

# Madison Area Technical College Dental Hygiene

Program Handbook  
August 2024



## **FORWARD**

The Madison Area Technical College Dental Hygiene Program Student Handbook has been prepared to provide students with a description of the dental hygiene program, its philosophy, educational objectives, curriculum, and program competencies. Included in this handbook are various program and clinical policies that affect your status as a student in the dental hygiene program.

The policies and procedures provided in this document are in effect throughout the program and apply to all your Dental Hygiene classes. They are in addition to the policies and procedures on the Madison Area Technical College Website. We hope this handbook will clarify questions you may have as you proceed with your educational program. You are responsible for knowing and understanding the information in the handbook.

The dental hygiene program is designed to prepare individuals to be lifelong learners and to function with judgment and technical competence in providing dental hygiene care for individuals of all ages. Upon completion of the program, the graduate is eligible to take the national written examination and practical examination leading to licensure as a registered dental hygienist.

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## Dental Hygiene Program Philosophy and Goals

The Dental Hygiene Program supports the mission of the parent institution as follows:

*The Madison Area Technical College is dedicated to the policy that the most precious resources of the nation are in the many and varied abilities of its citizens. The College provides broad educational opportunities to citizens of the district. The primary function of the College is to give substance to the ideal of equal educational opportunity for all citizens. Thus, a liberal admissions policy is an essential part of its operating philosophy.*

The specific philosophy of the Dental Hygiene program is as follows:

*The students of the Madison Area Technical College Dental Hygiene program are encouraged to be self-directed in their learning and to establish high standards of professional and personal excellence. Creative, critical, and analytical thinking is encouraged throughout the academic and clinical experiences of the program. The role of the student is to take responsibility for the assessment, planning, implementation, and evaluation of the patient/client dental hygiene treatment. The dental hygiene student will be encouraged to be a participating member in her/his own profession and a contributing and responsible citizen.*

The patient as a client must be informed and involved as a co-therapist in dental hygiene treatment. The theory is translated into a customized, relevant plan of treatment for the individual client.

The faculty's role is to provide guidance, feedback, information, and an indication of caution when necessary. The faculty will evaluate the process involved in performing clinical skills as well as the final outcome of dental hygiene therapy.

## **Dental Hygiene Program Educational Objectives**

The faculty of the Dental Hygiene program strives to prepare a dental hygiene student who, at the completion of the program, will:

1. Be a competent healthcare provider who can complement the dental health team in rendering up-to-date comprehensive oral health care to patients.
2. Exhibit a philosophy of practice that reflects sensitivity to their patient's needs.
3. Obtain employment as a dental hygienist.
4. Uphold the ethics of the dental hygiene profession.
5. Pursue lifelong professional growth and development through participation in professional organizations and continuing education.
6. Assume an active leadership role in promoting innovative dental hygiene preventive practices and health ideals to meet the changing health needs of the community.
7. Successfully complete the Dental Hygiene National Board examination.
8. Successfully complete a regional dental hygiene clinical examination.
9. Successfully complete a state jurisprudence exam.

## Dental Hygiene Program Curriculum

### FIRST-YEAR

#### Pre-Dental Hygienist courses:

The following courses **must be completed** prior to acceptance into dental courses:

		Credits
20-806-206	General Anatomy and Physiology .....	4
20-806-201	General, Organic and Biological Chemistry .....	5
20-806-273	Microbiology .....	4
<b>Semester Total</b>		<b>13</b>

#### First Semester

10-508-101	Dental Health Safety.....	1
10-508-102	Oral Anatomy, Embryology, Histology.....	4
10-508-103	Dental Radiography .....	2
10-508-105	Dental Hygiene Process 1 .....	4
	<u>Elective</u> .....	1
<b>Semester Total</b>		<b>12</b>

#### Second Semester

10-508-106	Dental Hygiene Process 2 .....	4
10-508-108	Periodontology.....	3
10-508-109	Cariology.....	1
10-508-110	Nutrition and Dental Health .....	2
10-508-113	Dental Materials.....	2
General Studies	Core .....	3
<b>Semester Total</b>		<b>15</b>

### SECOND YEAR

#### First Semester

10-508-111	General & Oral Pathology .....	3
10-508-112	Dental Hygiene Process 3 .....	5
10-508-114	Pharmacology.....	2
10-508-118	Dental Anxiety and Pain Management .....	2
General Studies	Core .....	3
<b>Semester Total</b>		<b>15</b>

#### Second Semester

10-508-117	Dental Hygiene Process 4 .....	4
10-508-107	Dental Hygiene Ethics & Professionalism .....	1
10-508-115	Community Dental Health .....	2
General Studies	Core .....	3
General Studies	Core .....	3
General Studies	Core .....	3
<b>Semester Total</b>		<b>16</b>

**\*General Studies Core Classes (subject to change, please check with advisor)**

20-801-201	English Composition 1 .....	3
<b>OR</b>		
10-801-195	Written Communication.....	(3)
20-810-201	Fundamentals of Speech .....	3
<b>OR</b>		
10-801-198	Speech .....	(3)
20-809-203	Intro to Sociology .....	3
<b>OR</b>		
10-809-197	Contemporary American Society.....	(3)
20-809-231	Intro to Psychology .....	3
<b>OR</b>		
10-809-199	Psychology of Human Relations.....	(3)
20-809-237	Abnormal Psychology .....	3
<b>OR</b>		
20-809-233	Developmental Psychology.....	(3)
<b>OR</b>		
20-809-235	Psychology of Personal Adjustment.....	(3)



## Essential Functional Abilities for the Dental Hygiene Program Madison Area Technical College

During the course of the Dental Hygiene Program, students must demonstrate, with or without appropriate and reasonable modifications to policies and practices, the ability to perform the functions listed below safely, reliably, and efficiently. If you believe you may need any accommodations to demonstrate these functions, please contact the Dental Hygiene Program Director prior to the semester in which you will be beginning the first dental hygiene course.

<b>Issue</b>	<b>Standard</b>	<b>Examples (not inclusive)</b>
Critical Thinking	Critical thinking ability sufficient for clinical judgment and professional behavior	<ul style="list-style-type: none"> <li>- Solve problems</li> <li>- Consider consequences of solutions</li> <li>- Maintain confidentiality</li> <li>- Develop and follow a dental hygiene treatment plan</li> <li>- Establish priorities, organize a workload and manage time in order to complete tasks within allotted time</li> <li>- Evaluate outcomes</li> <li>- Make and defend sound judgments</li> <li>- Note relationships and patterns</li> <li>- Evaluate and assess outcomes of treatment</li> </ul>
Interpersonal Skills	Interpersonal abilities sufficient to interact with others from a variety of social, emotional, cultural and intellectual backgrounds	<ul style="list-style-type: none"> <li>- Establish good rapport with patients, teachers, classmates and other health care professionals</li> <li>- Critically evaluate performance, accept constructive criticism in a professional manner and be responsible for improving performance.</li> <li>- Be compassionate, ethical and sensitive to the needs of others</li> <li>- Be honest and forthright</li> </ul>
Communication	Communication abilities sufficient for interaction with others	<ul style="list-style-type: none"> <li>- Read and comprehend technical and professional materials(textbooks, journal articles, handbooks, and procedure manuals)</li> <li>- Follow written and oral instructions in order to correctly perform dental hygiene clinical and laboratory procedures</li> <li>- Communicate concisely, effectively and courteously</li> <li>- Explain treatment procedures, initiate dental health teaching</li> <li>- Maintain clear, concise, and accurate clinical records and reports</li> </ul>

**Essential Functions (continued)**

<b>Issue</b>	<b>Standard</b>	<b>Examples (not inclusive)</b>
Mobility	Physical abilities sufficient to maneuver as required to perform clinical and laboratory procedures	<ul style="list-style-type: none"> <li>- Maneuver freely, safely and efficiently in and around work areas</li> <li>- Perform continuous patient treatment, often requiring prolonged sitting, repeated position change, head and neck in prolonged downward position, and repetitive hand motion</li> </ul>
Motor Skills	Gross and fine motor abilities sufficient to work safely and effectively	<ul style="list-style-type: none"> <li>- Safely perform procedures requiring manual dexterity</li> <li>- Control clinical equipment and adjust instruments to safely perform clinical procedures</li> <li>- Use dental hygiene instruments with light tactile sense and strong grasp as required</li> <li>- Use dental hygiene instruments for extended periods of time in a variety of motions</li> </ul>
Visual Ability	Visual ability sufficient to observe, perform clinical procedures, monitor and assess patient needs	<ul style="list-style-type: none"> <li>- Read and comprehend text numbers and graphs displayed in print or on a monitor</li> <li>- Observe patient responses</li> <li>- Read gauges accurately</li> <li>- Observe laboratory and clinical demonstrations</li> <li>- Differentiate between surfaces, sizes, and shapes of dental instruments</li> <li>- Discern variations in color, size, and shape of oral tissues</li> <li>- Perform prolonged, multiple tasks in a small, artificially lit area</li> </ul>
Touching	Fine motor abilities sufficient to provide safe and effective dental hygiene care	<ul style="list-style-type: none"> <li>- Perform palpation and oral examination with gloves on</li> <li>- Use tactile sensation to determine location of deposits</li> <li>- Tactile sensitivity for interpretation of extraoral and intraoral findings</li> </ul>

## Essential Functions (continued)

<b>Issue</b>	<b>Standard</b>	<b>Examples</b> (not inclusive)
Emotional Endurance	Ability to work in a high stress environment, respond to emergencies and maintain emotional control	<ul style="list-style-type: none"><li>- Calmly react to urgent situations.</li><li>- Recognize own stress level and seek assistance appropriately.</li><li>- Perform multiple tasks and establish priorities in a limited time frame.</li><li>- Set realistic expectations to meet program requirements.</li><li>- Ability to maintain emotional control with others.</li></ul>
Environmental Safety	Ability to protect self and others from environmental risks and hazards	<ul style="list-style-type: none"><li>- Follow established universal precautions.</li><li>- Follow established safety procedures.</li><li>- Utilize appropriate clinical safety equipment.</li><li>- Use disinfectants and cleaning agents.</li><li>- Work safely with potentially hazardous body fluids, and contaminated sharp instruments.</li><li>- Use sterilization procedures effectively.</li><li>- Tolerate frequent handwashing.</li></ul>

## AMERICANS WITH DISABILITIES ACT/ACCOMMODATIONS

If you have a diagnosed disability that would interfere with your ability to complete the requirements of this program or to participate in the activities described in a course syllabus, please contact the Program Director, the instructor for the course or the Madison Area Technical College Disability Resource Center to arrange appropriate academic adjustments. All requests will be held in confidence. To promote your success, requests must be received by the end of the second week of the course.

# Madison Area Technical College

## Dental Hygiene Program Competencies

### *Introduction*

This document defines the competencies or expected abilities necessary for entry into the profession of dental hygiene. These competencies reflect the integration of knowledge, psychomotor skills, communication skills, and attitudes of a caring and competent health care professional.

The competency statements presented were adapted from the American Association of Dental Schools (now American Dental Education Association), Section on Dental Hygiene Education Competency Development Committee.

The three domains identified are:

1. **Personal and Professional Competencies (PPC)** is the domain that defines the ethics, values skills and knowledge a dental hygienist must possess for professional growth. The dental hygienist uses critical thinking, problem-solving and communication skills as opportunities for personal and professional development.
2. **Patient Care (PC)** is the domain that relates to the foundation skills, knowledge, and attitudes that the dental hygienist must possess in clinical practice settings. It requires the dental hygienist to be able to assess, have input into the dental hygiene diagnosis and treatment planning, and implement and evaluate quality patient care.
3. **Community Health (CH)** is the domain that relates to the dental hygienist's role as a health professional in the community. It requires the dental hygienist be able to assess, plan, implement and evaluate programs and activities that benefit the general population.

## **PERSONAL AND PROFESSIONAL COMPETENCIES (PPC)**

### **Ethics**

- PPC.1 Apply a professional code of ethics in all endeavors.
- PPC.2 Adhere to state and federal laws and regulations in the provision of dental hygiene care.

### **Knowledge**

- PPC.3 Expand and contribute to the knowledge base of dental hygiene.
- PPC.4 Analyze published reports of oral health research and critically apply this information to the practice of dental hygiene.
- PPC.5 Communicate effectively both verbally and in writing.

### **Service**

- PPC. 6 Serve the community through volunteer activities.
- PPC.7 Advance the profession through service activities.
- PPC.8 Advance the profession through affiliations with professional organizations.

### **Self-Development**

- PPC.9 Self-assess life-long learning strategies for professional and personal growth using the latest technology.
- PPC.10 Identify dental hygiene career opportunities within health-care systems, industry, education and research.
- PPC.11 Incorporate a wellness philosophy that promotes optimal oral and general health.

## **PATIENT CARE (PC)**

### **Health and Safety Management**

- PC.1 Evaluate and utilize methods to ensure the health and safety of the patient and the dental health team in the delivery of dental hygiene services.
- PC.2 Provide life support measures to manage medical emergencies in the patient care environment.

### **Quality Assurance**

- PC.3 Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as the accepted standard of care.
- PC.4 Provide quality assurance mechanisms for health services.
- PC.5 Provide accurate, complete, and confidential documentation of dental hygiene services rendered in the dental hygiene process of care.

### **Assessment**

- PC.6 Provide dental hygiene care to promote patient health and wellness.
- PC.7 Provide care to all patients using an individualized plan for care.
- PC.8 Respect the goals, values, beliefs and preferences of the patient while promoting optimal oral and general health.
- PC.9 Collect, analyze and record data on the general, oral and psychosocial health status of a variety of patients using methods consistent with medicolegal principles. Included in this competency are “the graduate dental hygienist must be able to”:
- a. Select, obtain and interpret diagnostic information, recognizing its advantages and limitations.
  - b. Recognize predisposing and etiologic risk factors that require intervention to prevent disease.
  - c. Obtain, review, and update a complete medical and dental history.
  - d. Recognize health conditions and medications that impact overall patient care.
  - e. Identify patients at risk for a medical emergency and manage the patient care in a manner that prevents an emergency.
  - f. Perform a comprehensive examination using clinical, radiographic, periodontal, dental charting, and other data collection procedures to assess the patient’s needs.

## **Dental Hygiene Diagnosis**

- PC.10 Use critical decision-making skills to reach conclusions about the patient’s dental hygiene needs based on all available assessment data. Included in this competency are, “the graduate dental hygienist must be able to”:
- a. Use assessment findings, etiologic factors, and clinical data in determining dental hygiene diagnosis.
  - b. Identify patient needs and significant findings that impact the delivery of dental hygiene services.
  - c. Obtain medical and dental consultations as needed.

## **Treatment Planning**

- PC.11 Identify patients who may have a physiologic, psychological, and/or social issue for further evaluation.
- PC.12 Evaluate factors that can be used to promote patient adherence to disease prevention and/or health maintenance strategies.
- PC.13 Collaborate with the patient and other health professionals, to formulate a comprehensive dental hygiene care plan that is patient-centered and based on current scientific evidence. Included in this competency are “the graduate dental hygienist must be able to”:
- a. Prioritize the care plan based on the health status and the actual and potential problems of the individual, to facilitate optimal oral health.
  - b. Establish a planned sequence of care (educational, clinical and evaluation) based on the dental hygiene diagnosis; identified oral conditions; potential problems; etiologic and risk factors; and available treatment modalities.
  - c. Establish a collaborative relationship with the patient in the planned care to include etiology, prognosis, and treatment alternatives.
  - d. Make referrals to other health care professionals.
  - e. Obtain the patient’s informed consent based on a thorough case presentation.

## **Implementation**

- PC.14 Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health. Assist in achieving oral health goals formulated in collaboration with the patient. Included in this competency are “the graduate dental hygienist must be able to”:
- a. Perform dental hygiene interventions to eliminate and/or control local etiologic factors to prevent and control dental caries, periodontal disease and other oral conditions.
  - b. Control pain and anxiety during treatment through the use of accepted clinical and behavioral techniques.
  - c. Provide adjunct dental hygiene services that can be legally performed in any state in which the dental hygienist practices.

## **Evaluation**

- PC.15 Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed. Included in this competency are “the graduate dental hygienist must be able to”:
- a. Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient self-report.
  - b. Evaluate the patient’s satisfaction with the oral health care received and the oral health status achieved.
  - c. Provide subsequent treatment or referrals based on evaluation of findings.
  - d. Develop and maintain a health maintenance program.

## **COMMUNITY HEALTH (CH)**

### **Assessment**

- CH.1 Promote health and wellness to the health-care community and to the community at large.
- CH.2 Respect the goals, values, beliefs and preferences of the diverse community populations while promoting optimal oral and general health.
- CH.3 Identify individual and population risk factors and develop strategies that promote health related quality of life.
- CH.4 Assess the oral health needs of the community and the quality and availability of resources and services.



## **Program Planning**

- CH.5 Facilitate patient access to oral health services by influencing individuals and/or organizations for the provision of oral health care.

## **Program Implementation**

- CH.6 Provide screening, referral, and educational services that allow patients to access the resources of the health care system.
- CH.7 Provide community oral health services in a variety of settings.

## **Evaluation**

- CH.8 Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care.
- CH.9 Evaluate the outcomes of community-based programs and plan for future activities.

## **Dental Hygiene Program Academic Policies**

### **Attendance**

- Attendance is mandatory in all major subjects except for excused absences and illness.
- Permission for excused absences should be obtained before the date of absence if at all possible.
- Notify your instructor in case of absence.
- Arrangements must be made promptly with the instructor to make up for excused and unexcused absences in labs, clinics, and classes.
- The program director reserves the right to request the student withdraw from the course if absent 25% or more of lab sessions.
- If at any time you withdraw or drop from the dental hygiene program, you must inform the program director.
- Parking: parking for students is available in the lots near the School of Health. Patient parking is in lot 1C and is not to be used by students.

### **Examinations, Tests, Quizzes**

- Students are expected to take examinations, tests and quizzes at the times they are scheduled unless previously excused or the student is ill. Students are expected to notify the instructor by phone or email if they are not going to be present for an exam, test or quiz.
- Make-up examinations, tests, and quizzes will be given according to the policy of the individual instructor. If there are make-up examinations, tests, and quizzes, they will be given at a time selected by the involved instructor.
- Absolutely no cell phone, smartwatch, or other electronic devices may be used during a quiz, test, or final exam. If you are caught with your cell phone, smartwatch or other electronic devices during a quiz, test, or final exam you will receive a zero for that quiz, test, or final. Additionally, you will be referred to the Dental Hygiene Program Director and the Dean of the School of Health Sciences for possible discipline. Cheating may be grounds for dismissal from the Dental Hygiene Program at Madison Area Technical College.

## CPR Certification Requirement

- All students will be required to have CPR Certification **before** being able to start any of the Dental Hygiene 500 level core courses and be current in their certification throughout enrollment in the program. If CPR certification lapses, students will not be allowed to treat patients until they provide evidence of certification. Students will need the Basic Life Support for Healthcare Providers (BLS) with AED.
  - **Mandatory CPR classes (choose one):**
    - American Red Cross **Basic Life Support for Healthcare Providers (BLS) w/AED**
    - American Heart Association **BLS for the Healthcare Professional (w/AED)**
  - Online CPR classes **are not** acceptable.

## Student Health Status

- In meeting the objectives for the classroom and clinical and laboratory courses, the Dental Hygiene Program students will come in contact with patients/clients.
- All students are expected to follow recommendations intended for preventing transmission of hepatitis, HIV/AIDS, TB, and other infectious diseases caused by fluid-borne microorganisms.
- It is required that all entering and continuing dental hygiene students receive the Hepatitis B vaccine. This position is consistent with the recommendations of the Center for Disease control of the U.S. Department of Health and Human Services.
- Students must have a two step TB test initially and a one step test each year afterwards.
- All students must meet mandatory requirements for health testing and immunizations as specified by Madison College School of Health Sciences and Dental Hygiene Program. Students are required to register with [www.CastleBranch.com](http://www.CastleBranch.com) to complete forms.
- When changes in health status occur (pregnancy, surgeries, infections, injuries, etc.), there may be a request for written verification from a physician that the student may engage in the rigors of clinical dental hygiene and not endanger the safety of themselves

and/or others. This will be at the discretion of the program director, faculty and administration.

### **Academic Integrity**

- Any student who displays dishonesty by cheating, plagiarism, or falsifying quizzes, exams, radiographic interpretation, individual projects, group projects, theft of property, or any clinical evaluations or procedures may be subject to dismissal from the Dental Hygiene Program.
- Further information on discipline and dismissal policies can be found on the Madison Area Technical College website at <https://madisoncollege.edu/academic-integrity>

### **Code of Conduct**

- All students will be expected to maintain professional standards and behavior during enrollment in the Dental Hygiene Program.
- Further information on Code of Conduct can be found at the Madison Area Technical College website at <https://madisoncollege.edu/student-rights-responsibilities>

### **National Board Examination and CRDTS Examination**

- Recommendation by faculty is necessary for students to take the National Board Examination. No student will be recommended for this examination until they have successfully completed the first three semesters of the Dental Hygiene Program.
- Recommendation by the faculty is also necessary for the student to take the Central Regional Dental Testing Service (CRDTS) Examination. There must be reasonable assurance that the student is meeting all requirements of the second year, second semester clinic before this recommendation will be given.

### **Grade Policy**

- All students are required to maintain a cumulative grade point average of 2.0 (C) or higher in order to be eligible for graduation from the program. Within this requirement, all dental hygiene students must earn a grade of “C” or better in all major courses for the Dental Hygiene program.
- The grading scale used in all program courses follows:

A	100-96%
AB	95-91%
B	90-86%

BC	85-81%
C	80-76%
D	75-71%
F	70- 0%

## Caregiver Background Language Updated 1/23/2024

### Approved verbiage for the health sciences and nursing website:

Wisconsin law requires background checks for persons who provide care for others or have access to people who receive care. Please see the State of Wisconsin Statutes Chapter 50.065, for reference and details on legislative guidelines pertaining to Offenses Affecting Caregiver Eligibility. This law applies to students in many School of Health Sciences and School of Nursing programs. A completed background check as prescribed under Wisconsin law includes:

- Completed Background Information Disclosure Form (BID).
- Electronic status check of professional licenses and credentials through the Department of Safety and Professional Services.
- Electronic criminal history search from the Wisconsin Department of Justice.
- Electronic review of records kept by the Department of Health Services for any substantial findings of abuse/neglect and license restrictions or denials.

Based on information obtained, additional research may include an out-of-state criminal history search, tribal court criminal history search, check of relevant military records, and check of county or local records.

Clinical sites may request a background check to be completed on a yearly basis. Clinical sites have the right to deny your participation in clinical at their facility based on arrest or conviction record if the arrest or conviction is substantially related to the circumstances of your role as a potential health program student. Each site applies their interpretation and application of the Fair Employment Act. Information found in this process may prevent placement in a clinical agency or practicum site for experiences required to graduate from the program. This information may also affect eligibility to obtain state licensure. More information can be found on the Wisconsin Department of Health Services website.

Students entering many health sciences and nursing programs must honestly and accurately complete a Background Information Disclosure (BID) form in full. Background screenings for School of Health Sciences and School of Nursing students are completed by the company CastleBranch. Nursing Assistant program students must complete the background check prior to enrollment.

You must be thorough in your response to all items, on the BID form. If you indicate **"no" on the Background Information Disclosure (BID) and there are pending or convicted crimes on your background check results, admission to a health science and/or nursing program and/or registration to a Nursing Assistant course may be denied and delayed for at least one semester.** You will also be required to resubmit a BID form and complete an appeal process. You are responsible for accuracy. It is in your best interest to reveal everything; any discrepancies between your responses and the background check results will likely effect your entry into the program. If you have legal questions, you can connect with our [Legal Clinic](#).

If you have any of the following circumstances, students should check with the program's Program Director **prior** to the petition process, being accepted as a condition admit student, or beginning any of the Madison College health sciences or nursing programs.

- School of Nursing contact information – [nursing@madisoncollege.edu](mailto:nursing@madisoncollege.edu) 608-246-6780
- School of Health Sciences contact information - [healthsciences@madisoncollege.edu](mailto:healthsciences@madisoncollege.edu) 608-616-1250

Note: These convictions do not automatically render an individual ineligible for employment or contract as a caregiver. However, entities may refuse to employ or contract with the individual to work as a caregiver if, in the estimation of the entity, the conviction was substantially related to client care.

- Pending legal charges
- Current probation or incarceration for their crime
- Felony convictions (convictions over 10 years ago MAY be considered depending on the crime)
- Crimes of theft in the last five years
- Crimes of violence, battery, reckless endangerment, invasion of privacy, disorderly conduct, harassment, or abuse in the last five years
- Habitual criminal records
- Any situation that may violate the Wisconsin Caregiver Law from DHS/DSPS
  - [https://docs.legis.wisconsin.gov/code/admin\\_code/dhs/001/12](https://docs.legis.wisconsin.gov/code/admin_code/dhs/001/12)
  - <https://dps.wi.gov/Pages/RulesStatutes/Nursing.aspx>
  - <https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf>

Please be aware that some clinical sites may deny students with the following criminal pending charges or convictions:

- Recent DUI or OWI
- Possession of narcotics
- Any crime (pending or charged)

If you have any pending charges or are charged with a crime after your BID is submitted and the background check is completed, it is *your* responsibility to reveal this information to the program director **within five days** (excluding weekends). Failure to do so may result in immediate dismissal. If dismissed from a program, contact either the School of Health Sciences or School of Nursing regarding a possible appeal process.

*Knowingly providing false information, or omitting information, may result in no admittance to a program and/or dismissal from the program.*

## Progression Policy

Major subjects for the Dental Hygienist Program are listed below:

806-177	General Anatomy and Physiology
806-201	Chemistry
806-197	Microbiology
508-101	Dental Health Safety
508-102	Oral Anatomy, Embryology, Histology
508-103	Dental Hygiene Process 1
508-105	Dental Radiography
508-106	Dental Hygiene Process 2
508-108	Periodontology
508-109	Cariology
508-110	Nutrition and Dental Health
508-113	Dental Materials
508-111	General and Oral Pathology
508-112	Dental Hygiene Process 3
508-114	Dental Pharmacology
508-118	Dental Anxiety and Pain Management
508-115	Community Dental Health
508-107	Dental Hygiene Ethics and Professionalism
508-117	Dental Hygiene Process 4

- Students must achieve at least a letter grade of “C” (2.0) in each of the major subjects listed to continue in the program.
- Students must achieve an overall average of at least a “C” (2.0), in their other subjects.
- If a student earns a “D” or an “F” in a major course as listed, this course must be repeated, and the student must earn a minimum grade of “C” before the student will be allowed to take the course for which it is a prerequisite. This means the student may have to interrupt the normal sequence of courses until this deficiency is corrected.
- If a student earns a “D” or “F” in Dental Pharmacology, General & Oral Pathology, or Dental Anxiety and Pain Management, the student will be allowed to remain in the program, however, the student will be required to retake the course the next semester that it is offered with an additional semester of a clinical refresher course to be taken concurrently and continue from there.
- If a student earns a “D” or “F” in Dental Hygiene Ethics and Professionalism or Community Dental Health, they will not be eligible for graduation and will have to take the course the following year.
- After repeating any Dental Hygiene course listed, if a student does not earn a grade of “C” or better in that same course when it is retaken, the student will be withdrawn from the program.
- Students must complete all Dental Hygiene courses within 3 consecutive years.



## Continuing Courses

Knowledge gained in certain core courses is a prerequisite for subsequent courses. In such cases satisfactory completion (grade of “C” or better) of the primary course is necessary before the student may take the subsequent courses. Courses and their prerequisites are listed below:

<b>Course</b>		<b>Prerequisite Course</b>	
508-105	Dental Hygiene Process 1	806-177 806-201 806-197	General Anatomy and Physiology Chemistry Microbiology
508-106	Dental Hygiene Process 2	508-101 508-102 508-103 508-105	Dental Health Safety Oral Anatomy, Embryology and Histology Dental Radiography Dental Hygiene Process 1
508-112	Dental Hygiene Process 3	508-106 508-108 508-109 508-110 508-113	Dental Hygiene Process 2 Periodontology Cariology Nutrition and Dental Health Dental Materials
508-117	Clinical Dental Hygiene 4	508-111 508-112 508-114 508-118	General and Oral Pathology Dental Hygiene Process 3 Dental Pharmacology Dental Anxiety and Pain Management
508-101	Dental Health Safety	Same as 508-105	
508-102	Oral Anat., Emb. & Hist.	Same as 508-105	
508-103	Dental Radiography	Same as 508-105	
508-107	Dental Hygiene Ethics	Same as 508-117	
508-108	Periodontology	Same as 508-106	
508-109	Cariology	Same as 508-106	
508-110	Nutrition and Dental Health	Same as 508-106	
508-111	General and Oral Pathology	Same as 508-112	
508-113	Dental Materials	Same as 508-106	
508-114	Dental Pharmacology	Same as 508-112	
508-115	Community Dental Health	Same as 508-117	
508-118	Dental Anxiety and Pain Management	Same as 508-112	

\*\* Students will remain in the same day/section for Process 1 & 2. Student is responsible for registering for the same section/day for the continuation from Process 1 to Process 2.

\*\*Students will remain in the same day/section for Process 3 & 4. Student will register for Process 4 and will be assigned to the same days as in Process 3. Once registered, students will not be able to switch clinic sections.

## **Advanced Standing**

Students may receive advanced standing toward the Dental Hygiene curriculum for previously completed Arts and Sciences courses and select Dental Assisting courses. Credit for courses completed at an accredited institution may be granted in accordance with Madison Area Technical College policies, which can be found at <https://madisoncollege.edu/prior-learning-credit>. It is the responsibility of the student to provide Madison Area Technical College with official transcripts to verify the courses previously taken.

## **Use of Recording Devices**

Dental Hygiene instructors and guest speakers need to be aware of recording device use and may refuse to grant requests on occasion. There are instances when recording is inappropriate, for example, when tests are reviewed. Therefore, students who wish to use recording devices during class must obtain the instructor's permission before each class session.

## **Cell Phones**

- Cell phones must be silenced during classroom, laboratory, and clinical sessions. Texting or taking pictures during clinical sessions and classes is prohibited. Students who need to use their cell phone during these times must step out in the hallway to do so.

## **Alcohol and Other Drug Abuse**

Students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of controlled substances, associated paraphernalia and/or alcohol on property owned or leased by Madison College or at a Madison College-sponsored activity. This includes presence under the influence of alcohol or other drugs.

Refer to the Madison College information at:

<https://madisoncollege.edu/student-rights-responsibilities>

## **Chain of Command for concerns/complaints**

If you have a program/college complaint, please begin by going to the Madison College website under: Current Students→ Policies and Guidelines→Concerns and Complaints. You will find different avenues to follow depending on your concern. If you are not looking for what you need, please check with your instructor for guidance.

## **PROFESSIONAL EXPECTATIONS**

### **Professional Attitude and Standards**

It is expected that Dental Hygiene students demonstrate professional demeanor, ethics, and respect toward patients, staff, faculty, and classmates at all times. Examples of unacceptable behavior include, yet are not limited to cheating, verbal arguments, gossip, rude behavior or attitude with patients, instructors, classmates, and/or staff.

Faculty and staff are here to assist in the student's success. Part of success includes learning from mistakes. Students are responsible for accepting and responding to fair, negative feedback about their performance and recognize the need to continue to learn to perfect skills.

It is expected that students will not alter Calculus Grading Forms during/after the Calculus Charting check. It is expected that students will turn in all graded X-ray Slips.

Know the limits of your knowledge and skills and learn when to ask for help.

### **Professional Work Habits**

Axium software is a legal document and may be called to a court of law or a coroner's office as a means of identification of remains. Students are responsible to be sure the charting of teeth and restorations is accurate each time the patient visits the clinic. Changes or inaccuracies must be corrected before the end of the clinic session. Students are responsible for being sure the current periodontal probing depths have been entered at least once a year. Copying and pasting previous readings is unethical and may result in dismissal from the program.

Students are responsible for assisting in maintaining and keeping the clinic cubicles and the entire clinic in order. Remember that the community observes this clinic. The recommended philosophy is that you leave the clinic in better shape than you found it.

It is not acceptable to misuse, damage or steal any equipment in the facility. If unsure as to how equipment is operated or maintained, please seek assistance from instructors or clinic staff.

All students are expected to be actively working as part of the dental team at all times. This includes helping each other at the end of each clinic session so that everyone can be dismissed together.

It is unacceptable for anyone to sit in a cubicle and use the computer for anything other than Axium, Dexis, or Lexicomp. It is unacceptable to use your cell phone in the clinic for texting, calling, or internet use. Cell phones are to be stored in your cubby during all clinic sessions.

There may be times when patients cancel or don't show up for appointments. Students are expected to immediately look for another patient to fill their schedule. The front desk staff may know of a patient who is available to fill your schedule. Students are expected to treat any patient that is assigned to them.

## **Professional Appearance and Communication**

As a healthcare professional, it is important that you present to your patients, instructors, and peers, a positive image of those qualities representative of a dental hygienist.

Part of this image is reflected in your personal appearance and dress. Patients often form a first impression based on the physical appearance of their clinician and tend to develop more trust in a person who looks clean, neat, and professional. As a dental hygienist, you are also a role model to other health professionals and members of the community.

The other part of this image is reflected in the communication skills you exhibit. Students are expected to maintain the patient's confidentiality related to medical history and other topics discussed as part of treatment. Speak in a low tone so you are not sharing private information with others in the clinic inadvertently.

Students are expected to use proper grammar. It is not acceptable to curse or use profanity when communicating with anyone in the clinic.

## **Dental Hygiene Clinic Policies and Student Responsibilities**

### **Attendance**

- Attendance in clinic on all assigned days is required throughout the scheduled weeks, except for excused absences and/or illness.
- All students must be actively treating patients each scheduled clinic day and continue to treat patients until the last day of the scheduled clinic.
- Written request for excused absences must be made to the program directors or clinical coordinator and permission obtained before the date of the absence.
- If you are unable to attend clinic, you must notify the Dental Hygiene clinic receptionist by calling (608) 258-2332 as soon as possible. You may leave a message 24 hours a day.
- All absences from the clinic must be made up.
- Within 3 days of returning from the absence, the student is responsible for making arrangements to make up missed time.

### **Bloodborne Pathogens Policy**

- Students are required to comply with the Dental Auxiliaries Bloodborne Pathogens Policy as stated on pages in the Dental Hygiene Clinic Manual.

- Failure to comply with this policy may result in withdrawal from the program.
- If a student is exposed to possible bloodborne pathogens in the clinical setting, the procedures on pages in the Dental Hygiene Clinic Manual must be followed.

## **Clinic Dress Code**

- **Uniform**
  - A disposable lab coat (provided by the clinic) must be worn in the clinic at all times. The coat must be:
    - Long-sleeved with stretchy cuffs.
    - Long enough to cover your lap when you are seated.
    - Tied in the back or snapped from the neck down, depending on the style
    - May not be worn outside the clinic.
  - Only the designated uniform is acceptable, class color scrub pants and top. Scrubs must be washed daily; hemmed so they do not drag on the floor and wrinkle-free. Scrubs are purchased by students from Scrubs and Beyond.
  - Solid color short or long-sleeved shirts may be worn under the uniform top.
  - A name tag is to be worn on the left-hand side of the lab coat.
  - Plain white, navy, grey, or black socks that completely cover the ankle. Golf socks are not acceptable. Patterned socks are not permitted.
  - Leather-type wipeable shoes or full-coverage shoes must be worn when in the clinic. Shoes and laces must be clean. Per OSHA requirements, no open-toed or open-heeled shoes, or shoes that can be easily penetrated by an instrument or needle are permitted. Please refrain from neon colors.
  - Students are expected to be in full compliance with uniform requirements whenever they are in the clinic area unless a clinical instructor has granted prior permission to be out of uniform.
- **Safety Glasses/Face Shields**
  - Safety glasses are required and must be worn by the patient and the operator for all clinical procedures other than taking histories.
  - Safety glasses must be worn when disinfecting the unit and cleaning instruments.
  - Safety glasses must be worn during laboratory practice sessions when working

with patients or contaminated items.

- Face shield, along with safety glasses and mask must be worn when polishing and when using the ultrasonic scaling device or air polisher.
- Face shields need to be washed with warm soapy water and disinfected as necessary.

- **Face Masks**

- Face masks must be worn by the operator for all patient procedures and must completely cover the nose and mouth. Different-level masks may be required for different procedures.
- When masks are removed, they are to be disposed of (not placed in a pocket or worn under the chin).
- Face masks must be changed between patients, when contaminated, or when wet.
- Face masks must be worn when disinfecting the cubicle.
- Patient care face masks must be removed when leaving the clinic.

- **Gloves**

- Gloves must be worn at all times while working on patients and when handling sterile items.
- Gloves must be replaced when torn or ripped.
- Contaminated gloves must be removed when leaving the working areas.
- Hands must be washed or use alcohol-based hand rub before gloving and after removing gloves.
- Utility gloves must be worn while working with infectious waste material, contaminated instruments, and chemical solutions and when cleaning dental units.
- Cuts and skin abrasions should have additional protection, i.e., bandage and glove.

- **Fingernails**

- For patient comfort, infection control and to prevent tears in gloves, fingernails should be kept trimmed and not extend beyond the tip of the finger.
- No nail polish (including clear) is allowed.

- **Hair**
  - All hairstyles must be neat and professional in appearance.
  - No hair in the field of vision.
  - Ponytails must be secured so hair does not fall forward of shoulders.
  - Disposable pre-wrap is acceptable as a headband. Head coverings for infection control may be worn if desired.
  - Ribbons and scarves are not acceptable due to infection control issues unless discussed with faculty for cultural/religious reasons.
  - Beards and mustaches must be neat and trimmed close to the face.
- **Jewelry/Body Ornamentation**
  - Rings and bracelets are prohibited except for medical alert necklaces or medical alert bracelets. Earrings must be removed.

### **Code of Conduct**

- Patients must always be treated with care and respect. Refer to the Patient Bill of Rights on page 29.
- Asepsis, personal safety, and patient safety must be always considered.
- The development of professional conduct in future graduates is of the utmost importance to potential employers in the workforce. All students will be expected to maintain professional standards and behavior during enrollment in the Dental Hygiene Program.
- Academic integrity is an expectation in all Madison Area Technical College classes. Plagiarism, cheating, and collusion are prohibited at Madison Area Technical College. Students in the dental hygiene program may not falsify documents, forge signatures, or steal supplies or equipment. Any student who displays misconduct may be subject to dismissal from the Dental Hygiene Program.
- Further information on Code of Conduct can be found on the Madison Area Technical College website at <https://madisoncollege.edu/student-rights-responsibilities>

### **Mock School Boards**

- Mock Boards are an opportunity for students to become familiar with the paperwork, procedures, and timing of the exam that students will take to obtain licensure.

- Mock Boards are part of your regular clinic schedule.

### **Clinical Patients**

- Each student is required to see several patients based on calculus classification, periodontal case type, and patient type (child, teen, adult, geriatric).
- It is the responsibility of the student to find patients to fulfill the required needs of each clinical semester.
- Students may not share patients with another student (i.e., one student does the upper arch and another does the lower arch). Students may not do process evaluations on patients other than their own patients.
- If a student wishes to post a sign to find patients, the sign should not include the student's last name, student's phone number, or any specific dollar amounts for cost of services. This is done for the student's protection.
- Any signs to be displayed must be pre-approved by the Program Directors or clinic coordinator before posting.

### **Instrument Kit/Other fees**

Students are responsible for the cost of instruments. The cost is divided among the semesters and attached to the Process classes. If a student receives and uses instruments, and then leaves the program, they will be required to pay the remaining cost of the instrument kit upon withdrawal. Additional costs that are the student's responsibility are fees for licensure exams and site fees, which amount to approximately \$1800 during the final semester. Offsite board reviews are available to students for additional fees if there is interest.

### **Students with Disabilities**

Madison Area Technical College complies with all provisions of the Americans with Disabilities Act (ADA) and make reasonable accommodations upon request.

Please contact Madison Area Technical College Disability Resources Services (DRS):

- Located in Student Development Center
- 608) 246-6716 (students who are deaf via Relay 711)
- <https://madisoncollege.edu/disability-resource-services>
- Email: [DRSttransition@madisoncollege.edu](mailto:DRSttransition@madisoncollege.edu)



If you have an accommodation card from the Madison Area Technical College DRS office indicating that you have a disability that requires academic accommodations, please present it to the course instructor immediately so we can discuss the accommodations that you might need. It is best to request these accommodations at the beginning of the course (or before). All requests will be held in confidence. For all other concerns, please contact the Student Development Center.

### **Emergency School Closing**

- Students are encouraged to sign up for Wolfpack Alert (InformaCast) for weather-related messaging.
- Madison Area Technical College Weather Open/Close Hotline **(608) 246-6606**
- Closing of the school will be announced on local radio and television stations. by 6:00 A.M.

#### **Radio Stations**

WIBA (101.5 FM, 1310 AM)  
WMGM (98.1 FM 1480 AM)  
WTSO (1070 AM)  
WZEE (Z104 (104.1 FM)  
WOLX (94.9 FM)

#### **TV Channels**

WISC TV – Channel 3 (Cable Channel 13)

- Madison Area Technical College seldom closes due to bad weather. Students are urged to use their own judgment related to their personal situations concerning distance, road conditions and safety.
- Students will not be penalized if they are unable to report as usual.
- Provided space is available, an opportunity will be given to make up a missed clinic.

# **Dental Hygiene Program Resources**

## **Course Syllabi**

A course syllabus is written for each course. The syllabus will contain a list of textbooks, assignments, instruction methods, evaluation procedures, and the units of instruction. Each course syllabus is available through the instructor teaching the course.

## **Madison Area Technical College Website**

The Madison Area Technical College website contains Madison Area Technical College's mission and student information regarding academic policies and procedures, services and activities, educational services, student rights and responsibilities, financial information, programs of study, course descriptions, organizational structure and other important student information.

## **Dental Hygiene Clinic Manual**

The Dental Hygiene Clinic Manual is available to students in the bookstore and must be purchased prior to the first day in the clinic. This manual provides information on clinical procedures and specific policies regarding patient care in the Dental Hygiene Clinic.

## **Dental Hygiene Program Handbook**

The Dental Hygiene Program Handbook provides information and policies for all students in the Dental Hygiene Program. The material in the handbook is intended to help students understand and follow program policies and procedures. Policies and procedures in the Dental Hygiene Program Handbook are consistent with and are an extension of the policies appearing on the Madison Area Technical College Website and Dental Hygiene Clinic Manual.

Each student is responsible for knowing and understanding the information in the Dental Hygiene Program Handbook, Madison Area Technical College website and Dental Hygiene Clinic Manual.

**MADISON AREA TECHNICAL COLLEGE  
DENTAL HYGIENE CLINIC  
PATIENT'S BILL OF RIGHTS**

It is the patient's right:

1. To receive considerate and respectful care regardless of their race, color, creed, national origin, or economic status.
2. To expect continuity of care and completion of dental hygiene treatment within a reasonable amount of time or within a period of time agreed upon by the patient, the student, and the clinic.
3. To obtain all available information about their dental condition.
4. To know all cost of the treatment prior to services being performed.
5. To receive information necessary to give informed consent prior to the start of any procedure and/or treatment.
6. To expect treatment that meets the standard of care in the profession.
7. To demand that the Madison Area Technical College Dental Hygiene Clinic follow federal and state infection control guidelines to prevent the transmission of disease.
8. To know the recommended treatment, treatment alternatives, the option to refuse treatment, the risk of no treatment, and expected outcomes of various treatments.
9. To expect that the Madison Area Technical College Dental Hygiene Clinic hold professional patient relationships in confidence.

## **Dental Hygiene Program Disruptive Patient Behavior Policy**

**Purpose:** To provide guidance to Madison College staff and students for addressing and resolving disruptive behavior that occurs in the dental clinic and/or waiting area.

**Policy:** Madison College is committed to providing a safe environment for staff, students, patients and their visitors. This policy sets forth guidelines for addressing and resolving disruptive behavior of any type that may adversely impact patient, visitor, faculty, or staff safety and/or behavior that may negatively impact the students learning experience.

**Definitions:** “Disruptive behavior” is defined as any inappropriate behavior by a patient or his/her visitors that may be disruptive to the patient’s own care; the safety of patients, visitors, faculty or staff; the general operation of the clinic and/or the learning experience of the student. These situations can include but are not limited to the following:

- Refusal of patients to comply with reasonable requests from student or dental faculty or staff member. This includes refusal to comply with medical protocols or clinic rules.
- The possession or the use of illegal drugs/substances on school premises.
- The possession of any weapon while on school premises.
- The use of medications or substances that are not prescribed by a physician.
- Disruptive confrontations, either physical or verbal, with patients, visitors or staff.
- Verbal threats and/or acts of physical assault.

### **Procedure in Handling a Disruptive Patient:**

Efforts must be made to achieve compliance from the patient in order to protect the safety to all students, and staff. All attempts must be made to de-escalate disruptive behaviors and must be documented in the dental record and communicated to the front desk staff. The procedures will be followed when addressing a disruptive situation.

1. The student should talk with the patient informally to state clinical expectations clearly. Students are advised to address behavior as soon as they find it disruptive and are advised to document all meetings and conversations about the situation in the patient’s dental record. This documentation must include the date and time, and that the patient was informed that such behavior is inappropriate and must cease.
2. If the patient’s disruptive behavior continues, the student should immediately make their supervising faculty member aware of the situation. The faculty and students will address the disruptive issues with the patient and communicate the clinical expectations of the patient.
3. If the patient’s disruptive behavior continues, a faculty member alerts the front desk staff. The front desk staff member shall contact Public Safety. Repeated unacceptable behavior by the patient may cause to terminate of the clinic/patient relationship.

Note:

The severity of the disruption and/or behavior may require that the student/faculty/staff act immediately if the actions of the individual are illegal and/or threatening. If at any time a student/faculty/staff feels there is an immediate threat to anyone in the college, they must call 911 and/or Madison College Public Safety Services at 245-2222.

# ADHA CODE OF ETHICS FOR DENTAL HYGIENISTS

## 1. Preamble

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

## 2. Purpose

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

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

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

## 3. Key Concepts

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

## 4. Basic Beliefs

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

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

## 5. Fundamental Principles

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

### **Universality**

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

### **Complementarity**

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

### **Ethics**

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

### **Community**

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

### **Responsibility**

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

## 6. Core Values

We acknowledge these values as general for our choices and actions. Individual autonomy and respect for human beings People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

### **Confidentiality**

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

### **Societal Trust**

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

### **Non-maleficence**

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

### **Beneficence**

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

## **Justice and Fairness**

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

## **Veracity**

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

## **7. Standards of Professional Responsibility**

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

### **To Ourselves as Individuals...**

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

### **To Ourselves as Professionals...**

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

### **To Family and Friends...**

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

### **To Clients...**

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

### **To Colleagues...**

- conduct professional activities and programs, and develop relationships in ways that are



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

#### **To Employees and Employers...**

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

#### **To the Dental Hygiene Profession...**

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

#### **To the Community and Society...**

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

#### **To Scientific Investigation...**

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional

guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:

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

## **Commission on Dental Accreditation Complaint Policy and Procedures**

Students, faculty, constituent dental societies, state boards of dentistry, patients, and other interested parties may submit an appropriate, signed, formal complaint to the Commission on Dental Accreditation regarding any Commission accredited dental, allied dental or advanced dental education program, or a program that has an application for initial accreditation pending. An appropriate complaint is one that directly addresses a program's compliance with the Commission's standards, policies and procedures.

The Commission is interested in the continued improvement and sustained quality of dental and dental related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

In accord 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.

The Commission strongly encourages attempts at informal or formal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission.

For formal complaints, refer to the following website:

<http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint>

## **Madison Area Technical College Dental Hygiene Program Patient Confidentiality Policy**

### **Confidentiality Statement**

The clinical experience requires students to use health information and read patient records in detail. All students and college employees should hold information concerning the identity, condition, care or treatment of patients in confidence. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the patient's charts and records, but also regarding confidential matters learned in the exercise of professional/student activities. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

**DO NOT DISCUSS SUCH INFORMATION WITH OTHERS UNLESS IT IS REQUIRED DIRECTLY FOR THE TREATMENT OR CARE OF THE PATIENT OR THE PERFORMANCE OF DUTIES.** Inappropriate sites for discussing any patient information include cafeteria, parking ramp, elevators, stairwells, etc.; any area where information may be overheard.

Students who breach patient confidentiality are subject to the sanctions listed below:

- First infraction: student receives a grade of "F" (0 points) for the specific exam, paper, project, or clinical work/patient assignment.
- Second infraction: final course grade will be lowered one letter grade. Referral to the Dean of the School of Health Education for consideration of course dismissal and/or suspension from the program. (Re-entry into the program subject to space availability.)

## **DENTAL HYGIENE PROGRAM CONFIDENTIALITY STATEMENT**

The clinical experience requires students to use health information and read patients records in detail. All students and college employees should hold information concerning the identity, condition, care or treatment of patients in confidence. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the patient's charts and records, but also regarding confidential matters learned in the exercise of professional/student activities. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

**DO NOT DISCUSS SUCH INFORMATION WITH OTHERS UNLESS IT IS REQUIRED DIRECTLY FOR THE TREATMENT OR CARE OF THE PATIENT OR THE PERFORMANCE OF DUTIES.** Inappropriate sites for discussing any patient information include but are not limited to: cafeteria, parking ramp, elevators, stairwells, etc. (any area where information may be overheard).

Students and employees of Madison Area Technical College will abide by the confidentiality policy of the clinical site.

Any violation of the confidentiality statement may result in clinical and/or disciplinary probation.

My signature below signifies that I have read, understand, and will adhere to the Madison Area Technical College confidentiality statement.

\_\_\_\_\_  
Signature (Your legal name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your full name here.

# Dental Hygiene Program Handbook Sign Off Form

I have received a copy of the Dental Hygiene Program Handbook. I understand that additional policies and procedures are contained on the Madison Area Technical College Website, Dental Hygiene Clinic Manual and individual course syllabi.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

## Statement of Understanding

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) prohibits discrimination of persons because of his or her disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the essential functions required of a student in the Dental Hygiene Program.

**This form is to be completed after reading the Dental Hygiene Program Handbook.**

\_\_\_\_\_  
(initials) I have read and understand the Essential Functions specific to a student in the Dental Hygiene Program.

\_\_\_\_\_  
(initials) I am able to meet the Essential Functions as presented or have been provided. information concerning accommodations or special services if needed at this time.

\_\_\_\_\_  
Name of Student (Please print)

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

\_\_\_\_\_  
Date