

Department of Dental Hygiene
Student Handbook
2008-2009



Minnesota State University, Mankato

Dental Hygiene Student Handbook
2008/2009
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STUDENT WELCOME

Dear Dental Hygiene Student:

Congratulations on being accepted into the Dental Hygiene Program! You have worked hard to achieve your goal of being accepted into the program and you will need to continue to work hard during the next two years as you work toward the attainment of your ultimate goal of becoming a dental hygienist.

This student handbook was designed to:

1. Assist you in understanding the policies and philosophy of the Dental Hygiene Program.
1. Enhance your probability for success in completing the program and becoming a licensed dental hygienist
2. Outline our expectations of you while working as a team with other students and the faculty.

Please read the following material carefully and ask questions when clarification is needed. Your signature at the end of the document will signify your understanding and acceptance of these policies and guidelines.

Respectfully,

Lynnette Engeswick, RDH, PhD Candidate, Associate Professor
Chair of Dental Hygiene

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Lynn Timmerman, RDH, BS

Externship Faculty:

Head Start (MVAC) Alice Weed, RDH,BS
Hillcrest/Luther Nursing Home Mary Roy, RDH, BS
Luther Memorial Home, Madelia Mary Roy, RDH, BS
Madelia/ Apple Tree Dental Clinic: Mary Roy, RDH, BS
Open Door: Pam Westmann, RDH, BS
Waseca Federal Prison: Sam Petrie, DDS

Adjunct Dentists:

Mark Boone, DDS
James Kalina, DDS
Garrett Starr, DDS
Tom Pooley, DDS

PHILOSOPHY AND MISSION STATEMENT



Code of Ethics for Dental Hygienists

1. Preamble

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

2. Purpose

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

- to increase our professional and ethical consciousness and sense of ethical responsibility.
- to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- to establish a standard for professional judgement 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 existing dental hygiene practice, laws, and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

3. Key Concepts

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

4. Basic Beliefs

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

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

5. Fundamental Principles

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

Universality

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

Complementarity

The principle of complementarity assumes 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.

6. 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 justify any violation of a confidence.

Societal Trust

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

Nonmaleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and 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 healthcare resources. We believe all people should have access to high-quality, affordable oral healthcare.

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.

7. Standards of Professional Responsibility

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

To Ourselves as Individuals...

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

- Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals...

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

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 of preventive oral care.
- Inform other healthcare professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those

with other healthcare 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 any healthcare provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care and for modifying and improving the 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 specifications 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.

Approved and ratified by the 1995 ADHA House of Delegates.



Minnesota State University, Mankato Dental Clinic Philosophy

The Minnesota State University, Mankato Dental Clinic is dedicated to the patients it serves and to the students who learn by providing its services.

The **PATIENTS**- The students, instructors and staff strive to provide the best possible oral health care in a pleasant but professional atmosphere. The care is based on the individual needs of the patient. By emphasizing the patient's needs and by maintaining high professional standards the students will receive the best possible experience to prepare them for their chosen profession.

The **STUDENTS**- Students must strive toward the goal of true professionalism by ethical conduct, appearance and performance of duties. They will thereby earn the confidence and trust of their patients.

The **FACULTY**- The faculty are committed to helping all students achieve their goal of becoming effective dental hygienists prepared to function in all six roles, defined by the American Dental Hygienists' Association (ADHA): clinician, educator, consumer advocate, researcher, change agent and manager/administrator. Students completing the dental hygiene program will be awarded a Bachelor of Science degree and be prepared to pass the national, regional and state board examinations required for licensure.

The **DENTAL TEAM**- The dental team composed of dental assisting students, dental hygiene students, registered dental hygienists, licensed dentists and clinic receptionists are committed to working towards a positive environment where ethical and professional treatment of their patients is the first priority. All members of the team will treat each other with respect.

Professional Student Behavior:

- Taking personal responsibility for his/her own actions relative to behaviors which facilitate, impede, or interfere with the achievement of learning objectives.
- Utilizing faculty as resource persons.
- Communicating with an appropriate faculty person when absence is necessary.
- Communicating with an appropriate faculty person when progress toward learning is impaired.
- Taking personal responsibility for managing information about course requirements, announcements and assignments.
- Completing all assignments on time and in a neat professional manner.
- Maintaining a positive attitude throughout the curriculum, focusing on learning rather than grade achievement.
- Offering constructive criticism or alternatives to faculty or classmates when learning activities are perceived as in need of change.

Mission Statement Minnesota State University, Mankato

Minnesota State University, Mankato promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region and the global community.

Statement of Goals

- Environment.** The University will foster an actively engaged and inclusive learning community based upon civility, trust, integrity, respect, and diversity in a safe, welcoming physical environment.
- Learning.** The University will prepare students for careers and for life-long learning by providing a clearly defined general education program and focused undergraduate pre-professional, professional, and liberal arts programs.
- Graduate.** The University will strengthen its role as a major provider of graduate education, offering intensive, scholarly graduate programs including collaborative efforts with other institutions and professionals, culminating in student expertise at professional levels.
- Support.** The University will enhance advising, support services, and learning experiences that aid students in identifying life goals, planning academic careers, and achieving timely graduation.
- Services.** The University will increase the quantity and quality of service to the state, region, and global community through collaborations, partnerships, and opportunities for cultural enrichment and continuous learning.

Professional Development

The University will invest in the professional development of all members of the University Community and in the appropriate technologies necessary to achieve excellence in learning through teaching, research, and service.

- Resources.** The University, as a whole and in all of its parts, will establish priorities through planning and assessment processes that anticipate our needs and focus our efforts and resources in support of our mission and goals.

Allied Health and Nursing (College) Mission Statement

The College of Allied Health and Nursing (CAHN) is dedicated to promoting wellness and improving quality of life through education, scholarship and service to the state, region and global community.

Allied Health and Nursing (College) Vision Statement

The College of Allied Health and Nursing is recognized at the state, regional and national level for excellence in providing innovative and flexible high quality educational programs/models responsive to student learning needs through service-education partnerships and distance technology that meets the extra ordinary challenges and opportunities in the allied health and nursing fields.

Dental Hygiene Vision Statement

The Department of Dental Hygiene strives to prepare leaders in oral healthcare education for the 21st century through Bachelor of Science education.

Dental Clinic Philosophy Statement

The Minnesota State University, Mankato Dental Hygiene Clinic is dedicated to the community and our students who actively learn by providing comprehensive dental hygiene services.

Dental Hygiene Program Goals 2008-2009

The Department of Dental Hygiene will support a learning community that assumes 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.

The Department of Dental Hygiene will advance the art and science of dental hygiene by ensuring access to quality oral health care, increasing awareness of the cost-effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure, practice and research and representing and promoting the interests of dental hygienists.

The Department of Dental Hygiene will enhance professional competencies through continuous learning in order to practice according to high standards of care while developing collaborative professional relationships with other institutions of dental hygiene and exchange knowledge to enhance life-long professional development.

The Department of Dental Hygiene will support dental hygiene students in pre career, major and post graduate advising, scholarship and advance learning that prepares the student for successful completion of the National Board Dental Hygiene Examination as the minimum educational preparation necessary for dental hygiene licensure and practice.

The Department of Dental Hygiene will increase access to preventive and therapeutic dental hygiene care by maximizing the services that dental hygienists are educated to provide and expand dental hygiene practice settings while working to reduce disparities in access to oral health care services that can be found today among various population groups according to socioeconomic levels, race and ethnicity, age and sex.

The Department of Dental Hygiene will enhance dental hygiene education for all dental hygienists to expand the scientific knowledge and practice modalities to develop their knowledge and skills to meet the future oral health care needs of the public through the use of research and technology.

The Department of Dental Hygiene will support the competency based education as a minimum set of national standards as defined by the ADA Commission on Accreditation to promote and assure quality education and programming to protect and service the public.

CURRICULUM POLICIES

Competencies

Competency 1 Content Knowledge. The graduating DH must be able to...

General Education

- 1.1 Understand principles of oral and written communication, psychology, and sociology.

Biomedical Science

- 1.2 Understand principles of biomedical science content including anatomy, physiology, chemistry, biochemistry, microbiology, immunology, general pathology, nutrition and pharmacology.

Dental sciences

- 1.3 Understand principles of dental sciences content including morphology, head, neck and oral anatomy, oral embryology and histology, oral pathology, radiography, periodontology, pain management, and dental materials.

Dental hygiene science

- 1.4 Understand principles of dental hygiene science including 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 including basic life support, legal and ethical aspects of dental hygiene practice, infection and hazard control management, and the provision of oral health care services to patient with blood borne infection disease.

Competency 2 Professionalism. The graduating DH must be able to...

- 2.1 Advance the values of the profession by affiliation with professional and public organizations.
- 2.2 Develop self assessment skills to prepare for life long learning necessary to maintain competency and quality assurance in all dental hygiene endeavors.
- 2.3 Evaluate scientific literature to make evidence based decisions that advance the profession. (DH 2d)
- 2.4 Practice and communicate, verbally, nonverbally, and written with diverse populations, peers, faculty, staff and patients according to ethical standards insuring patient privacy and confidentiality. (DH 1b)
- 2.5 Manage the patient record as a private legal document and maintain its accuracy and consistency. (DH 5f)
- 2.6 Apply ethical, legal and regulatory concepts to the provision and/or support of oral health care services. (DH 5f)

- 2.7 Apply critical thinking and problem solving to every day practice including comprehensive patient care and management of patients. (DH 5f)
- 2.8 Develop self-efficacy and responsibility skills to take ownership on one's actions. (DH 1b, DH 5e, DH 5f)

Competency 3 Patient Care. The graduating DH must be able to...

Assessment:

- 3.1. Systematically collect, analyze and accurately record data to identify patient needs and oral health problems including medical and dental histories, vital signs, extra/intra oral examination, periodontal and dental examination, radiographs, indices and risk assessments (ie., tobacco, systemic caries). (DH 5f)

Planning:

- 3.2 Establish realistic goals and treatment strategies to facilitate optimal oral health related to dental hygiene diagnosis, dental hygiene treatment plan, informed consent, and dental hygiene case presentation. (DH 5f)

Implementation

- 3.3 Provide treatment as identified in the assessment and planning phase through infection control, periodontal debridement and scaling, pain management, application of chemotherapeutic agents, fluoride therapy, application of pit and fissure sealants, coronal polishing, care of oral prostheses, care and maintenance of restorations, health education and preventive counseling, and nutritional counseling. (DH 5f)
- 3.4 Manage dental and medical emergencies including basic life support that may be encountered in dental hygiene practice. (DH 5f)

Evaluation

- 3.5 Measure the extent of which goals identified in the treatment plan were achieved as related to indices, re-evaluation of oral and periodontal health status, subsequent treatment needs, continuing care (recall), referral and patient satisfaction. (DH 5f)

Patients Populations

- 3.6 Provide dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease. (DH 1b, DH 5e, DH 5f)
- 3.7 Provide dental hygiene care for the child, adolescent, adult, geriatric, special needs and medically compromised patients. (DH 5e, DH 5f).
- 3.8 Assess, plan, implement and evaluate community based oral health programs including health promotion and disease prevention activities. (DH 1b, DH 5e, DH 5f)

2008-2009 Undergraduate Bulletin

Dental Hygiene

College of Allied Health & Nursing

Department of Dental Hygiene

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Chair: Lynnette Engeswick

Terri Brown, Brigitte Cooper, Lynnette Engeswick, Lisa Fleck, Nancy Geistfeld,

Angela Monson

The dental hygiene curriculum is designed to provide opportunities for the student to develop a sound clinical and theoretical foundation for the practice of dental hygiene. The graduate is prepared to fulfill the dental hygiene roles as clinician, change agent, educator, researcher and consumer advocate as put forth by the American Dental Hygienists' Association.

The program is accredited by the American Dental Association's Commission on Dental Accreditation, and meets by the American Dental Association's Commission on Dental Accreditation Standards for Dental Hygiene. A Bachelor of Science degree is earned upon completion of the program.

Admission to Major.

Application for admission to the Dental Hygiene program is a separate process in addition to being admitted to the University. It is highly recommended to meet with a Dental Hygiene advisor to formulate a plan of study as soon as possible. Requirements for application for admission to the traditional dental hygiene major include:

1. Completion of at least 36 semester credits.
2. A minimum career grade-point average of 2.5.
3. Successful completion of prerequisites of SPEE 100 or 102, ENG 101, PSYC 101, SOC 150 or 101, BIOL 220, MATH 112 and **two of these three courses:** BIOL 270, BIOL 230, or CHEM 111, and DHYG 100.

The application form may be obtained from the Dental Hygiene Department website or secretary. The number of students admitted to the Dental Hygiene major is limited to 24 students admitted each fall semester. Applicants are accepted primarily based on academic achievement in prerequisite courses with an emphasis placed on the science prerequisites.

DENTAL HYGIENE BACHELOR OF SCIENCE PROGRAM

Required General Education (33 credits):

ENG 101	Composition (4)#
SPEE 100	Fundamentals of Speech Communication (3)# OR
SPEE 102	Public Speaking (3)#
CHEM 111	Chemistry of Life Processes (5)^
BIOL 270	Microbiology (4)^
PSYC 101	Psychology (4)#
SOC 150	Social Problems (3)# OR
SOC 101	Introduction to Sociology (3)#
HLTH 101	Health and the Environment (3) ~
PHIL 222W	Medical Ethics (3) ~ OR
PHIL 120W	Introduction to Ethics (3) ~
MATH 112	College Algebra (4)#

Recommended for Major

COMS 100	Introduction to Computer Science (4)
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Required for Major (18-19 credits):

BIOL 220	Human Anatomy (4)#
BIOL 230	Human Physiology (4)^
DHYG 100	Perspectives in Dental Hygiene (1)#
FCS 240	Nutrition I (3) ~
HLTH 321	Medical Terminology (3) ~

Choose one course from the following:

HLTH 475	Biostatistics (3)
PSYC 201	Statistics for Psychology (4)
SOC 202	Introductory Social Statistics (3)
ECON 207	Business Statistics (4)

KEY

#Prerequisites must be successfully completed before applying.

^**Two of these three courses** must be successfully completed prior to submitting an application to the Dental Hygiene Program. The third course must be successfully completed prior to starting the dental hygiene program.

~ Must be successfully completed prior to starting the dental hygiene program.

Dental Hygiene Core (62 credits):

DHYG 311 DHYG 313 DHYG 319 DHYG 321 DHYG 322
DHYG 325 DHYG 326 DHYG 327 DHYG 328 DHYG 329
DHYG 331 DHYG 332 DHYG 333 DHYG 334 DHYG 335
DHYG 420 DHYG 421 DHYG 422 DHYG 423 DHYG 424
DHYG 425 DHYG 426 DHYG 427 DHYG 428 DHYG 431
DHYG 432 DHYG 435 DHYG 437 DHYG 438 DHYG 439
DHYG 440

Required Electives:

Electives to yield a total of 128 semester credits are required.

Required Minor: None

POLICIES/INFORMATION

P/N Grading Policy. All courses required for Dental Hygiene must be taken for a letter grade and a letter grade of C or higher must be achieved. A grade of D or F in a Dental Hygiene course will result in academic suspension from the program.

Completion of course numbers 326 forward requires successful completion of previous Dental Hygiene courses obtaining a “C” or better in order to continue in the Dental Hygiene program.

Costs. A student in the dental hygiene program should be prepared to spend about \$375 each semester for books and supplies. An additional \$2,400+ will be spent for instruments, gloves, uniforms, etc. This is split between the two years with half being paid in August of each year. The first half is paid before beginning the program. Upon acceptance to the program a deposit of \$500 is required. The remainder, approximately \$1,200 minus the \$500 deposit, is due in August of the same year.

Vaccinations and Blood Tests.

Dental hygienists are at risk for exposure to blood borne pathogens (BBP). Accepted students will be required to be vaccinated against hepatitis B and will also be required to have their blood tested following any exposures to BBP through needle sticks, cuts or splashes that occur at the Minnesota State Mankato Dental Clinic or any off-site clinical sites. The vaccination series costs approximately \$150. Vaccinations and blood tests are the financial responsibility of the students or may be submitted to their health insurances.

Medical Histories. Students’ medical histories will be reviewed by fellow students and faculty members prior to having dental hygiene procedures performed on them. Students needing premedication will not be used as patients for certain procedures.

DENTAL HYGIENE BS DEGREE COMPLETION OPTION

Students who have graduated with an A.S. or A.A.S. degree in Dental Hygiene from an accredited program are eligible to apply for the B.S. Degree Completion option. Courses within this program are 100% online, offered on a 2-year rotating schedule.

Requirements for admission to the Dental Hygiene BS Degree Completion option are:

- 1) Successful completion of a Program in Dental Hygiene accredited by the American Dental Association’s Commission on Dental Accreditation.
- 2) License to practice dental hygiene (or eligible for licensure).
- 3) CPR level C certification.
- 4) Completion of HBV series.
- 5) A minimum grade point average of 2.0.
- 6) Three written reviews of the candidate's qualifications; one from the director and/or faculty member from the Program in Dental Hygiene from which the candidate graduated.

The Dental Hygiene BS degree completion option is considered a broad major and does not require a minor. Each student will develop an individual plan of study with the Degree Completion Coordinator to meet the general education and upper division requirements. Contact Angela Monson at angela.monson@mnsu.edu for more information.

Required for Major (32 credits)

- DHYG 441 Advanced Dental Hygiene Practice (3)
- DHYG 442 Current Issues in Dental Hygiene (3)
- DHYG 443 Technology in Oral Health (3)
- DHYG 444 Principles of Oral Health Promotion (3)
- DHYG 445 Educational Methods in Dental Hygiene (3)
- DHYG 451 Dental Hygiene Care Planning (3)
- DHYG 452 Decision Making in Periodontology (3)
- DHYG 453 Research Methods in Dental Hygiene (3)
- DHYG 454 Oral Health Promotion Practice (3)
- DHYG 455 Educational Practice in Dental Hygiene (3)
- DHYG 456 Oral Medicine and Treatment Planning (2)

COURSE DESCRIPTIONS

DHYG 100 (1) Perspectives in Dental Hygiene

This course will give the student an introduction to Dental Hygiene as a profession and career. Exploration of dental hygiene practice and an overview of the dental hygiene curriculum and conceptual framework will be covered.

F, S

DHYG 311 (3) Preclinical Orientation

This course includes an introduction to dental terminology and clinical aspects of dental hygiene treatment including care and use of equipment/instruments, infection control and preparation of patient records.

Pre: Admission to Dental Hygiene Program and Dental Terminology packet

F

DHYG 313 (3) Clinical Skills Development

This course will teach the operative techniques needed to perform oral prophylactic procedures and health education through laboratory/clinical practice.

Pre: Admission to Dental Hygiene Program

F, V

DHYG 319 (2) Head and Neck Anatomy and Histology

Head and Neck Anatomy is the study of the hard and soft tissues of the head and neck including bones, muscles, nerves, blood supply, glands and how they function. Histology is the study of cells and cell layers.

Pre: Admission to Dental Hygiene Program

F

DHYG 321 (3) Radiography I

This course includes production of dental radiographs, physics of x-radiation, biologic effects, processing, mounting of radiographs, and digital radiography. Laboratory practice is done on mannequins and patients. Special attention is given to infection control, safety precautions, and patient selection.

Pre: Admission to Dental Hygiene Program

F

DHYG 322 (2) Biomaterials I

This course is the first of two courses that studies the fundamental elements, purposes and uses of dental materials in the modern dental office. In addition it will give the dental hygiene student a fundamental understanding and skill level of basic dental assisting techniques utilized in the dental office.

Pre: Admission to Dental Hygiene Program

F

DHYG 325 (2) Oral Anatomy

This course includes the study of the permanent, mixed and primary dentitions including each individual tooth's morphology, function and occlusion.

Pre: Admission to Dental Hygiene Program

F

DHYG 326 (2) Biomaterials II

This course is the second of two courses that studies the fundamental elements, purposes and uses of the materials used in the modern dental office. The student will develop laboratory or clinical competency in functions using dental materials that are legal duties for Minnesota dental hygienists.

S

DHYG 327 (2) Periodontology I

This course will include a study of supporting tooth structures, identification, classification, etiology, progression and treatment of periodontal diseases.

S

DHYG 328 (2) Radiography Interpretation

This course will study the normal anatomical structures featured on intraoral and extra oral radiographs. Interpretation of dental caries, periodontal disease and pathology are among the topics this course will cover. Lab concentration is on digital radiography.

S

DHYG 329 (3) Oral Embryology and Pathology

Development of human body from conception through birth, with a focus on development of the face and hard and soft tissues of the oral cavity. Causes and mechanisms of disease with special emphasis on common oral lesions, neoplasm's, etiology and clinical manifestations.

S

DHYG 331 (2) Clinical Dental Hygiene I

This course provides an opportunity for dental hygiene students to develop their roles as educators, clinicians, consumer advocates, change agents, researchers, and administrators in a clinical setting.

S, V

DHYG 332 (2) Clinical Seminar I

This course includes the study of treatment planning, oral health education, ultrasonic scalers, cariology, sealants, and new products. Library use and writing a research paper are also included.

S

DHYG 333 (2) Clinical Dental Hygiene IS

This course offers the student continued practice of dental hygiene treatment procedures in the Minnesota State Mankato Dental Clinic.

V

DHYG 334 (1) Dental Computer Software Management

This course is designed to equip the dental hygiene students with the skills necessary to manage a dental computer software program. A focus on networking, dental resource codes and insurance protocol will also be covered.

S

DHYG 420 (1) Local Anesthesia

This course is designed to be a study of the fundamental elements, purposes, and uses of local anesthesia for the dental hygienist. This course meets the educational criteria established by the Minnesota Board of Dentistry.

F

DHYG 421 (3) Clinical Dental Hygiene II

This course offers the student continued practice of dental hygiene treatment procedures in the Minnesota State Mankato Dental Clinic.

F, V

DHYG 422 (1) Clinical Seminar II

This course includes the study of advanced clinical procedures, treatment planning, and patient care counseling as it relates to dental hygiene practice. Students develop a peer reviewed educational presentation based on a research paper completed in DHYG 332.

F

DHYG 423 (3) Pharmacology

Pharmacology is the study of drugs used in dentistry or medicine for the treatment, prevention and diagnosis of disease.

F

DHYG 424 (1) Nitrous Oxide Sedation

The course is designed to be a study of the fundamental elements, purposes and uses of nitrous oxide sedation in the practice of dental hygiene. This course meets the educational criteria established by the Minnesota Board of Dentistry.

S

DHYG 425 (3) Community Dental Health

This course introduces second year students to the basic principles of community dental health, measures of disease, and epidemiology methods. Preventive oral health measures and program development provides a background for the application of dental public health in the community.

F

DHYG 426 (1) Dental Hygiene Jurisprudence and Ethics

This course focuses on legal and ethical issues as applied to the patient dental hygiene provider relationship.

F

DHYG 427 (2) Periodontology II

This course is a continuation of DHYG 327 with more advanced topics being covered. Topics include root morphology, advanced instrumentation, diagnostic and therapeutic procedures involved in treating periodontal diseases. Periodontal surgical techniques and implants are also areas of focus.

F

DHYG 428 (1) Teledentistry Technology

This course is designed to prepare the dental hygiene student in the use of new technologies in the modern dental office. Students will learn to integrate these new technologies into the teledentistry model.

F

DHYG 431 (3) Clinical Dental Hygiene III

This course offers the student continued practice of dental hygiene treatment procedures in the Minnesota State Mankato Dental Clinic.

F, V

CD-Related

DHYG 432 (2) Clinical Seminar III

This course focuses on the areas of social issues, the business of dental hygiene, preparing a resume and cover letter, acquiring interviewing skills, articulating into professional life, understanding financial planning, discovering professional development, and applying treatment planning skills into practice.

S

DHYG 435 (2) Community Practicum

This course focuses on the role of dental hygiene practitioners in promoting optimal oral health at the individual level and in the community.

S

DHYG 437 (2) Dental Management of the Medically Compromised Patient

The course is designed as survey of common medical/dental disorders preparing the dental hygienist to understand, recognize and make a dental management decisions providing patient centered care.

F

DHYG 438 (1) Advanced Community Practice I

First clinical course designed to utilize the assessment, planning, implementation and evaluation process in a community based setting to reduce incidence and severity of oral diseases resulting in improved access to community oral health. It includes several mandatory off-campus experiences.

F

DHYG 439 (1) Advanced Community Practice II

Second clinical course designed to utilize the assessment, planning, implementation and evaluation process in a community based setting to reduce incidence and severity of oral diseases resulting in improved access to community oral health. It includes several mandatory off-campus experiences.

S

DHYG 440 (4) Restorative Functions

This course meets the requirements of the Minnesota Board of Dentistry for dental hygienists and assistants to legally perform new expanded duties including the placement, contouring and adjustment of amalgam, glass ionomer and composite restorations and the placement and adjustment of stainless steel crowns.

S

DHYG 441 (3) Advanced Dental Hygiene Practice

Identify clinical skills and knowledge needed to improve effectiveness as a dental hygienist. Areas addressed: ultrasonic implementation using multiple types of devices, risk factor analysis, comprehensive treatment planning, Periscope (endoscope), carbide/diamond files, advanced instrumentation techniques, patient management, case presentation.

S

DHYG 442 (3) Current Issues in Dental Hygiene

Topics in this course include: advanced practice models to expand oral health services, including restorative procedures; counseling regarding smoking cessation; recent medical advances in the field of dentistry and legal and policy issues currently impacting dental hygiene.

F

DHYG 443 (3) Technology in Oral Health

Assessment, planning, implementation and evaluation of the impact of emerging dental technology. Topics include dental practice software management, digital radiography, intra-oral cameras, patient education software, lasers in dentistry, and internet information sources for both practitioners and patients.

S

DHYG 444 (3) Principles of Oral Health Promotion

This course covers leadership preparation in the delivery of oral health care in the public health model. Course emphasis: defining oral health problems and solutions, community planning, implementation and evaluation based on the oral health objectives of Healthy People 2010.

F

DHYG 445 (3) Educational Methods in Dental Hygiene

Topics addressed within this course will include current status of dental hygiene education, accreditation processes, characteristics of faculty, learning and teaching styles, learning theories, and effective teaching strategies. Emphasis will be placed on competency based instruction.

F

DHYG 451 (3) Dental Hygiene Care Planning

Evidence based dental management of patients with medical disorders encountered in dental practice. Provides an overview of basic disease processes, epidemiology, pathophysiology, and accepted medical therapies utilizing human needs model to formulate a dental hygiene care plan.

F

DHYG 452 (3) Decision Making in Periodontology

Combines the sciences and knowledge in the discipline of dental hygiene that permits synthesis and application of periodontal treatment techniques. Surgical and aggressive management of medically compromised periodontal patients will be addressed in this course.

F

DHYG 453 (3) Research Methods in Dental Hygiene

Provides student awareness of the American Dental Hygienists' Research Agenda and prepares students on the methodology of research. Includes strengths and limitations of quantitative and qualitative research methods while developing methodological skills and proficiencies related to research.

S

DHYG 454 (3) Oral Health Promotion Practice

Demonstration of oral health delivery in community based clinics embracing oral health promotion efforts as a methodology. Increasing demand for care, dental services and prevention resulting in reduction of oral diseases and improved community oral health.

Pre: DHYG 444

S

DHYG 455 (3) Educational Practice in Dental Hygiene

Applies content from Principles of Educational Methods to support the role of dental hygiene educator in didactic and clinical instruction. Active participation in course design, delivery and evaluation in classroom, online or clinical format with emphasis on competency based instruction.

Pre: DHYG 445

S

DHYG 456 (2) Oral Medicine and Treatment Planning

This course is designed to facilitate critical thinking skills related to drugs used in dentistry and medicine with emphasis placed on the impact of the dental hygiene diagnosis.

S

DHYG 499 (1-6) Individual Study

Dental Hygiene Sequence of Courses

Course Number	Course Title	Credit Hours	Clock Hours/Week			Faculty/Student Ratio			Faculty Person Responsible
			Lec.	Lab.	Clinical	Lec.	Lab.	Clinic	
<u>First Term:</u>									
DH 311	Peclinical Orientation	3	3	-	-	1:24			Geistfeld
DH 313	Clinical Skills Dev.	3	-	8	-	1:24	1:6		Geistfeld
DH 319	Head/Neck Anat & Hist	2	2	-	-	1:24			Cooper
DH 321	Radiography I	3	2	2	-	1:24	1:3		Fleck
DH 322	Biomaterials I	2	1	2	-	1:24	1:6		Cooper
DH 325	Oral Anatomy	2	2	-	-	1:24			Geistfeld
		15	10	12	-				
<u>Second Term:</u>									
DH 326	Biomaterials II	2	1	2	-	1:24		1:6	Cooper
DH 327	Periodontology I	2	2	-	-	1:24			Fleck
DH 328	Radiography Inter.	2	1.5	.7 hr	-	1:24	1:3		Fleck
DH 329	Oral Embry. & Path	3	3	-	-	1:24			Lund
DH 331	Clinical DH I	2	-	.8 hr	6		1:4	1:4	Geistfeld
DH 332	Clinical Seminar I	2	2	-	-	1:24			Geistfeld
DH 334	Software Management	1	-	2	-		1:24		Monson
		14	9.5	5.5	6				
<u>Summer Session Term:</u>									
DH 333	Clinical DH IS	2	-	-	30 hr			1:4	Cooper
		2			30 total				
<u>Third Term:</u>									
DH 420	Local Anesthesia	1	.75	.8	-		1:4		Dittrich
DH 421	Clinical DH II	3	-	-	12			1:4	Brown
DH 422	Clinical Seminar II	1	1	-	-	1:24			Brown
DH 423	Pharmacology	3	3	-	-	1:24			Monson
DH 425	Community Dent Hlth	3	3	-	-	1:24			Engeswick
DH 426	DH Juris. and Ethics	1	1	-	-	1:24			Cooper
DH 427	Periodontology II	2	-	-	-	1:24			Fleck

DH 428	Teledentistry Tech.	1	2	-	-	1:24			Cooper
DH 438	Adv. Comm. Practice I	1	.5	-	2			1:5	Engeswick
		<u>16</u>	<u>11.3</u>	<u>.8</u>	<u>14</u>				
Fourth Term:									
DH 424	N2O Sedation	1	.6	1	-	1:24			Engeswick
DH 431	Clinical DH III	3	-	-	-			1:4	Brown
DH 432	Clinical Seminar III	2	2	-	9	1:24			Cooper
DH 435	Community Practicum	2	2	-	-	1:24			Cooper
DH 437	Med. Comp. Patient	2	2	-	-	1:24			Engeswick
DH 439	Adv. Comm. Practice II	1	.5	-	2			1:5	Engeswick
DH 440	Restorative Functions	4	-	4	-	1:24	1:8	1:4	Cooper
		<u>15</u>	<u>7.1</u>	<u>5</u>	<u>11</u>				
Total Number of Credit Hours		62							

Department Policies

1. Students are expected to attend all lectures with the required materials.
2. Classes will begin on time and students are expected to be on time and ready to begin.
3. Students are expected to read the assigned readings listed on the instructional outline before class.
4. Exams are given as scheduled. Students unable to take the exam at the scheduled time must take the exam no later than 4:00 p.m. on the next school day. It is the student's responsibility to make arrangements with the instructor to take the exam. A grade deduction of one full letter grade will be made for each day the exam is delayed beyond the given deadline.
5. There will be no retaking of quizzes or exams.
6. Quizzes cannot be made up. A quiz not taken due to absence is counted as a zero. The only exception is catastrophic illness or a death.

Cheating is not tolerated at any time and will result in an F for the class.

Disabilities

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see the instructor as early in the semester as possible to discuss the necessary accommodation, and/or contact the Disability Services Office.

Office of Disability Services
 117 Armstrong Hall
 507-389-2825, (V)
 800-627-3529, (MRS/TTY)

The Office of Disability Services facilitates accommodations, for individuals with disabilities, which ensure equal access to programs, services and activities offered by Minnesota State University, Mankato. The office can assist with advocacy; alternative format of printed materials, alternative testing services, assistive technology, early registration, note

taking, sign language interpreters, and text on tape. The office also acts as a resource and referral agent for community contacts and disability related information.

Emergency assistance is also available on a 24-hour basis through the Security Department. Grievances, questions or requests related to equal opportunity for individuals with disabilities should be presented to the American Disabilities Association coordinator, phone 507-389-2986, Voice/TTY.

Off Campus Sites

	Distance from campus
Harry Meyering Center	3 miles
Head Start – Minnesota Valley Action Council Nine County Region	variable
Hillcrest Healthcare Center	6 miles
Luther Memorial Nursing Home, Madelia	25 miles
Madelia Apple Tree Dental Clinic	20 miles
Open Door Health Care Center	3 miles
Waseca Federal Correctional Institution	35 miles

Through our externship programs, students have an opportunity to practice dental hygiene in a variety of community settings serving diverse populations. Transportation to and from the sites is the student’s responsibility. Carpooling is recommended to minimize costs.

Generally two to four students are assigned to the site for each session. All sites have Dental Hygiene faculty supervision except for Harry Meyering Center and Federal Correction Institution. Harry Meyering Center will provide staff supervision at each location and the Waseca Federal Correctional Institution will provide a supervising, licensed staff dentist/medical officer.

*Externships are subject to change according to availability of patients.

Harry Meyering Center

Harry Meyering Center (HMC) was organized in 1973 by parents looking for alternative services for their adult children with disabilities. HMC consists of three programs offering differing levels of support and services for individuals serves. *Intermediate Care Facility* is a 24 hour supervised setting including nursing staff available 24 hours a day. *Supportive Living Service* supports persons who live in homes scattered throughout the community. *Semi-Independent Living Service* serves people who live in their own homes/apartments located thought the community. Staff assist persons to be successful within their home and community providing a wide variety of personal cares. Students will rotate each semester of their senior year as assigned in DHYG 425 Community Dental Health, DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

Head Start – Minnesota Valley Action Council

The academic year 2002- 2003 began a new community partnership with Minnesota Valley Action Council (MVAC), a private, non-profit organization. It is a local institution working on local needs and interests. The service area includes the nine counties of south central Minnesota: Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan.

We, the staff of MVAC, believe that:

- People do not live in poverty by choice.
- People should be treated equally, with dignity and respect.
- People can move through hard times given the help and support of the community.
- Poverty should not be a barrier to any child's goals or potential.
- Families, service providers and government should work together.
- Partnership eliminates duplication of services and the waste of resources.
- MVAC is available throughout your community and would like you to know that "When you could use a friend, We're Here!"

MSU senior dental hygienists provide the annual oral health screenings and oral health education at each of the MVAC Head Start Sites as requirements of DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

Hillcrest Health Care Center, Mankato

Since 1984, senior students from the MSU Dental Hygiene Department have donated their time and expertise to promote better oral care to the residents of the Hillcrest Nursing Home in Mankato. At this rotation students provide oral health education, a dental hygiene oral assessment and referrals to the appropriate health professionals. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

Luther Memorial Nursing Home, Madelia

Senior students from the MSU Dental Hygiene Department utilize their time and talents to promote better oral care to the residents of the Luther Memorial Nursing Home, Madelia. At this rotation students provide oral health education, a dental hygiene oral screening and make referrals to the appropriate health professionals. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

Madelia Apple Tree Dental Clinic

This new externship was established in 2001, as part of an interdisciplinary project involving nursing, nutrition and health science students. Students have the opportunity to provide complete dental hygiene services in a contemporary practice setting. The Madelia project is partially funded by a grant to provide services to the Hispanic population in the area. Senior students will participate while funding is available as part of Clinical Dental Hygiene II and III. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

Open Door Health Care Center

Since 1995, senior students from the MSU Dental Hygiene Department have donated their time and expertise to promote better oral care to underinsured and uninsured people in the region. The Open Door clinic is a prevention and wellness oriented health center designed to meet medical and dental health needs. Students provide preventive dental hygiene care and education to children. Students will rotate each semester of their senior year as assigned in

DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

Waseca Correctional Institution

Since 1999, senior students from the MSU Dental Hygiene Department have donated their time and expertise to promote better oral care to the residents of the correctional institution in Waseca. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II. A federal background check is required of all participating students and staff before prior to entrance into the facility.

Posting of Grades

Students will have the opportunity to see their scores and review their quizzes and exams as directed by the instructor/professor. Final grades will be available **after ALL** final exams have been taken. Final grades will be emailed to students upon request or available on-line through the Registrar's office one week after the last day of final's week.

Policy for Registered Dental Assistants Enrolled in Dental Hygiene

1. All Dental Hygiene courses must be taken if Dental Assisting courses are more than five years old.
2. A RDA may test out of the following courses: Biomaterials I and II (4), DHYG 321 Radiography I (3) and DHYG 328 Radiographic Interpretations (2), DHYG 319 Head and Neck Anatomy and Histology (2) and DHYG 325 Oral Anatomy (2).
3. The RDA should meet with each individual course instructor prior to pre-registering to make necessary arrangements for testing or auditing. If any portions of the course have changed significantly due to changes in the legal duties of MN RDH's or the ADA's accreditation standards, additional lectures/requirements may need to be completed. In this case the RDA would register for the appropriate number of credits using the 499 Individual Study code.
4. The fee for examination for credit is \$5/credit hour. The maximum number of Dental Hygiene credits allowed by examination is 12.

STUDENT INFORMATION

Class Offices

President

Vice President

Secretary/Treasurer

Minnesota Dental Hygienists' Association (MDHA) Representative

Historians

Advisory Board Representatives- CAHN and DH

Pinning/Awards Chair

Each year, the students select nine members to represent their class in various ways.

- The class president is responsible for organizing class meetings, fundraising events and helping with Student American Dental Hygienists' Association (SADHA) meetings, awards and the pinning ceremony. The class president also introduces the faculty and classmates at the pinning and graduation ceremonies.
- The vice president assists the president with each of those roles. The secretary monitors the class's checking account and helps organize fund raising events.
- The Minnesota Dental Hygienists' Association (MDHA) representative attends the MDHA House of Delegates Meeting held in Bloomington in September. The DH Advisory Board representative represents the class during Wednesday night meetings once per semester. The CAHN Advisory Board member meets once a month at 7 am in MF 129 with the primary duty being to plan homecoming.
- The pinning and award chair helps the faculty and class president organize this ceremony. In general, three historians are selected to take photographs during the junior and senior years. The historians design a slideshow/PowerPoint presentation with photos and memories for the awards ceremony.

Complaint Policy

American Dental Association's (ADA's) Commission on Dental Accreditation:

The Dental Hygiene Program is responsible for developing and implementing a procedure demonstrating that students are notified annually of the opportunity and the procedures to file complaints with the Commission. Additionally, the program must maintain a record of student complaints received since the Commission's last comprehensive review of the program. Site visits are conducted every seven years. The last site visit at Minnesota State University, Mankato was conducted on April 2nd - 4th, 2002. Students may write to the ADA's Commission on Dental Accreditation at 211 East Chicago Avenue, Chicago, IL 60611-2678.

Tuition

Fall 2008, Spring 2009, Summer 2009

Undergraduate Tuition and Fees Per Semester – Minnesota Resident

See Office of Business Affairs for complete list of student tuitions and fees.

http://www.mnsu.edu/campus/campushub/tuition_fees/rates/2008_2009/undergrad/mnres.html

Tuition is \$218.60 per credit from 1 - 11 credits. Banded tuition is \$2,733.60 from 12 - 18 credits and \$310.00 a credit, 19 credits and above.

Student Fees are \$33.04 per credit from 1 - 11 credits, \$398.00 for the band of 12 - 18 credits and \$0.43 for each additional credit above 18. [Student Fees detail information.](#)

Credit Hours	Tuition	Fees	Total
1	218.60	33.04	251.64
2	437.20	66.08	503.28
3	655.80	99.12	754.92
4	874.40	132.16	1,006.56
5	1,093.00	165.20	1,258.20
6	1,311.60	198.24	1,509.84
7	1,530.20	231.28	1,761.48
8	1,748.80	264.32	2,013.12
9	1,967.40	297.36	2,264.76
10	2,186.00	330.40	2,516.40
11	2,404.60	363.44	2,768.04
12-18	2,733.60	398.00	3,131.60
19	3,043.60	398.43	3,442.03
20	3,353.60	398.86	3,752.46
21	3,663.60	399.29	4,062.89
22	3,973.60	399.72	4,373.32
23	4,283.60	400.15	4,683.75
24	4,593.60	400.58	4,994.18

Fall 2008, Spring 2009, Summer 2009

Undergraduate Tuition and Fees Per Semester – Non Resident

Tuition is \$467.05 per credit from 1 - 11 credits. Banded tuition is \$5,856.00 from 12 - 18 credits and \$555.00 a credit, 19 credits and above.

Student Fees are \$33.04 per credit from 1 - 11 credits, \$398.00 for the band of 12 - 18 credits and \$0.43 for each additional credit above 18. [Student Fees detail information.](#)

Credit Hours	Tuition	Fees	Total
1	467.05	33.04	500.09
2	934.10	66.08	1,000.18
3	1,401.15	99.12	1,500.27
4	1,868.20	132.16	2,000.36
5	2,335.25	165.20	2,500.45
6	2,802.30	198.24	3,000.54
7	3,269.35	231.28	3,500.63
8	3,736.40	264.32	4,000.72
9	4,203.45	297.36	4,500.81
10	4,670.50	330.40	5,000.90
11	5,137.55	363.44	5,500.99
12-18	5,856.00	398.00	6,254.00
19	6,411.00	398.43	6,809.43
20	6,966.00	398.86	7,364.86
21	7,521.00	399.29	7,920.29
22	8,076.00	399.72	8,475.72
23	8,631.00	400.15	9,031.15
24	9,186.00	400.58	9,586.58

Dental Hygiene Expenses

Books

Dental Hygiene students should be prepared to spend between \$300 and \$350 per semester on textbooks.

Instruments kits*

Junior Kits	\$1358.24	(approximate)
Dental Loupes	\$ 775.00	(approximate)
* Attached to DHYG 313 Clinical Skill Development tuition statement		
Senior Kits	\$1,273.17	(approximate)

*Attached to DHYG 422 Clinical Seminar II tuition statement

Uniforms \$250 (approximate)

Additional Senior Year Expenses

National Board Review (Optional)	\$300 registration plus lodging, transportation and meals.
National Board Exam	\$21
CRDTS Regional Exam	\$860 plus patient's expenses
Application for MN licensure	\$75

Graduate Expenses

University Graduation Fee	\$20.00
Licensure Annual Renewal	\$55.00
ADHA/MDHA Membership (Optional)	\$240.00

Professional Liability Insurance

Students are required to purchase liability/malpractice insurance through Rob McGinn, MSU Safety Officer and attached to Fall Clinic registration fees. The student policy costs between \$10.00 -\$20.00, and must be renewed for senior year.

Policy on Responsibility for Injury or Illness

The cost of care for injury or illness resulting from clinical experience is the responsibility of the individual students. This includes any testing necessary for significance exposure to blood borne diseases. The college and extramural clinical sites assume no responsibility for providing such services. It is recommended that each student carry a voluntary health insurance plan including medical-surgical coverage and hospital benefits. If this is not done, cost of service needed must be paid directly by the student.

Policy on Work Illnesses/Returning to Work

The Department of Dental Hygiene has a policy outlining the reasonable/mandatory length of time a student, faculty or staff member will or may be excused from clinic and classes. See policy manual for details.

Policy on Smoking

The Surgeon General of the United States has issued a statement that smoking is injurious to one's health. It has also been demonstrated that "second hand smoke" may be even more damaging. In addition, the odor of tobacco products emanating from the health care provider may result in a variety of adverse effects upon the patient. These effects may include an allergic reaction and/or refusal to accept care. It is for these reasons that the faculty has adopted the following smoking policy:

If, in the judgment of the faculty, the odor of smoking impacts the clinical environment, the student will be asked to leave the clinical setting.

Policy on Cell Phone

In all education settings in the Department of Dental Hygiene cell phones are to be turned off, or the ringer must be on vibrate or turned off.

Graduation

The Department of Dental Hygiene participate in the College of Allied Health and Nursing, Pre Commencement Ceremony and the Minnesota State University, Mankato graduation.

Locker Assignments

The females' locker room is located on the left side of the main hallway. Female dental hygiene and assisting students will share this locker room.

Students will need to purchase a padlock with either a combination or key for their assigned locker. The locker will be used to store scrubs, lab coats, clinic shoes, books, backpacks, coats and instruments/supplies. It is recommended that any jewelry removed for clinic/lab should be kept in a separate compartment locked in the locker.

An extra key or combination will be kept in the secretary's office on the student's permanent file card. No one except the student assigned to the locker may enter it. Maintenance may be called to cut off locks when necessary.

Cardiopulmonary Resuscitation (CPR)

All students must have current CPR training including rescue procedures for conscious and unconscious infants, children and adults. The department requires the students complete a **two** year certification course in August prior to starting the program. The current cost is approximately \$45-90.

Mentor Program

Each incoming dental hygiene student will be a "mentee" to a "mentor" from the senior dental hygiene class. The mentors give the first year students support, encouragement and friendship during the first year of the dental hygiene program. The mentors present the dental hygiene pins to their mentees at the pinning ceremony in April. The mentees will also have the opportunity to purchase their mentors' books. The mentor will initially contact the junior student prior to entry into the Dental Hygiene program.

Pinning Ceremony

Once junior students have successfully passed their first semester of courses, and have passed the clinic entrance exam, they are ready to begin treating patients in clinic. This accomplishment is emphasized in a pinning ceremony held in April in conjunction with the

senior award ceremony. The junior students are awarded dental hygiene pins from their senior mentors in front of their family and friends. A tour of the Dental Clinic follows the ceremony.

Research Papers/Poster Presentations

During second semester, junior students meet with a reference librarian and learn how to use the internet to find dental and dental hygiene journals and how to access journals using intra-library loans. They then choose a topic for their search paper and collect a minimum of ten sources to use when writing their paper using the American Psychological Association's (APA) Manual. The outlines and reference lists for the paper are due at mid-semester and are worth 75 points. The ten page papers worth 100 points are due the last week of the semester. In addition they submit a one page research proposal for original research they could conduct on their topic.

Each year Procter and Gamble (P & G) recognizes the best paper by giving that student an engraved plaque and a \$200 cash award.

The research and reference lists are used for the senior poster presentations which are prepared in DHYG 422 Clinical Seminar II. The presentations are presented to the faculty and local dental hygienists in component six as a continuing education course. The top five presentations advance to competition at MDA's Star of the North meeting in April.

Student Member of the American Dental Hygienists' Association (SADHA)

Students will participate as a student member of the American Dental Hygienists' Association (ADHA). Student members are provided with invaluable opportunities to preview their careers as dental hygienists. SADHA provides scholarships, leadership, networking, community service, employment assistance, and continuing education opportunities. Membership dues currently cost \$48 and are included in the instruments/kit fees.

Scholarship Opportunities

The Dental Hygiene Department awarded scholarships for a combination of the following: academic achievement, professional commitment, and financial need.

Scholarship opportunities for dental hygiene students include:

- Alice K. Weed Endowment for Dental Hygiene
- Sigma Phi Alpha/Chi Chi Omicron Scholarships
- Dr. Deborah O. Strand Dental Hygiene Endowment
- MSU Foundation Scholarship
- MDHA Student Awards Scholarship
- Immanuel St. Joseph's Auxiliary Scholarship
- Mankato Clinic

Complete criterion requirements and applications can be located on the Department of Dental Hygiene web page. <http://ahn.mnsu.edu/dental/scholarships/>

The American Dental Hygienists' Association (ADHA) Scholarship: ADHA Institute Scholarship Program

The primary focus of the program is to provide financial assistance to dental hygiene students and dental hygienists who can demonstrate a commitment to further the discipline of dental hygiene through academic achievement, professional excellence, and a desire to improve the public's overall health.

The applications are available January 1 of each year; the deadline for Institute Scholarship applications is May 1. All students who meet the requirements listed under the ["Eligibility"](#) section of the website are encouraged to apply. Award recipients will be notified no later than October 31

Complete criterion requirements and applications can be located on the American Dental Hygienists' Association web page. <http://ahn.mnsu.edu/dental/scholarships/>

Minnesota Dental Convention - Star of the North Meeting

The Minnesota Dental Association's Star of the North Meeting is the premier dental meeting of the Upper Midwest. With 50 continuing education seminars and an exhibit floor featuring over 250 innovative companies, the Star of the North Meeting provides current clinical and practice management information to the dental community. Every spring, 9,000 dental professionals attend this event at the River Centre in Saint Paul, Minnesota.

As a dental hygiene student at Minnesota State University, Mankato, attendance is recommended at the Star of the North Meeting in the spring of both your junior and senior year. The registration, travel, lodging and meal expenses are the student's responsibility.

GUIDELINES FOR CONTINUATION IN THE PROGRAM

Academic Standards for Dental Hygiene Students – original page 44 in handbook

Cumulative GPA and Grades in Dental Hygiene

Students enrolled in the Minnesota State University Department of Dental Hygiene must earn at least a 2.5 (C) in all required courses, general education classes, and maintain a cumulative GPA of 2.5.

Dental Hygiene Dismissal Policy

Students earning a grade of “D” or “F” in a required dental hygiene course(s):

First Semester:

During first semester, failure of 1 to 2 DH courses will result in dismissal from the program.

Application to re-enter the program can be made the following year. No spot will be reserved the following year, student will compete with all other applicants.

Failure of 3 or more DH courses during first semester will result in dismissal from the program with **NO possibility** of re-entry into the program.

Subsequent Semesters:

Failure of a DH didactic course in subsequent semesters will result in repeating the failed course the next time (next year) the course is offered.

Any student who has failed a DH course and re-entered the DH program will be on academic probation within the department for a one year period. During DH probation the student will:

- 1) Maintain a 2.5 cumulative GPA
 - 2) Meet monthly with academic advisor
 - 3) Submit a written study plan for success developed in conjunction with academic advisor and appropriate course faculty
 - 4) Obtain a C or better in all DH courses
- Failure to complete terms of academic probation will result in dismissal from the DH program with no chance of re-entry.
 - Failure of a repeated DH course will result in dismissal from the program with no chance of re-entry.
 - Failure of 3 or more courses throughout the DH program will result in dismissal from the program with no chance of re-entry.

Failure of clinical courses DHYG 331, 333, 421 and 431 are as follows:

DHYG 331 taken spring semester junior year may be repeated spring of the next academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 331 is successfully completed with a C or better.

DHYG 333 taken first summer session may be repeated the first summer session of the next academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 333 is successfully completed with a C or better.

DHYG 421 taken fall semester senior year may be repeated the following spring semester or fall semester of the next academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 421 is successfully completed with a C or better.

DHYG 431 taken spring semester may be repeated fall semester or spring semester of the following academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 431 is successfully completed with a C or better.

Failure of any of these clinical courses a second time will result in dismissal from the DH program with no chance of re-entry.

***Students must realize that failure of a didactic or clinical DHYG course will result in extending the time to complete the DHYG program by one to two additional semesters.**

All students with a grade lower than a 75 percent at mid-semester will receive written notice. A sample letter follows.

Midterm Memo

To: Dental Hygiene Student

From: Course Instructor/Professor

Date: Month, Date, Year

Re: Midterm Grade for DH Course Number and Name

The total points possible for the semester so far are _____. You currently have _____ points. That equals ____ % in the course. All Dental Hygiene courses require achievement of a letter grade of C or higher. A grade of D or F in a Dental Hygiene course will result in academic suspension from the program. If there is anything I can do to help you be more successful in this course or if you just need to talk about a plan, please let me know.

Sincerely,

Please sign all three copies of this memo. Return two copies to the course instructor by _____ . One copy is for your own records.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Dept. Chair Signature _____ Date _____

Departmental Academic Appeal

Grade Appeals Policy

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled within two weeks* of university notification of a final grade. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

Review Process

Defined by the MSU 2007-2008 Undergraduate Bulletin found at

<https://www.mnsu.edu/supersite/academics/bulletins/undergraduate/current/general/academicpolicies.html>

Step 1. A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Within two weeks, the instructor will respond to the student in writing. If the student is not satisfied with the response provided by the instructor, he/she may proceed to Step 2. In cases where the departmental chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2. A written petition will be submitted by the student to the departmental chairperson with a copy to the instructor. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with the instructor, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. The student, instructor, and chairperson may meet to discuss the complaint, if necessary. Within two weeks*, the departmental chairperson will respond to the student in writing with a copy to the instructor of the class. If the student is not satisfied with the response provided by the chairperson, he/she may proceed to Step 3.

Step 3. A written petition will be submitted by the student to the dean of the college with a copy to the departmental chairperson and instructor of the class. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with both the instructor and the departmental chairperson, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Copies of all materials presented in this matter shall be forwarded to the dean, upon request, by the chairperson. The dean may convene a college grade appeals committee which shall serve in an advisory capacity to the dean. The manner of appointment and number of members on the College Grade Appeals Committee shall be determined within the college. The chairperson of the College Grade Appeals Committee shall be appointed by the dean. Within two weeks*, the chairperson of the College Grade Appeals Committee will make a recommendation to the dean who will respond to the student in writing of the decision

reached, with a copy to the instructor and departmental chairperson. If the student is not satisfied with the response provided by the dean, he/she may proceed to Step 4.

Faculty Right to Appeal. The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the dean if the complaint involves the departmental level or Vice President for Academic Affairs if the complaint involves the college level.

Step 4. For **undergraduate student** complaints, a written petition will be submitted by the student to the Vice President for Academic Affairs with a copy to the instructor of the class, departmental chairperson, and dean. For **graduate student** complaints, a written statement will be submitted by the student to the Dean of Graduate Studies with a copy to the instructor of the class, departmental chairperson, and dean. The petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue according to Steps 1 through 3, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Use of the University Grade Appeals Committee. During consideration at Step 4, the Vice President for Academic Affairs may convene the University Grade Appeals Committee which shall serve in an advisory capacity. This Committee shall consist of a pre-selected panel comprised of a faculty member from each college selected by the Faculty Association and one student from each college selected by the Mankato Student Senate Association. Faculty serve a two-year term of appointment, and students serve a one-year term. The chair of the committee is determined by the Vice President of Academic Affairs.

In order for the University Grade Appeals Committee to review an appeal, two faculty members and two students will be randomly selected by the vice president to serve on the panel in addition to the chair of the committee. For undergraduate students, the chair of the committee shall be the Assistant Vice President for Academic Affairs. For appeals involving graduate students, the chair shall be the Dean of Graduate Studies. Panel representatives shall not review grade appeals when the instructor and/or student involved in the case are from their own college. The University Grade Appeals Committee shall have the right to all relevant information and will request all relevant instructor records.

For **undergraduate student** complaints, the chairperson of the University Grade Appeals Committee will respond to the vice president in writing within two weeks*, with a copy each to the instructor, departmental chairperson, student, and dean. For **graduate student** complaints, the chairperson of the Grade Appeals Committee will respond to the vice president in writing within two weeks*, with a copy to the instructor, chairperson, student, dean of the College, and the dean of the College of Graduate Studies.

Both the student and faculty member shall be permitted to make a rebuttal to the written record compiled by the committee. Intent to present a rebuttal should be made in writing within one week of notification* to the Vice President for Academic Affairs. The rebuttal should be presented to the vice president within two weeks* and should provide specific information which addresses the items in objection.

The decision of the Vice President for Academic Affairs/Dean of Graduate Studies shall be communicated in writing to the student with copies to the instructor, departmental chairperson, and college dean. This decision is final.

GRADE APPEAL PROCESS FORM

Student Name: _____

Department/Course Number: _____ Semester/year: _____

1. Have you discussed your complaint with the faculty?

____ Yes ____ No If no, why?

2. Please explain your concern regarding your grade:

3. Please explain any steps you have taken so far to try to resolve this issue.

4. What resolution do you seek?

Date Instructor/Assistant Professor/Associate Professor was seen: _____
Define Resolution

Date Chair of Dental Hygiene was seen: _____
Define Resolution

Date Dean of College of Allied Health and Nursing was seen: _____
Resolution:

Academic Honesty

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided:

Plagiarism – Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. **This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student.**

Plagiarism includes but is not limited to:

- submitting the work of others as your own
- submitting others work as your own with only minor changes
- submitting others work as your own without adequate footnotes, quotations, and other reference forms
- multiple submission of the same work, written or oral, for more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.

Cheating: Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

Collusion: Assistance to another student or among students in committing the act of cheating or plagiarism.

QUALIFICATIONS FOR GRADUATION

To qualify for graduation from the Department of Dental Hygiene each student must acquire the ability to function appropriately as a dental hygienist in the dental environment and community as outlined in the document Competencies for Dental Hygiene Graduates. The three domains in which the graduates must show competence are: *Professionalism, Health Promotion and Disease Prevention, and Patient Care.*

Professionalism

The dental hygienist provides care using contemporary professional knowledge, judgment and skills. The ADHA Code of Ethics provides the framework for ethical decision making. The dental hygiene practitioner must be capable of discerning and managing ethical issues and problems in the practice of dental hygiene which occur in a rapidly changing environment where therapy and ethical issues are influenced by regulatory action, economics, social policy, cultural diversity and health care reform.

Health Promotion and Disease Prevention

The dental hygienist serves the community in both practice and public health settings. Public health, is concerned with promoting health and preventing disease through organized community efforts, and is an important component of any interdisciplinary approach. In the practice setting, the dental hygienist plays an active role in the promotion of optimal oral health and its relationship to general health. The dental hygienist, therefore, must be competent in the performance and delivery of oral health promotion and disease prevention services in the public health, practice and alternative settings.

Patient Care

The dental hygienist is a preventive oral health professional who provides education and clinical services in the support of oral health. The dental hygiene process of care applies principles from the biomedical, clinical and social sciences to diverse populations that may include the medically compromised, medically or physically challenged or socially or culturally disadvantaged.

Failure to Meet Qualifications for Graduation

If a dental hygiene student fails to acquire the ability to function appropriately as a dental hygienist and/or fails to fulfill or violates the professional standard of conduct in the pursuit of a degree in dental hygiene, an academic determination can be made that results in corrective action, up to and including dismissal from the program.

Violations of the professional standards may include, but are not limited to:

Breach of the Minnesota State University Code of Student Conduct - A full copy of this document can be found on the University Web site

<http://www.mnsu.edu/conduct/06-07stdt5.pdf>

1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.
2. Individuals will respect and foster the academic endeavors of others.
3. Individuals will respect the integrity of the University's academic and administrative records. Those records are the property of the University and must be treated as such.
4. Individuals will adhere to all policies and regulations of Minnesota State Mankato and the MnSCU system along with federal, state and local laws that govern individual actions and relationships among community members.
5. Individuals will protect and support the personal safety of self and others.
6. Individuals will demonstrate civility for others in all their interactions.
7. Individuals will show respect for personal and University property.
8. Individuals will contribute to a safe environment within the University community.
9. Individuals will comply with the University in enforcing its administrative responsibilities.

Patient Care

1. Breaching confidentiality of patient information either verbally (informal conversation or formal presentation), written (paper for class or publication) or otherwise make known, except when authorized by law.
2. Engaging patients in discussions that are not applicable or suitable in the dental work place or to dental hygiene treatment.
3. Failing to engage in appropriate dialog which is necessary for total dental hygiene treatment.
4. Academic cheating, plagiarism, or aiding and abetting cheating/plagiarism.
5. Forgery, deliberate misrepresentation of fact or alternation of college/patient documents.
6. Inattentiveness, inability or failure of student to follow instructions, such as those related to student/patient safety or patient care.

PROCESS RELATED TO VIOLATION OF PROFESSIONAL STANDARDS

Faculty and Academic Department Decisions

Allegations of academic dishonesty, e.g. cheating and plagiarism, are addressed by the instructor. The matter will be referred to the Office of Student Affairs for possible disciplinary action with possible additional academic consequences imposed by the department.

Graduate students are also subject to academic integrity expectations and review procedures established by the College of Graduate Studies and Research. * In cases of all other behavioral violations, jurisdiction for the original hearing shall rest with the Director of Student Rights and Responsibilities, Hearing Officer or University Student Conduct Board.

The University Student Conduct Board or Director of Student Rights and Responsibilities has jurisdiction in original hearings and may hear appeals of cases from other units. Academic dishonesty addressed by a faculty member or a violation of administrative procedure formally addressed by staff or an administrator entitle students to the following due process considerations:

1. Oral or written notice of the allegations.
2. An explanation of the evidence supporting the complaint.
3. An opportunity to present their side of the story.
4. A written notice of the decision and any applicable sanction(s).
5. An opportunity to appeal the decision and sanction(s).

Disciplinary actions addressed by a hearing officer within the Office of Student Affairs entitle students to the following due process considerations:

1. Written notice of the allegations and the Responsibility(ies) allegedly violated.
2. An explanation of the evidence supporting the complaint.
3. The opportunity to present a defense and witnesses. All witnesses in a hearing have the right to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.
4. The opportunity for an accused student to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.
5. A written notice of the decision and any applicable sanction(s).
6. An opportunity to appeal the decision and sanction(s).

Student conduct proceedings are not analogous to courtroom proceedings; the technical procedures and rules of evidence applicable to civil and criminal cases shall not apply.

CLINIC POLICIES FOR PROFESSIONAL ATTRIBUTES AND JUDGEMENT

To receive a passing grade in

- **DHYG 331 Clinical Dental Hygiene I**
- **DHYG 333 Summer Session,**
- **DHYG 421 Clinical Dental Hygiene II,**
- **DHYG 431 Clinical Dental Hygiene III**

Students must meet the acceptable level in all five areas and/or be working and showing steady improvement on a plan that extends into the next semester. If a student demonstrates a need for improvement in any of the five areas the faculty will complete and dispense a Professional Attributes and Judgment form at that time. The student is to complete a remedial plan addressing the need for improvement by the next clinic day.

Directions for completing a remedial plan:

1. Faculty will review with the student any element of the Professional Attributes and Judgment Plan that is marked *Needs Improvement*.
2. Using the Six Step Problem Solving method, the student will develop a remedial plan that addresses each element marked *Needs Improvement*. This plan is due on the first clinic day after the student is given the form. Faculty will establish a time-line with the student for completion of the remedial plan.
3. The student and faculty member will conference to determine if the plan fully addresses the problem(s) and identifies adequate and appropriate solutions. If the plan needs further development the student will need to rewrite the plan and re-conference.
4. Once an acceptable remedial plan has been developed, the faculty member and the student will sign and date the plan to indicate the student is ready to implement the plan.
5. Subsequent conferences will be scheduled with the appropriate faculty member as needed to document progress on or completion of the plan.

Six Step Problem Solving Method:

1. Define the problem.
2. Gather relevant information (facts, values, assumptions).
3. Identify the issues (ethical, legal, social).
4. Identify and evaluate the alternatives that address the problem.
5. Describe how you will implement your choice(s).
6. Evaluate the potential outcome(s) of your choice(s) and the plan to achieve the desired end.

Patient Operator Safety, Ethics & Professionalism Violations:

If a student demonstrates a need for improvement in any of the five areas on the Professional Attributes and Judgment form during summer session, the faculty will assign one violation for each of the areas that need improvement.

1-2 Violations = No reduction of total points.

3-4 Violations = 10 points deducted from clinic grade (total student score)

5 + Violations = 20 points deducted from clinic grade (total student score)

Minnesota State University Alcohol Policy

Introduction and Philosophy

Minnesota State University seeks to create a campus environment that promotes healthy, responsible living; affirms civility; supports the well-being of each of its members and is respectful of state and federal law and institutional regulations governing behavior. Respect for campus and community standards and regulations are expected. Alcohol abuse and illicit drug use will minimize an individual's abilities to develop their academic or social relationships and is contrary to the educational process and goals of higher education.

Minnesota State University recognizes that students, faculty, and staff are responsible for their own conduct and for the consequences of their behavior as well. The purpose of this policy statement and subsequent information is to provide the campus community with the information needed to make responsible, healthy choices.

Policy Statement on Alcoholic Beverages and Other Drugs

The use, possession, distribution, manufacture or sale of any alcoholic beverage, controlled substances or illegal drugs including hallucinogens, amphetamines, barbiturates, narcotics and marijuana, is prohibited on the campus of MSU. This campus prohibition includes residence halls, athletic facilities or athletic events, and applies to any person on University grounds, whether he or she is a member of the University community or not. Individuals should note that even though they may be of legal age to consume or possess alcohol, MSU policies prohibit the use or possession of alcohol on the campus. ("Exceptions" to this policy are listed herein.) In addition, MSU adheres to the following:

- In order to be able to perform in a manner representative of a University community member, employees, including student employees, are prohibited from reporting to work and/or from operating or using any state owned equipment, machinery, or vehicles while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs;
- Employees, including student employees, conducting the university's business after the intake of alcohol shall be subject to sanctions if the resulting behavior negatively affects his/her performance or interaction with others;
- When an employee or student employee is taking medically authorized drugs or other substances which may alter job performance, he/she has a duty to notify the appropriate supervisor of that information;
- The appropriate law enforcement agency will be notified when there is reasonable suspicion to believe that an individual may have illegal drugs in his/her possession on University premises. The purchase of alcoholic beverages using state or university dollars is prohibited. (Foundation funds are neither State nor University funds and are exempt from this prohibition.)

For the complete "Policy on Alcohol and Other Drug Use by State Employees" including those listed above, a copy is available in the Office of Human Resources. All employees are responsible for reading this policy and being aware of its provisions. Violators of the policy

are subject to referral for University sanctions and/or criminal action. Involvement with legal authorities and criminal action may also occur for violations of city, state, or federal laws.

University Sanctions: Students

Students who violate the “Policy on Alcohol and Other Drugs” are subject to University sanctions which may include, but are not limited to:

- Referral for assessment or counseling;
- University disciplinary warning, probation, suspension and/or expulsion;
- Restitution; and
- Termination of Residence Hall contract.

Department of Dental Hygiene Policy on Student Substance Abuse

General Policy Statement

All students are expected to perform their clinical/lab/classroom activities efficiently and safely, without the influence of drugs or alcohol.

The following actions/conditions are prohibited:

1. Deficient performance due to use of drugs and/or alcohol.
2. Reporting for a clinical/lab/classroom session with the odor of alcohol or illegal chemical on the breath.
3. Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while in clinic/lab/class.
4. Using any intoxicating liquor within 24 hours prior to or while on clinical/lab/class time.
5. Removing any drug from the Department of Dental Hygiene Clinic or patient supply for any reason.

All students have a responsibility to notify their clinical/lab lead instructor if they are taking any medications.

Purpose

To protect the welfare of patients, student, faculty and Minnesota State University, Mankato.

Procedure

All suspected violations of the student substance abuse policy will be dealt with according to the following procedure:

1. If clinical/lab performance is adversely affected by a prescribed medication, the student will be dismissed and considered ill for make-up purposes.
2. When faculty/Chair of Dental Hygiene has reason to believe that a student has violated the policy/rules the appropriate law enforcement agency will be notified

when there is reasonable suspicion to believe that an individual may have illegal drugs in his/her possession on University premises.

3. Any student suspected of violating the policy/rules and referred for testing may be suspended from attendance in clinic.
4. A refusal to submit for drug/alcohol testing as directed shall be deemed to be a failure to cooperate with the investigation of a violation and subject to appropriate disciplinary procedures.
5. All tests and test results will be considered confidential and will not be shared with anyone not directly involved in the student's academic program except when they become the subject of a disciplinary proceeding. Test results will be filed in the office of the dental hygiene program chair and in the student's academic files.
6. If test results are negative, the student may return to clinic.
7. If test results are positive, the student shall be subject to dismissal from the dental hygiene program and/or disciplinary suspension.
 - The student is entitled to a copy of the positive test results.
 - The student is entitled to present an explanation or to refute the positive test results.
 - The student may obtain a second independent confirmatory test which is more specific and forensically reliable, at the student's expense.
8. Any student dismissed from the dental hygiene program for violation of this policy may apply for readmission upon the production of evidence that an appropriate treatment program has been successfully completed. Other aspects of the readmission process will be handled under the standard published procedures.

PETITION FOR RE-ADMISSION

Readmission to the dental hygiene program is not automatic. A student who has withdrawn, or been dropped from the dental hygiene program may petition to the Chair of Dental Hygiene for readmission. Such petitions will be reviewed by the dental hygiene faculty.

Steps in the re-admission process are as follows:

1. Make an appointment to discuss the readmission with the Chair of Dental Hygiene
2. Write a Petition for Readmission addressed to the Chair of Dental Hygiene.

The primary components most essential to include in the petitions are:

- Written work reflecting thought and sincerity
- Insight into the reason for academic difficulty
- Comprehensive planning for academic success

In your plan include your goals, specific steps to reach each goal, obstacles to reaching your goals, and a plan for overcoming each obstacle. This petition should be typed with no spelling or grammatical errors.

3. Return the completed petition no later than two days prior to the team meeting at which you wish it to be considered. Committee meeting dates may be obtained from the Chair of Dental Hygiene.
4. The Committee's decision regarding readmission will be sent to the student in writing.
5. Students who are readmitted will be accommodated for needs associated with make-up work. This accommodation may include extending time in the program when necessary to achieve program competencies.

Central **R**egion **D**ental **T**esting **S**ervice
(CRDTS)/

American **D**ental

Licensure **E**Xamination(ADEX)

(ADEX) in Dental Hygiene

PROTOCOL

ADEX/CRDTS

Based on the 2008 Candidate Manual

Current ADEX/CRDTS can be found at www.crdts.org

LOCATING A PATIENT

It is the student's responsibility to locate and prepare a patient for any state or regional board examination. The dental hygiene department will aid in this endeavor as much as possible. Faculty will give only **very limited** information/opinion as to whether a particular patient is suitable to be a board patient as penalty points may be assessed in the Treatment Selection for a patient that does not meet the described criteria.

It is not possible for all students to locate board patients through MSU- Department of Dental Hygiene. MSU patients may not be utilized until all clinical competencies have been met by all senior dental hygiene students. **It is imperative that each student begin early spring semester to screen for board patients outside the MSU University patient pool.** Once a suitable board patient is found the student should consider looking for a backup patient.

PATIENT CHARTS

All board patients must sign a Letter of Understanding. A copy of this letter must be retained in the patient's chart. The original must be given to the patient. The treatment record must be documented stating the patient has signed the letter and it is retained in the chart.

If the patient receives any treatment in the MSU Dental Hygiene clinic, the patient is considered a **patient of record** and **all clinic policies** apply to this patient. This includes the completion of all appropriate clinic forms and procedures.

CLINIC FEES

Board Patient Clinic fees

Radiographs only	\$40.00 (\$25.00 if student is paying for them)
Duplicate of Radiographs	\$10.00
Completion of Scaling	Regular Periodontal Scaling Fees per Quadrant (\$30/ quad if student is paying for the patient's treatment)

THE ADEX/CRDTS PATIENT CRITERIA

Standards for Part I: Computer-based Examination

1. **Extraneous material.** Only those materials distributed or authorized by Prometric may be brought to the Prometric Center. Use of unauthorized materials will result in failure of the entire examination. No textbooks or study materials are permitted at the Prometric Testing Center at any time.
2. **Time Schedule.** A total of 2 hours is allowed for the Part I – Computer Exam. Once a candidate has completed and exited the computer-based Exam, the candidate may not re-enter the exam.
3. **Timely arrival.** The date and appointment schedule established by Prometric must be adhered to as confirmed. Failure to do so will result in forfeiture of the examination fee.
4. **Behavior at the Prometric Testing Center.** Unseemly behavior of the candidate or improper behavior toward personnel at the Prometric Testing Center will result in failure of the Computer Exam. And forfeiture of the examination fee.
5. **Examination security.** Security measure established by DRDTS and Prometric must be followed. Failure to do so may result in failure of the Examination.

Standards for Part II: Patient-based Examination

Candidates and dental hygiene faculty are reminded that the patient selection is an evaluated portion of the examination and charting calculus is the *responsibility of the candidate* – not experienced dental professionals.

1. Acceptable Health Condition – All patients must have a completed health history documenting a health condition acceptable for dental treatment. If conditions indicate an alteration in treatment procedures or a need to consult the patient's physician, the candidate must obtain the necessary written clearance before the patient is accepted. Blood pressure should be taken when the patient is screened and selected: it must be retaken the day of the examination. The criteria for an acceptable health history are as follows:

- a) Patients with blood pressure reading between 159/94 or below to proceed without medical clearance. Patients with a blood pressure reading between 160/95 and 179/109 are accepted only with written clearance from the patient's physician. Patients with a blood pressure reading greater than 180/110 will not be accepted for this examination even if a consult from a physician authorizes treatment.
- b) Candidates who are sharing a patient with a need for antibiotic prophylaxis must treat the patient the same clinical day. Treatment of the same patient on subsequent clinical days will not be permitted.

c) Patient must obtain pre medication with a written statement from their physician in the case of any significant medical problems that the American Heart Association classifies as moderate to high risk. Written clearance and/or antibiotic pre medication from a physician or dentist is specifically required for the conditions listed below. Medical clearance must indicate the specific medical concern, and must be attached to the health history from on the day of the examination. If this clearance and/or verification of pre medication is not available, the patient will not be accepted for treatment.

d) Candidates must obtain written medical clearance and/or antibiotic prophylaxis if necessary for all patients that respond “yes” to questions #4.0 through #4.X, and #5 on their Medical History. Medical clearance, if necessary, must include:

- i. A legible statement from a physician written within 30 days of the examination clearly stating the medical concern.
- ii. A positive statement of how the patient should be managed.
- iii. The physician’s name, address and phone number.

e). The following are Health History Prohibitions.

- i. Heart attack, stroke or cardiac surgery within the past six months.
- ii. Active tuberculosis. A patient who has tested positive for TB, or is being treatment for TB, but does not have the clinical symptoms is acceptable.
- iii. Any condition or medication/drug history that might be adversely affected by the length or nature of the examination.
- iv. A known latex allergy.

Adequate Deposits

The candidate must properly evaluate and place the patient in the appropriate Treatment Selection Category according to ADEX/CRDTS criteria. **Explorer – detectable subgingival calculus is defined as a distinct deposit of calculus which one can feel with a #11/12 explorer as it passes over the calculus.** Qualified deposits may exhibit such characteristics as:

- A definite “jump” or “bump” felt by the explorer, with the rough surface characteristic of calculus
- Ledges or ring formations
- Spiny or nodular formations

Qualified deposits must be apical to the gingival margin and may occur with or without associated supragingival deposits.

The candidate must submit a treatment selection that meets the following criteria:

Subgingival Calculus:

- At least 14 surfaces of explorer-detectable subgingival calculus must be selected on a minimum of 6 teeth
- No more than 5 of the qualifying surfaces will be on anterior teeth (canine to canine)
- 9 of the qualifying surfaces will be on posterior teeth with at least 3 of those located on permanent molars.

Teeth:

- 6-10 teeth, no more than 3 anteriors (canine to canine)
- For purposes of anesthesia it is recommended that the teeth selected be as contiguous as possible (i.e., treatment selection)
- Fully erupted 3rd molars in the occlusal plane may be used in the treatment selected

The candidate is responsible for **charting calculus and treating all surfaces** of the teeth selected for treatment.

CRDTS strongly discourages the submission of a treatment selection which includes any of the following:

- More than 20 surfaces of calculus
- Gross caries
- Faulty restorations
- Extensive full or partial veneer crowns
- Multiple probing depths in excess of 6 mm

Candidates must NOT present a treatment selection with

- Class III furcations or mobility
- Class IV periodontal disease
- Orthodontic brackets, which includes patients with bonded retainers, in the areas selected for treatment
- Implants included in the treatment selection
- Partially erupted 3rd molars
- Retained deciduous teeth

Pre-OP RADIOGRAPHS

Candidates must submit diagnostic radiographs that reflect the current condition of the patient. The pre-operative radiographs do not need to have been exposed by the candidate. The pre-operative radiographs are a non-graded requirement and will be submitted for Patient Check-In and the Final Evaluation.

The following films are required:

- The candidate must submit a **full-mouth series of radiographs** of diagnostic quality on the qualifying patient **taken within the past 3 years AND 4 vertical or horizontal bitewings** taken within **ONE YEAR**

OR

- Diagnostic panorex taken **within three years AND 4** vertical or horizontal posterior bitewing films that have been exposed within **one year** prior to the CRDTS examination

See candidate manual for mounting criteria.

Dear

You have been accepted as a potential patient for a Dental Hygiene Licensure Examination. The student's future ability to practice dental hygiene depends upon the careful selection and preparation of his/her patient, and upon the demonstration of acceptable skills during the testing period.

The Dental Hygiene Licensure Examination requires that the student present a full-mouth series of x-rays. As a board patient you agree to release a copy of the set of x-rays taken in the dental clinic at the Minnesota State University, Mankato. The original copy set of films will be retained in our clinic and will be available to mail to the dentist of your choice.

It is also important for you to know that the faculty and staff of the Department of Dental Hygiene at Minnesota State University, Mankato are in no way liable for the services provided you by a licensing candidate during the licensing exam. If the candidate fails to complete the cleaning during the examination, The Department of Hygiene is not obligated to provide that service to you. As a thank you, however, for assisting our graduate; the Department of Dental Hygiene will complete the cleaning during months of September and October. If you wish to take advantage of this opportunity, please call the Dental Clinic at 507-389-2147.

Please read this letter carefully. Ask the faculty if you have any questions which are not answered here. We wish to join the student in thanking you most sincerely for agreeing to be a patient for this critical examination.

Respectfully,

Lynnette M. Engeswick, RDH, PhD Candidate, Associate Professor
Chair of Dental Hygiene

- I. I understand that the Department of Dental Hygiene at MSU is not responsible for any work provided by the student during the licensing examination.
- II. I understand that I will not receive an original set of my x-rays.
- III. I understand that I may return to have my cleaning completed during the months of September and October at no charge. After that date, I must pay regular clinical fees for this service.

Patient Signature

Date

Student Signature

Date

Dental Hygiene Clinical Supervision Disclaimer

Clinical Supervision will occur in an open bay style clinical setting with all students and patients visible. Clinical direction to the student will be presented in front of the patient which may include corrective/directional contact instruction from the instructors. A quiet voice control and discretion will be used in all clinical settings.

I, _____, have reviewed the above statement and understand the intent of instruction.

I have read the Student Handbook and agree to follow to policies and guidelines while I am a student in the Minnesota State University, Mankato's Dental Hygiene Program.

Student's Name (Print)

Student's Signature

Date

Starting date of Dental Hygiene program: Fall _____

Anticipated completion date: Spring _____

Department's Copy