

Madison College Dental Hygiene

Dental Hygiene Student Handbook
August 2025



FORWARD

The Madison 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 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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Madison College Dental Hygiene Program Philosophy and Goals

The Dental Hygiene Program supports the mission of the parent institution (Madison College) as follows:

Mission

Madison College provides our diverse communities open access to quality higher education that fosters student lifelong learning and success.

Vision

To be the leader in accessible, affordable education that is responsive to the evolving needs of our diverse communities.

Values

- Excellence
- Respect
- Belonging
- Integrity

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

Our mission is to empower future dental hygienists with the knowledge, skills, and ethical foundation necessary to provide exceptional oral healthcare. We are committed to promoting oral health as an integral part of overall well-being and ensuring our graduates are equipped to serve diverse communities with compassion, professionalism, and a commitment to lifelong learning.

Dental Clinic Mission Statement:

At the Madison College Dental Clinic, we aspire to create healthier communities by delivering individualized, preventative dental services and education to adults and children at an affordable cost, under the supervision of our Dentists and Faculty.

By establishing values that support our students, we can provide the highest quality care with a sense of compassion, integrity, and cultural understanding.

Madison College 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. Learn the skills to be a competent dental hygienist who provides comprehensive oral health care.
2. Uphold the ethics of the dental hygiene profession.
3. Pursue lifelong professional growth and development through participation in professional organizations and continuing education.
4. Work collaboratively within interdisciplinary healthcare teams to provide comprehensive patient care to diverse populations.
5. Successfully complete all licensure examinations.

Wisconsin Technical College System - Dental Hygiene Program Outcomes

1. Model dental hygiene professional code of ethics
2. Counsel clients/patients to reduce health risks
3. Provide community oral health services in a variety of settings
4. Manage infection and hazard control
5. Assess data on all aspects of patient/client health using methods consistent with dental hygienist scope of practice and legal principles
6. Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals
7. Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client
8. Evaluate the effectiveness of the implemented client/patient dental hygiene care plan

Program Outcome Standards

1. Model dental hygiene professional code of ethics

Summative Assessment Strategies

1.1. National Board Dental Hygiene Examination

Criteria

- 1.1. Illustrate how the role of the dental hygienist integrates with the roles of other members of the dental team
- 1.2. Comply with state and federal laws governing the practice of dental hygiene in a manner consistent with the code of ethics of the profession
- 1.3. Respond to a request to perform a task that is not legally permitted to be delegated to a dental hygienist
- 1.4. Maintain professional confidentiality
- 1.5. Obtain informed consent
- 1.6. Exhibit a professional appearance
- 1.7. Complete appropriate documentation

2. Counsel clients/patients to reduce health risks

Summative Assessment Strategies

2.1. National Board Dental Hygiene Examination

Criteria

- 2.1. Select professional and home care treatment modalities to address oral health risk
- 2.2. Anticipate how the patient's immune response may affect oral structures and treatment
- 2.3. Determine the etiology of trauma to the oral tissues by observation and inquiry
- 2.4. Decide whether to consult, treat, or refer clients systemic and oral manifestations of infectious diseases

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

Summative Assessment Strategies

3.1. National Board Dental Hygiene Examination

Criteria

- 3.1. Explore the steps necessary to plan a community dental health program: -Assess community oral health needs, -Plan a community based oral health program, -Implement/participate in a community based oral health program, -Evaluate a community based oral health program
- 3.2. Interpret dental indices
- 3.3. Critique scientific literature

4. Manage infection and hazard control
Summative Assessment Strategies
 - 4.1. National Board Dental Hygiene ExaminationCriteria
 - 4.1. Employ personal and patient protection to prevent disease transmission
 - 4.2. Process instruments
 - 4.3. Process treatment room
 - 4.4. Manage wastes safely
 - 4.5. Adhere to OSHA standards
5. Assess data on all aspects of patient/client health using methods consistent with dental hygienist scope of practice and legal principles
Summative Assessment Strategies
 - 5.1. National Board Dental Hygiene ExaminationCriteria
 - 5.1. Collect patient assessment data
 - 5.2. Identify patient risk factors
 - 5.3. Interpret patient assessment data
 - 5.4. Correlate findings to formulate a dental hygiene diagnosis
6. Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals
Summative Assessment Strategies
 - 6.1. National Board Dental Hygiene ExaminationCriteria
 - 6.1. Formulate oral health goals
 - 6.2. Determine comprehensive services
 - 6.3. Identify sequence of appointments
7. Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client
Summative Assessment Strategies
 - 7.1. National Board Dental Hygiene ExaminationCriteria
 - 7.1. Demonstrate effective dental hygiene instrumentation
 - 7.2. Apply appropriate medicaments and/or chemotherapeutics
 - 7.3. Communicate appropriate patient education

- 7.4. Integrate appropriate pain management
 - 8. Evaluate the effectiveness of the implemented client/patient dental hygiene care plan
- Summative Assessment Strategies
- 8.1. National Board Dental Hygiene Examination
- Criteria
- 8.1. Determine whether patient goals have been met
 - 8.2. Assess patient condition and response to treatment
 - 8.3. Reassess preventative and therapeutic services
 - 8.4. Modify treatment as needed

Target Standards

2-8 The curriculum must include content in the following four areas: general education, biomedical sciences, dental sciences, and dental hygiene science. This content must be integrated and of sufficient depth, scope, sequence of instruction, quality, and emphasis to ensure achievement of the curriculum's defined competencies.

2-8a General education content must include oral and written communications, psychology, and sociology.

2-8b Biomedical science content must include content in anatomy, physiology, chemistry, biochemistry, microbiology, immunology, general and maxillofacial pathology and/or pathophysiology, nutrition, and pharmacology.

2-8c Dental sciences content must include tooth morphology, head, neck and oral anatomy, oral embryology and histology, oral pathology, radiography, periodontology, pain management, and dental materials.

2-8d Dental hygiene science content must include oral health education and preventive counseling, health promotion, patient management, clinical dental hygiene, provision of services for and management of patients with special needs, community dental/oral health, medical and dental emergencies, legal and ethical aspects of dental hygiene practice, infection and hazard control management, and the provision of oral health care services to patients with bloodborne infectious diseases.

2-9 The basic clinical education aspect of the curriculum must include a formal course sequence in scientific principles of dental hygiene practice, which extends throughout the curriculum and is coordinated and integrated with clinical experience in providing dental hygiene services.

2-10 Clinical experiences must be distributed throughout the curriculum. The number of hours of preclinical practice and direct patient care must ensure that students attain clinical competence and develop appropriate judgment.

2-11 The dental hygiene program must have established mechanisms to ensure a sufficient number of patient experiences that afford all students the opportunity to achieve stated competencies.

2-12 Graduates must be competent in providing dental hygiene care for all patient populations including: child, adolescent, adult, geriatric, special needs

2-13 Graduates must be competent in providing the dental hygiene process of care which includes:

2-13a) comprehensive collection of patient data to identify the physical and oral health status.

2-13b) analysis of assessment findings and use of critical thinking in order to address the patient's dental hygiene treatment needs.

2-13c) establishment of a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health.

2-13d) provision of comprehensive patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health.

2-13 e) measurement of the extent to which goals identified in the dental hygiene care plan are achieved.

2-14 Graduates must be competent in providing dental hygiene care for all types of classifications of periodontal diseases including patients who exhibit moderate to severe periodontal disease.

2-15 Graduates must be competent in interprofessional communication, collaboration, and interaction with other members of the health care team to support comprehensive patient care.

2-16 Graduates must demonstrate competence in:

2-16a) assessing the oral health needs of community-based programs

2-16b) planning an oral health program to include health promotion and disease prevention activities

2-16c) implementing the planned program, and,

2-16 d) evaluating the effectiveness of the implemented program.

2-17 Graduates must be competent in providing appropriate support measures for medical emergencies that may be encountered in dental hygiene practice.

2-18 Where graduates of a CODA accredited dental hygiene program are authorized to perform additional functions defined by the program's state-specific dental board or regulatory agency, required for initial dental hygiene licensure, and the program has chosen to include those functions in the program curriculum, the program must include content at the level, depth, and scope required by the state. Students must be informed of the duties for which they are educated within the program.

2-19 Graduates must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research, patient care, and practice management.

2-20 Graduates must be competent in applying legal and regulatory concepts to the provision and/or support of oral health care services.

2-21 Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning.

2-22 Graduates must be competent in the evaluation of current scientific literature.

2-23 Graduates must be competent in problem solving strategies related to comprehensive patient care and management of patients.

Program Outcomes

Program Outcome: Learn the skills to be a competent dental hygienist who provides comprehensive oral health care.

Assessment. The student must be able to systematically collect, analyze and accurately record baseline data on the general, oral, and psychosocial health status using methods consistent with medicolegal principles.

Specifically, the student must:

Obtain, review, and update a complete medical, family, psychological, and dental history including an assessment of vital signs while recognizing cultural differences in population. Manage the patient record as a legal document and maintain its accuracy and consistency. Determine medical conditions that require special precautions or consideration prior to or during dental hygiene treatment.

Identify the patient/client at risk for a medical emergency, manage in a manner that prevents an emergency, and handle the emergency should it occur during an appointment.

Perform an extraoral and intraoral examination and accurately record the findings.

Recognize the need for referral to the appropriate health professional.

Perform a comprehensive examination using clinical, radiographic, periodontal, dental charting and other data collection procedures to assess the patient's/client's needs.

Use assessment findings, etiologic factors, and clinical data in determining a dental hygiene diagnosis.

Planning. Work collaboratively within interdisciplinary healthcare teams to provide comprehensive patient care to diverse populations.

Specifically, the student must:

Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.

Acknowledge cultural differences in populations when planning treatment.

Establish a planned sequence of educational and clinical services based on the dental hygiene diagnosis using a problem-based approach.

Communicate the plan for dental hygiene services to other health care professionals for continuity of care.

Obtain the clients informed consent based on a thorough case presentation.

Implementation. The student will provide treatment that includes preventive and therapeutic procedures designed to promote and maintain oral health and assist the patient in achieving oral health goals.

Specifically, the student must:

Use standard precautions.

Expose, process, and interpret diagnostic radiographs as needed.

Apply basic and advanced principles of dental hygiene instrumentation without causing trauma or harm.

Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.

Select and administer the appropriate preventive and/or chemotherapeutic (antimicrobial) agent and provide pre-and post-treatment instructions.

Provide and/or experience adjunct dental hygiene services that can be legally performed in the State of Wisconsin.

Identify policies and engage in procedures for increasing safety in the dental environment.

Evaluation. The student must be able to evaluate the effectiveness of the implemented clinical and educational services and modify as necessary.

Specifically, the student must:

Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.

Determine the patient's satisfaction with the dental hygiene care received and the oral health status achieved.

Recommend an appropriate interval for oral health maintenance.

Provide subsequent treatment or referrals based on evaluation findings.

Principles of Ethics of the American Dental Hygienists' Association

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 judge 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. It requires us to act toward others in the same way they would act toward us if roles were reversed. In all relationships, it means considering the values and perspective 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.

Core Values

We acknowledge these values as general guides 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 justice any violation of a confidence.

Societal Trust

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

Non-maleficence

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

Beneficence

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

Justice and Fairness

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

Veracity

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

ADHA CODE OF ETHICS FOR DENTAL HYGIENISTS

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.

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.

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.

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.

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 judge 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.

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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.

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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.

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.

Madison College Dental Hygiene Clinic Patient's Bill of Rights

Patients have the right to:

1. Considerate, respectful, and confidential treatment
2. Continuity and completion of treatment
3. Access to complete and current information about their condition
4. Advanced knowledge of the cost of treatment
5. Informed consent
6. Explanation of recommended treatment, treatment alternatives, the option to refuse treatment, the risk of no treatment, and expected outcomes of various treatments
7. Treatment that meets the standard of care in the profession

Program Configuration

Course Title	Credits
Pre-Dental Hygienist Courses: The following courses must be completed prior to acceptance into dental courses:	
806-186 Intro to Biochemistry	4
806-206 General Anatomy & Physiology	4
806-273 Microbiology	4
Total	12
ELECTIVES: Can be completed prior to or during the dental hygiene program	
801-195 Written Communication or 801-201 English Composition 1	3
801-198 Speech	3
809-199 Psychology of Human Relations or 809-231 Developmental Psychology	3
809-203 Intro to Sociology or 809-197 Contemporary American Society	3
809-233 Developmental Psychology 809-237 Abnormal Psychology	3
Elective Course	1
Total	16
Total	29
Core/Clinical Dental Hygiene Courses	
First Year/First Semester	
508-101 Dental Health Safety*	1
508-102 Oral Anatomy, Embryology, Histology	4
508-103 Dental Radiography	2
508-105 Dental Hygiene Process 1	4
Semester 1 Total	11
First Year/Second Semester	
508-106 Dental Hygiene Process 2	4
508-108 Periodontology	3
508-109 Cariology	1
508-110 Nutrition and Dental Health	2
508-113 Dental Materials	2
Semester 2 Total	12
Second Year/First Semester	
508-111 General & Oral Pathology	3
508-112 Dental Hygiene Process 3	5
508-114 Dental Pharmacology	2
508-118 Dental Anxiety & Pain Management	2
Semester 3 Total	12
Second Year/Second Semester	
508-107 Dental Hygiene Ethics and Professionalism	1
508-115 Community Dental Health	2
508-117 Dental Hygiene Process 4	4
Semester 4 Total	7
Total	70

Essential Functional Abilities for the Dental Hygiene Program

Dental Hygiene 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.

Essential Function	Functional Abilities
Gross Motor	Move within confined spaces; maintain balance in multiple positions Reach above shoulders; reach below waist; reach out front
Fine Motor Skills	Pick up objects with hands; grasps small objects; write with pen and/or type; pinch grasp; twist objects, squeeze with finger
Physical Endurance	Stand, sustain repetitive movements; maintain physical tolerance
Physical Strength	Push, pull, lift, and sustain 50 pounds Carry equipment and supplies Use upper body strength Squeeze with hands
Mobility	Twist, bend stoop, squat, move quickly, climb stairs, walk
Hearing	Pass whisper test at 10 feet. Able to hear in situations when not able to see lips
Visual	Able to pass color vision test and Snellen at 20/40 uncorrected
Tactile	Feel vibrations; detect temperature; feel differences in surface characteristics; feel differences in sizes and shapes; detect environmental temperature
Environment	Tolerate exposures to allergens (cats/dogs/pollen); tolerate strong soaps; tolerate strong odors
Smell	Detect odors (foul smelling drainage, alcohol breath, smoke, gasses)
Emotional Stability	Able to establish professional relationships; provide client with emotional support; adapt to changing environment/ stress; deal with the unexpected; focus on task; cope with own emotions, perform multiple responsibilities concurrently; cope with strong emotions in others (grief). Functional Abilities - Program Specifications The following is a list of essential functional abilities required of dental hygienists: Physical Factors Standing, Walking, Sitting Lifting 50 lbs., carrying 50 lbs., pushing/pulling 50 lbs. Climbing, balancing, bending, stooping, crouching, kneeling, twisting, turning Grasping - firm/strong, grasping light, finger dexterity Reaching forward, reaching overhead, pinching Simultaneous use of hand, wrist, fingers Vision: Acuity near and far, depth perception, accommodation, color vision, field of vision Coordination: Eye-hand, Eye-hand-foot Conversation: face to face, verbal, public speaking, hear normal conversation, hear telephone conversation
Environmental Factors	Works indoors Being around moving machinery

	<p>Exposure to marked changes in temperature/humidity</p> <p>Exposure to irritating particles</p> <p>Exposure to toxic or caustic chemicals</p> <p>Exposure to excessive noises</p> <p>Exposure to radiation or electrical energy</p> <p>Exposure to solvents, grease, or oils</p> <p>Working in confined spaces</p> <p>Using computer monitor</p> <p>Working w/explosives</p> <p>Exposure to vibration</p> <p>Exposure to flames/burning items</p> <p>Works around others, works alone, works w/others</p> <p>Safety Gear: safety glasses, face mask/face shield, protective clothing</p>
Cognitive/Mental Factors	<p>Reasoning: draw valid conclusions</p> <p>Interpret oral, written diagrammatic instructions</p> <p>Deal with standards problems</p> <p>Carry out detailed but involved written or oral instructions, carry out two step instructions</p> <p>Mathematics: complex skills (algebra), simple skills (basic math)</p> <p>Reading: complex skills, simple skills</p> <p>Writing: complex skills, simple skills</p> <p>Perception: spatial (3 dimensional), form (pictorial detail)</p> <p>Clerical - proofread</p> <p>Data: synthesizing, coordinating, analyzing, compiling, computing, copying, comparing</p>
Personal Traits	<p>Ability to comprehend & follow instructions</p> <p>Ability to perform simple and repetitive tasks</p> <p>Ability to maintain a work pace appropriate to a given workload</p> <p>Ability to relate to other people beyond giving and receiving instructions</p> <p>Ability to influence people</p> <p>Ability to perform complex or varied tasks</p> <p>Ability to make generalizations, evaluations, or decisions without immediate supervision</p> <p>Ability to accept and carry out responsibility for direction, control, and planning</p>

Common Traits of a Dental Hygienist

American Dental Education Association (ADEA)

Dental hygienists have a diverse set of personality traits that allow them to work very closely with patients.

A SUCCESSFUL DENTAL HYGIENIST IS...

- **Patient and understanding.**

Some patients may be uneasy about dental work and oral examinations. A good dental hygienist is patient with people who may be afraid of coming into the dental office and will be understanding about their fears. A dental hygienist should work to make the patient relaxed and comfortable and should fully explain the health reasons and steps behind everything he or she does inside the patient's mouth.

- **Detail-oriented.**

The mouth is a very small space, so it's essential that a dental hygienist pays careful attention to detail when working in a patient's mouth. Dexterity is also incredibly important in such a small space, as the slightest nudge to a sensitive tooth can be extremely painful for a patient.

- **Passionate.**

Part of a dental hygienist's job is to educate patients about good oral health practices. A dental hygienist that is passionate about oral health and general health can be a role model to patients and help them modify their behaviors to focus on preventative maintenance on their teeth and gums to avoid disease in the future.

- **Sturdy on his/her feet.**

Dental hygienists are moving throughout the day sometimes sitting, standing, working with repetitive motions, and moving around the clinical environment. It is important that a dental hygienist possesses the physical stamina to keep this up throughout the entire day.

- **Positive.**

A positive attitude goes a long way as a dental hygienist. Many patients prefer energetic, friendly, and outgoing hygienists to ease some of their stress about coming to the dentist's office.

Madison College Program Policies

Americans with Disabilities Act (ADA Statement) and Title IX Pregnancy and Parenting Requirements

Madison College is committed to creating conditions that empower and support students with disabilities to reach their learning goals. The College ensures equal access to all academic programs and activities by offering qualified students' reasonable accommodations and support.

To receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan. Students with questions regarding available accommodations and support should contact Disability Resource Services at 608-246-6716 or email drstransition@madisoncollege.edu (link sends e-mail). If approved for accommodations, please share your accommodation plan with me as early as possible. If you feel your accommodation needs are not being met, please inform me or Disability Resource Services as soon as possible.

According to the Title IX of the Education Amendments of 1972, students must be allowed to take time off school for pregnancy, childbirth, miscarriage, abortion, and recovery for as long as their doctor says is medically necessary. Students with pregnancy-related conditions should submit the [Student Pregnancy Accommodation Request form](#) or contact Disability Resource Services at [608-246-6716](tel:608-246-6716) or drstransition@madisoncollege.edu to make a request for accommodations.

Pregnant Students

Students that suspect they are pregnant or know they are pregnant should set up a meeting with the program director to discuss safety and resources that are available.

Emergency School Closing

Students are encouraged to sign up for Wolfpack Alert for weather-related messaging.

WolfPack Alert is the first source of emergency information about Madison College.

Through the mobile app, you can learn about:

- Campus closures
- Potentially threatening incidents
- Weather emergencies
- Other urgent information

WolfPack Alerts enable you to receive messages on your mobile device and via Madison College email. Registration is easy and takes about a minute.

During a WolfPack Alert, updates and messages also will appear on college-owned phones, TV monitors and Madison College social media.

Madison 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 due to weather. Students will be required to make up any missed clinic session.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the confidentiality of your education records. FERPA governs the release and access to these records. Madison College is committed to protecting the privacy of your student records by following FERPA guidelines.

<https://students.madisoncollege.edu/policies/ferpa#accordion-item-1>

Confidentiality

As a part of their program requirements, all Health Occupation students who work with patients are expected to maintain patient confidentiality. All students will sign a confidentiality agreement.

Equity and Inclusion Statement

This class will be a safe and affirming learning space for all students, regardless of age, race, ethnicity, citizen status, gender, sex, sexual orientation, parental status, religion, ability, or socioeconomic status. As an instructor, I pledge to respect all students based upon these factors, including the use of preferred names and pronouns, and encourage open communication. Students are welcome and encouraged to share any/all viewpoints relevant to course material, and respectful, relevant debate is encouraged, provided all materials for the day can still be covered.

Gender Inclusion Statement

The instructor(s) and students in this course are expected to respect others' identities, names, and pronouns. I will gladly honor your request to address you by your chosen name or gender pronoun. Please advise me of this at any point in the semester so that I may make appropriate changes to my records. If you would like to change your name with the college, do so via the form found at [Student Records](#). If you are corrected after making a mistake or misgendering another student, briefly apologize, correct yourself, and move on. If you feel your identities are not being respected, including by me, I invite you to reach out to me about the issue, in whatever manner makes you comfortable so that I can make every effort to correct the error. If you do not feel comfortable doing so, consider reaching out to other resources like the Office of College Culture and Climate, [Dean of Students Office](#), or [Equal Opportunity and Civil Rights](#).

Madison College is a Safe Space for All

Madison College is committed to providing a safe space for all students, employees, and staff. Negative attitudes and fear during the COVID-19 pandemic can lead to discrimination against people and communities. Prejudiced behavior violates our values and our policies and should be reported. If you experience or observe harassment or discrimination, Madison College's Harassment and Discrimination Policy outlines the procedure for filing a complaint. Madison College does not tolerate discrimination of any type. We strive to provide an educational environment free from harassment.

Mental Health Support

As a student you may experience a range of issues that can cause barriers to learn. These might include strained relationships, anxiety, high levels of stress, alcohol/drug concerns, feeling down, or loss of motivation. Learn about the free, confidential mental health services available on campus by calling 608-246-6076 or visiting [Mental Health Counseling Services](#). For afterhours mental health emergencies, please call the National Suicide Prevention Hotline at 1-800-273-TALK, 911, Madison College Public Safety 608-243-2222, the Center for Suicide Awareness – text the word “Connect” to 741741, and for Dane County residents, Journey Mental Health Crisis Unit 608-280-2600.

Academic Integrity

Any form of academic dishonesty in a class may result in a failure for the course work involved, the class and/or removal from the program.

For your learning experience to be successful at Madison College, faculty and students must trust that both parties will act with honesty and integrity. To foster this environment, you should know what academic misconduct is and what is expected of you.

As a Madison College student, it is important that you:

- Become familiar with the rules and consequences of academic misconduct.
- Approach your instructor if you are not sure what behaviors constitute academic misconduct (citing information from the web, for example).
- Inform your instructor if you believe you have witnessed an incident of academic misconduct. You may report your observations without fear of retaliation.
- Know that helping someone else cheat is a violation of the rules and may result in misconduct charges.

Virtual Counseling with BetterMynd

Madison College is partnered with [BetterMynd](#) to offer you access to private online therapy sessions from their diverse network of licensed mental health counselors. Sessions are available during the day, at night, and on the weekends. Please note, BetterMynd is not a crisis service. [BetterMynd](#) also provides free self-help resources and free group workshops to all Madison College students.

Criminal Background Check/Caregiver Background Check

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 Schools of Health Sciences and School of Nursing programs. A completed background check as prescribed under Wisconsin law includes:

- Completed Background Information Disclosure Form (BID).
<https://madisoncollege.edu/academics/areas-of-study/health-sciences/health-education-policies#accordion-item-1>
- Electronic status check of professional licenses and credentials through the Department of Safety and Professional Services. <https://dsps.wi.gov/Pages/Professions/DentalHygienist/Default.aspx>

- Electronic criminal history search from the Wisconsin Department of Justice. <https://www.doj.state.wi.us/>
- Electronic review of records kept by the Department of Health Services for any substantial findings of abuse/neglect and license restrictions or denials. <https://www.dhs.wisconsin.gov/>

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.

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 affect 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.

- School of Health Sciences contact information - 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://dsps.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.

Dental Hygiene Licensure Exams

If you have any pending charges or are charged with a crime it may be necessary to complete a predetermination form located on the Department of Safety and Professional Services website. Application for predetermination Department of Safety and Professional Services
<http://efaidnbmnnnibpcajpcglclefindmkaj/https://dsps.wi.gov/Credentialing/General/fm3085.pdf>

National Board Examination and CRDTS Examination

No student will be recommended for these examinations until they have successfully completed the first three semesters of the Dental Hygiene Program.

Mock 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.

Dental Hygiene Program Academic Policies

Transfer Student Policy

A student requesting to transfer to the Madison College Dental Hygiene program may file that request with admissions. Requests for transfer into the dental hygiene program are considered on a space-available basis. The potential transfer student will complete the following skills assessment:

- perform one diagnostic instrument process (i.e., probe, explorer)
- perform one treatment instrument process (i.e., scaler, curette)
- perform one ultrasonic instrument process
- perform one full mouth series of radiographs on DXTTR

The potential transfer student will need to pass each of the above components at the percent competency set for the clinical course prior to the course the student is requesting to transfer into. Two dental hygiene faculty members will evaluate each of the above entities.

The student may not attempt any additional skills assessment after completing the second attempt. The above policy also applies to a student who has left the dental hygiene program for longer than one year and wishes to re-enter the program.

Students who have taken Dental Health Safety must have successfully completed the course no more than five years prior to the start of clinical. Otherwise, students will perform the following skills assessment at the stated Dental Health Safety competency level:

- Cubicle Disinfection and Draping
- Instrument Recirculation

Advanced Standing

The advanced standing policy will be respected, addressed, and maintained. Admission of students with advanced standing must be based on the same standards of achievement required by students regularly enrolled in the program. Transfer students with advanced standing must receive an appropriate curriculum that results in the same standards of competence required by students regularly enrolled in the program.

Student Professional Organizations

Students will be given the opportunity to become involved in dental hygiene student organization. It is a way for students to connect with their future professional organization. The student club helps students realize the importance of the dental hygienist's role in community service efforts and continuing education. Members may be involved in activities such as hosting guest speakers, conducting fund-raising projects, presenting table clinics, and community health fairs. Membership in the student club is optional.

Schedules

Didactic courses will adhere to the Madison College calendar. Clinical courses may be rescheduled due to unforeseen circumstances.

Safe Practice

Safe practice is defined as the application of scientific principles in performing dental and dental hygiene duties. Care is provided in a reasonable and prudent manner, providing for the welfare and protection of the patient, faculty, clinical and office personnel. Safe practice implies that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the patient, faculty, clinical and office personnel. A student will be dismissed from the clinical setting any time a failing state is judged by the instructor and deems the behavior a direct threat to the safety and welfare of the patient, faculty, clinical and office personnel. This includes students who appear to be impaired by any substance whether prescription or nonprescription.

The Madison College Dental Hygiene program adheres to the Infection Control Guidelines as set forth by the American Dental Association, Centers for Disease Control, and the Occupational Safety & Health Administration.

Ethical Behavior

It is illegal for dental hygiene students to perform any dental hygiene procedures outside the educational facility. Procedures such as scaling and placing sealants are not to be performed by unlicensed personnel. Students may not take instruments home to practice on patients. Activity in any of these procedures outside the educational component may result in removal from the program and possible correspondence with the Dental Examining Board.

Health Insurance

A variety of programs at Madison College require students to have a minimum of basic accident insurance for clinical participation. By checking "Yes" in your CastleBranch account, you are indicating you agree to maintain coverage throughout the duration of your clinical experience(s), and you understand that Madison College cannot assume any liability or financial obligation for students' health care.

If you are in need of a low-cost basic accident insurance plan while enrolled in Madison College courses, you can consider [Arthur J. Gallagher & Co](#); click on Student Direct Pay Enroll link on the left side of the page to purchase.

Upon purchase, you will receive an email directly from Arthur J. Gallagher & Co. regarding your next steps on how to activate your account and receive your insurance card.

The cost is \$15 per semester. You must purchase coverage, every semester in which you will be participating in clinical practice.

Arthur J. Gallagher & Co. customer service global@gallagherstudent.com.

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 upon entering the program, and only get tested again if they are exposed to someone with TB or if there is ongoing transmission in the facility.

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 to complete forms.

The dental hygiene program expects that students understand the implication of not being immunized or not being current with their immunizations. They expect all students to be current with their immunizations (or positive anti-body titers), which may include any or all the following:

- Two (2) MMRs (Measles, Mumps, Rubella)
- Two (2) Varicella vaccinations (dated at least four weeks apart) OR a titer lab report, reflecting immunity
- TDAP (Tetanus, Diphtheria and Pertussis)
- Hepatitis B
- 2-step Tuberculosis (TB) skin test; if you have previously tested positive for TB and cannot provide negative chest x-ray results, you may be denied participation in clinical practice

While immunizations are strongly encouraged, students can choose to decline by completing the health sciences immunization declination form.

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.

Bloodborne Pathogens

Students entering health programs should understand the risk of exposure to bloodborne pathogens, including Hepatitis B, Hepatitis C, and HIV/AIDs, through saliva and blood with direct patient care as part of their education.

This exposure can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels, and other provisions.

All programs at Madison College comply with local, state, and federal infection control policies, including the use of standard precautions as stipulated by current CDC guidelines. Written policies and instructions on infection control protocol to minimize the risk of disease transmission is provided throughout the courses in the curriculum. Compliance of safety practices is evaluated throughout the students' clinical experiences to ensure a safe educational environment.

Latex Allergy

Every effort will be made to support students who have or may develop a latex allergy while in the dental hygiene program. The dental hygiene program makes every effort to maintain a latex free environment. Students with concerns should contact the program director and their own healthcare provider to discuss the ramifications of a latex allergy.

Administration of Local Anesthetic/Nitrous Oxide

Students are required to take Dental Anxiety & Pain Management. This course requires students to administer and receive injections as well as nitrous oxide under the supervision of a dentist. Students will also be administering local anesthetic to clinical patients.

CPR Certification

The Dental Hygiene Program is committed to ensuring the highest standards of patient safety and professional preparedness. To comply with accreditation requirements and promote a safe clinical environment, all individuals directly involved in patient care—students, faculty, and support staff—must maintain current Basic Life Support (BLS) certification.

This certification must be obtained through a recognized provider, such as the American Heart Association (AHA) or the American Red Cross, and must include training in adult, child, and infant CPR, use of an automated external defibrillator (AED), and relief of choking.

- All students must provide proof of current BLS certification prior to beginning any clinical coursework.
- Certification must remain valid throughout the duration of the program.
- It is the student's responsibility to monitor expiration dates and renew certification in a timely manner.
- Students with expired or lapsed certification **will not be permitted** to participate in clinical activities until valid certification is provided. This may result in missed clinical hours, delayed course completion, or academic consequences.

Student Responsibilities

Students are expected to assume responsibility for their own education and personal conduct. Students are expected to obtain a copy of the "Madison College Handbook" so that they may familiarize themselves with the College's requirements and regulations.

Each student receives a course syllabus at the start of each course. The syllabus informs the student of course content, expectations, testing, grading, and attendance policies for that course. It is the responsibility of the student to obtain and understand the course syllabus.

It is the responsibility of every student to understand and fulfill the requirements of the program in which they are enrolled.

Attendance

The Dental Hygiene Program adheres to the following Attendance Policy. The Student Handbook states that regularity and punctuality of class attendance is expected of all students. If the student does not attend the first day of class they may be dropped from the course. It is the responsibility of students to discuss absences with their instructors. When an absence occurs, the responsibility to makeup the work lies with the student.

An absence will be deemed excused or unexcused by the instructor and may require documentation upon return to the class/lab/clinic. The student may receive a zero for any missed class/lab/clinic work.

Students demonstrating poor attendance habits may be referred to the program director. Absence from one class/lab/clinic constitutes 1 absence.

Dental hygiene students must email the course instructor/faculty to inform them of absence prior to the start of class/lab/clinic. Failure to notify the instructor/faculty of an absence prior to class may result in loss of opportunity to make up course work for that day. Any missed course work must be scheduled for make up by the student within 24 hours of returning to school. Make-up activities will be determined by the instructor on an individual basis. It is the student's responsibility to schedule make-up work with the instructor.

Absences interfere with one's ability to meet objectives in courses. While it is recognized that objectives may be reached through many avenues of experiences, each planned activity has a specific purpose for the learner. Many of these experiences cannot be duplicated and are therefore lost if the opportunity is missed. The following statements reflect the accepted standards for absence during dental hygiene courses.

Tardiness: Students are expected to arrive prior to the class/lab/clinic start time. Habitual tardiness (3 or more late arrivals) may result in a progress report.

All clinical sessions that are missed due to absences must be made up during make-up week.

It is the responsibility of the individual student to seek assistance from an instructor as needed following an absence, or to secure information relative to assignments and/or announcements made during class/lab/clinic is missed.

Full-time attendance is required during all scheduled clinic periods, including extended campus sites, regardless of broken or canceled appointments.

Permission to leave the clinic floor must be granted by an instructor.

Students demonstrating poor attendance will be referred to program director.

Examinations, Tests, Quizzes

Faculty members select and use a variety of traditional and non-traditional assessment methods in all stages of their teaching: standardized and teacher-constructed tests, oral presentations, portfolio presentations, skill demonstrations, interview, and computerized exams.

In addition to assessment that takes place between teacher and student, programs are also evaluated on regular and systematic basis. These program reviews emphasize that the programs

must now be judged on the effectiveness of the teaching and learning which takes place within them. Similar procedures involving outside accrediting agencies are applied to some programs.

The college community is committed to continuous improvement and has internalized the importance of student outcomes assessment as the tool to gauge the attainment of its instructional mission and goals.

Assessment of students' skill prior to their entering a program can predict a student's readiness to participate successfully in that program. Students whose skills are not a match for the program can be directed to a more suitable program or remediation.

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 College.

Pre-Assessment (Before Entering Program)

Complete Application

High School/College Transcript: Biology and Chemistry @ "C" or better
ACCUPLACER, ACT, or ATI-TEAS

Health Requirements

Submit completed Background Disclosure, Wisconsin Criminal History, and Release of Information

Essential Functions Documents

Health Care Provider CPR Certification

Dental Hygiene Orientation Attendance

All general education and science courses completed at a grade of "C" or better by May prior to the start of clinical.

During Program Assessment

Written, Practical & Oral Tests

Completion of Assignments in Allotted Time

Participation in Class Activities including online activities

Performance of Clinical Procedures

Application of Theory to Experiences

Self-Evaluation

Community Presentations

Case Study

If Unsuccessful in Courses student will be:

Counseled by faculty/ counselor to develop plan of action
Referred for remediation
Referred to the Student Life

If a Student Drops the Dental Hygiene Program, they will be asked to:

Meet with the program counselor and/or advisor to explore opportunities to re-enter or switch programs
Follow up with a written exit interview to explain why they have chosen to discontinue the program

Post Assessment (After Completing Program)

Success on Licensure Exams
Job Placement
End of Program Evaluation / Suggestions by Students
Graduate
Follow-up 6 months Post Graduation

Program Assessment (On-going)

Curriculum Review by Faculty/Advisory Committee
Accreditation Review
State Program Cost Allocation Report
Professional Association Input

Tools

Data from Licensure Exams
Data from Graduate Follow-up
Student Program Evaluations
Accreditation Recommendation & Guidelines
Employer/Agency Evaluations
Faculty Certification / In-service

Grade Policy

All students are required to maintain a cumulative grade point average of 2.0 (C) or higher 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%

Academic Requirements/Re-Entry into Program

Allied Health programs involve the welfare of patients, therefore, the minimum acceptable grade in **every** course within the dental hygiene program's seventy credits (includes program and general education courses) is a "C"(76.0%). If a grade of "C"(76.0%) is not achieved, the student will be required to retake the course. If the course is a prerequisite to another course, the student will not be allowed to continue into the next course.

Combined didactic/laboratory, didactic/clinical courses also require a 76% or higher in the didactic portion and in the laboratory/clinical portion in order to progress in the curriculum sequence. The standards of achievement/competence in the laboratory/clinical portions are designed to increase as the student progresses from semester to semester.

- a. Semester 1, competence in Process 1, laboratory, clinical, and radiograph requirements require a 76% or above.
 - b. Semester 2, competence in Process 2, clinical and radiograph requirements require a 76% or above, and didactic requirements require at 76% or above.
 - c. Semester 3, competence in Process 3, clinical and radiograph requirements require a 76% or above, and didactic requirements require at 76% or above.
 - d. Semester 4, competence in Process 4, clinical and radiograph requirements require a 76% or above.
- Process 2 clinic median performance level (MPL) in TalEval is 83 MPL
 - Process 3 clinic median performance level (MPL) in TalEval is 80 MPL
 - Process 4 clinic median performance level (MPL) in TalEval is 75 MPL

If after admission into the dental hygiene program core courses, a student receives a grade of less than "C" (76.0%) or **withdraws** from only one course within the dental hygiene program, the student may or may not be eligible to advance in the dental hygiene program. The student will be required to meet with the program director to discuss the possibility of continuing or returning to the program. Therefore, requests for readmission are considered on a space-available basis. Criteria **may** be established for the student to continue by allowing the student to retake the course in which the grade was less than a "C" (76.0%). The following are some recommendations that may be required for re-entry:

- Requiring additional coursework (i.e. study skills, critical thinking)
- Student plan for success
- Counseling
- Testing
- Referral to the Student Life
- Required attendance for required Audit courses

- Re-petition for re-entry into program
- Successful completion of a Skills Mastery Assessment

A student will be dismissed from the program if he/she receives a **grade of less than “C” (76.0%) or withdraws** from two or more courses. The student may not petition for re-entry into the program. A student who believes circumstances warrant re-admission, may present his/her case to the program director by submitting a written letter. The letter should include:

A description of factors that contributed to removal from the program, changes and/or interventions initiated since leaving the program, and an action plan for success if granted re-entry.

Must be dated and sent electronically prior to the spring petition end date to the program director: aness@madisoncollege.edu

The letter will be reviewed along with his/her prior academic record. Eligibility for readmission is determined after a meeting and possible skills assessment with the applicant, and program director. Students petitioning for re-entry into the dental hygiene program will have no advanced standing for previous dental hygiene core courses completed and will need to re-start the program from the beginning or prove competency by successfully completing a competency exam in previously completed core courses. The student will receive a letter with the final decision regarding re-entry and associated requirements.

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

Progress Reports

Progress reports are written by the instructor of a course when he/she has a reason to notify the student of poor work, failing grades, or a lack of attendance which may influence the student's grade or potential to pass the class. Behaviors that are considered inappropriate or unacceptable may also initiate the sending of a progress report.

Progress reports are discussed with the student. The student outlines a mechanism to deal with the concern identified in the progress report and signs the form. In serious circumstances, the program director may be invited to join in the initial or follow-up conference with the student.

Students receiving a progress report will also be referred to the Behavioral Intervention and Student Care Team (Early Alert). <https://students.madisoncollege.edu/resources/student-services/dean-students/behavioral-intervention>

The purpose of this process is to assure that the student is informed as soon as possible of performance or behavior that may jeopardize his/her status in the course.

Tutoring

Students who are experiencing difficulty in specific courses are encouraged to obtain tutoring. This assistance is available in Student Achievement Center. The student may receive assistance with individual courses, study skills, test taking, basic math, and reading and writing skills.

Dental Hygiene Program: Remediation Policy and Procedure

Purpose

The purpose of the Remediation Policy is to provide students in the dental hygiene program with a structured and supportive process for improving academic and clinical performance. This policy ensures that all students meet the required competencies necessary for graduation and professional practice while providing individual assistance to those who need additional support.

Policy Overview

Students who fail to meet the minimum academic or clinical performance standards set by the program will be identified for remediation. The goal of remediation is to offer a clear path for students to achieve competency and maintain their academic standing.

Eligibility for Remediation

Students may be eligible for remediation if they:

- Score below 76% in any course or assessment.
- Fail to meet clinical competencies as outlined in the program's clinical performance evaluations.
- Exhibit deficiencies in ethics, professionalism, communication, or clinical skills.

Remediation is not a substitute for course requirements and will not guarantee a passing grade but provides the student with additional opportunities to meet course and clinical objectives.

Remediation Procedure

Identification of At-Risk Students

- **Academic Performance:** Faculty will review students' progress at regular intervals during the semester. A student will be flagged if their grade falls below the minimum passing requirement (typically 76%).
- **Clinical Performance:** Faculty leads will assess students' performance regularly. A student will be flagged if they fail to meet essential clinical competencies or demonstrate unsafe or unprofessional behavior.

Notification and Initial Meeting

Once a student is identified for remediation:

- The student will receive written notification from the course instructor or faculty lead.
- A mandatory meeting with the student and course instructor/faculty lead will be scheduled to discuss areas of concern and create a remediation plan.

During the meeting, the following will be discussed:

- A review of the student's academic and/or clinical deficiencies.
- The consequences of failing to improve (e.g., course failure, academic probation, or dismissal).

Development of a Remediation Plan

The student and the course instructor/faculty lead will collaboratively develop a customized remediation plan. This plan may include:

- **Academic Support:** Tutoring, supplemental readings, or practice quizzes.
- **Clinical Support:** Additional practice time in the simulation lab, clinical mentoring, or repeat clinical experiences.
- **Professional Development:** Reflection exercises, communication skills workshops, or professionalism counseling.

The plan will:

- Clearly outline specific, measurable goals for improvement.
- Specify the timeline for completion (typically within the same semester).
- Include methods for reassessment (e.g., retaking exams or clinical evaluations).

The remediation plan must be signed by both the student and the course instructor/faculty lead.

Monitoring and Feedback

- The course instructor/faculty lead will monitor the student's progress and provide regular feedback.
- Scheduled follow-up meetings will be held to assess the student's progress.

If the student fails to adhere to the remediation plan or does not demonstrate improvement by the agreed-upon deadline, additional steps will be taken.

Outcomes

- **Successful Remediation:** If the student demonstrates improvement and successfully meets the outlined goals, they will be allowed to continue in the program without penalty.
- **Unsuccessful Remediation:** If the student does not meet the remediation goals, the following actions may occur:
 - Academic or clinical course failure.
 - Placement on academic probation.
 - Potential dismissal from the program based on the program's progression policy.

Appeal Process

If a student feels that they have been unfairly placed into remediation or believes that the remediation process was improperly handled, they may submit a formal appeal to the program director. The appeal must be submitted in writing within five business days of the final remediation outcome. A committee will review the appeal and make a final decision within ten business days.

Continuous Improvement

The dental hygiene program will regularly review the remediation process for effectiveness, making improvements based on student and faculty feedback to ensure the policy remains supportive and fair.

Clinic and Lab Competencies

Students will perform the recommended services under the guidance of licensed dentists and dental hygienists.

The following is a list of services taught to clinical competency:

Prophylaxis (cleaning)	Fluoride Treatments
Blood Pressure Screening	Complete Medical/Dental History
Radiographs (x-rays)	Restorative Charting
Pit and Fissure Sealants	Extraoral and Intraoral Examination
Periodontal Assessment	Dentin Desensitization
Laser Bacterial Reduction	Administration of Local Anesthetic
Periodontal Therapy	Administration of Chemotherapeutics
Nutritional Counseling	Administration of Nitrous Oxide
Health Education Preventive Counseling	Administration of Arestin

The following is a list of services not taught to clinical competency. These services are taught to laboratory competency:

- Cleaning of Oral Prosthetics
- Taking Impressions
- Administration of Oral Systemic Medications

The following is a list of services not offered in the clinic. These services are taught to laboratory competency only:

- Taking Impressions
- Study Models
- Administration of Oral Systemic Medications
- Placing and Removing Periodontal Dressing/Suture removal
- Polishing Amalgams
- Placing Temporary Restorations
- Placing and Removing Rubber Dams

Patient Process Requirements

Clinic Level	Process Level Requirements	
Process 2	Patient Requirements	
	0 Class 0 Patients	1 Perio Stage I
	6 Class 1 Patients	
	2 Class 2 Patients	
	To include a minimum of:	Radiography Requirements
	1 Child	2 Full mouth series
	1 Adolescent	3 BW series
	1 Geriatric	1 Panorex
Process 3 & Process 4 All patient requirements must be completed by the last clinic date in Process 4	Patient Requirements	
	0 Class 0 Patients	4 Perio Stage II
	28 Class 1 Patients	7 Perio Stage III
	8 Class 2 Patients	1 Perio Stage IV
	6 Class 3 or Class 4 Patients	
	To include a minimum of:	Radiography Requirements
	2 Children	6 Full mouth series
	1 Adolescent	10 BW series
	6 Geriatric	1 Child BW series
	4 Special Needs	3 Panorex

Student Instrument Kits

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.

Instruments	Quantity
Hu-Friedy Infinity Cassette	2
Hu-Friedy Cotton Forceps-DPU 17	2
Hu-Friedy Adult Mirrors - MIR5DS – double sided	1
Hu-Friedy Adult Mirrors - MIR5 –single sided	1
Hu-Friedy Mirror Handles - MH7 (cone socket mirror handle)	2
Hu-Friedy-Pumice Cups	2
Floss – complimentary from J&J (no charge to student)	1
Floss Dispenser – Patterson Dental Item #7407-1189	1
Trace 28 Disclosing Solution	1
HF-DSCFINE (Diamond sharpening card fine grit)	1
Hu-Friedy Carbon Steel File Sharpener - FS	1
Nupro Propphy Rings	2
CPR Microshield	1
Patient Safety Glasses-Adult Size	1
Patient Education Sample Kit (Tongue scraper, Soft-Picks by Gum -1 pack, Superfloss, 1 pack floss threaders, toothbrush, floss, REACH Access flosser, Oral B interdental handle/clip plus 1 pack of interdental brush refills, rubber tip stimulator, end tuft brush)	1
Op-D-Op visor	1
Op-D-Op visor	1
PDT Gleason Guide	1
North Coast Air-Putty (hand out in lab orientation)	1
EXPLORERS and PROBES	
Hu-Friedy 11/12 ODU DE #7	2
Hu-Friedy XP23/UNC 12 with #7 handle	1
Hu-Friedy XP23/127 (color coded-no ball on end)	1
SCALERS	
Hu-Friedy SCNEV149 EverEdge	2
Hu-Friedy SH6/79 EverEdge	2
Hu-Friedy SIUFW2047 (Fort Wayne 204S) EE2	2
Nordent RENS129 XDURA	2
CURETTES	

Hu-Friedy SG5/6R-C8 Resin 8 Curette	2
Hu-Friedy SG13/14R-C8 Resin 8 Curette	2
Hu-Friedy SG15/16R-C8 Resin 8 Curette	2
Hu-Friedy SBH1/2R9 –EverEdge	2
Hu-Friedy SYG 7/89 -EverEdge	2
CAVITRON	
Cavitron cassette	1
30K FSI-PWR 1000FG	1
30K FSI PWR 100FG	1
30K Thinsert	1
30K FSI SLI 1000	1
30KFSI SLI 10S	1
30K Burnett Power-Tip	1
SECOND YEAR INSTRUMENTS	
Hu-Friedy Mini 5's Gracey Rigid ½	1
Hu-Friedy Mini 5's Gracey Rigid 13/14	1
Hu-Friedy Mini 5's Gracey Rigid 15/16	1
Hu-Friedy Everedge 2.0 SCNEVI19E2	2
Hu-Friedy Orbans buccal-lingual file - FO 10/116	2
Hu-Friedy Orbans mesial-distal file - FO 12/136	2

Program Costs
(APPROXIMATE)

2024-2025 SCHOOL YEAR

Pre-Enrollment	
Physical Examination	\$150.00
Immunizations/Titers (required by State and Program)	\$200.00
CPR-Health Care Provider/Professional Rescuer	\$80.00
Tuition and Fees: General Education, Science Courses & Elective Course (28 credits)	\$4200.00
Total	\$4630.00
First Semester	
Tuition and fees (10 credits, approximate)	\$1500.00
Supply instrument kit (approximate cost)	\$2186.00
Two sets of clinic scrubs	\$140.00
Clinic shoes	\$60.00
Rental Textbooks	\$70.00
Total	\$3956.00
Second Semester	
Tuition and fees (16 credits)	\$2400.00
Magnification Loupes (<i>optional</i>)	\$1500.00
Rental Textbooks	\$112.00
Total	\$1612.00
Third Semester	
Tuition and fees (15 Credits)	\$2250.00
Rental Textbooks	\$105.00
CPR renewal	\$80.00
Total	\$2435.00
Fourth Semester	
Tuition and fees (7 credits)	\$1050.00
Rental Textbooks	\$112.00
Board Review Course	\$550.00
National board exam fee	\$550.00
Clinical board exam fee	\$1195.00
State Licensure	\$135.00
Total	\$3592.00
Grand Total	\$16225.00
Optional	
Student association membership	\$130.00
Individual teaching aids	\$100.00
Additional fees associated with board examinations (site fee, fees associated with patients, etc.)	Varies

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 Dental Hygiene Program Concerns

If a student has a concern the steps for the communication pathway protocol is as follows:

- Didactic instructor/clinical instructor
- Clinical Faculty Lead
- Clinic Director
- Program Director
- Dental Department Chair
- Associate Dean of Health Science
- Dean of Health Science
- Vice President

If you have a 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.

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

Professional Work Habits

Axiom 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 readings 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 always working as part of the dental team. 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 Axiom, 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 faculty lead and permission obtained before the date of the absence.

If you are sick or going to be late on a clinic day, you must notify the front desk dental hygiene clinic by calling (608) 258-2400 and send an email to both the faculty lead as well as the dental hygiene clinic as soon as possible.

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 in the Dental Hygiene Clinic Manual must be followed.

Clinic Dress Code

Uniform

A disposable lab coat (provided by the clinic) must be worn.

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.

Socks (with minimum pattern) must cover the entire ankle (no skin visible per OSHA).

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.

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.

No artificial nails are 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.

A washable headband is acceptable. 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

Earing, rings, bracelets (including silicone rings) are prohibited except for medical alert necklaces or medical alert bracelets.

Patient Code of Conduct

Patients must always be treated with care and respect. Refer to the Patient Bill of Rights.

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 College classes. Plagiarism, cheating, and collusion are prohibited at Madison 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 College website at <https://madisoncollege.edu/student-rights-responsibilities>

Clinical Patients

Each student is required to see several patients based on calculus classification, periodontal case type, and patient type (child, adolescent, 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.

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 College Website

The Madison College website contains Madison 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 on Blackboard. 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 College Website and Dental Hygiene Clinic Manual.

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

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.

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.

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>

Commission of Dental Accreditation - Policy on Submission of Complaints

The Commission of 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 individual 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 60611-2678
1-800-621-8099

There is also a copy of the accreditation standards in the clinic. Instructions for filing a complaint can be found on the Commission of Dental Accreditation website. You may review the standards at any time. Please remember that Madison Area Technical College also has a process in place for complaints. That process is outlined in the Student Handbook.

Print Name_____ Date Received_____

Signature_____

Madison 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:

- Referral to program director to discuss the infraction and complete a progress report.
- Second infraction: Referral to the Dean of the School of Health Sciences for consideration of course dismissal and/or suspension from the program. (Re-entry into the program subject to re- entry policy).

My signature below signifies that I have read, understand, and will adhere to the Madison College confidentiality statement during the entire duration of the dental hygiene program.

Student Signature

Date

Student Name (Please Print)

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.

Student Signature

Student Name (Please Print)

Date

Student Health-Related Requirements Declination Form

I have declined the following School of Health Sciences health-related requirements:

- ☐ Two (2) MMRs (Measles, Mumps, and Rubella) vaccines, or immunity titer
- ☐ Two (2) Varicella vaccines, or immunity titer
- ☐ Tuberculosis screening
- ☐ TDAP (Tetanus/Diphtheria and Pertussis) vaccines, or immunity titer
- ☐ Hepatitis B vaccines, or immunity titer

These health-related requirements are declined for the following reasons (please check and submit [waiver\(s\)](#) for all that apply):

- ☐ Religious
- ☐ Medical Advice

By signing this form, I acknowledge I have been informed of the importance of health-related requirements and the possible consequences of not receiving them relative to public health issues and to my success in the School of Health Sciences program of my choice. I will not hold the Madison College, its School of Health Sciences, and employees responsible for any illness or disease that comes from the result of my declining or declining to be current in my health-related requirements.

As a student, I understand that this exemption may subject me to exclusion from a clinical rotation at the discretion of any clinical facility that requires these health-related requirements of its personnel, instructors, and students. I understand that I am obligated to comply with all infection control measures, including wearing personal protective equipment (PPE), as well as any additional PPE required to off-set the risks associated with my declination while in the classroom and/or clinic designed to prevent the transmission of infection for which health-related requirements are expected, and to protect myself clients, colleagues, patients, students, and others from the spread of communicable diseases.

I understand that my declining or declining to be current in my health-related requirements may result in my inability to complete required activities that will negatively impact my ability to be successful academically and may prevent me from completing and graduating from my School of Health Sciences program of study.

If I become aware that I have a communicable disease, I agree to notify the Program Director immediately for further instruction. In the event illness does occur and withdrawal from courses transpires, I know that I will need to reapply to the program through the normal admission process which includes placement on the program's petition list. I understand that I am responsible for any tuition fees that are incurred.

Please complete this form and upload it to your CastleBranch account for the appropriate health screening trackers.

Student Name (Please Print)

Student I.D. Number

Student Signature

Date

Health Related Medical Waiver

Name: _____ Madison College ID: _____

Are you a ☐ Student ☐ Faculty

I declined the immunization due to medical reasons.

☐ I attest that the information provided on this waiver is true to the best of my knowledge. I understand that I am obligated to wear personal protective equipment according to college or clinical faculty policy when there is the presence of the viruses in the community as defined by the Public Health Department or by the School of Health Sciences.

Signature: _____ Date: _____

Below section to be completed by Healthcare Provider

I, _____ certify the above patient is under my medical care and should be exempt from receiving the (circle all that apply):

MMR Varicella TDAP Influenza Hepatitis B Covid-19 screening or vaccination(s)

Due to medical reasons(s) noted below:

Recognized contraindication to vaccinations (please mark all that apply and include dates of reactions if known)

☐ For influenza vaccine only: Severe allergic reaction to eggs. Date of reaction _____ Submit _____ medical record copy.

- Defined as developing hives, swelling of the lips or tongue, difficulty breathing
- Does not generally result in only gastro-intestinal symptoms
- The amount of egg protein in influenza vaccines is extremely small. People who can tolerate eating lightly cooked egg, such as a scrambled egg, can generally tolerate the influenza vaccine.

☐ History of previous severe allergic reaction to the specific vaccine(s) or component of the vaccine. Date of reaction: _____ Submit _____ medical record copy.

- Defined as developing hives, swelling of the lips or tongue, difficulty breathing.
- Does not include sore arm, local reaction, or subsequent upper respiratory tract infection.

☐ History of Guillan-Barre syndrome within six (6) weeks of receiving a previous vaccine.
Date of reaction: _____ Submit medical record copy.

☐ Other: please describe in space below: (These requests will be reviewed on a case-by-case basis.)

Healthcare Provider Name (please print)

Healthcare Provider Signature

Phone Number and Email

Date Signed

License #(Adopted from the UW-Madison and Aura Healthcare policies and Procedures\Student Compliance Flu Vaccination \religious -waiver – form doc 9/3/20

Health-Related Requirements: Religious Waiver

Name: _____ Madison College ID: _____

Are you (circle one): Student or Faculty

☐ I declined the health-related requirement(s) due to my religious denomination and tenets.

☐ I attest that the information provided on this waiver is true to the best of my knowledge. I understand that I am obligated to wear the personal protective equipment, according to college or clinical facility policy, when there is the presence of communicable disease in the community as defined by the Public Health Department or by Madison College, and its School of Health Sciences.

Religious Waiver: A religious waiver is allowed only if the health-related requirements will violate a central belief of your religious denomination and tenets. Any such justification would need to be based in religion, not science, and does not include strongly held beliefs regarding secular, cultural or political matters. Please complete the information below to request a religious conviction waiver.

Your supporting statement will assist us in evaluation of this waiver request.

The name of your religious denomination and tenet is required in your supporting statement.

I certify that the health-related requirement(s) violates a central belief in my religion as to what is right or wrong, and request a religious exemption based on the following reason:

Signature: _____ Date: _____

Remediation Form

Students Name:

Outcomes Assessment = Choose an item.

Process Level = Choose an item.

Competency in need of remediation:

- | | |
|--|---|
| <input type="checkbox"/> Medical History | <input type="checkbox"/> DHCP |
| <input type="checkbox"/> EO/IO | <input type="checkbox"/> Preventive |
| <input type="checkbox"/> Occlusion | <input type="checkbox"/> Pain Management |
| <input type="checkbox"/> Perio | <input type="checkbox"/> Instrumentation |
| <input type="checkbox"/> Radiographs | <input type="checkbox"/> Calculus Removal |
| <input type="checkbox"/> Dental Charting | <input type="checkbox"/> PCF |
| <input type="checkbox"/> Deposit | <input type="checkbox"/> Management |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |

Recommendations/Remediation Activities:

Remediation must be completed by [Click here to enter a date.](#) or the student will not pass the course.

Date_____ Student Signature_____

Date_____ Facilitating Instructor Signature_____

Student Progress Report

Student's Name: _____ **Student ID:** _____ **Date:** _____

Instructor: _____ **Course Title/Number:** _____ **CRN:** _____

Academic Status: Warning ☐ Failing ☐ Theory ☐ Lab ☐ Clinic ☐

Early Alert: Yes ☐ No ☐

Areas Needing Improvement:

Requirements:

Student must be remediated by (enter date here) _____ or the student will be unable to proceed and will receive a failing grade.

Action Plan by Student:

Date: ____ / ____ / ____ **Signature of Student:** _____

Date: ____ / ____ / ____ **Signature of Instructor:** _____

Madison College Photo Release Form

Madison area Technical College is committed to showcasing its unique students and faculty population, as well as their diverse interests and experiences in campus. We believe sharing our unique differences and authentic depictions of student life is essential for maintaining and nurturing inclusivity on campus and beyond.

By signing this release, you are giving Madison Area Technical College, District Board and the Wisconsin Technical College System Board ("Madison College") the opportunity to use photos, recordings, quotations and reproductions taken by or for Madison Area Technical College for any purpose. You are not obligated or required to sign this release and should do so only if you are comfortable sharing your image and/or likeness ("My Likeness").

I understand My Likeness may be copied/reproduced and distributed by means of various media-unless otherwise indicated below- including, but not limited to, video presentation, simultaneous television broadcast/rebroadcast, radio Transmission, news releases, mail-outs, billboards, signs, brochures, placement on websites and/or other electronic delivery, publication, display, or promotion on any and all other media, and I further understand that My Likeness may be subject to reasonable modification or editing. I acknowledge that Madison College has the right to make one or more photographs, audio recordings, videotapes or disk presentation, artwork, or My Likeness. I waive any right to inspect or approve the finished product or material in which Madison College may eventually use My Likeness.

In addition, this release acknowledges the undersigned may not acquire any intellectual property rights in connection with these projects. By giving Madison College and its associates access to these photos, recordings, quotations and/or reproductions, the undersigned releases entities from all claims of defamation and privacy rights and gives Madison College explicit permission to publish.

Participant hereby releases Madison College from any and all claims, demands, or causes of action including but not limited to claims of defamation and violations of participants rights of publicity or privacy in the use by Madison College of my publicity information and the event materials.

PHOTO RELEASE

I give Madison College permission to use my photos and likeness for:

Select one

____ Long-Term

____ Specific Project use only. Project Name: _____

Date

Name *(Please print)*

Signature of Individual *(or Parent or Guardian if subject is under 18)*

Phone

Email Address

Madison Area Technical College Program Informed Consent, Voluntary Waiver, Release of Liability & Assumption of Risks Form

PROGRAM INFORMATION:

Name: _____

Date(s): _____

Location: _____

Time(s): _____

PARTICIPATION INFORMATION:

Name of Participant: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT. THIS FULLY SIGNED FORM MUST BE SUBMITTED BEFORE ANY PARTICIPANT IS ALLOWED TO PARTICIPATE IN THE ABOVE REFERENCED PROGRAM.

I, the undersigned, (hereafter "Participant") wish to participate in the above referenced program (hereafter "Program") on the date(s) and location(s) indicated above and, in consideration of my participation, I hereby agree as follows:

I acknowledge, understand, and appreciate that as part of my participation there are dangers, hazards, and inherent risks to which I may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. I further realize that as part of my participation may involve risks and dangers, both known and unknown, and have elected to take part. Therefore, I voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating, and traveling to or from the Program.

Initials _____

I hereby release Madison Area Technical College, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, the Program Staff, and all other officers, directors, employees, volunteers, and agents (hereafter "Madison Area Technical College") from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury to myself or loss that I may suffer while training, preparing, participating, and/or traveling to or from the Program. This agreement is binding on my heirs and assigned.

Initials _____

I furthermore release, indemnify, and hold harmless Madison Area Technical College from and against any and all liability, actions, debts, claims, and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that I may suffer, for which I may be liable to any other person, that may or does arise out of my participation in the Program. I understand that Madison Area Technical College accepts no responsibility for my personal property.

Initials _____

I understand that I may or may not have my photo taken or likenesses used for appropriate purposes, including but not limited to still photography, videotape, electronic print publications, and websites. I will make no monetary or other claim of any kind against Madison Area Technical College for the appropriate use of the still photography, videotape, electronic print publications, and websites.

Initial _____

This RELEASE shall not apply to any intentional or reckless conduct by Madison Area Technical College.

Initials _____

This RELEASE shall be governed by and construed under the laws of Wisconsin. I agree that any legal action or proceeding relating to this RELEASE, or arising out of any injury, death, damage, or loss as a result of my participation in any part of the Program, shall be brought only in Dane County Wisconsin.

Initials _____

This RELEASE contains the entire agreement between the parties to this agreement and the terms of this RELEASE are contractual and not a mere recital. The information I have provided is disclosed accurately and truthfully. I have been given ample opportunity to read this document and I understand and agree to all of its terms and conditions. I understand that I am giving up substantial rights (including my right to sue) and acknowledge that I am signing this document freely and voluntarily and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My signature on this document is intended to bind not only myself but also the successors, heirs, representatives, administrators, and assigns of myself.

Participant Name: _____ **Participant Signature:** _____ **Date :** _____

Authorization to Disclose Academic Information & Grades

Directions: Complete this form if you would like to give permission for Madison College faculty or staff to discuss academic-related information with a third-party including employers. You need to complete a separate form for each class, instructor, or staff for whom you are authorizing permission to release. After completing the form, give it to the faculty/staff member. We recommend also keeping a copy for your records.

Student Name _____ Student ID _____

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office concerning alleged failures by the institution to comply with the Act.

In accordance with FERPA, Madison Area Technical College will disclose information from the academic records including but not limited to grades, attendance and disciplinary action of a student provided the College has on file the written consent of the student.

If you consent for the instructor/staff to release your academic-related information and grades to another party, please sign below and return this form to the instructor/staff. This authorization must be completed for each class for each individual for which the student authorizes the release of academic information to another party.

Revocation prior to the end date specified below must be submitted directly to the individual for whom the release is authorized. Revocation is effective immediately upon separation of employment of the authorized individual listed below if such occurs prior to the end date specified.

I authorize (Madison College staff/faculty) _____ to release
my academic-related information, including grades, in class name _____
to the following party/parties: _____ starting on date _____ and
ending on date _____

Signed By _____ Date _____

For staff or faculty receiving this release, it is recommended to document and attach summaries of information disclosed as part of this release. This release should be kept for a period of time not to exceed seven calendar years after expiration (ending on date above). This release should be stored in a confidential and secure location. This release is not imaged to the student's academic record.

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 College Website, Dental Hygiene Clinic Manual, and individual course syllabi.

Student Signature

Student Name (Please Print)

Date

Background Check

DEPARTMENT OF HEALTH SERVICES
Division of Quality Assurance F-82064 (01/2022)

STATE OF WISCONSIN

Wis. Stat. § 50.065 Wis. Admin. Code § DHS 12.05(4)

BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS

- **PENALTY:** A person who provides false information on this form may be subject to forfeiture and sanctions, as provided in Wis. Stat. § 50.065(6)(c) and Wis. Admin Code § DHS 12.05(4).
- Completion of this form to verify your eligibility for employment/service as a “caregiver” is required by Wis. Stat. § 50.065 and Wis. Admin Code ch. DHS 12. Failure to complete this form may result in denial or termination of your employment, contract, or service agreement.

Refer to DQA form [F-82064A, Instructions](#), for additional information.

Check the box that applies to you.

Applicant / Employee

Student / Volunteer

Contractor

Other – Specify:

Reset

NOTE: This form should NOT be used by applicants for *entity operator approval* (license, certification, registration, or other DHS approval) or by entities requesting approval for an individual to reside in entity facilities as a *non-client resident*. Applicants for *entity operator approval* or for a *non-client resident* background check must request an [entity background check](#) from the Division of Quality Assurance.

Full Legal Name – *First*

Middle

Last

Other Names (including prior to marriage)

Position Title (applied for or existing)	Birth Date (MM/DD/YYYY)	Sex Male Female
Home Address	City	State Zip Code

Business Name and Address – Employer (Entity)

Answering “NO” to all questions does not guarantee employment, a contract, or service agreement.

If more space is required, attach additional documentation to this form and indicate “see attached” in your answer.

1. Do you have any criminal charges pending against you, including in federal, state, local, military, and tribal courts?

Yes No

If **Yes**, list each charge, when it occurred or the date of the charge, and the city and state where the court is located.

You may be asked to supply additional information, including a copy of the criminal complaint or any other relevant court or police documents.

2. Were you ever convicted of any crime anywhere, including in federal, state, local, military, and tribal courts?

If **Yes**, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located.

You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents.

Yes No

3. Please note that Wis. Stat. § 48.981, *Abused or neglected children and abused unborn children*, may apply to information concerning findings of child abuse and neglect.

Has any government or regulatory agency (other than the police) ever found that you committed **child** abuse or neglect?

Provide an explanation below, including when and where the incident(s) occurred.

Yes No

4. Has any government or regulatory agency (other than the police) ever found that you abused or neglected **any person or client**?

If **Yes**, explain, including when and where it happened.

Yes No

5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client?

If **Yes**, explain, including when and where it happened.

Yes No

6. Has any government or regulatory agency (other than the police) ever found that you abused an **elderly person**? If **Yes**, explain, including when and where it happened.

Yes No

7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?

If **Yes**, explain, including credential name, limitations or restrictions, and time period.

Yes No

SECTION B – OTHER REQUIRED INFORMATION

1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services?

If **Yes**, explain, including when and where it happened.

Yes No

2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility?

If **Yes**, explain, including when and where it happened and the reason.

Yes No

3. Have you been discharged from a branch of the US Armed Forces, including any reserve component? If **Yes**, indicate the year of discharge:

Attach a copy of your DD214, if you were discharged within the last three (3) years.

Yes No

4. Have you resided outside of Wisconsin in the last three (3) years? If **Yes**, list each state and the dates you resided there.

Yes No

5. If you are employed by or applying for the State of Wisconsin, have you resided outside of Wisconsin in the last seven (7) years?

If **Yes**, list each state and the dates you resided there.

Yes No

6.	Have you had a caregiver background check done within the last four (4) years? If Yes , list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check.	Yes	No
7.	Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe? If Yes , list the review date and the review result. You may be asked to provide a copy of the review decision.	Yes	No

Read and initial the following statement.

I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.	
NAME – Person Completing This Form	Date Submitted
I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.	