employment options.

Department of Dental Hygiene Strategic Planning Strategies to 2026

1. Interprofessional Collaboration/Faculty
 - a. Increase collaboration with other SHS majors in other activities and/or courses
 - b. Encourage faculty collaboration with others in the SHS and the University
2. Students/Student Experiences
 - a. Increase community involvement by assisting with Sanford/SHS Free Clinic
 - b. Investigate new clinical experiences
 - c. Increase participation in SADHA and professional dental organizations
3. Commitment to Inclusiveness
 - a. Encourage participation in cultural activities
 - b. Involvement in local/national/international mission trips
 - c. Encourage diverse faculty/student population, embrace heritage of all
4. Commitment to Community
 - a. Investigate a new Sioux Falls clinic location with larger facility, increased staff, and expanded services
 - b. Investigate marketing strategies to improve patient access and awareness by reaching out to student services for incoming freshman, international students, food pantry and social services in surrounding areas and determine if implementation of appointment cost able to be included in student fees
 - c. Increase involvement with area dentists (ie. referrals, rotations)
 - d. Investigate further opportunities for program exposure (ie. services, fees, donations)
 - e. Find avenues to reach specific populations (ie. pregnant, seniors, cancer, low-income)
5. Commitment to Advancing the Profession
 - a. Investigate a mid-level provider program by initiating a needs assessment (Corporate, FQHCs, Sanford/Avera), consult with others for design and implementation, involve students as advocates of potential change in policy and statute

USD Dental Hygiene Program Goals

Goal 1: Prepare graduates entering the dental hygiene professional arena with a solid foundation that places emphasis on professional development, information management and critical thinking, patient care, and community service.

Goal 2: Provide students with diverse learning experiences.

Goal 3: Provide students with a highly qualified faculty dedicated to the educational process and who uphold the values of teaching, research, and service.

Program Competencies

I. Competencies for USD Dental Hygiene Graduates

This document identifies the knowledge, skills, and professional behaviors all new USD Dental Hygiene graduates must possess prior to entering the professional discipline of dental hygiene. The purpose of this document is to define the intent of our curriculum and provide the Department with a means of self-evaluation.

These competencies have been developed by the USD Department of Dental Hygiene Curriculum Committee and have been approved by the entire department faculty. They are reviewed and reevaluated annually and will serve as a foundation for the dental hygiene curriculum.

The Department feels the acquisition of these competencies will provide a new dental hygiene graduate with a foundation of knowledge, skill, and professional behaviors required to begin a career in the dental hygiene profession.

A. Professional Development

Professional development is the process of creating an identity as a responsible, competent, healthcare professional. It involves acquiring the appropriate contemporary knowledge, judgment, and skill necessary to recognize and manage a variety of individuals and situations. Professional development also includes exhibiting professional, ethical, and legal behavior with patients, peers, and other professionals. To meet this competency the new dental hygiene graduate will:

1. Display professional characteristics of empathy, integrity, and responsibility among patients, peers and other health care professionals.
2. Understand the necessity for and actively participate in self-assessment and life-long learning.
3. Uphold the integrity of the profession through leadership, scholarship, service, and/or through affiliation with professional organizations.
4. Promote legal and ethical decision-making both within and outside of the dental hygiene discipline.
5. Engage in collaborative learning experiences among colleagues.
6. Demonstrate continuous responsibility for professional actions and care based on accepted scientific research, accepted standards of care, and state and federal laws.
7. Identify career options, networking resources, and strategies available to enhance personal and professional development.

B. Information Management and Critical Thinking

The dental hygienist uses knowledge and skill to synthesize information critically, solve problems, and make decisions. Possessing and applying these skills allows for maintenance and expansion of dental hygiene knowledge and care. It is imperative to assimilate information from varying disciplines and utilize that information critically. To meet this competency the new dental hygiene graduate will:

1. Critically evaluate published research articles and information.
2. As a self-directed individual, utilize sound judgment based on scientific principles in the evaluation and application of new information.
3. Effectively communicate in verbal and written form.
4. Utilize evidence-based decision making, critical thinking and problem solving strategies to evaluate technology and treatment modalities in the promotion of oral and general health.

5. Utilize current technology as a method of acquiring information to solve problems, make decisions, and enhance personal and professional growth.

C. Patient Care

The dental hygienist is a licensed preventive oral health professional that provides educational and clinical services for the support and maintenance of optimal oral health. Dental hygiene care is delivered to all persons regardless of age, gender, ethnicity, creed, or ability. It includes the assessment, diagnosis, planning, implementation, evaluation, and documentation of appropriate dental hygiene services. To meet this competency the new dental hygiene graduate will:

1. Gather, record, and assess data and risk factors regarding the patient's physical, oral, and psychological health using procedures consistent with standards of care, and recognizing those at risk for medical emergencies.
2. Use critical thinking skills and comprehensive problem solving to evaluate patient information and draw conclusions regarding the dental hygiene needs of the patient.
3. Formulate an appropriate treatment plan that is patient-centered, interprofessionally-collaborative, and based on sound scientific principles.
4. Implement safe dental hygiene treatment utilizing appropriate clinical knowledge and skills, motivational techniques, and adjunctive therapies keeping in mind the patient's goals, values, and capabilities for promotion of oral health, and administering emergency care as needed.
5. Evaluate the results of dental hygiene care making the appropriate adjustments and referrals as needed.
6. Enhance dental hygiene care incorporating new methods, materials, therapies, and technologies when oral health outcomes are not as expected.
7. Properly document all necessary information associated with dental hygiene services for patients.
8. Encourage the development of a healthy lifestyle for the total well-being of individuals and communities.

D. Community Service

Dental hygienists actively promote oral health and wellness in all aspects of both public and private sectors of the community. The dental hygienist is a member of the interdisciplinary team that functions in many health settings. The hygienist serves as a respected resource person for activities that improve the health of the community. To meet this competency the new dental hygiene graduate will:

1. Recognize and respect the diversity of population groups, serving all persons without discrimination when delivering dental hygiene care.
2. Collaborate with other health care professionals to promote the total well-being of the community.
3. Be an oral health resource and promote the values of the dental hygiene profession through service to the community.
4. Assess the oral health needs and services of the community, in a variety of settings with emphasis on underserved populations, and provide, evaluate and/or refer for dental services.

II. Clinical and Laboratory Skills

This document outlines the criteria used to determine competency for each of the clinical skills taught in the USD Department of Dental Hygiene. The Department Curriculum Committee and the entire faculty review this document annually. The following is a list of clinical skills in which the dental hygiene student must be competent prior to graduation. The level to which students must be competent is defined as being either clinical or laboratory competent. Clinical competence assures that all students have met

the required criteria and are able to perform the function safely and effectively on patients. Laboratory competence indicates that the procedure has been accomplished on student partners and/or models. There are several instances in which all students may not have the opportunity to provide the service to patients. It is important to understand that upon graduation and licensure, the dental hygienist performs only those skills to which he/she/they has achieved clinical competency and then only if allowed by state law. Practicing other skills or those in which only laboratory competence has been met may place the individual in legal jeopardy.

A. Clinical Competency

Clinical competency will be achieved when the requirements listed on the forms have been met and the stated courses have been successfully completed.

Adjunctive Antimicrobial Placement	DHYG 436, 431 or 435
Appliance Fabrication	DHYG 431 or 435
Calculus Removal	DHYG 336, 431, 435
Caries Detection using Diagnodent	DHYG 431, 435
Cleaning Removable Appliances	DHYG 431 or 435
Comprehensive Dental Hygiene Care Plans	DHYG 336, 396, 431 and/or 435
Debris Index	DHYG 330, 336, 431
Dental Charting	DHYG 330, 336, 431, 435
Emergencies Management	DHYG 318, 431, 435
Fluoride Therapy	DHYG 330, 336, 431
Hard Tissue Desensitizing	DHYG 436, 431 or 435
Health History	DHYG 318, 336, 431
Impressions/Study Models	DHYG 431 or 435
Indices	DHYG 336, 431 and/or 435
Instrumentation	DHYG 330, 336, 431, 435
Local Anesthesia Administration	DHYG 350, 431, 435
Nitrous Oxide/Oxygen Sedation	DHYG 351, 431 or 435
Nutritional Counseling	DHYG 436, 431 or 435
Oral Cancer Screening using Light Technology	DHYG 436, 431 or 435
Oral Health Education	DHYG 336, 431, 435

Oral Inspection	DHYG 330, 336, 431
Periodontal Charting	DHYG 336, 431, 435
Polishing	DHYG 330, 336, 431
Radiography: Intraoral Exposures	DHYG 333, 431, 435
Radiography: Panoramic Exposures	DHYG 333, 431, 435
Recordkeeping	DHYG 336, 431 and 435
Risk Assessments	DHYG 336, 431 and 435
Root Planing	DHYG 436, 431, 435
Pit and Fissure Sealants	DHYG 431 or 435
Silver Diamine Fluoride Application	DHYG 431 or 435
Topical Anesthesia	DHYG 436, 431 or 435
Ultrasonic Scaling	DHYG 330, 336, 431, 435
Vital Signs	DHYG 318, 336, 431

B. Laboratory Competency

Laboratory competency will be achieved when the requirements listed on the forms have been met and the stated courses have been successfully completed.

Air Polishing	DHYG 436
Amalgam and Composite Restoration Placement/Carving/Finishing/Polishing	DHYG 422
Implant Maintenance	DHYG 436
Laser-assisted Periodontal Therapy	DHYG 436
Occlusal Radiographs	DHYG 333
Occlusal Registration	DHYG 422
Periodontal Dressings	DHYG 436
Pulp Vitality Testing	DHYG 436
Suture Placement and Removal	DHYG 436
Temporary Restoration Placement	DHYG 422
TMJ Assessment	DHYG 431

Faculty Assignments

Department Chair: *Miranda Drake MSDH, BSDH, RDH, RF, CCRP*

Duties of Chairperson include ultimate responsibility for the Department as a whole, including areas such as accreditation compliance, budget, curriculum, policies, supervision of faculty and staff, oversight of prospective and current students, report to Dean and Vice President and communicate with others within and outside the institution. The Chairperson oversees all Department committees, continuing education courses, and community activities. Student academic questions/concerns should first be directed to the appropriate faculty member or course leader. If resolution of a problem is not attained, the student should meet with the Chairperson. Any faculty concern can be made directly to the Chairperson at any time. If resolution is not attained, the Dean's assistant should be contacted to make an appointment to see the Dean of the School of Health Sciences. The Chair is also responsible for assisting with licensure exams. The Chair will ensure that application for licensure exams are done according to appropriate deadlines and necessary forms required from the Department are submitted. In addition, the Chair will schedule and secure seats for the National Dental Hygiene Board examination and facilitate the group scheduling process. All applications must be completed by each individual student and the Department and Chair are not responsible for application error.

Lead Clinic Director: *Carissa Regnerus RDH BSDH MA*

Duties of the lead clinic director include leadership and management of all clinical rotations and clinical seminars. This person is the liaison between students and clinical faculty; weather-related clinic closures and other scheduling decisions will be made by the lead clinic director and appropriate faculty and then communicated to students. Significant policy changes are made through Department committee action. The lead clinic director serves as Chair of the Clinical Science Committee. Individual student concerns regarding a clinical matter should be addressed to the appropriate clinical faculty member first. If not resolved, the student should discuss the situation with the lead clinic director. The Department Chairperson will then be consulted, if necessary. Individual faculty issues regarding clinical scheduling changes should be communicated to the lead clinic director as soon as possible to facilitate minimal rescheduling. All faculty absences must also be reported to the Chairperson and documented appropriately on monthly timesheets. Other faculty concerns regarding a clinical matter or policy should be directed to the Clinical Science Committee/Faculty Committee.

Clinic Manager: *Ann Grunewaldt BS, RDH*

Duties of the clinic manager include clinic inventory, maintenance, equipment, and daily clinical operations. The clinic manager also serves as the coordinator of safety compliance and infection control officer. This OSHA officer is responsible for the overall Department compliance with current local, state, and federal policies and protocols. She is responsible for providing information to the Department about regulatory changes in a timely fashion such that potential changes to policies and procedures can be made through the Department committee system. Any student or faculty with a comment or concern about current practices should bring the topic to the clinic manager for further investigation. Topics can also be discussed in the Clinical Science/Faculty or Curriculum Committees; however, any change must be verified by the Clinic Manager. It is recognized that products used or protocols followed may differ slightly at varying clinical sites; however, basic safety and infection control procedures will be the same across the Department. It is expected that faculty will be consistent in language used with students to ensure consistent messages are being heard.

Sioux Falls Clinic Director: *Michelle Jarding BS, RDH*

Duties of the Sioux Falls Clinic Director include leadership and management of the Sioux Falls clinical rotations. This person is the liaison between the Sioux Falls faculty/staff and the lead clinic director. This person is responsible for clinic inventory, maintenance, equipment and daily clinical operations at the Sioux Falls clinic. In addition, the Sioux Falls Clinic Director maintains incident reports, resource materials and financial management. This person also serves as the OSHA and HIPAA officer at the Sioux Falls clinic.

Program Assistant I: *Nicole Solomon*

The Program Assistant I is responsible for maintaining records of students, faculty, and staff CPR certification, managing the department budget and accounts payable, fleet vehicle reservations and travel accommodations for students and faculty, coordination of new hire HR paperwork, planning of department and student events, and supervising work study students. In addition this position is responsible for coordination and purchasing of supplies and materials for the department, clinic and student orders. The lead clinic director and clinic manager will work with the program assistant to ensure necessary materials and supplies are ordered. It is understood that off-campus clinics have individual protocols for ordering supplies; however, if any Department supplies are taken from campus to support another clinic, it is imperative that the lead clinic director and clinic manager are informed. All ordering must be reported to the Program Assistant I.

Coordinator of Student Affairs: *Julie Fallan*

This Student Affairs Coordinator is responsible for maintaining records of students. In addition, the coordinator of student affairs will remain in contact with the Vermillion EMS regarding CPR class courses and remind individuals in a timely fashion about expiring certification.

Coordinator of Central Regional Dental Testing Services Examination (CRDTS): *Erik Mutterer MA, BS, RDH*

The CRDTS coordinator is the liaison to the CRDTS agency regarding hosting the clinical board exam at our Department. All questions/concerns regarding any aspect of the CRDTS exam hosted by USD will be directed to the CRDTS Coordinator.

Coordinator of Radiology and Radiation Hygiene: *Erik Mutterer MA, BS, RDH*

This Radiology and Radiation Hygiene Coordinator will monitor Department compliance with federal and state guidelines and communicate regularly with the South Dakota Department of Health. Equipment inspections are coordinated and documented by this individual. All Department standing orders for patient radiographs are verified with this Coordinator and the Supervising Dentist. When sending radiographs to a dental office via email the word "SECUREMAIL" is and should be placed in the subject line to encrypt the message. Questions or concerns about the area of radiation or radiation safety by faculty or students should be directed to this individual first.

Ordering of Supplies:

If student Clinical Assistants recognize supplies/materials are low, they are to inform the Clinic Manager for reordering.

On and Off-campus faculty, other than Sioux Falls, who need to order supplies should contact the Clinic Manager. Forms, found in the Maintenance and Supplies binder located in the Instructor's Station, will be completed. Each week the Clinic Manager will evaluate the requests and place orders accordingly. Monthly meetings will be held with the Lead Clinic Director and the Chairperson.

All orders will be opened and received by either the Lead Clinic Director or Clinic Manager. Packing slips from orders at any site must be delivered in a timely fashion to the Program Assistant I for payment.

Maintenance of Equipment:

The Lead Clinic Director, Clinic Manager, and Sioux Falls Clinic Director are responsible for all equipment maintenance and repair. Any malfunction can first be attended to by faculty for troubleshooting; however, if the problem cannot be resolved, the Clinic Manager should be contacted. It will be their decision to call for assistance. All records and dates of malfunction, maintenance and repair must be kept in the log found in each clinic. The Lead Clinic Director will contact each clinic on a regular basis, meet with the Clinic Manager on a weekly basis and with the Chairperson every two weeks.

Department Committees and Management Groups

The Department of Dental Hygiene tries to be group oriented in the decision-making process, when this is possible within the organizational framework of The University and the Regents of Higher Education. Therefore, we use committees and management groups to make decisions or provide input for decision making to the chairperson or higher levels of administration. Many of these internal bodies have student membership. Students who feel that they would grow professionally and personally by serving may volunteer for these groups.

Curriculum Committee: The chair of this committee is the program director. Composed of all didactic faculty responsible for major courses in the Dental Hygiene curriculum and a minimum of one Junior and one Senior student. This committee responds to any official curricular changes and makes all curricular requests that require further action by higher authority.

Faculty/Clinical Science Committee: The chair of this committee is the Lead Clinic Director. All clinical and didactic faculty are part of this committee. This group will assume responsibility for reviewing the entire clinical science curriculum. This committee also performs quality assurance assessments to include process of care and audits of patient records at least two times annually. The quality assurance forms are used to note problems and document solutions.

Progress and Conduct Committee: The chair of this committee is the program director. This committee is composed of all didactic faculty members from the Department and the Department Chairperson (ex officio). Student representatives and additional faculty may be invited as consultants. The committee will review student professional conduct or academic concerns brought forth to the Chairperson by faculty or other students. The Department Chairperson will affirm or deny the recommendations and inform and/or involve the Dean of Health Sciences if necessary.

Admissions (Selection) Committee: The chair of this committee is the Lead Clinic Director. Composed of Department Advisor and all didactic faculty members from the department. This committee is involved in interviewing dental hygiene applicants, reviewing applications and selection criteria of applicants, and making decisions on which applicants are offered positions in the entering dental hygiene class. The committee can request clinical faculty to help with interviewing candidates. The Department Chairperson serves in an ex-officio capacity to this committee.

Department Liaison to SDDHA: A faculty member may attend the SDDHA Board meetings as a way to maintain communication and continue the liaison. Any interested faculty member may attend; however, the SADHA advisor may be assigned this designation.

Scholarship Committee: Composed of all dental hygiene faculty members and the Department Chairperson. This committee reviews applications, selects scholarship recipients when applicable, and oversees all scholarship issues at the Department level.

Department Advisory Committee: Consists of a minimum of 4 dentists and 4 dental hygienists and other members of the community who have a vested interest in the Department. The Department Chairperson and lead clinic director serve to facilitate this committee and its meetings by scheduling meetings, taking minutes, and maintaining committee membership. Feedback from the Advisory Committee is communicated to the Department faculty and staff.

SADHA Advisor: A designated faculty member advises the USD chapter of the student ADHA organization.

Ad hoc Accreditation Site-Visit Committee: Faculty members and students assist with the preparation

required for an upcoming accreditation site visit.

Degree Information

The University of South Dakota offers a Bachelor of Science (BS) degree in Dental Hygiene. Required prerequisite courses and additional BS required courses to fulfill South Dakota Board of Regents and the University core must be taken prior to application for the professional curriculum. Prerequisite courses may be completed at any accredited post-secondary institution. Students enrolled at institutions other than USD must make certain that the courses they choose are the equivalent of those at USD and will transfer accordingly. Please contact the Advisor, plus the Registrar's office for confirmation.

The professional curriculum consists of two academic years plus courses in the summer between professional course years. Upon satisfactory completion of the prerequisite courses for the Dental Hygiene program and the BS degree, the professional curriculum, and University requirements, a baccalaureate degree is conferred. This curriculum includes the essential components to meet the requirements of education for the dental hygienist as determined by the Commission on Dental Accreditation of the American Dental Association and the State of South Dakota. The graduates of this program are fully eligible to take licensing examinations to practice dental hygiene in their states of choice.

It is vitally important that you have constant advising during your program to assure your satisfying graduation requirements on schedule or according to your expectations. It is also vitally important that the Registrar's Office completes a degree audit prior to graduation. The degree audit is "official" as compared to the running senior statement furnished by the department each semester. Deadline for application for graduation is stated in the registration schedule, and is usually early in each semester. It is the student's responsibility to handle these functions and be aware of deadlines. Please check with the Department Advisor if you have questions.

Program Prerequisites Required for a Bachelor of Science Degree

These courses must be completed prior to entry into the actual professional curriculum. Students may be enrolled in these courses at the time their application is being considered for selection. These courses may be taken at another institution as long as they are transferable to USD and approved by the Department Advisor and Registrar's office.

Basic Science Courses:

- **CHEM 106/L--Chemistry Survey:** A survey of chemistry. Introduction to the properties of matter, atomic structure, bonding, stoichiometry, kinetics, equilibrium, states of matter, solutions, and acid-base concepts. 4 credit hours
- **CHEM 107/L--Organic and Biochemistry Survey:** A survey of organic and biological chemistry and a continuation of CHEM 106. 4 credit hours
- **PHGY 220/L—Anatomy/Physiology I:** Lectures, laboratory work, and demonstrations will enable students to understand normal and abnormal function of the human body and provide a foundation for any future healthcare course. Integration of anatomical structure as it relates to physiology will also be incorporated. 4 credit hours
- **PHGY 230/L—Anatomy/Physiology II:** Continuation of material covered in PHGY 220. 4 credit hours
- **MICR 230-Basic Microbiology:** A survey course in microbiology designed for nursing and dental hygiene students. 3 credit hours
- **MICR 232- Basic Microbiology Lab:** Lab associated with Micr 230. 1 credit hour.

Liberal Arts Core Courses:

- **ENGL 101-Composition:** Practice in the skills, research, and documentation needed for effective academic writing. Analysis of a variety of academic and non-academic texts, rhetorical structures,

critical thinking, and audience will be included. 3 credit hours

- **SOC 100-Introduction to Sociology:** Comprehensive study of society, with analysis of group life, and other forces shaping human behavior. 3 credit hours
- **CMST 101-Fundamentals of Speech:** Introduces the study of speech fundamentals and critical thinking through frequent public speaking practice, including setting, purpose, audience, and subject. 3 credit hours
- **PSYC 101-General Psychology:** An introductory survey of the field of psychology with consideration of the biological bases of behavior, sensory and perceptual processes, learning and memory, human growth and development, social behavior and normal and abnormal behavior. 3 credit hours

Course from System General Education Requirement (SGR) #5-Mathematics: MATH 103-Mathematical Reasoning, MATH 104-Finite Math, MATH 114-College Algebra, MATH 115-Precalculus, MATH 120-Trigonometry, MATH 121-Survey of Calculus, MATH 123-Calculus I, MATH 125-Calculus II, MATH 216-Discrete Structures, MATH 225-Calculus III, STAT 281-Introduction to Statistics. 3 credit hours

Additional Requirements

- Advanced Composition 3 hrs
- Humanities 3 hrs
- Fine Arts 3 hrs
- Second Math 3 hrs
- Professional Interest Electives (PIE) 12 hrs

Dental Hygiene Courses:

- **DHYG 310 Pharmacology:** Major drug groups, their actions and uses are reviewed. Emphasis will be placed on drugs used in dentistry and how other drugs affect management and treatment of the dental patient. 3 credit hours
- **DHYG 313 Embryology/Histology:** The study of developing body tissues with emphasis on tissues of the oral cavity. 2 credit hours
- **DHYG 314 Oral Pathology:** The study of pathology as it relates primarily to the oral cavity. 2 credit hours
- **DHYG 318 Medical and Dental Emergencies:** The prevention, recognition, and treatment of medical/dental emergencies is addressed as well as skills in obtaining vital signs. 2 credit hours
- **DHYG 321/321L Dental Materials I:** Introduction to restorative and other materials used in dentistry. Biological and physical properties are related to operative dental and dental hygiene procedures. Lab and clinical experience are associated with this course. 1 credit hour
- **DHYG 327 Principles of Radiography:** Study of the use of x-rays in dentistry that includes equipment design and operation, radiation safety, and basic radiograph exposure techniques. 2 credit hours
- **DHYG 333/333L Radiography Practicum:** Continuation of DHYG 327 with laboratory and clinical experience in exposing intra- and extra-oral radiographs. 2 credit hours
- **DHYG 330/330L Clinical Skills Development I:** Lecture, laboratory, and clinical instruction for fundamental clinical dental hygiene skills, patient care and disease prevention. 5 credit hours
- **DHYG 331 Dental Anatomy:** Study of oral structures, tooth morphology, nomenclature and head/neck anatomy. 3 credit hours
- **DHYG 336/336L Clinical Skills Development II:** Continuation of DHYG 330 with expanded clinical experience. Lecture topics focus on patient management and education. 4 credit hours
- **DHYG 350 and 350L Oral Local Anesthesiology:** Course includes specialized study in anatomy, physiology, pharmacology, armamentarium and technique associated with the administration of oral local anesthetic agents. Prevention, recognition, and management of the anesthetic-associated medical emergencies are discussed. 1 credit hour each
- **DHYG 351/351L Nitrous Oxide/Oxygen Sedation:** Course in administration and monitoring of nitrous oxide/oxygen sedation during dental hygiene and dental procedures. Content includes such areas as

physiology, pharmacology, patient assessment and considerations, appropriate administration technique and recovery. 1 credit hour

- **DHYG 396 Dental Practice Management and Field Experience:** Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and/or directed plan of study established between the student, instructor, and field experience supervisor. Due to the presence of a field experience supervisor, a lower level of supervision is provided by the instructor in these courses than is the case in an internship or practicum course. 4-5 credit hours
- **DHYG 411 Ethics/Jurisprudence and DH Leadership:** Ethical conduct of the dental professional is discussed along with state dental practice acts and other legal/regulatory issues affecting dental hygiene practice. Content regarding dental hygiene leadership is included. 2 credit hours
- **DHYG 415 Nutrition:** Principles of adequate nutrition and diet are covered with special emphasis on dietary evaluation and counseling related to prevention and control of dental disease. 3 credit hours
- **DHYG 422/422L Dental Materials II:** Continuation of the study of restorative and other materials used in dentistry. Biological and physical properties are related to operative dental and dental hygiene procedures. 2 credit hours
- **DHYG 431/431L Dental Hygiene Practicum I:** Clinical and seminar course in advanced dental hygiene clinical practice. Seminar topics include advanced clinical procedures, current issues, and practice management. 6 credit hours
- **DHYG 433 Dental Health Education and the Community:** Background and techniques in organization and evaluation of community health programs are studied using biostatistics as an evaluative tool. Emphasis on dental preventive and control measures in the field of community dental health will be designed, implemented, and evaluated by students. 4 credit hours
- **DHYG 435/435L Practicum II:** Continuation of DHGY 431 with seminars emphasizing advanced clinical skills and current issues. 6 credit hours
- **DHYG 436/436L Periodontology I:** A study of preventive periodontics, the diagnosis, etiology, and pathology of periodontal diseases. Laboratory and clinical experience with conservative periodontal therapies, TMJ assessment, pulp vitality testing, adjunctive antimicrobial therapy, and periodontal data analysis are associated with this course. 3 credit hours
- **DHYG 437 Periodontology II:** Continuation of the study of preventive periodontics and the diagnosis, etiology, and pathology of periodontal diseases. 2 credit hours

BOR and University Requirements for the Bachelor of Science Degree

A Bachelor of Science degree in dental hygiene is granted after satisfactory completion of all prerequisite coursework, the professional dental hygiene curriculum, and fulfillment of additional requirements set by the South Dakota Board of Regents (BOR) and University of South Dakota. **The "Catalog of Undergraduate Programs" in effect at the time you first enroll at USD contains the specific requirements for the degree unless you have withdrawn and reentered.** The Office of the Registrar will provide assistance if there are any questions.

The University and BOR requirements pertaining to the degree are: (Refer to the catalog for other University-wide academic requirements.)

1. Candidates for degrees must make a formal application by submitting an Undergraduate Application for Degree and Degree Audit when 75 credit hours have been completed at the Registrar's Office.
2. A minimum of 120 semester hours of credit are required for the BS degree.
3. 30 semester hours of credit in upper division (numbered 300 or above) courses. You will have already earned these upon successful completion of the dental hygiene professional curriculum.
4. At least a 2.0 G.P.A. is required to graduate with the BS. However, please bear in mind that in order to complete the dental hygiene professional curriculum satisfactorily a 2.2 is required. Since this is part of your total BS program it is a very important consideration.
5. DHYG 391 Independent Study is a 1-3 variable credit hour course that can be tailored to a student's

needs and can be used toward the Professional Interest Electives. It may be participation in a summer clinic, development of a special community project, etc.

Final attainment of the BS Degree is dependent upon completing all other requirements as specified by the Department of Dental Hygiene, the University of South Dakota, and the SD Board of Regents.

Transfer of Credit Policy

Credit received for courses at other accredited colleges, that will be used to apply toward the BS degree, must be transferred to the University of South Dakota at the student's request of the Registrar at the college in which the credit was earned. This is not automatic, and the request must be made, preferably just as soon as the credit has been recorded on your transcript at that college. Legally, you are the only one who can make that request. Transcripts from any South Dakota Board of Regents (SDBOR) state-supported institution are not necessary as that information is on one records system.

Please complete the following for courses from schools outside the SDBOR system:

1. Request an official transcript from the Office of the Registrar of the college where credit was earned. You may do this in writing or in person. Request that this transcript be sent to USD Admissions, 414 East Clark Street, Vermillion, SD 57069; or electronically to admissions.docs@usd.edu.
2. Remember that the Department of Dental Hygiene's evaluation of transfer credits is unofficial. All transfer credits must be sent through the University's system before they will appear as official credit. The Department Chairperson cannot certify your eligibility for any of the licensure exams before all necessary transfer credits appear on your official USD record.

It is strongly recommended that department approval be requested before the student takes any course at another institution. This will avoid you being disappointed or wasting time and money if the course is not approved for use in our program.

Graduation Honors

The institution granting the degree determines the Honors Designation for its graduates. To earn an Honors Designation for a baccalaureate degree, the student must meet the following requirements at the cumulative and institutional levels:

- Summa Cum Laude is equal to or greater than 3.9 GPA
- Magna Cum Laude is equal to or greater than 3.7 and less than 3.9
- Cum Laude is equal to or greater than 3.5 and less than 3.7
- Must have completed a minimum of 60 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree.

These levels are determined by the University administration and may be changed at their discretion.

Articulation Agreements with LATC & WITCC Dental Assisting Programs

According to articulation agreements, graduates of the dental assisting programs at Lake Area Technical College (LATC) and Western Iowa Technical Community College (WITCC) are given the opportunity to receive credit for USD DH courses taken at those institutions under certain conditions. Graduates from either of these programs will get credit and a grade of "P" (Pass) for the following USD courses under the following conditions:

LATC Courses	USD Courses
DA 165 Dental Radiology I (2.5 cr)	DHYG 327 Principles of Radiography (2 cr)

DA 167 Dental Radiology II (2 cr)	DHYG 333 Radiography Practicum/L (2 cr)
DA 135 Dental Materials I (3 cr) and, DA 138 Clinical Skills (4 cr) and, DA 195 Expanded Functions (2 cr)	DHYG 422 Dental Materials II/L (2 cr)
DA 141 Pharmacology & Medical Emergencies (2 cr)	DHYG 351 Nitrous Oxide/Oxygen Sedation (1 cr)
WITCC Courses	
DEA 303 Dental Radiography (4 cr)	DHYG 327 Principles of Radiography (2 cr) DHYG 333 Radiography Practicum/L (2 cr)

The following conditions must be met before credit can be awarded:

1. The student wishing transfer credit must have completed the dental assisting program satisfactorily and received a diploma from WITCC or LATC.
2. The student wishing transfer credit must have completed the subject matter in these courses with the equivalent of a “B” grade or higher.
3. The courses must have been taken within three years of the request for transfer **OR** the student must have been in full-time employment as a dental assistant for the two years preceding the request for transfer. In addition, the student must have been using radiology skills during the period of employment.

All procedures/skills and competency levels taught in the USD Dental Hygiene program must be met by the WITCC or LATC courses. If at any time, procedures/skills and/or competency levels change at either institution, it will be the institution’s responsibility to inform the other of the changes. For any and all skills that may apply to the courses for which transfer credit is given, The Chairperson of the University of South Dakota Dental Hygiene program will be the sole determiner of whether the transferring student’s skills meet University standards. In the event that the Chairperson determines that the transferring student’s skill levels may not meet proficiency standards, it is understood that the student will enroll in the University course for credit.

Additional Dental Hygiene Requirements

All students in the USD School of Health Sciences’ programs are required to satisfactorily complete training sponsored by Sanford regarding the Health Insurance Portability and Accountability Act (HIPAA). These online modules and exams are required at the onset of each program. Training emphasizes the 1996 federal legislation about the protection and confidentiality of health information. All students must pass the post test with 100% accuracy before he/she/they is/are allowed to participate in any clinical rotation. A certificate of completion will be maintained in the dental hygiene student’s portfolio. Additional training regarding the Federal Act with regard to Protected Health Information and the Omnibus Rule is offered during orientation sessions and in appropriate class discussions. Students are made aware of Department policies regarding Codes of Conduct and Social Media Policies.

Conduct

I. Professional Standards of Conduct for Students

The University of South Dakota Department of Dental Hygiene Code of Professional Conduct supplements the USD Student Code of Conduct as published by the University and found at https://catalog.usd.edu/content.php?catoid=32&navoid=1925#student_code_of_conduct and the USD Department of Dental Hygiene Policies and Procedures.

The USD Department of Dental Hygiene is committed to the promotion of personal and professional development of its students and is dedicated to maintaining an environment that supports high standards of ethics, honesty, respect, and integrity. Behavior that supports the core values of the profession will be expected. Students accepted into the USD Dental Hygiene Program are ambassadors of profession, program, and University and must demonstrate behaviors consistent with these expectations in all aspects of their personal and professional life.

In addition to all other Department Policies and Procedures, each student enrolled in the program is expected to abide by the established guidelines that include, but are not limited to:

- display behavior that is not alarming, threatening, hostile, or disruptive to others with whom they are in contact while a student in the program;
- display behavior that is free from discrimination or other acts of intolerance based on race, gender, sexual orientation, religion, national origin, ancestry, age or physical inability;
- display good moral judgment, sensitivity and compassion for others;
- refrain from offensive speech and/or written commentary personally directed toward or threatening the dignity of another;
- act with sound maturity and be responsible and accountable for all actions and behaviors;
- display appropriate social networking postings and adhere to the University, SHS, and Department's Social Media Policies;
- maintain confidentiality of all protected information;
- inform the Department Chairperson of conduct infractions;
- refrain from unprofessional or unethical conduct that is unbecoming of a student in a health professions' program, specifically the USD Department of Dental Hygiene, or that is unbecoming or detrimental to the best interests of the public, patients, students, faculty, staff, the USD School of Health Sciences or The University of South Dakota.

Infractions of this Code of Professional Conduct may lead to program suspension, remediation, or dismissal:

- The Department Chairperson with the assistance of USD Security will immediately suspend and/or ban a student from the Department/campus if the student presents a threat to him/herself/themselves or others, or threatens disruption of the academic process.
- A contract for program continuance may be issued to the student identifying a remedial course of action with an expected timeline of progress.
- The student may be dismissed from the program.
- Infractions will be handled expeditiously and as follows:
 1. Department Chairperson notifies student of conduct infraction
 2. Meeting of Department Progress and Conduct Committee
 3. Chairperson supports, amends, or denies committee recommendation

Students have the right to appeal the Chairperson's final decision but must follow the University's due process for appeal as outlined in both Department and University policies.

Students are obligated to exhibit professional behavior and appearance in both the classroom and clinical settings. Tardiness, talking, leaving the room other than at a break, participating in an activity that is not engaging to the class, or donning inappropriate attire is not condoned. **Each instructor in the Dental Hygiene Department may deduct up to 5% from the final course grade for unprofessional conduct or appearance in the classroom.** Unprofessional behavior and appearance in the clinical setting is evaluated on the patient evaluation forms.

II. Professional Standards of Conduct for Faculty/Staff

The University of South Dakota Department of Dental Hygiene recognizes and supports professionalism and high ethical standards among its faculty and staff. We are committed to the promotion of personal and professional integrity, respect for ourselves and others, and maintaining a service-oriented learning environment. Faculty and staff are expected to abide by the established guidelines that include, but are not limited to:

Support the ADEA Statement of Professionalism in Dental Education

Competence: Engage in lifelong learning with continuous enhancement in the areas of oral healthcare and pedagogy; ensure curricular materials are current and relevant; model effective interactions with patients, colleagues, and students; accept and respond to constructive criticism about your performance; know the limits of your skills and practice within them; support collaboration.

Fairness: Use appropriate assessment and evaluation methods for students; view situations from multiple perspectives; provide balanced feedback to students, colleagues, and the institution; use evidence-based practices and promote equal access to oral healthcare; refrain from discrimination or other acts of intolerance based on race, gender, sexual orientation, religion, national origin, ancestry, age or physical inability.

Integrity: Strive for personal and professional excellence in teaching, practice, and research; represent your knowledge honestly; display good moral judgment, sensitivity and compassion for others.

Responsibility: Continuously improve as a teacher/mentor; stay current; set high standards; respect time commitments to others; be available to students when assigned; meet commitments. Acknowledge and correct errors; manage conflicts appropriately; ensure that all patient care provided is in the best interest of the patient and that it is appropriate and complete; protect students, patients, and society from harm; accept responsibility for all actions and behaviors.

Respect: Model valuing others and their rights; protect patients and students from harm; support patient autonomy. Accept and embrace diversity and difference; model effective cross-cultural communication skills; acknowledge and support the work of colleagues; accept, understand and address the developmental needs of students; maintain confidentiality of student records and feedback; discuss student issues in a manner that is appropriate and warranted.

Service-mindedness: Model a sincere concern for students, patients, peers, and humanity in your interactions with all; promote volunteerism for the benefit of others; contribute to and support the knowledge base of the profession to improve the oral and systemic health of the public.

Follow Departmental guidelines and Social Media Policies regarding appropriate boundaries between students and faculty/staff so as to avoid face-to-face social interactions as well as social networking venues.

Respect the work environment and job responsibilities by minimizing personal interruptions via phone, internet, email, or visits during work hours.

Support the Department's policies and procedures.

Refrain from unprofessional or unethical conduct that is unbecoming of a faculty/staff member in a health professions' program, specifically the USD Department of Dental Hygiene, or that is unbecoming or detrimental to the best interests of the public, patients, students, faculty, staff, and the USD School of Health Sciences or The University of South Dakota.

III. USD Dental Hygiene Social Media Policy

Statement of Policy

The principal aim of this policy is to identify your responsibilities to the University of South Dakota Dental Hygiene Program in relation to social media and to help you represent yourself and the Dental Hygiene Program in a responsible and professional manner. The following guidelines will outline appropriate standards of conduct related to all electronic information that is created or posted externally on social media sites by employees, faculty, volunteers, and students affiliated with USD Dental Hygiene. Examples include, but are not limited to: text messaging, media messaging service (MMS), Facebook®, Twitter®, Linked-In®, YouTube®, blogs, wikis, University of South Dakota hosted sites, self-hosted sites, and any other future media outlets. The USD Dental Hygiene Program supports the right of all persons to interact knowledgeably and socially, while holding them responsible for the institution, school, and Department's reputation.

Best Practices

Everyone who participates in social media activities should understand and follow these simple but important Best Practices:

Take Responsibility and Use Good Judgment: You are responsible for the material you post on personal blogs and other social media. Be courteous, respectful, and thoughtful about how other personnel may perceive or be affected by postings. Cyber-bullying that includes incomplete, inaccurate, inappropriate, threatening, or harassing posts about others may be harmful. Cyber-bullying and other negative posts may damage personal and professional relationships, undermine USD Dental Hygiene's reputation, discourage teamwork, and negatively impact the program's commitment to patient care, education, research, and community service.

Think Before You Post: Anything you post is highly likely to be permanently connected to you and your reputation through internet and email archives. Future employers can often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.

Protect Patient Privacy: Disclosing (posting) information about patients, including photographs or potentially identifiable information is strictly prohibited and is in direct violation of the Health Insurance Portability and Accountability Act (HIPAA). This rule applies to past and present patients, as well as to posts in the secure sections of your social media pages that are accessible by approved friends only (ex. Facebook).

Protect Your Own Privacy: Review social media sites privacy policies and security features where your posts may be visible. This ensures that information (including photographs and posts) that is meant to be private is not visible to the public.

Respect Work Commitments: Ensure that your blogging, social networking, and other external media activities do not interfere with your educational or work commitments.

Identify Yourself: If you communicate in social media about the USD Dental Hygiene Program,

disclose your connection with USD and your role in the program. Use good judgment and strive for accuracy in your communication. False and unsubstantiated claims, as well as inaccurate or inflammatory postings may create liability for you.

Use a Disclaimer: When your connection to USD is either stated or made apparent, make it clear that you are speaking for yourself and not on behalf of USD Dental Hygiene. A disclaimer, such as “*The views expressed on this [blog; website] are my own and do not reflect the views of The University of South Dakota or The University of South Dakota Dental Hygiene Program,*” may be appropriate.

Respect Copyright and Fair Use Laws: For the University of South Dakota’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including the University of South Dakota’s own copyrights and logo brands.

Protect Proprietary Information: Do not share confidential or proprietary information that may compromise the USD Dental Hygiene Programs practices or security. Similarly, do not share information in violation of any laws or regulations.

Seek Expert Guidance: Consult with the Dental Hygiene Program Chair if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information is accurate or has been publicly disclosed before. Social media may generate interest from the press. If you are contacted by a member of the media about a University of South Dakota-related blog post or Program information of any kind, contact the Dental Hygiene Program Chair before disclosing any information or statement to the media.

Failure to abide by the aforementioned best practices will be considered a breach of appropriate professional behavior and a direct violation of the USD Dental Hygiene Code of Professional Conduct. Disciplinary action may be taken up to and including removal from the program.

IV. Criminal Background Check (CBC) and Pending Charges

USD Health Affairs requires background checks of all students selected into health science programs. A student selected to the program is granted conditional acceptance until the CBC is cleared. Information reported on the CBC must match what the student declared on the program application. Failure to report charges on the application may result in the revocation of selection. Applicants must include a personal statement along with court documentation regarding any/all charges with their application. When more than two misdemeanors or a felony is reported, the application must be reviewed by the School of Health Sciences Criminal Background Check Committee. The Committee submits a recommendation to the SHS Dean to accept or deny admission. The Dean makes the final decision regarding admission and informs the Department Chairperson.

Students within the School of Health Sciences’ programs are also required to have an update to their original CBC done prior to clinical activity and/or the next academic year. This update is an additional expense to students and must be completed prior to Fall classes of the senior year.

In order to participate in clinical activities associated with the Indian Health Service, an additional background check is required during the program. Paperwork and fingerprints are required in this instance; these are completed prior to the summer internship. An additional background check is also completed by the SD Department of Corrections prior to any student entering a penitentiary for clinical rotation. All students must be cleared to participate in these rotations, which are mandatory for completion of the program.

Once selected as a USD Dental Hygiene student, he/she/they has a continual obligation to report any felony or misdemeanor (including drug and/or alcohol) charges pending against him/her/them, which occur after the student has been granted final acceptance into the program and throughout the time in the program. A written explanation of the pending charges should be submitted to the Chairperson within 72 hours. A decision regarding the student's continued participation in clinical experiences while the charges are pending will be made by the Chairperson and Dean. Classroom attendance will not be affected. Failure to comply with any aspect of this policy will result in immediate dismissal from the program.

V. Health Insurance Portability and Accountability Act (HIPAA)

This Act required the Department of Health and Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data and protected health information (PHI). The intent of this act is to improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in health care. All dental hygiene students will successfully complete a course to ensure competency of this information prior to any clinical activity. Specific Department policies are in place regarding PHI. Infractions will be reported to the Progress and Conduct Committee and could lead to student dismissal from the program.

VI. Health Affairs Substance Use Disorder Policy

Introduction

The University of South Dakota (USD) School of Health Sciences and Sanford School of Medicine, hereinafter referred to as the "Health Affairs Programs", recognize their responsibility to provide a healthy environment where students may learn to prepare themselves to become members of the healthcare profession. However, students seeking to work within a healthcare profession are held to a higher standard of conduct as a result of their decision to become a healthcare professional.

Health Affairs Programs are committed to protecting the safety, health and welfare of their faculty, staff, students and those with whom they have contact during scheduled learning experiences in the classroom, on campus and outside University property. In furtherance of this commitment, the Health Affairs Programs strictly prohibit the illegal use, possession, sale, conveyance, distribution and manufacture of the following which are not being used by the student pursuant to a valid prescription:

- Illegal drugs as defined by state and/or federal law
- Intoxicants
- Controlled substances as defined under state and/or federal law

In addition, Health Affairs Programs strictly prohibit inappropriate substance use or addiction to the following:

- Non-prescription drugs
- Prescription drugs
- Alcohol

In furtherance of its objective to assist the students in attaining their career goals and protecting the public, who will ultimately be served by the students, the Health Affairs Programs seek to utilize the services of the South Dakota Health Professionals Assistance Program (HPAP). HPAP is a multi-disciplinary diversion program for chemically impaired health professionals. HPAP provides a non-disciplinary option to confidentially and professionally monitor treatment and continuing care of health professionals who may be unable to practice with reasonable skill and safety if their illness is not appropriately managed. The intent of this policy is to assist the student in the return to a condition which will allow them to competently and safely achieve their goal of becoming a healthcare professional with an emphasis being

placed on deterrence, education and reintegration. All aspects of this policy are to be applied in good faith with compassion, dignity and to the extent permitted by law, confidentiality.

This Health Affairs Programs Substance Use Disorder Policy is in addition to policies of the University of South Dakota, the South Dakota Board of Regents and the program of which the student is a participant. The students enrolled in any of the Health Affairs Programs and to whom this policy applies are obligated to adhere to this policy.

Referral to HPAP

Upon the occurrence of an event deemed by the Departmental Chair or appropriate Dean to warrant a referral to HPAP, the student may be referred to HPAP for testing, treatment recommendations and/or monitoring. Events which may lead to a referral must be supported by credible evidence and may consist of the following:

- Report of a possible violation by another student, faculty member or other person with whom the student interacts during scheduled learning experiences both inside and outside of the classroom, on or off University of South Dakota property;
- Observable phenomena, such as direct observation of an inappropriate use of alcohol, drug use and/or physical symptoms during scheduled learning experiences both inside and outside of the classroom, on or off University of South Dakota property;
- Manifestations of being under the influence of a substance of abuse, such as erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of performance during scheduled learning experiences both inside and outside of the classroom, on or off University of South Dakota property;
- Credible information that a student has caused or contributed to an accident as a result of inappropriate substance use;
- Credible information that a student has been charged with an offense associated with the inappropriate use of alcohol or illegal substances;
- Conviction by a court for an offense related to the inappropriate use of alcohol or illegal substances. This shall include any charged offense for which the student received a suspended imposition of sentence, deferred prosecution or other treatment by the Court which resulted in the student's criminal record in the matter being expunged.

Testing by HPAP

Upon referral, HPAP may determine that testing of the student is necessary. If HPAP determines that testing results are positive due to substance levels meeting or exceeding HPAP established threshold values for both screening and confirmation studies, that information will be reviewed by a Medical Review Officer (MRO). Refusal by the student to comply with the referral to HPAP may result in disciplinary action as set forth herein.

Treatment and Referral

Upon non-compliance with HPAP, the following actions may be taken by the Health Affairs Programs Chair or appropriate Dean:

- Warning issued to the student;
- Development of a learning agreement between the student and the Health Affairs Programs for behavioral change establishing conditions, if any, for retention of the student in the Health Affairs Programs;
- Referral of the student for further medical evaluation and/or treatment;
- Disciplinary action as set forth in this policy; and/or

- Any other action deemed appropriate by the Health Affairs Programs Chair or appropriate Dean provided the same is not in conflict with other policies of the University of South Dakota or the South Dakota Board of Regents.

Discipline and Due Process

Students may be subject to discipline for conduct which is in violation of this policy or in violation of other rules and policies of the University of South Dakota, the South Dakota Board of Regents or the Health Affairs Programs in which they are enrolled. Students considered for disciplinary action shall be notified of the proposed discipline in accordance with the policies of the University of South Dakota, the South Dakota Board of Regents or the Health Affairs Programs in which the student is enrolled, whichever is applicable. In the event that the conduct which serves as the basis for proposed discipline involves a student who poses a risk to the safety, health or well-being of the student or a member of the public for whom the student is performing services as part of his/her/their educational program, the program Chair or Dean may suspend the student's access to others pending any final decision on proposed disciplinary action. Any such suspension of access shall be deemed a suspension from the Health Affairs Programs until the disciplinary process is complete.

Admission and Readmission

Any student who seeks admission to any USD Health Affairs Program and has a substance abuse disorder or has been removed from the Health Affairs Programs, for cause, and such cause is either directly or indirectly related to conduct which is associated with a substance abuse disorder, shall be required to meet the following criteria to be considered for admission or readmission to the same or another Health Affairs Program:

- A. The student must demonstrate compliance with any treatment program and/or aftercare recommended by a credentialed substance abuse professional. Evidence of participation and compliance must be submitted as a part of the application for readmission.
- B. Demonstration of a minimum of two (2) years of abstinence from alcohol, illegal drugs or non-prescribed drugs prior to application. Evidence may be in the form of letters of reference from prior employers or those in a supervisory position. A minimum of four (4) letters is required. If four letters of reference cannot be obtained, reasonable alternatives can be arranged by the program Chair or Dean. However, if reasonable alternatives cannot be agreed upon then the final determination will be that the student does not have proper documentation to apply. All documentation of abstinence shall be subject to approval by the Chair, Department Head or Dean of the program for which the student seeks admission.
- C. As a condition of admission or readmission to any of the Health Affairs Programs, the student must sign an agreement to participation monitoring by random screening for use of alcohol, illegal drugs or non-prescribed drugs. The student shall be responsible for all costs associated with such testing. The student will further be required to agree that the results of any testing may be used as a basis for disciplinary action, including removal from the Health Affairs Programs.
- D. As a condition of readmission to any USD Health Affairs Program, the student must agree to abstain at all times from use on any alcohol, illegal drugs or non-prescribed drugs. If the student requires medical attention and/or prescription medications, the student agrees that he/she/they shall inform his/her/their medical provider(s) of his/her/their substance abuse history. The student shall further cause his/her/their medical provider to submit to the USD Health Affairs Program MRO, in writing, a report identifying the medication, dosage and date of prescription if the prescribed drug is one which has potential for addiction.

Confidentiality

All information which is obtained as a result of the referral, testing and/or treatment completed by HPAP or a HPAP recommended facility shall remain confidential. The student will be asked to sign a release of

information following the standards set forth in 42 CFR §2.31. Any information received as a result of the disclosures about a student may be used only for such purposes as allowable under 42 CFR §2.33.

Health Policies

The USD Health Affairs Entering and Visiting Immunization and Tuberculosis (TB) Policy

For the protection of the health of our students and because of the risks of exposure to infectious diseases to which students are subjected in the course of clinical work, certain tests and immunizations are required. Entering students are required to provide documentation of all required immunizations to USD Student Health upon acceptance to a Health Affairs program. Immunization records are maintained by USD Student Health. As these immunizations are part of the School(s) on-going affiliation agreements with our clinical sites, students will not be allowed to register for any classes or participate in any program activities until documentation is provided, and all requirements are met. For some programs in the School of Health Sciences that admit students on rolling and part-time bases, admission in the program of study may be allowed with approval of the dean but enrollment in clinical classes is restricted until all immunization requirements are met. It is the responsibility of the program administrators of those programs to ensure student compliance with the terms of the affiliation agreement. Students are responsible for maintaining copies of their immunization records and titer reports, etc. and keeping these records updated. Visiting students also must meet these requirements in full.

Immunization and TB Compliance Policy

It is the policy that all students enrolled in medical school or any of the programs under the School of Health Sciences must comply with the immunization requirements of the school as defined in the USD Health Affairs Immunization Policy. **It is a part of the student's professional responsibility to meet these requirements in a timely manner and provide appropriate documentation.** (See the specific immunization and TB information and timelines in the Health Affairs Immunization Requirements Policy and Health Affairs Infection Control Manual.)

USD Student Health is responsible for maintaining student immunization records and counseling students on any missing requirements. Students are reminded that their professional conduct includes timely responses to contacts from Student Health and the manner with which they respond to USD Student Health requests.

Failure to comply with meeting the immunization requirements may preclude registration for classes and/or course attendance, receiving financial aid, and placement into a clinical setting.

After three attempts to contact a student to bring their immunization records in compliance, Student Health will provide these names to the Dean/Chair of the program and a report of a professional conduct violation will be placed in the student file.

In addition, this may result in the referral of a non-compliant student for review by a committee such as a Student Progress and Conduct Committee.

Health Affairs Requirements Prior to Enrollment (regardless of online or on campus status):

1. Students are required to follow the Immunization Compliance Policy of their specific program and also that contained in the USD Health Affairs Infection Control Manual in full
 - a. As noted above this is regardless of an online presence or on campus presence for the program requirements.
2. Students must complete the USD SHS immunization form with the appropriate signatures; this supersedes the admission requirements of USD and is specific to the USD School of Health Sciences, with the exception of the Master of Social (MSW) Work program who must meet all the immunization requirements prior to enrolling in their field work course. A restriction will be placed on MSW students from registering for the following courses until all immunizations requirements are met. Most MSW students are part-time and may not be in a clinical setting before 2-3 years after matriculation, where they are governed by the terms of the affiliation agreements. Include copies of titer reports and other

medical records when applicable. Students need to be fully aware that meeting the requirements of some vaccinations may require weeks to months, and partially meeting a requirement is not the same as meeting it in full.

a . **Measles (Rubeola), Mumps, Rubella.**

- i. One of the following is required: All students are required to have medically signed proof of TWO properly administered immunizations. **OR** Titers for measles (rubeola), mumps, and rubella that indicate immunity (copy of titer report must accompany immunization form).

b . **Hepatitis B immunization.** All students are required to have documentation of HBV vaccination. This can be completed through a 3-dose vaccine (0, 1 and 6 months) or through the 2-dose series of Heplisav-B (0 and 1 month). If a 3-dose vaccine product is used, the first two doses are required prior to the start of classes. A positive hepatitis B surface antibody (HBsAB) without proof of vaccine dates is acceptable if the student is unable to obtain immunization dates.

AND Hepatitis B titer: Test for anti-HBs or HbsAB (HBV surface antibodies). A titer is required 1-2 months after completion of the vaccination series.

- i. Students admitted with *documented* prior vaccination history must also provide immune status documentation. If that is not available, current immune status will be determined by the titer.
- ii. A copy of the titer report must accompany immunization form or be provided as soon as it is available.
- iii. Those who do not seroconvert when the titer is done 1-2 months following the series should be revaccinated with a full series with the titer repeated 1-2 months after the last immunization. Those who do not seroconvert when the titer has been delayed greater than 12 months since the initial series may choose to obtain one additional booster dose of the vaccine with the titer repeated 1-2 months after the last immunization. If the second titer remains below 10mIU/mL, the person will complete the series followed by another titer.
- iv. If, after a second series, titers remain below 10mIU/mL, the person is considered at risk for acquiring HBV. Students should be counseled about the occupational risk and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure to HBsAg-positive blood. No further vaccine series are recommended. However, it is recommended the student consult with their health care provider about being tested for HBsAg to make sure that chronic HBV infection is not the reason for vaccine non-response (assuming the 2nd negative HBsAb titer was performed 1-2 months following the last hepatitis B vaccine of the second series).

c . **Varicella/Chicken Pox immunity**

- i. One of the following is required: Varicella titer if the student has had the chickenpox that indicates immunity (copy of titer report must accompany immunization form); **OR** Two doses of varicella immunization is indicated if there no history of the disease or if the varicella titer is negative. Recommended interval is 4-8 weeks between doses.

d . **Tdap (tetanus, diphtheria, adult pertussis)**

- i. One lifetime dose of Tdap (tetanus, diphtheria, adult pertussis) is required. Tdap vaccine can be administered to healthcare workers without concern for the length of time since the most recent Td vaccine. If it has been longer than 10 years since the Tdap, a Td or Tdap booster is required.

e . **TB Skin Tests or Interferon Gamma Release Assay (IGRA):** Each student will be required to do a risk review with USD Student Health. This includes an individual baseline risk assessment and symptom evaluation. Testing of students without prior TB or latent TB infection (LTBI) will be done by either of the following methods completed within a 12-month period prior to matriculation:

- i. **Two-Step TB Skin Test:** For this method, documentation of two TB skin tests is required. If the first is negative, a second TB skin test will be obtained in 1-3 weeks. The second negative will confirm lack of infection (two documented TB skin tests completed within a 12-month period prior to matriculation to their respective program, can meet this requirement.)
 - 1. *History of BCG vaccine is NOT a contraindication for tuberculin testing. TB skin test reactivity caused by BCG vaccine generally wanes with time. If more than 5 years have elapsed since administration of BCG vaccine, a positive reaction is most likely a result of M. tuberculosis infection.*
- ii. **OR Interferon Gamma Release Assay (IGRA) completed within a 12-month period prior to matriculation to their respective program.**
 - 1. *Note this is available through USD Student Health at a substantial discount.*
- iii. **Students with a positive TB skin test or positive IGRA:** Are required to provide documentation from their health care provider including the following:
 - 1. Result of the positive TB skin test (date placed, read, measurement in mm) or IGRA report, signed by a healthcare provider.
 - 2. Chest x-ray report, ruling out pulmonary TB disease.
 - 3. Determination by the health care provider if this is a latent TB infection or active TB disease.
 - 4. Treatment including medication and dose, when started, when completed, etc.
- iv. **Students with an indeterminate IGRA:**
 - 1. Students who have an indeterminate IGRA result will have to wait 4 weeks to have their interferon gamma release assay redrawn.
 - 2. Students will be financially responsible for the cost of repeating the IGRA as well as any additional testing (chest x-ray, TB skin testing) if the interferon assay results as indeterminate.
- v. **Students who have active TB disease:** Will be restricted from school and patient contact until they have provided USD Student Health Services with documentation that Student Health Services confirms will satisfy the infection prevention policies of USD and the health care facilities where the student trains.

Health Affairs Requirements During Enrollment (regardless of online or on campus status):

- 1. **Annual TB Screening:** Students are not routinely required to have annual TB testing. In special circumstances such as a known TB exposure or untreated latent TB, the student's program in coordination with the training facility's infection prevention and employee health services and/or Student Health will determine if testing is necessary.
 - a. Students will be required to comply with clinical site-specific policies regarding the frequency of TB testing in order to complete certain clinical rotations.

All USD Health Affairs students will complete the USD Health Affairs Annual TB Symptom Checklist & Attestation of TB Education form (See USD Health Affairs Infection Control Manual for form) and submit it to USD Student Health Services each year of enrollment. **Students must check with their program for the deadline for annual TB screening.** Failure to comply with annual TB requirements may preclude registration for classes, receipt of financial aid, and placement into a clinical setting.
- 2. **Annual TB Education:** During enrollment, all USD Health Affairs students are required to complete annual TB education which includes information from the CDC on TB risk factors, signs and symptoms of TB disease, and infection control policies and procedures. Students will sign an attestation annually that they have reviewed and understand the information.
- 3. **Annual Influenza Vaccination:** The influenza vaccine is required by October 15th, annually. (This allows programs to complete this annual requirement and report compliance to affiliated health

organizations). Failure to comply with annual influenza requirements may preclude registration for classes, receipt of financial aid, and placement into a clinical setting.

Recommended Immunizations:

1. **Covid-19 Vaccine:** Highly recommended for all students.
2. **Meningococcal (meningitis) vaccine:** Recommended for students living in college dormitories who have not been immunized previously or for college students under 25 years of age who wish to reduce their risk. Students should consult with their physician about the appropriate vaccine for their specific risk.
3. **Childhood DTP/DTaP/DPT and polio vaccines.**

Annual Requirements

During their enrollment, all Health Affairs students are required to have an *annual* TB screening and/or testing (determined by Student Health Services) and influenza vaccination. TB screening and influenza vaccination are offered on an annual basis to students who are eligible on each campus at designated times. Students who fail to have the TB screening and/or influenza vaccine during the designated times are responsible for obtaining these elsewhere and will also assume the cost.

USD Student Health is responsible for maintaining and updating the student immunization and TB records. Students may contact USD Student Health for proof of immunizations and TB screening. See Required Immunization Health History Form.

HA Students Infected With Bloodborne Pathogens (HIV, HBV, HCV) Policy

In compliance with the standards set forth in Section 504 of the 1973 Vocational Rehabilitation Act. USD Health Affairs:

1. Does not deny admission to HIV, Hepatitis B (HBV), or Hepatitis C (HCV) infected prospective students unless their health status prevents the completion of essential degree requirements and no reasonable accommodations can be made.
2. Does not inquire about the HIV, HBV, or HCV status of applicants during the admissions process.
3. Strongly encourages applicants who believe they may have been exposed to blood and/or other potentially infectious materials to seek medical advice and HIV, HBV, or HCV status testing prior to admission. Such information may be relevant to the career decisions of applicants and essential to providing appropriate care to the student.
4. May not dismiss a student based solely upon their HIV, HBV, or HCV status.

Procedures: SSOM students who require educational accommodations due to their infection/immunocompromised status, please refer to “Accommodations for Students Infected or Disabled During Medical School” in Student Affairs Handbook. All other students please refer to your program’s policy.

Accommodations for Students Infected or Disabled during SHS Professional Program: In the event a student becomes infected with a potentially communicable agent, becomes immunocompromised or is otherwise disabled while in a SHS professional program, the school will provide reasonable accommodations.

Accommodations to the student’s educational program will be determined by an ad hoc Department committee of faculty, the Department Chairperson, USD Disabilities Services, and others as necessary. Consultation with the Dean of the SHS will also be obtained. When provided reasonable accommodations, the student must be able to meet the technical standards for the program.

Protocol and Policy for Reporting of Occupational Exposure Incident to Infectious and Environmental Hazards

This section provides details related to student safety guidelines for prevention, prophylaxis and the

interventions available to USD Health Affairs students who have a potential for exposure to blood, other body fluids, or other potentially infectious organisms, or environmental hazards during the normal course of their student educational activities.

Policy:

Students will be given instruction in precautionary and infection control measures for blood borne pathogens and other communicable diseases prior to students' first contact with patients and first contact with human tissue, blood products, and body fluids. Specific training will be given on hand hygiene, use of personal protective equipment, handling of sharps, and specific isolation precautions to ensure students are aware of how to prevent acquisition and transmission of infectious diseases. In addition, students will be instructed on what constitutes an exposure and the protocol to follow in the event of an exposure. Students may also be given a pocket card, badge card, and/or directions on where to access the occupational exposure protocol in the event of an exposure. Follow-up training will be provided on an annual basis.

The facility providing the student's post-exposure management will be responsible for contacting the student with the results of the testing and the post-exposure evaluation. The student is responsible for completing and returning the USD Health Affairs Occupational Exposure to Infectious and Environmental Hazards form (See USD Health Affairs Infection Control Manual for form) to the designated person for his/her program within 15 days of exposure.

Responsibility for payment of immediate wound care, post-exposure testing or initial post-exposure prophylaxis (if recommended by the medical professional providing the consultation and based on current CDC guidelines) differs by program; check with your program for details. USD SSOM pays for *initial* post-exposure testing and follow-up testing for medical students involved in required clinical activities. Students assume the costs for any exposures that occur during volunteer/non-required activities.

Definition: An occupational exposure incident shall be defined as eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, other body fluids, or other potentially infectious diseases, or environmental hazards during the normal course of their student required educational activities.

Exposure Incidents Requiring Follow-up: Exposure incidents requiring follow-up include but are not limited to: a percutaneous injury with contaminated sharp/instrument, or exposures to eye, mouth, other mucous membrane, or non-intact skin with blood, body fluids or tissue, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, or amniotic fluid; respiratory resuscitation without a resuscitation device; bites resulting in blood exposure to either person involved.

Protocol:

- **Decontamination:** Follow good first aid techniques including thorough flushing of mucous membranes and eyes, wound care if appropriate and thorough handwashing. There is no benefit from expressing blood at the site of the injury or application of caustic agents such as bleach.
- **Notification and Immediate Medical Treatment:** It is the student's responsibility to report all suspected exposure incidents and seek medical treatment:
 - 1 . Immediately report to Faculty Member/Supervisor.
 - 2 . Immediately report to Employee Health/Infection Control Personnel in the clinical site where the exposure occurred. If the clinical site does not provide post-exposure evaluation for students, you need to seek treatment at the nearest ER.
- **Documentation:** The student is required to report the following essential information to Employee Health/Infection Control Personnel and complete the University of South Dakota Health Affairs Occupational Exposure Report Form.
 - 1 . Procedure being performed, including where and how the exposure occurred.

2. Type of exposure: puncture, scratch, bite, mucous membrane of the eye, nose, or mouth, or other.
 3. Extent of exposure: type and amount of blood/body fluid/material, severity of exposure including depth and whether fluid was injected, etc.
 4. PPE (personal protective equipment) worn at the time of exposure: gloves, gown, mask, protective eyewear, face shield, etc.
 5. If related to a sharp device, description of the sharp including the brand name.
 6. Decontamination: handwashing, flushing mucous membrane of eye, nose, mouth, etc.
 7. First aid administered
 8. Source patient: known or unknown.
- **Complete the University of South Dakota Health Affairs Occupational Exposure to Infectious and Environmental Hazards Report Form:** This form can be found in the USD Health Affairs Infection Control Manual. Each Department/Program will make this form available to its students (i.e., University Portal, handbook, D2L). Do not delay seeking post-exposure evaluation and treatment for the purpose of retrieving the report form. The student is responsible for completing and returning the USD Health Affairs Occupational Exposure to Infectious and Environmental Hazards form to the designated person for his/her program within 15 days of exposure.
 - **Questions/Concerns:** Contact your supervising faculty and program/course director as indicated. Medical students at the **Sanford Medical Center or a Sanford owned site**, should call the 24/7 Exposure Hotline; **605-333-6333 and you will be guided on how to proceed.** For exposures that occur at a **non-Sanford site**, if there are questions or concerns regarding the protocol, the student and the healthcare provider treating the exposure may call the **PEpline (The National Clinician's Post-Exposure Prophylaxis Hotline); 888-448-4911.** <http://nccc.ucsf.edu/clinician-consultation/pep-post-exposure-prophylaxis/>
 - **Billing for Testing:** Responsibility for payment of immediate wound care, post-exposure testing or initial post-exposure prophylaxis (if recommended by the medical professional providing the consultation and based on current Centers for Disease Control and Prevention [CDC] guidelines) differs by program; check with your program for details. USD SSOM pays for initial post-exposure testing and follow-up testing for medical students involved in required clinical activities. Students assume the costs for any exposures that occur during volunteer/non-required activities.
 - **Contacting with Results:** The facility providing the student's post-exposure management will be responsible for contacting the student with the results of the testing as soon as they are available. Students should provide test results to their primary physician.

Other Occupational Exposures: The primary routes of infectious disease transmission in US healthcare settings are contact, droplet, and airborne. Students may protect themselves by having their immunizations up to date and through the adherence to standard precautions and transmission-based precautions as applicable. However, no matter how carefully one adheres to standard precautions and transmission-based precautions, accidents and exposures can happen. Students are responsible for following the organism-specific (i.e., tuberculosis, measles, mumps, pertussis, Covid-19, etc.) guidelines and follow-up as outlined in the USD Health Affairs Infection Control Manual.

Educational/Disability Accommodations Related to an Exposure: The USD Division of Health Affairs fulfills its obligation to educate future healthcare personnel while adhering to procedures that maintain the health and safety of patients and that protect the personal rights of students with infectious diseases or immunocompromised conditions. Students who are infected with potentially communicable agents (e.g., hepatitis B, hepatitis C, or HIV) and/or are immunocompromised are expected to discuss this with their personal physician and if the physician believes that a modification of the usual clinical activities of the student is required as a result of infection with a communicable agent, the student is responsible for contacting the USD Disability Services to develop reasonable accommodations. USD Disability Services will assist departments

with the interactive accommodation process in accordance with ADA guidelines. Once an accommodation plan is agreed upon, the Department Chair/Dean then shares it with the appropriate faculty involved in the student's clinical activities. All medical records and notes will be housed in USD Disability Services.

The Dean of Student Affairs and/or when appropriate, discipline-specific Chairs or Deans will work together to modify the clinical activities of immunocompromised students for whom patients may pose unwarranted risks or infected students who may pose unwarranted risks to patients.

All reasonable accommodations will be made to assist the student in achieving the requirements of the educational program. The Dean for Student Affairs/Department Chair/Dean may convene a faculty panel to assist in the process.

A student, when provided reasonable accommodations, must be able to perform the routine duties and minimum requirements for each course/clinical assignment, and meet the technical standards for enrollment at their specific program.

Likewise, accommodations will be made for students in quarantine to monitor for signs and symptoms of communicable illnesses such as mumps, measles, varicella, etc.

Decisions regarding return to educational activities will be made on an individual basis and may include input from others such as Infection Prevention at the clinical site, Student Affairs, and the student's personal healthcare provider.

Information Dissemination: Additional information regarding occupational exposure incidents and the appropriate forms to be used in reporting them can be found in the Clinic Manual and at each clinical facility. Students are educated about infection control procedures and Department protocols at orientation sessions and throughout their professional education.

Regular meetings are held with HA Ad Hoc Infection Control/Immunization Committee members, Department Chairpersons, and Department faculty responsible for Safety Compliance and Infection Control. Appropriate personnel at clinical facilities are consulted on an as-needed basis.

Health Affairs Student Insurance Policy

Students enrolled in Health Affairs undergraduate professional programs **are required** to carry health insurance coverage that meets or exceeds the minimum standards outlined below, at the beginning of the semester in which they will engage in clinical experiences. Health insurance coverage is a requirement of the Affordable Care Act, each academic program's accreditation standards, and through affiliation agreements with clinical rotation sites. *Students who are unable to provide or have not provided sufficient proof of credible coverage meeting minimum standards will not be allowed to participate in clinical rotations or experiences.*

If required by the student's specific academic program, other insurances (ie. Life, disability and malpractice) are purchased as a part of the student tuition and fees.

Minimum coverage requirements are:

- Nationwide coverage
- Insurance must contain provisions for mental health and chemical dependency coverage.
- Insurance must not have a deductible higher than \$9000 or out of pocket maximum higher than \$9000.

NOTE: Exceptions to the minimum requirements may be temporarily granted on an individual basis with the approval of the Dean of Medical Student Affairs or the appropriate Health Sciences Department Chair.

Examples of acceptable coverage may include but are not limited to:

- Group plans where a student is a dependent of a parent or spouse
- Tricare
- Medicaid
- Coverage through the HealthCare.gov marketplace. South Dakota companies participating in the marketplace include Avera Health Plans, DAKOTACARE, Sanford Health Plan
- Various Wellmark Bluecross/Blueshield plans

Curriculum

Curriculum Management Plan

The USD Department of Dental Hygiene plays an active, continuous, role in reevaluating and assessing the professional curriculum required for a Bachelor of Science degree in Dental Hygiene from the University of South Dakota. The program has established defined goals and competencies upon which the curriculum is based.

The Department Curriculum Committee does a significant amount of the curriculum review. The Committee is comprised of the Chairperson and all core faculty responsible for teaching or coordinating dental hygiene courses within the Department. A minimum of two students are also included on this committee, at least one junior and one senior. The junior student is encouraged to continue serving on the committee the following year in order to promote continuity.

Prior to the beginning of the school year, the Committee meets to completely review the competencies assessment and outcomes matrix, the mission and goals statement, the curriculum as it relates to the competencies and mission statements, and each individual course. At this time, the Committee assesses such items as attainment of student competence, duplication and depth of material covered in courses. Appropriate recommendations for omissions and/or additions are then made.

This Committee also meets during the academic year. Meetings are typically scheduled once per month or as needed. At these meetings the Committee evaluates the implementation progress of the recommendations. Student concerns are addressed at these times and in-service sessions are planned. Faculty are apprised of the Committee discussions during a faculty meeting.

Workshops, in-service sessions, and/or continuing education courses are continually being sought in order to provide faculty with skills to enhance their teaching skills and areas of expertise. Each faculty with course leadership responsibilities are encouraged to attend appropriate continuing education courses that relate to their subject areas. Part-time clinical faculty are also supported to attend such courses as funds are available. Faculty are encouraged to share their experience with the rest of the faculty at a faculty meeting when they return. There are in-service workshops held periodically during the year for the entire faculty. Sessions often feature speakers with expertise in areas such as educational methodology, communication skills, technology, and/or any other area deemed necessary or valuable.

There are several faculty who teach courses required for the dental hygiene curriculum but are not considered department faculty. These faculty teach courses in the basic sciences and liberal arts such as Math, Chemistry, Microbiology, Anatomy, Physiology, English, Speech Communication, Sociology, and Psychology. Any of these faculty may attend the fall meeting of the Curriculum Committee if they so desire. The basic science course instructors are consulted annually by the Department Chairperson to determine if there are any problems or concerns. They are also informed of any content areas that could use additional emphasis with regard to licensure exams. Other adjunct clinical faculty meet with either the Department Chairperson or the Lead Clinic Director prior to the school year and then on a regular basis during the semester.

Any curricular changes are likely to need approval through the formal SD Board of Regents (BOR) Curriculum & Instruction (C & I) process. Curriculum changes that are proposed and approved at the Department level would then need to be documented on the appropriate BOR forms that ask for specific information as well as budgetary impact. The requests are routed to the School of Health Sciences Curriculum & Instruction Committee for their approval. The next step is approval by the Dean. The requests then must be approved by the University C&I Committee with acknowledgement by the University Faculty Senate. The Assistant Provost for Academic Affairs routes the requests next to the Academic Affairs Council, which includes members from all SD regental institutions. Following that, the requests are approved by the SD Board of Regents.

The Department Advisory Committee is also informed of any changes in the curriculum at their biannual meetings. Members of this committee may provide feedback at that time. Students are involved in the process by evaluating courses and instructors at the end of each semester as required by the University. Assessment surveys from the immediate senior graduating class, graduates in the workforce for two years, and their employers are also obtained. The responses from these surveys serve as an assessment tool that may lead to curriculum changes.

Program assessment is required annually for all programs on campus by the University Office of Academic Affairs. This assessment is prescribed with specific forms and expectations. Strict deadlines are imposed and all assessments must be approved through this office. Criteria for assessment include program learning objectives, assessment process (how, where, when, who), expectations/criteria for success, results of the assessment, use of results/program changes, and follow-up with the responsible party. The Department uses this process as part of its overall assessment.

This continuous review of the curriculum assures continuity, completeness, and communication throughout the Department. It also keeps the program state-of-the-art as it relates to changes in the discipline. The USD Department of Dental Hygiene maintains impeccable integrity because of the dedication and enthusiasm of its faculty for focus areas such as the curriculum.

In addition to the process already discussed, coordination of instruction among dental hygiene faculty, staff, etc. occurs 4 ways:

1. On-going curriculum review performed by Department of Dental Hygiene Curriculum Committee
2. Dental hygiene students partake in focus groups annually during Spring Semester; Discussion includes course content, identification of unwarranted material repetition, teaching methodologies, competency evaluation methods, and department goals.
3. Clinical curriculum is discussed at bi-monthly meetings with both part- and full-time faculty
4. Minutes from all Dental Hygiene Curriculum Committee meetings are emailed to all faculty and posted in google drive for review.

Department of Dental Hygiene Curriculum Management Plan

On-going curriculum review occurs via the following process:

Assessment Tool	Accomplished By	When	Reviewed By
Course Review Form <ul style="list-style-type: none"> ● Reviews Course Sequence ● Review Course Instructor 	Dental Hygiene Course Instructors	End of Semester	Dental Hygiene Curriculum Committee <ul style="list-style-type: none"> ● Review of previous semester course review forms occurs within 3 months of the following term
Student Course Evaluations	Dental Hygiene Students	End of Each Course	Dental Hygiene Curriculum Committee <ul style="list-style-type: none"> ● Reviewed on Course Review

			Forms Didactic Course Instructors and Chair <ul style="list-style-type: none"> • Within 3 months of the next semester
Course Portfolios <ul style="list-style-type: none"> • Address outcomes of assessment and outcomes matrix review <ul style="list-style-type: none"> ○ Identify where competencies are addressed in applicable DH courses ○ Review methods of assessment ○ Suggest where improvement is needed to Curriculum Committee • Verify all competencies are measured at the appropriate cognitive level • Discuss modifications/program improvement at result of outcomes 	Dental Hygiene Course Instructors	Every 2 Years	Dental Hygiene Assessment Teams (2 faculty are assigned to review the course portfolios) & Dental Hygiene Curriculum Committee
NDHBE	Students	Annually; Department Chair	Fall Faculty Workshop and Dental Hygiene Curriculum Committee
CRDTS Exam	Students	Annually; CRDTS Coordinator	Fall Faculty Workshop and Dental Hygiene Curriculum Committee
Student Exit Interviews Surveys	Students	Annually; Department Chair	Fall Faculty Workshop and Dental Hygiene Curriculum Committee
Alumni Survey	Alumni (2 years post graduation)	Annually; Department Chair	Fall Faculty Workshop and Dental Hygiene Curriculum Committee
Student Focus Groups	Students and Department Chair	Annually; Department Chair	May Faculty Workshop and Dental Hygiene

			Curriculum Committee
Quality Assurance Reports	Dental Hygiene Faculty; Lead Clinic Director	Every semester; Lead Clinic Director	Fall and May Faculty Workshop
Course Sequencing	Course Instructors and Department Chair	Annually	Curriculum Committee
DH Goals & Outcomes	Dental Hygiene Faculty	Annually	May Workshop and Curriculum Committee
Clinical Evaluations	Dental Hygiene Faculty	On-going throughout semesters	Faculty Meetings, Faculty Workshops
Advisory Board	Advisory Board Members, Lead Clinic Director, Program Director	Twice a year	Curriculum Committee; Faculty Workshops

Faculty Calibration Plan

The Department of Dental Hygiene will conduct faculty calibration sessions during faculty workshops in May, August, and December. In addition, calibration activities will occur at bi-weekly faculty meetings. At each workshop, the Department of Dental Hygiene faculty will participate in calibration activities focused on clinical assessment areas.

Academic Policies and Expectations

I. Academic Standards

- A. Although patients are provided for your regular clinic experiences, **the Department of Dental Hygiene is not responsible for providing patients for ALL clinic requirements/competencies.** Therefore, students should not depend on patients landing in his/her/their chair to fulfill all his/her/their clinic requirements and competencies. **Students should actively seek patients to fill their own clinic schedule.**
- B. It shall be the ultimate responsibility of the **student** to monitor academic status and/or progress in all dental hygiene (DHYG) numbered courses. Non-DHYG course status is monitored according to the policies of the department offering the course. Faculty will provide results of evaluation items to students throughout the course. However, it is the student's responsibility to seek additional help if progress is deficient.
- C. Any dental hygiene student showing deficient status at mid-semester will receive notice from the Department Chairperson and the University and be asked to meet with the instructor of each course in which the student is deficient. The meetings with the course instructors are designed to make sure a student is aware of a problem, to motivate improved performances, and to provide suggestions to improve performance. Forms indicating items of discussion and instructors' signatures are returned to the Department Academic Advisor by a specified deadline and placed in the student's admission file.
- D. University programming through Coyote Connections is a form of monitoring student progress across the campus. Faculty are encouraged to send a "flag" to any student who performed poorly on an evaluation item. Messages can be sent to students for missing assignments, poor attendance, and other situations needing attention. This is an ongoing system throughout each semester. Students are encouraged to meet with individual faculty regarding their "flags".
- E. All DHYG courses use the D2L course management platform. All DHYG courses use the Gradebook feature within their D2L course shell to keep students apprised of their grade and progress. If this is not used, there are other forms of immediate and continuous feedback for students (ie. clinical grading/monitoring program). There should not be a case where students are unaware of their status in a course.
- F. Most courses in the dental hygiene professional curriculum are scheduled sequentially. Because of scheduling and available space, it is not consistently possible to selectively enroll in or repeat courses. It is possible, in extremely extenuating circumstances, that an incomplete ("INC") grade be issued for a dental hygiene course. In this case, the student must complete the requirements of that course according to a written contractual agreement that stipulates a specific time deadline. A failing grade will be issued if the contract is not met. Discussion and implementation of an incomplete grade will commence prior to the end of the course. A student who fails a course with a grade of "D" or "F" cannot have his/her/their grade changed to "INC". Incomplete grades received in courses outside the department are handled according to the policies of that department.
- G. Academic dismissal from the program will occur when a student receives a "D" or "F" grade in any required dental hygiene course.
- H. Unless the student left the program in good standing, he/she/they may not reapply for admission to the program. If there are extenuating circumstances other than poor academic performance, the student must submit a personal letter to the Admissions/Selection Committee stating reasons why he/she/they should be considered for readmission along with a new application form. If the student is readmitted, he/she/they will be issued a contract outlining all the conditions necessary to complete the program.

- I. At the discretion of the faculty and Chairperson and under extenuating circumstances, a student may be allowed to repeat a clinical course (ie. DHYG 336, 431, 435) and continue in the program; all situations of this nature will be handled individually.
- J. A minimum cumulative grade point average of 2.2 is required for graduation from the professional curriculum.
- K. No dental hygiene student or pre-dental hygiene advisee may drop any course without permission of the Department Chairperson and Advisor. All semester registration schedules must be approved by the Department Chairperson and/or Advisor.

II. Departmental Grading System

The department uses letter grades only for recording with the Registrar as final course grades. Percentage grades are equivalent to the following letter grades:

$$93-100 = A \quad 92-84 = B \quad 83-75 = C \quad 74-66 = D \quad <65 = F$$

If you have any questions about grading criteria for any course or an instructor does not outline them for you at the beginning of a course, be sure to ask questions. If you are unaware of your standing in a course, or are unable to calculate your standing with the information available to you, any instructor will be happy to help you.

All instructors will be obligated to evaluate rhetoric in all written assignments. This includes composition, grammar, punctuation and any other facet of good written communications. The same obligation applies to oral presentations.

III. Seating Arrangement

Instructors have the discretion to assign seats for any class or clinic session. Most often assignments are made for clinic chairs during clinical courses to ensure students gain experience with all equipment. Laboratory seating assignments may also be made for pre-clinical courses since the choice of operating hands may necessitate a certain arrangement to facilitate learning. Generally, any lecture course does not have a specified seating arrangement. If a student has a problem with an assigned seat, it is his/her/their responsibility to contact the instructor regarding a change of assignment.

IV. Examination Policies

A. *Final Examinations--Schedules and Attendance*

The final examination schedule for DHYG courses will be finalized by the Department Chair. With the intense course load of the dental hygiene student in mind, the institutional schedule will be used as a base unless improvement in spreading out examinations over time can be gained. Any changes in the department final exam schedule will be done with "DHYG" numbered courses only, and then only after getting permission through appropriate channels. Once finalized and posted, there will be no further changes for any reason by either instructor or students. The date and time of the final examination for each DHYG course will be announced at the beginning of the semester, so that students can make plans accordingly. Individual requests for changes in schedule will not be granted and absences from final examinations will not be tolerated unless an extremely dire emergency exists. Unexcused absence from a final examination will result in a "0" grade for the examination.

B. *Nonfinal Examinations--Schedules and Attendance*

Most courses will have various kinds of evaluation items. Instructors will schedule and announce the dates of these evaluations in the course syllabus. The instructor may change dates of these examinations for any valid reason, so long as the students are given adequate notice. Students will be expected to attend these examinations under the same rules as for final examinations.

Individual requests for changes may be granted and an alternate test/format will be given in these circumstances. Faculty are not required to offer exams at alternative times. Missing an evaluation could result in a "0" grade.

C. Evaluation Items

Depending on the course, type of evaluation given and the mode of delivery, there may be several options for administering an evaluation within the Department. Often, exams and quizzes are given electronically using Respondus LockDown Browser and Respondus Monitor. Some evaluations are given during class, while others require time outside of class. Evaluations may also be offered electronically with a time range in which to complete them. Cheating during any type of evaluation will not be tolerated.

D. Competency-Based Tests/Evaluations

Competency-based evaluations vary among classes as to how they are used. Expectations for these evaluations will be determined in the course syllabus. All clinical and laboratory skills taught to competency have expectations defined in the competency document and at the top of each form. Evaluations will include all material as assigned for the course (ie. texts, videos, handouts, PowerPoints, etc.); students are responsible for all the material and should expect evaluation items from all sources.

E. Remediation Policy and Procedure

No student will be retested, reexamined, or reevaluated over any block of material or skill because of an unexcused absence from an evaluation or by student request. Instructors are willing to assist students and provide additional help; however, competency or satisfactory achievement of information it shall be the student's responsibility.

Students demonstrating clinical weakness or problems will be identified by faculty during practical evaluations, competency completion, and observation during clinical sessions at all sites. The appropriate Lead Clinic Director will notify the student with a written letter stating the area(s) of weakness and the proposed course of remediation. The student's signature is required to acknowledge acceptance of the required remediation program. Documentation of remediation sessions will include time, content, and progress made.

F. Electronic Communication

The Department of Dental Hygiene respects every student's identifying information. All information is kept secure and confidential. If any electronic communication would need to be accomplished, the Department would use PDF Password Protection or encryption for sensitive information. Items containing DOB and/or SSN required by the SD DOC are handled in person or in secure express mail. It shall be the policy of the Department that faculty will only correspond with students for official school business. When rotating to different clinical facilities, faculty and students may send text messages for clinical attendance emergencies. In addition, faculty may send text messages to students via the Coyote Connections platform, which then generates an official document. Faculty and staff may not communicate with students using anything other than University email addresses.

G. Use of Cell Phones

Cell phones may be used to obtain entry into the Delta Dental Oral Health Center. Cell phones should not be used for personal items while in class or clinic. Cell phones are not allowed at all clinical rotations such as the penitentiaries. Students are to follow the guidelines set forth at each clinical facility. During examinations all electronic devices, which include cellular phones, smart watches, tablets/iPads, headphones, etc. should be stored and will not be accessed during the

examination. It is recommended that students keep these items in their lockers or backpack during examinations.

H. Academic Honesty Policy

The Department of Dental Hygiene follows the South Dakota Board of Regents Policy 3:4 Student Code of Conduct. Honesty and integrity are core values at all institutions. Faculty members and students are jointly responsible for maintaining academic standards and integrity in institutional courses. In addition to any conduct sanctions imposed under this Student Code, academic consequences for academic misconduct may be imposed by the faculty member, including issuing a failing grade in the course. Any grade issued by the faculty member, whether as a result of academic misconduct or not, constitutes an academic evaluation and is not a conduct sanction imposed under this Student Code. All faculty members should report incidents of Academic Misconduct to the Student Conduct Officer.

Engaging in acts of Academic Misconduct, which means Cheating or Plagiarism. Cheating includes, but is not limited to, the following:

- Using any unauthorized assistance in, or having unauthorized materials while, taking quizzes, tests, examinations or other assignments, including copying from another's quiz, test, examination, or other assignment or allowing another to copy from one's own quiz, test, examination, or other assignment;
- Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- Acquiring, without permission, tests or other academic material belonging to the instructor or another member of the institutional faculty or staff;
- Engaging in any behavior prohibited by the instructor in the course syllabus or in class discussion;
- Falsifying or misrepresenting data or results from a laboratory or experiment; or
- Engaging in other behavior that a reasonable person would consider to be cheating.

Plagiarism includes, but is not limited to, the following:

- Using, by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment;
- Using materials prepared by another person or agency engaged in the selling of term papers or other academic materials without prior authorization by the instructor; or
- Engaging in other behavior that a reasonable person would consider plagiarism.

When a faculty member, course instructor, staff member or student has reason to believe that a violation of the Student Code of Conduct has been committed, that individual must notify the Department Chairperson and the Conduct Officer. The Department's Progress and Conduct Committee will review the alleged violation and determine what action will take place. Actions that may take place include but is not limited to:

- Given a zero for that assignment
- Allowed to rewrite and resubmit the assignment for credit
- Assigned a reduced grade for the course
- Dropped from the course
- Given a failing grade in the course
- Dismissal from the program

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.

J. Academic Misconduct

Policies governing academic misconduct can be found within the University policy statements at <https://www.usd.edu/Policies>.

The University policies are in accordance with the SDBOR Policy 2:33 Student Academic Misconduct and found at <https://www.sdbor.edu/policy/Documents/2-33.pdf>. A map of the policy is located at https://www.sdbor.edu/policy/Documents/2016_0428MapPolicy2_33_StudentAcademicDishonesty.pdf

K. Policy for Late Assignments

The policy for late assignments is consistent for every course in the Department. Due dates for assignments will be communicated to the student by the instructor or stated in the syllabus. A student is required to hand in assignments on or before the date the assignment is due. In several courses, all written assignments are handed in via the Dropbox in D2L, which does not allow for late assignments. 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. If a student is turning in an assignment in person after the due date, he/she/they must hand it to the instructor directly. If that instructor is not available, the student must hand in the assignment to another instructor who will then indicate the date and time it was received at the top of the assignment, sign it and place it in the assigning instructor's mailbox.

L. Satisfactory Completion of Degree Requirements and Licensing Board Exams

Both the written and clinical board examinations have rules that relate to students' progress toward graduation or status at the time the exam is given. To qualify for the DH National Board examination, a student must be in good standing and within 4 months of completing all graduation requirements at the time application is made. Application is made in January and the exam is typically scheduled for early April. The DH Department uses the group scheduling format for this exam. Students will be assigned through the Pearson Prometric Center to a testing site in either Sioux Falls, SD or Sioux City, IA.

In order to qualify for a clinical board exam, the student must have completed or will complete all degree requirements satisfactorily at the time the test is given. The Department Chairperson must verify this and approve these applications. The Department will assist students with information about these exams and applications; however, it is the student's responsibility to take the exams when scheduled and follow exam rules and regulations. The USD Department of DH is a testing site for the CRDTS clinical board exam. This exam is now manikin based and is typically scheduled for the weekend after graduation. The Department is not responsible in any way for the success or failure of a student on any licensing exam.

Appeals and Complaints

Academic Appeals Policy

It is the policy of the University of South Dakota and individual members of its faculty, administration, and staff to make fair and reasonable decisions concerning each student's academic performance and progress. The Student Academic Appeals policy can be found at <https://www.usd.edu/-/media/Project/USD/DotEdu/Policies/Academics/1001-Student-Academic-Appeals.pdf?rev=88a469e9edf447ceb1155f491c9ee8e4&hash=1907E62E728511FA7166A7F2F156AF05> and the SD BOR Policy can be found at <https://www.sdbor.edu/policy/documents/2-9.pdf>.

Department Expectations:

Communication is key to preventing conflict and is also important in conflict resolution. It is always good practice to deal with issues and concerns before they become problems. The Department Chairperson, faculty, and staff encourage students to discuss items as they arise. Often, clarification of a situation reveals misunderstandings or unintentional such that problems can be resolved easily. It is extremely important to follow specified protocols with regard to handling concerns. If a student has a concern about an aspect of a course or an instructor within a course (ie. clinical faculty), the student **MUST** attempt to resolve that issue with the instructor first. If the issue is not resolved, then the student **MUST** meet with the Department Chairperson. The Chairperson will outline a plan of action involving the student and the instructor. The student may meet with the Chairperson on several occasions during the specified plan of action to determine progress or the need for plan modification.

If, after the plan of action and modifications have been carried out, the student determines the issue remains unsolved, he/she/they **MAY** seek assistance from the Dean of the School of Health Sciences.

If the concern is in regard to a final course grade or program dismissal, the student has the right to appeal such decisions.

It is the professional duty of the student to follow this established protocol.

Academic Appeal Procedures:

See South Dakota Board of Regents Student Appeals For Academic Affairs Policy:
<https://www.sdbor.edu/policy/documents/2-9.pdf>

See University of South Dakota Academic Appeals By Students Form:
<https://my.usd.edu/SimpleContentPortlet/content/833b369c-8835-513e-a1b8-6e8c86c9a713/Academic-Appeals-Form.pdf>

See University of South Dakota Academic Misconduct Disposition Form:
<https://my.usd.edu/SimpleContentPortlet/content/31f7b321-d72b-4619-8378-db745e28c258/Academic-Integrity-Form.pdf>

Complaints against a Dean or Vice President:

If a complaint is made against a dean or vice president, the formal appeal procedure shall begin at the next administrative level and continue as specified herein except that each step will be conducted at a higher administrative level. In the case of complaints brought against a vice president or the dean of students, appeals shall be limited to the level of the president. There shall be no higher level of procedural review.

Alleged Violations of Civil Rights Statutes:

In those instances where informal resolution has not been successful and where the appeal involves allegations of actions or motives which arguably are illegal under applicable civil rights statutes (for example, racial or religious prejudice, sexual harassment, etc.), the formal appeal shall be made to the Director of Affirmative Action pursuant to the Board of Regents' Human Rights Complaint Procedures (Board of Regents Policy Manual, chapter 1:18) and applicable USD policy. In all other cases, the student shall appeal as set forth herein.

Complaints to the Commission of Dental Accreditation:

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-312-440-4653.

The program will maintain a record of student complaints received since the Commission's last comprehensive review of the program. At the time of the program's regularly scheduled on-site evaluation, visiting committees evaluate the program's compliance with the Commission's policy on the Required Record of Complaints. The team will review the areas identified in the program's record of complaints during the site visit and include findings in the draft site visit report and note at the final conference.

All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. Signed or unsigned comments will be considered. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency.

In accordance with its responsibilities to determine compliance with accreditation standards, policies, and procedures, 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.

Guidelines for Filing a Formal Complaint Against an Educational Program can be found at:
https://coda.ada.org/~media/CODA/Files/coda_complaint_guidelines.pdf?la=en

Progression and Dismissal Policies

Progression and Dismissal for Academic Reasons: This has been previously discussed in this document.

Program Dismissal for Other than Academic Reasons:

Because of the professional status of dental hygiene and the qualities and responsibilities required to fulfill this role, a student may be dismissed for disciplinary reasons. Some examples of disciplinary violations are as follows, but are not limited to:

- A. Intentionally falsifying or misrepresenting patient or student records regarding any dental or dental hygiene service, competency, procedure, or documents required by the Department.
- B. Vandalizing, stealing, or gross negligence of state and/or departmental equipment, fixtures or facility on campus, at the Sioux Falls Clinic or at any Department-associated rotation.
- C. A detectable lack of interest in the dental hygiene profession, a lack of cooperation with Departmental policies, a failure to show professional growth, or unprofessional conduct.
- D. Any cheating on assignments, examinations, or any other evaluation procedure given in the dental hygiene curriculum or any other area of the University to include posting on social media websites or participation in organized recall of evaluation items.
- E. Plagiarism or other cheating as defined in USD Academic Misconduct Policy 1-017 and SDBOR Policy 3:4.
- F. Violation of any extramural (off-campus) policies or protocols involving internship sites.
- G. Violation of the Department's Infection Control Protocol, HIPAA regulations, Occupational Exposure, or Emergency policy and protocols.
- H. Failure to report within 72 hours any criminal felony or misdemeanor charges pending while a student in the program.
- I. Conviction of a felony.
- J. Violation of the Department's Professional Code of Conduct, Social Media policy, attendance, and dress code policies.
- K. Unprofessional conduct such as discrimination, harassment, and/or bullying of another student, staff, faculty member, patient or other individual and/or including making a maliciously false accusation of the Professional Code of Conduct against another.
- L. Failure to follow established clinic policies regarding confidentiality of patient information (ie. handling of patient records to include taking charts from clinics or offices, posting/texting/emailing any Protected Health Information or verbally stating anything about a patient's relationship or care at our clinics).
- M. Attending class, providing patient care or practicing on a student, or participating in any other Department-sponsored activity while under the influence of drugs or alcohol.
- N. Not following or blatant disobeying of any instructor recommendations regarding the care or treatment of a patient or student. Probation may be recommended for disrespecting Department authority figures.
- O. Conduct outside of the Department that negatively affects the integrity and reputation of the Department, School, and University.
- P. Creating or encouraging an environment that is disrespectful, disruptive, or otherwise diminishing the integrity of the Department.
- Q. Failure to follow any Department or University policy.
- R. Other

If a student believes there may be a potential violation of the Code of Professional Conduct or any of the above, it is the responsibility of this student to seek clarification of the situation and then report this situation with the Department Chairperson. The Chairperson will then follow through with the appropriate process. Failure to report a suspected violation is itself a violation of Department expectations.

Process for Dismissal for Other than Academic Reasons:

The Department will observe the following procedure for disciplinary (i.e. non-academic dismissal):

1. The Chairperson will inform the student of the allegations or circumstances regarding the situation and will involve the appropriate University administration, officials, and offices.
2. Depending on the nature of the situation, the process will continue as advised by the University. If the situation is located in the Department, the Progress and Conduct Committee will hold a meeting with the student. At the hearing, the student will be afforded the opportunity to give her/his/their own explanation of the situation. The committee will make a recommendation to the Chairperson. The Chairperson will make the final decision regarding the situation. The student, feeling that it is in her/his/their best interest to withdraw from the program voluntarily, has the right to do so.

Process for Appeal of Dismissal:

If the student wishes to appeal her/his/their dismissal from the program, she/he/they may institute a formal appeal as described in this manual.

Formal System of Quality Assurance

It shall be the policy and priority of The University of South Dakota Department of Dental Hygiene to provide high quality patient care that is patient-centered, delivered in a professional and respectful manner and meets the current standard of care. Because of the limited services available in our Department, it is also a priority to make sure patients are referred to a dentist or specialist who can complete their care comprehensively.

To ensure quality of care for all patients, the following components collectively comprise the Quality Assurance Program:

Faculty/Clinical Science Committee: This committee serves as the primary overseers of quality assurance in all clinical settings. Its membership consists of all the department of dental hygiene faculty. This committee is responsible for reviewing the clinical standards of care and clinic policies plus completing chart audits and ensuring that patient treatment completion is being monitored.

Curriculum Committee: A comprehensive review of the curriculum including clinical policies and procedures is completed by the Curriculum Committee as part of the Curriculum Management Plan at the end of each academic year. Any change recommended regarding clinical skills taught in the classroom is typically followed through to the clinic. All faculty are informed of changes.

Fall Workshop Inservice sessions: Each fall during faculty workshop, time is allotted to review clinical policies and procedures as well as infection control/hazard communication, emergency management protocols, antibiotic premedication, and information about new equipment. Clinical calibration exercises are also completed annually at this time. The Lead Clinic Director, Clinic Manager, Sioux Falls Clinic Director, and Radiology and Radiation Hygiene Coordinator are in charge of disseminating information to the faculty. The Dentist Supervisor also advises faculty on matters pertaining to patient care.

Coordinator of Radiology and Radiation Hygiene: This individual is responsible for ensuring that all policies and procedures involving radiation are followed and that new information is disseminated appropriately to faculty, staff, and students.

Clinic Manager: This individual is responsible for ensuring that all policies and procedures involving infection control, safety compliance and hazard communication are followed and that new information is disseminated appropriately to faculty, staff, and students. Data regarding exposures to bloodborne pathogens is collected on an annual basis and reported to the Dean's Office of the School of Health Sciences where collective data for all health science programs is collected. This data is used by the Department to assess if protocols and/or procedures should be changed (ie. nature and occurrence of sharps injuries)

Patient Satisfaction Surveys: At the end of each appointment or academic year, a patient satisfaction survey is sent to all patients who were treated during that year in the Delta Dental Oral Health Center and Sioux Falls Dental clinics. Results are tallied and predominant concerns are addressed as best as possible. Specific issues may be addressed by the Department and/or the University.

Review of Patient Records: An audit of patient charts is ongoing during the academic year. A random sample of charts is chosen for review by the Faculty/Clinical Science Committee approximately once each semester. Members on the committee complete the Quality Assurance Patient Care Forms. Records are reviewed for appropriate treatment, treatment completion, and documentation. Errors are corrected and all faculty are notified if trends in treatment deficiencies are found. Discussion is ongoing as to whether clinical policies and/or procedures should be changed according to chart reviews. If consistent errors occur, all dental hygiene students and faculty are notified immediately of the problem.

Assessment of Treatment Completion: The lead clinic director and clinical course instructors for DHYG 336, 431, & 435 continuously assesses the status of treatment completion for all patients. Patient records for those who are in the middle of care are kept separate from those whose treatment is completed as are student evaluation forms for those patients whose treatment is not complete. A log is kept by office staff and communicated to the appropriate clinical instructor. This assessment is ongoing throughout each clinical semester. The lead clinic director and clinical instructors for DHYG 336, 431, & 435 monitor to see that appointments are scheduled and kept to ensure completion of care. Students may not receive credit for any patient experience until the patient's treatment is complete. It is intended that all patient treatment is completed by the end of the academic semester. It is also intended that all patient care is completed by the student originating care for that patient. Patients are referred to the Sioux Falls Dental Clinic for completion and continuing care when the campus clinic is not in session.

Risk Exposure Report Forms: A risk exposure report form is available to record any occurrence that may expose the Department to a form of risk. This form is to be completed by the primary party involved and then signed by the Department Chairperson. It is then scanned and kept electronically in the google drive folder. Off-campus clinics keep these in the google drive as well.

Laundry: Clinic gowns are provided and laundered off-site by a dedicated company. Students, faculty, and staff should place their gowns in the proper receptacles in the laundry room at the end of each clinic session. Student hair covers should be placed in a plastic bag after each patient and laundered at home by the student. Students should keep clean items in their locker to prevent misuse. Laundry fees for both junior and senior years are paid at the beginning of the fall semester of the junior year for the rental gown and laundering of clinic gowns. Clinic shoes must not be worn outside at any time.

Other Departmental Policies

Attendance Policy

The Department of Dental Hygiene has the responsibility of preparing its students both academically and clinically for the practice of dental hygiene. Successful skill and knowledge-based development requires continuous attendance. As a student within a professional curriculum, all students are expected to regularly attend all classes, laboratories, and clinics. Most often, your absence affects more than just you; other students and patients rely on your presence. Attendance and courteous attention is your professional obligation. Professional education is designed to replicate the work environment. Therefore, in addition to the typical 8:00 AM - 5:00 PM work day, students will be required to be available for service learning, health fairs, scholarly events, and/or research during evening and weekend hours. Students should not schedule other activities, work or appointments between 8:00 AM and 5:00 PM Monday through Friday. Flexibility in changing personal schedules and appointments is expected.

Attending all classes and clinics as indicated on the course/clinic schedules and academic calendar demonstrates professional behavior. Students may be approved for time off from class or clinic for the following reasons.

1. Excused Absences
2. Personal Time (This can only be used for clinical blocks)
3. Inclement Weather

Excused Absences

Students may be excused from class and/or clinic for the following reasons:

- Physical or mental illness of a student or a student's dependent, including medical conditions related to pregnancy
 - If you are absent due to the above circumstance, students are required to submit a doctor's note to be excused from class or clinic to the course instructor
- Subpoenas
- Jury Duty
- Military Service
- Recognized Religious Observances
 - See <https://libguides.usd.edu/c.php?g=753169&p=5394573> for guidance
- Emergency
 - Unavoidable and legitimate circumstances preventing attendance (ex. medical emergency of a family member, car accident, etc.)
- Bereavement
 - 5 days allowed for an immediate family member
 - Immediate family is defined as your father, mother, spouse, children, mother-in-law, father-in-law, son-in-law, daughter-in-law, brothers, sisters, grandparents, grandchildren, stepchildren, stepparents, or foster children
- University Sanctioned Events
 - Including but not limited to: intercollegiate sporting events for team members and band members; required field trips including ROTC field experiences; concerts and associated travel for USD orchestra and similar groups; participation in certain student government activities such as Board of Regents meetings; student presentation of research at a national conference.

Personal Time

Personal time can only be used for clinical blocks. Each student is allowed 3 clinical blocks (1 ½ days) during their entire program (4 semesters). First semester students are not in clinic, therefore do not have personal time in the first semester.

Personal time cannot be used for didactic courses. They may not be taken during class. Personal time cannot be used during the last 4 weeks of clinic in the final semester of the dental hygiene professional program. This does not include finals week.

If you have a negative personal time balance (for instance, you took 2 days of personal time but are only allowed 1 ½ days) at the time of graduation you will not be able to graduate until the clinical blocks have been made up.

Inclement Weather

In the case of inclement weather, students are advised to follow University policies and be aware of any school cancellations. Students on rotation to off-campus clinical sites should call/email the site instructor for information on whether clinic will be held. When weather is not severe enough to cancel classes/clinics but poses extreme driving conditions, students are advised to stay home rather than take unnecessary risks. All faculty are instructed to contact students regarding changes in clinic schedules due to weather. The preferred contact method is a phone conversation, a University email exchange, or text message through Coyote Connections.

The Department Chairperson and Lead Clinic Director will be attending to any impending bad weather (ie. tornado). An announcement will be made with instructions on where to proceed. In the case of a snow storm, the Department Chairperson and Lead Clinic Director will make decisions as to whether students should go to or return from an off-campus clinic. All classes and clinics will be canceled if the University cancels classes.

Unexcused Absence

Students who are absent from clinic without approval will have a personal clinical block deducted and will be reported to the Departments Progress and Conduct Committee.

Dental hygiene students will be responsible for all course material missed due to an unexcused absence. Any evaluation or graded assignment missed during an unexcused absence may result in a zero or be given in an alternative format when the student returns. Decisions regarding evaluations are made by each instructor on a case-by-case basis.

Students should notify all course instructors, lead clinic director, clinic manager, clinic receptionist, and all parties that the absence will affect as soon as possible. Absence requests such as pregnancies, subpoenas, jury duty, military service, and University sanctioned events should be submitted to the department chair for approval at least 1 month in advance.

Faculty and administration reserve the right to request documentation for any student absence.

For excused absences only, faculty are required to provide reasonable accommodations to make up assignments, examinations, and other coursework as long as the student has complied with notification requirements and requested documentation.

Students are expected to contact the course instructor by phone and speak to the instructor personally prior to any missed class or laboratory.

Classroom Absences

Students must personally contact each specific classroom instructor for all classes missed. **Students missing more than 10% of class time face a final course deduction of 10% with the possibility of an Instructor-Initiated Drop.** The Instructor-Initiated Drop is an option for all University faculty and must be submitted to the Registrar's Office prior to an established deadline, which cannot be after 70% of the course has been

completed. Information regarding this process can be found in the USD Student Handbook (pg. 12) at <https://www.usd.edu/-/media/Project/USD/DotEdu/About/Departments-Offices-and-Resources/Dean-of-Students/USDStudentHandbook.pdf?rev=80dce05251b6499f8f24a7283cb966b4&hash=D280ECA0B5C9F999926BA48EE4B389A8>. The instructor-initiated drop form can be found at: https://my.usd.edu/uPortal/f/academics/p/registrar2.u1411n328/max/render.uP?pP_tab=01201-faculty-resources_

DocuSign Envelope ID: 78ADB446-AFAD-4C3F-ABD8-AB2338369E7E

University of South Dakota Registrar's Office

Instructor Initiated Drop Form



UNIVERSITY OF
SOUTH DAKOTA

POLICY: The instructor of a course may drop a student for non-attendance or non-participation, provided that the student is in violation of the official attendance or participation policy for the course. Instructor-initiated drops are at the instructor's opinion, but they must be submitted to the Registrar's Office before 70% of class days have passed. A grade of W or WD is assigned in accordance with the drop policies for student initiated drops.

STUDENT INFORMATION:

Last Name: First Name:

Student ID #:

Course:	<input type="text"/>				
	CRN Number	Dept. Abbrev.	Course #	Section #	Course Title

Date student last attended: Never attended:

Instructor's Comments:

I hereby request that the above student be dropped from the above course for non-attendance or non-participation.

INSTRUCTOR:

Instructor's printed name: Date: 6/8/2022

Instructor's Signature:  _____ Date: 6/8/2022

Ten percent of class time will depend on how many times per week the course meets. Each instructor will take attendance for each session. Students must be cognizant of class times missed and the potential consequences to their final grade. Medical documentation of an illness is required to expunge a class absence when more than 10% time has been missed. Extenuating circumstances will be handled on a case-by-case basis.

Any student dropped from a DHYG course will be dismissed from the program.

Clinic Absences

The appropriate course leader and lead clinic director must be contacted by phone or email if a student is unable to attend a clinical block/session. In addition, the appropriate clinical site instructor for any off-campus clinical experiences to be missed must be contacted. Students will be responsible for contacting patients that they know and have scheduled themselves; however, if the office has scheduled a patient, it is imperative that the student also contact the Office Receptionist regarding the student's absence in order to reassign or reschedule the patient.

Students are expected to be in clinic when scheduled as absences significantly impact patient care. For several reasons including accreditation guidelines, students are required to make-up any clinic time missed that exceeds the allotted 1 ½ days. Clinic time can be made up by being scheduled in clinic over any school break including but not limited to: Spring Break, Summer Break, etc., and Finals Week.

Any unexcused or missed clinical blocks that exceed the allotted 1 ½ days will result in a zero, personal time deduction, and the student will be reported to the Progress and Conduct Committee.

Students may request more than 1 ½ days of personal time without making-up clinic time if a student is experiencing extenuating circumstances and can provide any requested documentation. The clinical leadership team (Chair, Lead Clinic Director, Clinic Manager, & Sioux Falls Clinic Director) will be consulted in this instance for approval/denial of such request. These requests should be submitted within a timely manner of the extenuating circumstance. Students may not be excused for more than 4.5 days.

Depending on the nature of the absence, it is possible a student could receive a final grade of "Incomplete" for a clinic course. A signed contract outlining the timetable and conditions for completion of a clinical course would be required. In this situation, it is possible that a student may not meet the requirements for taking Board exams or graduating on time.

All students are required to remain at their assigned clinical setting until dismissed by an instructor. Students are expected to be out of the campus clinic by noon and 5:00 pm. **All clinical charting is expected to be completed by the end of day.** Off-campus clinics will have their own policies regarding completion of documentation.

This Department urges regular attendance for all non-DHYG courses as well. Officially, the attendance policies of the other departments will prevail for courses outside of the Department.

Student Absence Request Process

Students should obtain the student absent request form on google drive within the student access folder. Students should fill out the student absent request form for all clinic absences even same-day absences. This form should be sent to the Lead Clinic Director for approval. Once approved by the Lead Clinic Director, the Department Chair will review the form for final approval. The student will then be notified via email if the absence request is approved or denied.

Pregnancy Policy

Pregnancy will not be cause to deny a student admission to the program or, in itself, be the cause of termination or dismissal. If a student should become pregnant during her dental hygiene training, the following policies are in effect immediately:

1. The student should inform the Department Chairperson immediately.
2. The student will be allowed to continue her/their education if there is clearance by the physician and that any limitations that she/they may impose do not interfere with total and satisfactory completion of all program requirements. Termination under these conditions will be at the discretion of the faculty in consultation with the physician. If the physical condition of the mother or unborn child should change at any time, the student must make the Department Chairperson aware of this immediately in writing.
3. Pre-delivery absence from classes shall begin at the discretion of the attending physician (in writing) and student; or the faculty, in consultation with the physician, may suggest when such absence should begin.
4. Absence from the program following delivery shall be of such length as determined by the physician (in writing) and the student.
5. The utilization of lead protection is **mandatory** for pregnant students whenever in an area of ionizing radiation; whether observing, exposing radiographs personally, simply present, or as a patient.
6. Avoidance of N₂O/O₂ sedation is recommended.
7. Any periods of education missed, or requirements incomplete, because of the pregnancy and/or neonatal period must be accounted for through negotiation with the instructor(s) involved. Every attempt will be made to negotiate a satisfactory solution to graduate the student on schedule. However, in the event that the quantity of work missed is too great and/or quality of work is below standards it may not be possible to maintain the graduation schedule. This will require extra education time and everything possible will be done to allow this, if space is available. A contract will be developed for the completion of program requirements.
8. Timing is vitally important. Planning for absence should be made with instructors well in advance is recommended. Working ahead is encouraged.

Use of University Vehicles

Compliance with policies concerning the use of USD vehicles is critical. **Violation of these policies will not be tolerated and could lead to those involved being dismissed from the program.**

1. Cars are picked up from Fleet Dispatch immediately before departure in all cases of student usage. In cases of departure before Fleet Dispatch opens in the morning, keys must be picked up before 5:00 PM the previous work day. In no case will the car be picked up the day before it is to be used, unless permission from the Lead Clinic Director has been granted first.
2. A car is never kept at home, at any dorm or off-campus housing unit, even though it will be used the next day.
3. Cars are dropped at Fleet Dispatch immediately on return to campus. Turning a car over directly to the next user is not permitted.
4. Driver must be a faculty member or student.
5. Passengers who are not dental hygiene students or faculty are not allowed to ride in a University vehicle.
6. Faculty, if present, commands the vehicle.
7. Cars are for official use only. Official use is defined as a means to and from a trip objective and to and from meals.
8. Since USD vehicles are provided for official trips, special permission must be granted for use of private vehicles, from the instructor involved, in the form of a written agreement signed by instructor, drivers, and all passengers. Good reason will be required. No mileage will be paid for private vehicles.

Behavior on Trips

Behavior on trips concerns The University, this Department, and yourselves. The image of all three can be destroyed by inappropriate behavior. Common sense, good judgment and self-pride are required at all times. To

assist you in making good judgment, the following guidelines must be observed:

1. Faculty will command each vehicle if there are adequate numbers of faculty.
2. When only one faculty is in attendance, on a multiple vehicle trip, faculty will lead at all times.
3. When no faculty is in attendance, the student driver is responsible.
4. The student driver is responsible for all aspects of the sentence when convicted of, or pleading guilty to, a traffic law violation.
5. No keys to USD vehicles are to be in possession of students, except during official use, on trips with faculty present. When faculty are not present, use is limited to official purposes only.
6. Students will respect the property and personal rights of others in all lodging, eating, meeting and educational facilities.
7. Professional behavior is expected by all students at all times. Use of alcohol while representing the University and the Department will not be tolerated.

Faculty have the right to impose course penalties for inappropriate behavior on trips. In addition, faculty members are obligated to submit a written report on such behavior, which may result in additional departmental disciplinary action and/or dismissal.

Dress and Personal Hygiene Policies

These policies are intended to help you project a professional image, as well as minimize the potential for disease transmission. As a health professions' student at USD, it is expected that you will demonstrate professionalism in both action and appearance. Patients or guests are in the Department at all times; therefore, attire policies will be enforced at all times.

A. Clothing

- a. Attire must be clean and neat.
- b. Students may not wear accessories on their clothing.
- c. All students must wear black scrubs while on campus in both clinics and classes/laboratories. Scrub pants should not touch or drag on the ground when standing or seated. Scrub tops must be long enough to cover midsection when reaching or leaning. An extra change of scrubs and underclothes should be kept at the department in case of necessity.
- d. Ankles and lower legs must not be exposed when seated. Legs must be covered with black socks when seated.
- e. Shoes must provide safe, secure footing and offer protection against hazards. Clean, solid black clinic shoes and laces. Tennis shoes are permitted. It is recommended that shoes worn in clinics and laboratories remain on campus in order to keep them clean and prevent transmission of infectious materials.
- f. White laboratory coats completely buttoned must be worn in every laboratory setting.
- g. Students may wear solid white, black or red colored shirts underneath scrub tops. Long sleeved white t-shirt worn under scrub top must be approved by the department. If short sleeved t-shirts are worn beneath uniforms, they must be white and not be visible.
- h. Students may wear clean, well-fitted jackets, fleeces, or sweaters over scrubs in didactic course lectures. University of South Dakota and/or School of Health Sciences and/or Department of Dental Hygiene logos are encouraged.
- i. Full protective attire (See Clinic Manual) must always be worn while in any clinical block, whether you are operating, in an auxiliary assignment, or in radiography.
- j. It may be required that red polo shirts, black pants, and black shoes be worn while attending an event off campus or providing a presentation. Classroom Attire: – Same as clinic attire with the exception that the USD Dental Hygiene polo with scrub bottoms are considered appropriate attire in classes or preclinical laboratories.

B. Hair

- a. For safety and sanitation, hair (including facial hair) should be clean, neatly trimmed and well

maintained.

- b. Hair must not fall around the face or in front of the shoulders. Bangs must be kept short and close to the face.
- c. Long hair and religious or cultural head coverings must be neatly secured such that they do not interfere with the field of vision or contact patients during treatment. Students may not wear personal caps, hats, scarves or other head coverings in the clinic.
- d. Hair accessories must be plain, neutral in color, and disinfectable (such as hard plastics or metals exclusive of decoration). Cloth-covered elastics are permissible provided they are not large or decorative. The width of head bands should be less than 1.5 inches.
- e. Hair coverings should be worn to minimize contamination. Cloth head or facial coverings/hair accessories must be changed and laundered daily. Metal or plastic hair accessories must be cleaned daily with a chemical germicidal.

C. Protective Eyewear

- a. Loupes with side shields, or safety glasses, must be worn during every lab and clinic session.
- b. Contact lens wearers must also wear protective eyewear.
- c. Sunglasses are not permitted; photosensitive lenses are not recommended because of the effects from the bright operating light.
- d. Long, artificial lashes are discouraged because they may interfere with the protective eyewear or loupes.

D. Jewelry

- a. Ear piercings that are tastefully small and contained within the ear structure are allowed. All earrings must not extend beyond the ear.
- b. Rings that compromise clinical protective barriers may not be worn in clinic. Smooth surface rings are the only type of ring that will be allowed in clinic.
- c. All watches, necklaces and other jewelry must be covered by protective barriers.

E. Tattoos

- a. Newly received tattoos and/or tattoos with open sores must be covered with gauze until the tattoo has healed.

F. Fingernails

- a. Fingernails should be trimmed short enough to be flush with the tip of the finger pad. This is for reasons of sanitation, instrument control, and patient safety.
- b. Artificial nails are not allowed as they have been implicated in bacterial and fungal infections.
- c. Fingernail polish must be smooth and may not contain chips which can harbor bacteria.

G. Personal Hygiene/Fragrance

- a. Exemplary body cleanliness, such as daily bathing, use of deodorant, and regular hair shampooing, is a necessity.
- b. Make-up should be discrete.
- c. Students should avoid wearing any product that produces a scent that is strong enough to be detected by others. This includes, but is not limited to: colognes, perfumes, after-shave products, lotions, deodorants, hair products and other personal products.
- d. Students who use tobacco/vaping products must be aware of the smell carried on hands and by mouth and should take appropriate measures to eliminate or minimize the odor. Likewise, every effort to manage oral malodor is necessary.
- e. It is also imperative that dental professionals set an exemplary standard of oral hygiene in order to promote oral health.

H. Name Badges

- a. University of South Dakota IDs or student name tags must be visible at all times except for at penitentiaries.
- b. Badges/Name tags must be wiped down daily with a germicidal to prevent transmission of infectious materials.

Policy regarding Basic Life Support (CPR) Certification for Healthcare Providers

It is departmental policy that all students, faculty, and clinical staff be currently certified in Basic Life Support for the Healthcare Provider as recognized by the American Heart Association. This course includes CPR and foreign body airway obstruction (FBAO) procedures for the adult, child and infant as well as use of automated electronic defibrillators (AED). Faculty and clinical staff must maintain current certification at all times during their employment with the Department. Students must obtain this certification prior to entering the program and maintain current certification throughout the course of the professional curriculum.

The Department's Program Assistant I maintains a copy of all course completion cards as verification of certification. Students are encouraged to keep a copy of their card in the Student Portfolio for use during licensure application.

Miscellaneous Policies

1. Smoking is discouraged because it is a proven health hazard to both the smoker and the non-smoker in the same environment. Our campus is smoke-free. There are no designated smoking areas. Students who smoke will be dismissed from clinic if they possess an offensive smoke odor. Students found smoking on campus or disposing of cigarettes in the Department will be reported to Campus Security. Blatant disregard for this University and State policy may jeopardize the student's status in the program.
2. The individual instructor in charge will determine the permissibility of eating or drinking in the classroom during lecture sessions. No food or water items are allowed in any of the clinics/laboratories. In any clinic, water can be obtained at the drinking fountain or sinks using clinic cups.
3. It is the policy within our Department that students address faculty by Professor or Dr., depending upon the individual.
4. The ethical issue of patient acquisition must be carefully considered. Our program has co-existed professionally with the private practice sector of dentistry quite well since the program's beginning. Therefore, students must use professional judgment in patient acquisition methods, which are then discussed and approved by the Department Chairperson before implementation.

Equal Opportunity, Non-Discrimination, Affirmative Action Policy and Harassment Including Sexual Harassment Policy

The Department strongly reinforces and supports these University policies. Information regarding these policies can be found in the USD Student Handbook: <https://www.usd.edu/-/media/Project/USD/DotEdu/About/Departments-Offices-and-Resources/Dean-of-Students/USDStudentHandbook.pdf?rev=80dce05251b6499f8f24a7283cb966b4&hash=D280ECA0B5C9F999926BA48EE4B389A8>.

In the event that a student feels he/she/they is/are a victim of a sexual harassment offense either on campus or at an off-campus rotation, the Department strongly encourages the individual to tell an appropriate person about the incident. The Director of Equal Opportunity & Affirmative Action/Title IX Coordinator would be an appropriate person to contact (jean.merkle@usd.edu). It is important to tell someone in order to prevent further incidents to the victim or other students. Please note faculty are required to share certain information with the Title IX Coordinator. In all instances, it is recommended that the student be taken out of the hostile environment. Any such violation will not be tolerated. Students will be referred for counseling and/or further legal advice.

In compliance with Title IX, the University of South Dakota must provide a safe and equitable learning environment for all students. You have the right to protection from: dating violence, domestic violence, gender harassment, discrimination based on pregnancy and parental status, sexual assault/rape, sexual harassment, and

stalking. If you experience or witness any of this type of behavior, please report it to the Title IX Coordinator, Jean Merkle, 605-658-3665, Jean.Merkle@usd.edu. If you have any other concerns regarding a student such as: alcohol abuse, drug abuse, depression or suicide, please report these to the Dean of Students, Kimberly Grieve, Vice President of Student Services/Dean of Students; MUC #218B; 605-658-3555. Anonymous complaints can also be made using the Silent Witness Form.

You can also get help through the USD Student Counseling Center at 605-658-3580 or the Domestic Violence Safe Option Services located here in Vermillion. This is a confidential center that aids victims of sexual assault, domestic violence, and/or stalking. They have a 24-hour hotline at 605-624-5311. If you are not located in Vermillion, you can find your local services through the South Dakota Coalition Ending Domestic & Sexual Violence.

You can have a friend, classmate, advisor, or faculty member help you make a report. Remember, some of these individuals are mandatory reporters, which means the confidentiality of the report is not guaranteed. Faculty are required by the University to report incidents made known to them. Please contact the Title IX Coordinator, for support through this process or if you have questions about how to proceed.

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, North Complex Commons 116, 658-3745 or disabilityservices@usd.edu.

Disabilities

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2009). Accommodations are available to students with documented learning, physical or psychological disabilities.

The Department will make appropriate accommodations for students with disabilities so long as it does not compromise the satisfactory completion of all the competencies required for graduation nor cause undue hardship on the program. The student must provide the Department Chairperson with appropriate documentation of the disability(s) and the recommended accommodations after which it will be determined if accommodations can be made. The Director of the Office of Disability Services, located at North Complex Commons 116, 658-3745 or disabilityservices@usd.edu is available for consultation if needed.

South Dakota Board of Regents Policies Link

Students shall refer to the link for the most current versions of South Dakota Board of Regents Policies: <https://www.usd.edu/Policies>

The Dental Hygiene Facility

General Information

- A. **Security:** Safety and security of people and contents of the Department will always be a primary priority. There are several security measures in place. The Department is careful to ensure that there are locked doors and hallways. Students must swipe their coyote cards to enter the clinic as well as the female's locker room. In addition, male students will swipe their coyote card for the male's locker room entrance. Students may be in the Department before or after normal business hours only to retrieve items for rotations or to prepare for clinic. Students should not be in the classroom prior to 7:30 am. All students should be out of the building by 5:00 pm or shortly thereafter depending on the circumstance. Students should never prop open locked doors. **Disrespect for any Department security policies could be cause for dismissal.**
- B. **Care:** The condition of our facility is vital to the success of our program and it is everyone's responsibility to help maintain the cleanliness and good condition of it and its equipment. The clinic and laboratory areas should always be kept clean. All equipment and supplies should be returned to their storage spaces immediately upon finishing with them. Please clean up after yourself. Do not expect the custodian to clean and straighten up everything. The custodians are required to clean only those surfaces that have been cleared. They are not required to pick up personal items or move equipment and excessive debris in order to clean. In fact, they have strict rules about movement of personal items. By keeping areas such as floors, locker tops, and desks clear, we will have a cleaner facility. Custodians are also not required to clean up excessive messes made by class activity, such as large amounts of plaster in sinks and work areas. This is considered a responsibility of the students who make the mess. Therefore, instructors are within their rights to monitor the cleanliness of their class areas and impose penalties for violations.
- C. **Locker Rooms:** Each student will be assigned a locker and all personal articles must be stored in your locker while you remain in the facility. Each student is provided with a combination lock. Your assigned locker **must** be kept locked. The department cannot be responsible for lost or stolen articles since this avenue of security is available to you. There will be a \$5 charge to replace your lock if it is lost or destroyed. The locker rooms are secure and only accessible to dental hygiene students using the Coyote Card during specified hours.
- D. **Faculty Offices:** Faculty offices are private spaces that contain sensitive and confidential student information. You should not enter a faculty office unless it is occupied and you are invited. Often, office doors are open, which would typically signal a faculty member is available. Faculty are responsible for seeing to it that all criteria of the U.S. Constitution dealing with the privacy and confidentiality of student records or materials are met. You will soon learn the habits, styles and policies that individual faculty members establish concerning their offices. Please respect them but know you are most often welcome at any time. Appointments can always be made to meet with an individual faculty member if he/she/they is/are busy at the time.
- E. **Staff Offices:** The staff offices are to be treated as private offices. No student should be in the offices while they are unattended. If you need something and no one is in the office at the time, wait until someone is available to assist you personally. Students are never to be in staff offices without direct permission. It is the duty of the departmental staff to protect the security of these offices and they have both the authority and obligation to uphold this duty.
- F. **Telephones:** Students may use departmental telephones when authorized. The Clinic Office phone may be used for long distance calls for department business only, such as contacting a patient. The department has an automatic telephone answering and message-recording service attached to both office phones. This device is in operation during all hours that the telephone is not personally attended. Because our clinical program is appointment-oriented, it is vital that we maintain 24-hour, 7 day-a-week telephone contact with the public. Patients can, and do, use it to make appointments, to change appointments, and to cancel appointments. You should make your patients aware of this service, if

he/she/they is/are able to call only during the unattended hours.

- G. **Cellphones:** Instructors determine if personal electronic devices (such as cell phones, Apple watches and laptops) are allowed in the classroom/laboratory. Students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. Students are not permitted to record any part of a class/lab/other session unless explicitly granted permission by the instructor. If the student does not comply, the student may be asked to leave the classroom/laboratory. The use of cellphones during examinations is prohibited unless during breaks or when otherwise noted. Cellphones may be used to enter the clinic through the digital wallet.
- H. **Equipment:** Please use consideration and care in your use of all clinical and laboratory equipment. Preventive maintenance is the most important aspect in keeping the equipment up and functioning properly. You must report all malfunctions to the Clinic Manager immediately. It is also necessary that you report anything that looks like it may malfunction in the future so it can be attended to before the piece of equipment is completely down.

Because the facility contains much equipment that is very costly, and some of which involves hazards in its operation, strict security policies must be maintained. Therefore, the clinic facility will remain locked at all times. On weekends, the facility will remain closed unless a special event has been scheduled.

All graduates will have 30 days following graduation to claim any of their property such as instruments or uniforms. Any items left in the Department after that time will become property of the Department.

The Safety of Others and Yourself

It is extremely important that you familiarize yourself with safety information for the department. It may save your life or someone else's in case of fire or other emergency. Each clinic will have its own fire evacuation plan and emergency protocols. Instructors at off-campus clinics will ensure students are aware of the procedures specific to each clinic. Protocols are also found in the Clinic Manual.

Fire

1. DO NOT PANIC.
2. In case of fire, activate the nearest fire alarm. Take appropriate precautions to ensure your personal safety. Alert people in area of fire and direct them away from danger. Close all doors to confine the fire.
3. Call the University Police.
 1. Give your name and the exact location of the fire (building, floor, room, *etc.*)
 2. Remain on the phone until released by the emergency operator.
4. Call the ARC Manager.
5. Use the designated fire evacuation route from your work area.
6. Evacuate the building by the nearest uninvolved exit as posted in the hallways.
7. If there is smoke in the area “Get Low and Go” to avoid contaminated air.
8. “Stop, Drop and Roll” if your clothing catches fire.
9. Do not use elevators.
10. Once outside, move to the designated assembly point or move to an area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
11. Do not return to an evacuated building unless authorized to do so by the University Police.
12. Check with your Manager to see where you should meet after returning to the building.

Fire Evacuation Plan for Lee Medical Building

1. Upon activation of the fire alarm, all persons within the Lee Medical Building will immediately begin exiting the building through the nearest available exit route.
 - a) Elevators should NOT be used during an evacuation event unless necessary for the evacuation of a disabled/handicapped person.
 - b) Prior to leaving the room, any open fires, hot plates, coffee pots, or similar equipment should be turned off. Electrical equipment that cannot be left unattended for prolonged periods should also be turned off prior to exiting the room.
2. Designated staff from each floor will quickly survey the floor to assure that evacuation is in progress or completed. The following staff have been designated:
 - Lower level –Ruth Bakker/Shyla Brooks-Clark (East); Megan Mead/Charles Lockard (West)
 - First floor – Yifan Li/Mike Olson (East); Laura Rumohr/Teresa Hays (West)
 - Second floor – William Mayhan/Daniel Bird/ (East); Wendy Pederson/Diane Penfield/Sara Bird (West)
 - Third floor – Victor Huber/Khosrow Rezvani (East); Johanna Gregoire/Kari Potter (West)
 - External door monitoring after evacuation: Daniel Bird (South), Wendy Pederson(East)
3. All persons within the Lee Medical Building will convene in USD parking lot 26 at the corner of Harvard and Clark streets. This will allow quick assessment for any missing persons and avoid interference with the emergency responders. In the event of weather conditions where shelter is desired, please move away from the Lee Medical Building and go inside the National Music Museum for comfort and safety.

Fire Evacuation Plan for new School of Health Sciences Building

In the event that Health Sciences must be evacuated; the following procedures shall be followed.

1. Upon activation of the fire alarm, all persons within Health Sciences will immediately begin exiting through the nearest available exit route.
2. Designated staff from each floor will quickly survey the floor to assure that evacuation is in progress. The following staff have been designated:
 - First Floor – North Side – Mecia Graham (Miranda Drake – backup)
 - First Floor – South Side – Frank Zavadil (Doug Standley – backup)

 - Second Floor – North Side – Amy Orr (Tallie Cassanova – backup)
 - Second Floor – South Side – Amanda Huber – (Amy Nelson – backup)

 - Third Floor – South Side - Becky Anglin (Doug Standley - backup)
 - Third Floor - North Side – Nicole Solomon (Miranda Drake – backup)
3. All persons within the Health Sciences Building will assemble at the parking lot 26 east of Lee Med. This will allow quick assessment for any missing persons and avoid interference with emergency responders. In the event of weather conditions where shelter is desired, please go inside the National Music Museum for comfort and safety.
4. All persons are asked to remain in the safe area until released by UPD.

We are all responsible for assisting persons with a disability to the nearest safe emergency exit during an evacuation. Please help the people in your area. If you are unable to help the person exit, please leave them in a safe location and immediately inform emergency personnel of the disabled person's location in the building.

Visually Impaired Persons

1. Announce the type of emergency
2. Offer your arm for guidance and tell persons where you are going
3. Name obstacles they will encounter
4. When safe, ask if they need additional help

Hearing Impaired Persons

1. Get person's attention by gesturing, turning on/off lights, etc.
2. Indicate directions with gestures, or write/type a note with evacuation directions

People Using Walking-Assisted Device (Crutches, Canes, Walkers, Wheelchair Users)

1. Assist and accompany persons in wheelchairs to the nearest adjacent floor/building or exit
2. If needed, use a sturdy rolling chair to move person

Fire extinguishers can be used by any person in the Department. The PASS method is recommended, which is Pull (pull the pin), Aim (aim the nozzle at the base of the fire), Squeeze (squeeze the handle to release the contents), and Sweep (use a back-and-forth motion across the fire). All Department faculty and staff have been trained by University Safety personnel on the use of fire extinguishers.

Fire extinguishers are checked monthly by USD personnel. Contact between the University Safety Officer and appropriate Department personnel is ongoing.

If alarms are not sounding, any person may pull an alarm. **Student operators are responsible for assisting their patients to the designated meeting place.**

A clinic faculty member will be responsible for ensuring the day sheet is brought outside in order to account for all individuals in clinic. Students should line up by number (1-32) for quick and easy assessment. Patients should stay close to their student operator until all persons are accounted for.

Students and faculty will participate in a fire drill initiated by the Department Chairperson at least once per year.

- **Manual Fire Alarm Box Locations:** Within the new School of Health Sciences building on the first floor, there are 2 manual fire alarm boxes right outside the clinic in the corridor to the Lee Medical Building. There are also 3 manual fire alarm boxes on the first floor of the School of Health Sciences building near the South entrance. There are many other fire alarm boxes, please ask if you need further assistance locating one. All fire alarms are tested annually in July by a licensed fire alarm contractor.

Location of Emergency and First Aid Kit

Emergency and first aid kits plus emergency oxygen are located in the small laboratory within the clinic (new School of Health Sciences building) and in the large laboratory in the Lee Medical building. Additional oxygen is available through the N₂O/O₂ machines. An AED is also available. These are available during each clinic period.

All safety and first aid items and equipment are most vital in the department and must be treated with respect and kept ready at all times.

Emergency protocols and equipment such as drugs, AED, etc. are also available at each clinic location. All instructors are trained to respond at their respective locations. Instructors will inform students of all protocols during orientation sessions at each clinic.

Medical Emergency Protocols

Each clinical site will have its unique emergency protocols. Site-specific protocols can be found in the Clinic Operations Manual (COMS) for each site and will be communicated to students at a clinic orientation session.

1. First person to witness an emergency:
 - a. Recognize the signs and symptoms of distress
 - b. Call for help verbally for assistance from the nearest person.
 - c. Alert the instructor and/or nearest person
 - d. Stay with the patient at all times.
 - e. Begin CPR if necessary
2. Second person assisting in emergency:
 - a. Alert faculty or office staff of emergency; state the nature of the emergency and the location
 - b. Dial 911 (if directed) - from the nearest phone (instructions located on red laminated card by phones);
 - i. State the Location of incident
 - ii. State the nature of the emergency
 - iii. State Number of Victims
 - iv. State Your Name
 - v. Stay on the line until directed to hang up
 - c. Oxygen and emergency kit is located in the classroom/laboratory and in the Sterilization Station in the Delta Dental Oral Health Center.
 - d. Get the AED.

- e. Bring all items to the area of emergency.
- f. Assist or stand back, as needed.

See COMS and Clinic Manual for more information

Guidelines for using AEDs

- Remain calm
- Send someone to call 911 or University Police, 605-658-6119
- Emergency Responders need:
 - Victim information
 - Address/location
- Remove AED from cabinet and take to patient's side
- Use tubular key in cabinet to turn off alarm if needed
- Lift black cover and press yellow button to open AED and turn unit on
- Pull red handle to remove patches from package
- Attach patches to patient's bare chest according to the diagram
- Follow voice prompts – see inside cover of device for further instructions

Locations of AEDs

- Lee Medical Building:
 - 1st, 2nd, and 3rd Floor South Atrium
- New School of Health Sciences Building:
 - 1st Floor - Outside 101B
 - 3rd Floor - Lobby 399A

Inclement Weather

Lee Medical Building: In the event of severe weather alerts such as tornado or severe thunderstorm, persons within the Lee Medical Building should immediately proceed to the Lower Level of the building using the fastest route available. In the event that the Lower Level is not available or cannot be reached safely, persons within the Lee Medical Building should immediately proceed to the first floor central hallway of the East wing and close the steel security doors at each end of the hallway.

1. Designated staff from each floor will quickly survey the floor to assure that evacuation is in progress or has been completed. The following staff have been designated:
 - Lower level –Ruth Bakker/Shyla Brooks-Clark (East); Megan Mead/Charles Lockard (West)
 - First floor – Yifan Li/Mike Olson (East); Laura Rumohr/Teresa Hays (West)
 - Second floor – William Mayhan/Daniel Bird/ (East); Wendy Pederson/Diane Penfield /Sara Bird (West)
 - Third floor – Victor Huber/Khosrow Rezvani (East); Johanna Gregoire/Kari Potter (West)

School of Health Sciences New Building: In the event of severe weather alerts such as tornado or severe thunderstorm, persons within the Health Sciences Building should immediately proceed to the first-floor restrooms (105,108 and 109) and Dental Hygiene locker rooms (106 and 107) for shelter. If that area cannot be reached, proceed to inner windowless rooms or central hallway of the building using the fastest route available.

1. Designated staff from each floor will quickly survey the floor to assure that evacuation is in progress or has been completed. The following staff have been designated:
 - First Floor – North Side – Mecia Graham (Miranda Drake – backup)
 - First Floor – South Side – Frank Zavadil (Doug Standley – backup)

- Second Floor – North Side – Amy Orr (Tallie Cassanova – backup)
 - Second Floor – South Side – Amanda Huber – (Amy Nelson – backup)

 - Third Floor – South Side - Becky Anglin (Doug Standley - backup)
 - Third Floor - North Side – Nicole Solomon (Miranda Drake – backup)
2. The lower level main hallway near the doorways to adjoining buildings is the safe area and should be large enough to accommodate all building occupants.
 3. Avoid areas with windows during severe weather.
 4. All persons are asked to remain in the safe area until released.

Active Shooter

In the event of an active shooter, assist others if possible, but never endanger your personal safety to help someone else.

Bomb Threat

If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call the University Police.

- a. Any person receiving a bomb threat should ask the caller:
 - i. Exact location of the bomb (building, floor, room, etc.).
 - ii. Time bomb is set to go off.
 - iii. Kind of bomb, timing device, etc.
- b. To help track down caller person taking call should listen for:
 - i. Speech pattern, accent, lisp, distinguishing characteristics, etc.
 - ii. Background noises.

Chemical Spill

First Aid Response

- Flush exposed tissue with copious amounts of water.
- If face and/or eyes are affected, immediately irrigate with eyewash for 15 minutes.
- Remove contaminated clothing and flush skin with large amounts of water for 15 minutes.
- Get medical attention for all injurious exposures and anytime eyes are affected.
- Call University Police
- Call University’s Environmental Health and Safety office.

Major Spill Procedures: A major spill is one in which it becomes necessary to-request outside assistance to safely clean the affected area(s).

1. **DO NOT PANIC.**
2. Vacate the affected area at once and seal it off to prevent further contamination.
3. Locate a phone away from the effects of the spill. Remove any contaminated clothing before leaving the affected area (modesty should be of secondary importance here) or, if you can do so without contaminating additional areas, go to the nearest shower and remove it there.
4. If a building emergency exists, activate the fire alarm. Evacuate the building through the nearest available exit. If a disabled coworker or a visitor cannot safely evacuate the building, assist them to the nearest stairwell away from the spill site. Alert emergency personnel of their location.
5. Do not use the elevators.
6. Once outside, move to the designated assembly point or move to an area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

7. Immediately report any uncontrolled spillage of material (*i.e.*, an amount that is greater than you are normally equipped to deal with) to the University Police
8. When reporting provide the following information:
 - a. Your name
 - b. Any injuries
 - c. Name of the spilled material
 - d. Estimated amount of the spilled material
 - e. Exact location of the spilled material
9. The University Police will contact the necessary emergency personnel.
10. Do not return to an evacuated building unless authorized to do so by the University Police.
11. Check with your manager to see where you should meet after returning to the building.

Minor Spill Procedures: A minor spill is one in which the chemical and the hazard involved are known and the precautions necessary to safely clean up the spill are also known, therefore, outside assistance is not required to clean up the spill.

1. Check for exposure and get first aid if needed.
2. Call the Office of Environmental Health and Safety. After hours contact the University Police.
3. Remove any contaminated clothing before leaving the affected area (modesty should be of secondary importance here) or, if you can do so without contaminating additional areas, go to the nearest shower and remove it there.
4. Put on appropriate protective clothing (*e.g.*, gloves, safety goggles, lab coat).
5. Cover small spills with absorbent towels.
6. Clean the spill area working from the outside toward the center until there is no more removable contamination.

Campus Alert System: The Campus Alert System is an emergency notification tool for the public universities governed by the SD Board of Regents. The system helps us notify students, staff, and faculty of emergencies that occur on or near campus locations. Emergencies may include, but not be limited to, weather alerts, school closings, fire, or criminal activity. Students, faculty and staff are automatically a part of this system through their university-assigned email address.

USD Safe App: Students, faculty and staff can add a layer of security to their daily life with USD Safe App. This App, created by AppArmor, works both on and off campus. It serves as a virtual escort to students, providing real-time location information to emergency contacts and the University Police Department.

Student Affairs and Activities

Scholarships and Other Awards

Scholarships:

The Department has certain funds each year to be distributed as scholarships. Some scholarships will be used to fulfill dental hygiene student USD scholarships such as Coyote Commitments. Some awards must be applied for and therefore require student initiative. Check with the Department Scholarship Committee Chair on whether or not an application is required and the appropriate deadlines.

Coyote Commitment Scholarships

- ★ The **Score II Dental Hygiene Alumni Scholarships** are generated by direct contributions from graduates and faculty of our program. Only interest money generated by the fund will be used for the awards. Awards typically assist Coyote Commitment students in the DH program.
- ★ The **Faithe Family Scholarship** is a scholarship endowment to the University from Matthew and Dr. Margaret Faithe for students studying in the USD health care professions. Awards typically assist Coyote Commitment students in the DH program.
- ★ The **Dr. Darrell R. and Gretchen Ludeman Memorial Scholarship** has been established in honor and memory of Dr. Darrell Ludeman and his wife, Gretchen. Dr. Ludeman was the former Chairperson and Professor Emeritus of the Department of Dental Hygiene. Awards typically assist Coyote Commitment students in the DH program.
- ★ The **Lulu B. Wheeler Memorial Scholarship** is offered to several health professions programs on campus. The Department and the School of Health Sciences determine the criteria and recipients of this award. Awards typically assist Coyote Commitment students in the DH program.
- ★ The **Scott and Julia Jones Scholarship** is available to a Coyote Commitment student who shows leadership and an interest in public health policy. Preference goes to a student from the Pierre, SD area when possible. Mr. Jones is the CEO of Delta Dental of SD and a USD alum who has been a long-standing supporter of USD Dental Hygiene.
- ★ The **John & Shelly Aesoph Scholarship** is available to a Coyote Commitment student in the DH program. Shelly is a USD DH graduate who has shown great support of the DH program for many years.
- ★ The **Jeff & Marcia Sven Scholarship** is available to a Coyote Commitment student on alternating years. These USD alums choose to support DH and other USD programs, so the award to DH is not available each year.

Department of Dental Hygiene Scholarships

- ★ The **South Dakota Dental Foundation Scholarship** is funded by this philanthropic organization. This \$3000 scholarship is awarded on the basis of academic achievement, need, activities and desire to practice the dental hygiene profession.
- ★ The **Black Hills District Dental Society Scholarship** is sponsored by this group, which is a component of the South Dakota Dental Association. The society commits for just one year at a time, so this scholarship may not be available every year. Award is based on academic skills, financial need, a commitment to practice in the Black Hills District, and professional involvement in school. Residents of the counties within the Black Hills District will be given preference, but it is not a necessary qualification.
- ★ The **Stephanie Asheim Young Memorial Scholarship** is a scholarship given in memory of Stephanie Asheim Young, a member of the Class of 2005. This scholarship is managed by the South Dakota Dental Association and the recipient is chosen by a committee within the SDDA and approved by members of Stephanie's family. The amount of the award is \$1000. Criteria for this scholarship include

scholastic ability, financial need and character. Applications are available through the Department Scholarship Committee Chair.

- ★ The **South Dakota Dental Hygienists' Association** sponsors a scholarship to the Outstanding SADHA member. This award is presented to a member of the local student component of the American Dental Hygienists' Association who the membership feels has contributed the most to that organization during the year. The recipient is selected by the student members of SADHA and the award pays for transitional membership from SADHA to SDDHA.
- ★ The **Southeastern District Dental Society Scholarship** is sponsored by the Southeastern South Dakota District Dental Society via the Sioux Falls Area Community Foundation and is in the amount of \$2000. This scholarship is awarded to a junior student who demonstrates financial need and completes an essay regarding the desire to practice dental hygiene. The recipient is chosen by a Sioux Falls Area Community Foundation committee. Applications are made directly to the Sioux Falls Community Foundation.
- ★ The **Dorothy Francis Yeoman Scholarship** is awarded to a junior non-traditional student who is a dental assistant. Dr. Yeoman is a USD alumnus who practices in Redfield, South Dakota. This scholarship is awarded in honor of his mother who was a long-time dental assistant.
- ★ The **Lonna Wallway Jones Scholarship** is given to a DH student to assist with the purchase of magnifying loupes. Monies for this scholarship vary each year. Students must complete an application for consideration.
- ★ The **USD DH Public Health Service Scholarship** has been initiated by several USD Dental Hygiene alumni who are currently employed in the public health sector. The purpose of this scholarship is to encourage students to investigate careers in public health. Recipients must demonstrate leadership through community or public health related activities and are selected by the faculty.
- ★ The **Dr. Carmen Sutley Scholarship** is sponsored by Delta Dental of SD in memory of this dentist. The scholarship shall be awarded to graduate students or undergraduate seniors planning to pursue a Master of Public Health or students planning to work in the field of public health and/or community healthcare.
- ★ The **Leslie Sanders Scholarship** is in memory of Leslie Sanders. The scholarship shall be awarded to a student that has similar attributes as Leslie Sanders; hard working, dependable to a fault, high ethical standards, professional, and very loyal to the profession.
- ★ **American Dental Hygienists' Association Institute for Oral Health Scholarship Program** offers scholarships in a number of categories. Guidelines for application and application forms will be made available to students who think they may qualify for one of these scholarship awards. These scholarships are \$1000-\$2000.
- ★ **American Dental Association Foundation** offers scholarships up to \$1000 for students pursuing a career in dental hygiene. Students must be entering their final year of study in an accredited dental hygiene program. Guidelines for application and forms are available to students and must be submitted to the Department office by the last day of classes in the spring semester.

Other scholarships may be made available to the Department. Students will be made aware of these and the criteria for application as they are announced.

Awards

- ★ The **Outstanding Senior Dental Hygiene Student** is awarded to a senior student who exemplifies very high academic standards, clinical skills, interpersonal relationship skills and professionalism.
- ★ The **Outstanding Junior Dental Hygiene Student** is awarded to a junior student who exemplifies very high academic standards, clinical skills, interpersonal relationship skills and professionalism.
- ★ The **Sigma Phi Alpha Society Membership** is a national dental hygiene honor society composed of faculty and students. Each year 10% of the graduating class is eligible for membership. The dental hygiene faculty selects students based on scholarship, character, and potential for future growth in the

dental hygiene profession. Awardees are presented with a certificate and a lavender stole.

- ★ The **Hu-Friedy Golden Scaler Award**, sponsored by Hu-Friedy instruments and chosen by the faculty. This award is given to a senior student for clinical excellence to include instrumentation skills, professionalism, and interpersonal relationship skills.
- ★ The **Dental Hygiene Departmental Service Award**, honors the service of the late program Chairperson Dr. Darrell R. Ludeman. This award is for service and is awarded to a student who has voluntarily served on one or more of the Department's committees or has shown other service to the Department.
- ★ The **American Association of Public Health Dentistry Award for Achievement in Community Dentistry and Dental Public Health** offers an award certificate, complimentary membership to the American Association of Public Health Dentistry for a limited time period. This award recognizes and honors a student's special interest and achievement in community dentistry and dental public health.
- ★ The **Special Care Dentistry Association Student Award** offers an award certificate to recognize a dental hygiene student special projects, achievements and aptitudes of those individuals demonstrating a sincere interest in special care dentistry.
- ★ The **Colgate Star Award**, sponsored by Colgate, recognizes a student's dedication to the dental hygiene profession, compassion in patient care and enthusiasm for the role of dental hygienist and community service. Awardees are presented with a trophy and certificate from Colgate.
- ★ The **Younger Generation Care Award** is in recognition of a student's dedication to pediatric and adolescent care in which the student demonstrated exceptional communication, patience, clinical skill, and professionalism with the younger generation throughout their time in the program.

Scholarships and other awards are presented at the **Graduation and Dedication Ceremony**, which is scheduled late in the spring semester. Names of all awardees are announced at the ceremony.

Department Extracurricular Activities

Professional Activities:

- Our department sponsors various extracurricular professional, and continuing education activities throughout the year. These may be programs such as guest speakers and workshops. They are designed primarily for the members of the dental team, individually or collectively, who have already graduated and are in practice. This is one way in which they can remain current with the state of the art in their profession(s). Instructors may offer attendance for course remediation.
- There also may be club meetings (ie. Pre-dental Club) using our facility from time to time. These clubs sometimes welcome observers and enjoy the participation of students.
- On occasion, there may be meetings to attend off campus, or various field trips to take. Some may be optional, while others may be required for class. There may be fees involved with some of these activities. They are usually very minimal for students. In instances where overnight stays are necessary, this is typically at the students' expense. Meals are at student expense as well. As a developing professional you should attend all these functions to expand your knowledge base and, as mentioned before, they may very well be required as part of a course.

Social Activities:

- Early in the fall there may be a get-acquainted picnic or party. This event is typically sponsored by the Department SADHA chapter.
- In the spring, usually in April, there is the Graduation and Dedication Ceremony. The ceremony marks the entrance of first year students into the clinical phase of training and recognizes graduating second year students. All annual awards are announced and presented also. It is an opportunity for parents, relatives, students, and faculty to celebrate student success.

Student Professional Association

The department encourages, in fact expects, you to become a member of the Student American Dental

Hygienists' Association. You are about to enter one of the health service professions. As a professional dental hygienist, you will soon be experiencing the rewarding life of offering your skills and services for the betterment of the general public's health. Student membership in the American Dental Hygienists Association involves you with an organization of students of dental hygiene dedicated to building ethical and educational bases for future service and success in your profession.

Among the benefits of membership you receive the Journal of the American Dental Hygienists' Association, Access, and other educational materials and aids. You are eligible to apply for the special dental hygiene scholarships for associate degree and bachelor's degree candidates. Emergency educational loans are also available for students through the Association. Students may apply for the scholarships during their first year of training which, if awarded, will be granted during your second year.

After graduation, the American Dental Hygienists' Association is the national organization designed to help the dental hygienist meet professional obligations. Among its many services:

1. Educational programs, lectures, institutes, symposia, and workshops
2. Representation and cooperative activities with other state and national organizations of allied health professions
3. Representation of your opinions in new legislation and practice regulations affecting the profession of dental hygiene
4. Professional group insurance policies at reduced rates
5. Journal of Dental Hygiene
6. Access journal
7. Scholarships for dental hygiene students.

The local component of SADHA is organized with its own slate of officers and a faculty advisor or advisors. Regular meetings of a business and/or professional nature are held. Fundraisers, to build a treasury for use in various professional or social functions have been popular activities. Student officers of the USD SADHA Chapter are able to answer questions and will be soliciting for membership. One Department faculty member is assigned as the Chapter Advisor.

Employment

The Department may receive information from a dental office regarding an available job opportunity. Any information is forwarded to all students via email when it is received. The Coyote Careers website managed by the USD Academic and Career Planning Center is also helpful for students beginning the search for employment following graduation.

Any student, who may receive a telephone call or email about a potential position opening for a dental hygienist, will refer that individual to the Department Advisor. In their absence, such a call must be referred to the Department Chairperson

Students must sign a release form before faculty can give a recommendation to a prospective employer. Release forms may be obtained from and are maintained by the Program Assistant.

Licensing Process

Every graduate dental hygienist must be licensed by the State Board of Dentistry/Dental Examiners of the state in which he/she/they wishes to practice. The applicant for such a license must be successful in completing both a written and practical examination, as well as completing all graduation requirements according to our policies. Some states require examination over state law and/or interview before granting a license.

→ **National Board Dental Hygiene Examination:** In 1962, the American Dental Hygienists Association, in cooperation with the American Dental Association initiated a National Board Examination for dental hygienists. It is currently recognized by all of the 53 jurisdictions (50 states, District of Columbia,

Puerto Rico, U.S. Virgin Islands). Some jurisdictions accept National Board scores only if earned within the last of 10 or 15 years. (Check with the specific jurisdiction to be sure.)

- ◆ Testing date for students in their terminal year of education is usually late March or early April. Applications for the examination are completed in January. The Department Chairperson coordinates exam dates for all students; the computerized exam is given at either the Sioux City or Sioux Falls prometric center. There is a fee for the exam. The Department Chairperson assists students with the application and testing process; however, completion of the online application is the student's responsibility. There are many specific instructions that must be adhered to or the student may be banned from taking the test. It is critical to follow the instructions and read all correspondence from the agency.
- ◆ A score of 75 or above is considered passing. The department cannot recommend delinquent students or students in poor standing at application time for this examination. A student is eligible for examination when the administrator of our program certifies that the student is prepared for examination and is within four months of the issuance of the diploma at the time application is made.
- ◆ Reports are typically available to the student within 2-4 weeks after the testing date. Passing candidates receive a certificate.
- ◆ If a student fails the examination, he/she/they may apply for reexamination. If the student fails a third time, she/he/they must wait a full year to be eligible for testing. This delay is to encourage candidates to prepare more thoroughly. In the event of failure, the student should contact the Department immediately so that assistance with the application process can be completed for the retake.
- ◆ To enhance your review process, in addition to course outlines and notes, there are several good review courses and books.

→ **Regional Clinical Boards:** There are several regional clinical board exams that cover the United States. Many regions accept more than one exam. It is the student's responsibility to investigate which exam he/she/they is/are interested in taking. The CRDTS exam, which covers the central region, is offered annually on campus in the USD clinic. Application for the CRDTS clinical exam must be made at least 45 days prior to the examination and accompanied by a fee and verification from the department stating that you are in good standing and will probably graduate. Proof that you are covered by professional liability insurance and are currently certified in CPR must also be sent. Application and other information may be obtained from the CRDTS Coordinator.

- ◆ You must have completed all graduation requirements in order to be admitted to take the exam. If it is known by the department that a student has not met graduation requirements, that student will be barred from taking the exam, even though the exam may have already started.
- ◆ The exam site here in our clinic is for our students primarily. Non-USD students may be given permission to take the exam, if space is available. Examinations are held at closed sites once a year only. If you fail the exam, you may take it again at an alternate session during the same testing time. There is a facility fee required of all persons taking this exam at our clinic. The fee of \$150 must be paid prior to taking the exam.
- ◆ If a student does not pass a clinical board exam, the Department may offer a refresher course to help the student prepare for the next examination. This course will involve working closely with one or more faculty in the clinical setting with patients. This course will be treated like a continuing education course. The course will be held for 2-3 days and costs \$300. If a longer course is desired or needed, the cost will increase.

→ **State Licensure:** The last step in the licensure process is making an application for the same in the state or states of your choice. Every jurisdiction has its own application and criteria for licensure. The most important ones are National Boards and Regional Clinical Boards. Other common criteria are proof of citizenship (birth certificate), CPR certification, proof of graduation (diploma), passing a test over the state dental law (practice act), possibly other minor testing or interviewing, a picture, and a fee. There

are differences between states too numerous to mention here. It requires individual inquiry on your part. Application deadline is usually 30 days prior to the meeting of the Board. However, you should always check on this deadline in the specific state.

- ◆ When seeking employment, it is requested that graduates of the dental hygiene program keep in mind the fact that their licenses may not be issued for some time, and should inform their prospective employers of this situation. Graduation from an accredited program is by no means a guarantee that you will be issued a license. The department cannot recommend students for licensure application and examination if they are in poor standing, behind in their work at the time, or did not graduate.
- ◆ The Department Chairperson will assist students as much as possible with questions regarding state licensure; however, it is the student's responsibility to submit all materials to the appropriate state board.
- ◆ Many hygienists hold licenses in more than one state, for various reasons. Once you have a license to practice in a state, it is recommended to never let go of it. Keep it current by registering annually and satisfying continuing education requirements (if any), even if you don't live and practice there. As mentioned earlier, some states have time limits on National Boards. Some states also have time limits on clinical exams. Keeping your license in good standing and not letting it lapse will prevent you from having to take licensing exams again.

Dental Care for Students in the Department of Dental Hygiene

The Department of Dental Hygiene students may receive one free full mouth set of radiographs, one free comprehensive examination and one free adult prophylaxis. Free services are provided on a “walk-in” basis when there is space available in the schedule due to a last-minute opening. Appointments are NOT made in advance for free services.

Students may sign up two immediate family members or up to two friends (instead of 2 family members) to receive the family discount. The family discount is the same as the student discount except radiographs, exams and prophylaxis are 50% off instead of free.

All treatments must be charged out and fees waived accordingly for accurate record keeping.