State College of Florida
Manatee-Sarasota

Health Professions Division
Student Handbook
(July 2013)

Dental Hygiene Program
2013-2015
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INTRODUCTION

Welcome to the Health Professions Programs at State College of Florida (SCF). We are extremely proud of our Health Professions Programs and are pleased that you have chosen to pursue your education here. The Health Professions Programs have been designed to prepare high quality, competent practitioners to meet the needs of the health care system in the community. We hope that you enjoy your experiences with us and find the learning opportunities both challenging and dynamic. Health care careers provide a wide range of opportunities for the practitioner upon graduation. The division administration, faculty and staff are committed to the success of every student who enters one of our health professions programs. You are encouraged to use all as resources to assist you throughout your educational experience.

CHANNELS OF COMMUNICATIONS

Students enrolled in the health professions programs are expected to use the appropriate channels of communication. The organizational chart for State College of Florida shows the correct lines of communication within the departments, division, and college. Students may view a copy of the organizational chart in their respective Department offices.

Each student is responsible for adhering to the policies and procedures of the SCF Health Professions Programs and those policies specific to each individual program as noted in this Student Handbook. The Health Professions Programs reserve the right to make changes in these policies as needed. When changes are made, the students will be notified in writing and asked to sign an acknowledgment form.

COURSE PREREQUISITE REQUIREMENTS

Students are advised that many courses in their specific health professions program require prerequisite courses. Students must follow the curriculum that is in place at the time they begin or re-enter the professional component of the program. It is the student’s responsibility to consult the current catalog to determine which courses have prerequisite requirements. Students also are advised that the sequence of general education courses for the specific program, as published in the College Catalog course descriptions, has been carefully planned to correlate with the health professions courses and should be followed to prevent any conflict with continuing in the program.

WITHDRAWAL POLICY

A student may withdraw from any or all courses without the academic penalty of a “WF” grade by the withdrawal deadline as listed in the State College of Florida academic calendar, College Catalog or on the SCF Web site. A student in an accelerated or short-term course may withdraw without the academic penalty of a “WF” grade any time before the withdrawal deadline specific for the course.

Repeated attempts of general education courses will be allowed per the rules outline in the current SCF catalogue.

Withdrawal policies for courses that are part of the Health Profession Programs are governed by the individual programs. Please refer to specific program policies in the student handbook regarding withdrawal, dismissal and readmission for Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant and Radiography.
ADVISING CENTER

The Advising Center at the State College of Florida assists future and current students in achieving their academic and personal goals through the development of individualized educational plans that serve to guide students towards future success. Advisors are available to students by appointment, or at times on a walk-in basis on both the Bradenton and the Venice Campus.

EDUCATIONAL RECORDS

Educational Records services include transcripts, transfer credit evaluations, graduation applications, residency, enrollment verifications, and PIN reset.

FINANCIAL AID

Financial Aid is available to students who have demonstrated financial need and/or to students who have shown academic or special talent. Financial assistance is available in the form of scholarships, grants, loans or part time employment. Students are encouraged to seek out financial aid resources to facilitate their education. All financial aid is handled by the College Financial Aid Office.

PART-TIME EMPLOYMENT

The College Work Study Program (CWS) is a federally funded program. Students eligible for the CWS are employed by SCF and may work up to 20 hours per week while attending classes. Eligibility is determined by the student's evidence of financial need by an approved need analysis system. The Student Assistant Program enables students to work part time on campus in administrative and departmental offices, libraries and laboratories. Information about both programs may be obtained from the Career Placement Office in Enrollment Services.

PERSONAL COUNSELING

The SCF student assistance program helps students meet life/work challenges and achieve a positive academic experience. Similar to an employee EAP, the student assistance program is a referral program through BayCare Behavioral Health to qualified providers in Manatee, Sarasota and Charlotte counties, 24/7. Students may self-refer to use this free, confidential resource for three visits. If there is a need for additional services, the student will be offered options by the BayCare provider. BayCare can be reached at 800/878-5470.

RECOMMENDED WORK POLICY

Research has shown that the number of hours spent in employment can have an adverse effect on grades, clinical performance, and even on successful completion of the program for students. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, family relationships, ability to succeed in the program, and the opportunity to become involved in health profession and college activities. A work commitment for evenings or nights prior to a clinical or early class assignment is strongly discouraged.
AVAILABLE LEARNING RESOURCES

Price Learning Lab of the Academic Resource Center (ARC)
The College ARC provides individualized help for students who need academic assistance or special help to succeed in a technical or vocational course or program of instruction at NO COST TO THE STUDENT. ARC is designed to assess individual areas of weaknesses and to assist students in those areas.

All A.S. degree seeking students are encouraged to take advantage of the wide range of unique services offered. In addition to help in mathematics, reading, language and spelling, specific assistance is available in study skills, time management, reading technical books, note taking, and using reference materials. Selected materials related to Medical Terminology and Science also are available for health professions students. The Academic Resource Center is located on both Bradenton and Venice campuses. The current hours are available on the College’s website: http://www.scf.edu/StudentServices/AcademicResourceCenter/default.asp

Library:
The College Library also is available to enhance learning. The schedule for the library is available from the library link on the College’s homepage: http://discover.linccweb.org/primo_library/libweb/action/search.do?vid=FLCC1500&reset_config=true

Health Profession Media Laboratory:
(Bradenton and Venice Campus: located in Nursing Learning Lab)

The media area of the laboratory has a collection of multimedia instructional materials, computer-assisted learning, self-instructional materials to enhance learning, and remedial assistance. Some of these programs are required in course syllabi, while others are supplemental to enhance individual learning.

Students are encouraged to make use of all of the available materials throughout the Health Professions Program. The media laboratory hours are posted each semester for student use.

Online Tutoring and Study Skill Support:

A collection of Web sites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is on mathematics, English and reading improvement. Support for many other subjects is also available. Accessing these resources is as easy as ABC:

A. Go to http://www.scf.edu/StudentServices/AcademicResourceCenter/default.asp
B. Click Student Success Resources link
C. Click Virtual Tutoring and Study Skill Support Link

ACCOMMODATION SERVICES

State College of Florida in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in a class due to a disability or you suspect that your academic performance is affected by a disability, please contact the Program Director/Director or the Disability Resource Center (DRC). The DRC is located in 300-326 on the Venice Campus and in the Student Services Center (01-219) on the Bradenton Campus. The phone numbers are 941-408-1448 ext 6-1448 (TTY 941-480-3420) on the Venice Campus and 941-752-5295 ext 6-5295 (TTY 941-751-8179) on the Bradenton Campus.
FINANCIAL REMUNERATION FOR CLINICAL HOURS

Under no circumstances will students be paid for their services while enrolled in clinical/fieldwork courses. If students choose to work outside of their clinical hours, work and clinical hours must be kept clearly separate.

HOLIDAYS, VACATIONS, AND COLLEGE CLOSINGS

All holidays and vacations observed by SCF are observed by the Health Professions Programs. Therefore, students will not report to class or clinical on college holidays or vacations; unless previous arrangements have been made by the Program Director.

In the event of a sudden school closing (i.e., inclement weather), “SCF Alert” is the State College of Florida’s emergency notification system which reaches students, faculty and staff in minutes with voice, text and e-mail messages from SCF safety officials. All students are encouraged to register on www.scf.edu/Emergency. If the college is closed, clinical experiences are cancelled for the day(s).

Despite inclement weather, whenever the College is open, clinical experiences will be held as scheduled. Students are to use their own judgment in deciding whether they must take an absence for the day.

INFORMED CONSENT AND HEALTH INSURANCE POLICIES

Students enrolled in a SCF Health Professions Program should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV/AIDS. Neither State College of Florida nor any of the health care facilities used for clinical experience assume liability if a student is injured or exposed to infectious disease in the facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility.

Students should understand that they are responsible for the cost of health care for any personal injury or illness that may occur during their time in the Health Professions Program. SCF strongly recommends that students purchase their own health insurance during the duration of their program.

Please note that the accident insurance provided by the college is excess coverage over any other collectable insurance.

PROGRAM REQUIREMENTS

Upon acceptance, the following are required: background checks; fingerprinting; CPR certification; health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screening and background checks. Ongoing screenings may occur as frequently as each semester, based on the policies of the program’s clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible to continue in the program. Students are responsible for all fees incurred with these checks and screenings.
<table>
<thead>
<tr>
<th>BACKGROUND CHECK</th>
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<td>All of the SCF health professions programs require a criminal background check as part of their admissions process. Clinical facilities utilized during the educational curriculum may limit or prohibit students with criminal histories from participating in clinical experiences at their facilities. Other options may not exist for the student in order to complete the required clinical hours in each specific clinical specialty of the curriculum and therefore, the student would not be able to complete the program requirements and graduate.</td>
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Even if accepted into the program and the program is able to place the student in the appropriate clinical facilities, the applicant should be aware that the State of Florida periodically changes the laws in relations to persons with criminal histories being licensed in the state. Also each licensing board periodically makes changes to the rules regarding the licensing of individuals with a criminal history thus effecting who may or may not be licensed in the State of Florida in that particular discipline. Applicants with criminal histories/backgrounds may be accepted into a health professions program and graduate from the program, but because of changes in the law or rules may not be allowed to be licensed in the State of Florida once they have graduated. |

If accepted into a health professions program, it is the prospective student’s decision to enter the program based upon the knowledge and understanding that he or she may not be granted the right to be licensed in the State of Florida upon graduation. |

Clinical agencies require students to be fingerprinted, pass drug screening and background checks and clear the HHS/OIG list of excluded individuals, the GSA list of parties excluded from federal programs, and the Nationwide Sex Offenders Data Base. Compliance with these requirements and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes, Title XXI, Chapter 435.04 Level 2 Screening Standards will be unable to remain in the health professions programs. |

Florida law restricts access to children, elderly and disabled patients by persons convicted of specific misdemeanors and felonies. (Chapter 435 Florida Statute). This law places restrictions on all health care facilities, which in turn require students to comply with the same restrictions as their employees and volunteers. |

A two part background check is required of all students admitted to a Health Professions Program at SCF in order to secure access to clinical practice experiences as required by each program, which may involve coursework with patient contact such as practice in a health care facility, conducting a research study or project, or interfacing with patients individually or collectively. Partnering agencies where students receive clinical practice experiences also now require background checks as well as additional information such as arrests without convictions, verification of employments and social security verification aimed at protecting the public. |

All background checks will be reviewed by the Program Director. Applications which indicate a history that might prevent participation in a program’s practical component will be reviewed considering the individual situation and a decision will be made about admission into the program. (continued)
A background screening that results in a current student being denied admission into a clinical agency and/or access for patients in the agency, or a comparable assignment cannot be made to meet course objectives, the academic requirements of the program cannot be met and the student will be denied progression in the course, resulting in withdrawal or dismissal from the program.

Student with a break in enrollment of one or more calendar year(s) from the original background check or most recent affirmation statement, require a complete background check before resuming the program.

Any Health Profession student who is arrested at any point during the program, to include after acceptance and enrollment into the program, must report it to their Program Director within 5 working days regardless of initial adjudication. The student may need to submit to a second background check at the student’s cost. Failure to notify the Program Director shall be grounds for dismissal from the program. After admission to the program, the student must remain free of the disqualifying charges listed in the following mentioned state statues. Failure to do so will result in dismissal from the program.

Below is a list of offenses including but not limited to which may impact the ability of the student to be accepted into the program, complete the clinical requirements of the program, and be licensed in the State of Florida.

(a) Section 415.111 relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
(b) Section 782.04 relating to murder.
(c) Section 782.07 relating to manslaughter.
(d) Section 782.071 relating to vehicular homicide.
(e) Section 782.09 relating to killing an unborn child by injury to the mother.
(f) Section 784.011 relating to assault, if the victim of the offense was minor.
(g) Section 784.021 relating to aggravated assault.
(h) Section 784.03 relating to battery, if the victim of the offense was minor.
(i) Section 784.045 relating to aggravated battery.
(j) Section 787.01 relating to kidnapping.
(k) Section 787.02 relating to false imprisonment.
(l) Section 794.011 relating to sexual battery.
(m) Chapter 796 relating to prostitution.
(n) Section 798.02 relating to lewd and lascivious behavior.
(o) Chapter 800 relating to lewdness and indecent exposure.
(p) Section 806.01 relating to arson.
(q) Chapter 812 relating to theft, robbery, and related crimes, if the offense is a felony. (See 812.014, 812.016, 812.019, 812.081, 812.133, 812.135, 812.14, 812.16).
(r) Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
(s) Section 826.04 relating to incest.
(t) Section 827.03 relating to aggravated child abuse.
(u) Section 827.04 relating to child abuse.
(v) Section 827.05 relating to negligent treatment of children.
(w) Section 827.071 relating to sexual performance by a child.
(x) Section 847 relating to obscene literature.
(y) Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor. (continued)
All records must be maintained in Certified Background Check. Some clinical facilities require a copy of background checks of students in their facilities. All applicants also are required to disclose prior arrests on the program application. Failure to disclose information or falsifying the application will result in denial of enrollment in or dismissal from the health professions program.

Backgrounds checks must be completely redone if the student is out of a health professions program for two major semesters or more. The student is responsible for all expenses associated with the background check process.

**DRUG SCREENING**

**PURPOSE**

The faculty of the State College of Florida Health Professions Programs has the responsibility for ensuring that all students in the health professions programs are able to function safely and effectively in the health care facilities used for clinical experience during the programs. Students are not allowed in the clinical area under the influence of any chemical substance that may alter thinking or functioning. To promote and maintain this level of safe practice, all students accepted into a health professions program will submit to drug screening as a condition for remaining in the program.

The College complies with all drug testing policies and procedures of the clinical agencies which are used for student clinical experience. The Health Professions Programs have established specific procedures to assist students who have chemical impairments or addictions through referral to community resources.

**GENERAL STANDARDS**

Testing may be done for any or all of the following reasons:

1. Prior to clinical experience in the program.
2. Randomly throughout the program.
3. Reasonable cause
4. Post-incident/accident.

The following substances will be tested for:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cannabinoids (THC)
5. Cocaine
6. Ecstasy (MDMA)
7. Methadone
8. Opiates
9. Phencyclidine
10. Testing for other substances such as alcohol, may be required for reasonable cause.
11. Blood Alcohol testing may be required by specific clinical facilities.
DRUG SCREENING - continued

PROCEDURES

All drug tests are done according to the specific guidelines of the National Institute on Drug Abuse and are subject to mandatory confirmation of any preliminary positive results.

Preclinical Screening:

1. All students will order the drug screen through Certified Background Check when instructed to do so by the program. They will be issued a specific collection site and date for completion of the test.

2. The student must bring photo identification to the collection site for each drug screening.

3. The collection of the drug test specimens will be completed per the protocol of the collection site.

4. All results of drug testing will be returned directly to Certified Background which is accessed confidentially by the Program Director of the Health Professions Program.

Random Screening:

Random testing will be done at intervals throughout the Program. For this testing, a list of names will be generated in a random manner of all students enrolled in the health professions programs. Because of this random methodology, individual students may be tested a varying number of times. The testing procedures will be the same as for the preclinical screening.

Reasonable Cause Screening:

If at any time during the student’s enrollment in a Health Professions Program, it is determined that a student’s behavior is suspect of being chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student to complete a random drug screen order on Certified Background Check. Suspicious behavior may include, but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on breath, altered thinking, inability to understand or follow through with instructions, and/or inappropriate behavior (See Substance Abuse Documentation Form on page 36). The testing procedures will be the same as for the preclinical screening.

If at any time reports of potential substance abuse by any currently enrolled health professions student(s) provide reasonable suspicion that a student may be chemically impaired; the Program Director may authorize that the reported student(s) be included in the group(s) selected for random screening.

As with preclinical testing, random screening and reasonable cause screening requires the student bring a picture ID to the collection site.
DRUG SCREENING - continued

REFUSAL TO SUBMIT TO TESTING

Refusal to submit to testing is a violation of the Division’s Drug Screening policy and will result in immediate dismissal from the program. The following behaviors constitute a refusal:

Refusal to submit is exemplified by but not limited to:

a. refusal to appear for testing
b. failure to remain at the testing site until the testing process is complete
c. failure to provide a urine specimen
d. in instances of observed or monitored collection failure to allow observation or monitoring
e. refusal to sign the testing form
f. failure to take a second test as directed
g. failure to cooperate in the testing process
h. performing any actions which prevent the completion of the test
i. inability to provide sufficient quantities of urine to be tested without a valid medical explanation
j. failure to undergo a medical examination or evaluation when directed
k. tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure
l. failure to report to the collection site in the time allotted, after ordered through certified background
m. failure to order drug test via Certified Background

POSITIVE RESULTS

Students will be given a reasonable opportunity to explain a confirmed positive test result to the medical resource officer of Certified Background Check. If the explanation is unacceptable and/or cannot be satisfactorily documented by the student's physician, the student will be dismissed from the program and will be referred to a treatment resource for evaluation.

ALCOHOL AND OTHER DRUG ABUSE PREVENTION ASSISTANCE AT SCF

SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

• Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.
• Educate students regarding signs and symptoms of addiction.
• Motivate students to seek intervention from the most qualified resources available on campus and in the community.
• Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services and records handling as those who experience other medical concerns or conditions that may impair work performance.
• Students who suspect problems with alcohol and other drug misuse/abuse are encouraged to contact the office of the vice president of educational and student services. A trained professional will assist in the assessment of the problem and provide information regarding appropriate services available on campus and/or within the community.  (continued)
All information will be held in the strictest confidence and will not be revealed to anyone except by the individual’s written consent in accordance with federal guidelines of confidentiality. This service is voluntary, free and confidential.

**CAMPUS SAFETY**

The College is vitally concerned about the safety and well-being of students, faculty, staff and visitors who participate in the many activities which SCF sponsors. A college campus is a great place to learn and grow, but a college campus, like any other community, has its share of crimes and injuries. Although the College has not experienced a significant number of criminal acts, students are encouraged to be aware of potential problems and join the effort to make SCF a safe and secure environment for everyone. Additional information regarding campus safety can be found in the SCF Student Handbook and Planner or the *Public Safety* page on the college’s website:

http://scf.edu/Administration/BusinessServicesPublicSafety/PublicSafety/default.asp

Additionally, the college utilizes a mass notification system which sends time-sensitive messages via phone, email and text messaging within minutes to students, faculty and staff. More information regarding the mass notification system and guides to various emergencies can be found on the *Emergency Procedures* page on the college’s website:

http://scf.edu/Administration/PublicAffairsMarketing/Publications/EmergencyProcedures/default.asp

**APPEAL PROCESS**

Students wishing to address any concerns about the drug screening policies or procedures of the College may follow the Student Conflict Resolution procedures as outlined in the SCF Student Handbook.

**POST-TREATMENT READMISSION POLICY**

Students who have successfully completed a treatment program may petition the Program Director of the specific Health Professions Program for consideration for readmission to the program. Readmission will be on a space available basis in the next admission cycle. All petitions will be considered individually and random screening may be required throughout the program if the student is readmitted. In any case, the general readmission policies of the College and the individual Health Professions program also will be adhered to.

**SAFETY SENSITIVE PRECAUTION**

The purpose of this policy is to establish procedures to ensure the safety of those in the care of students taking prescription medications, who are enrolled in professional courses in the Health Professions Programs at the State College of Florida.

The student shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the student’s ability to participate safely in the responsibilities expected of them as a Health Professions student entrusted with the care of clients. If the answer from the medical professional is “yes”, the student shall obtain a statement from the medical professional indicating any work restrictions and their duration and provide this to the Program Director along with a completed copy of the Safety Sensitive Precaution form (page 35) prior to going on duty. (continued)
If, in the opinion of the Program Director of the Health Professions Program, the amount and nature of legitimate prescription drugs taken by a student could result in an altered level of alertness and/or decision-making, the student will be referred to his/her physician for a medical release to continue in the program. If at any time, an instructor believes that a student is impaired in any way from prescription or nonprescription drugs that may jeopardize the safety of clients, the student will be removed from the program until a satisfactory medical release is received.

**BASIC LIFE SUPPORT CERTIFICATION (CPR)**

Students enrolled in the health professions programs are required to be certified by American Heart Association in Basic Life Support for the Health Care Provider, including AED. Certification must be valid while enrolled in the program through graduation. Documentation will be submitted to Certified Background upon completion within the designated time frame.

**CERTIFIED BACKGROUND CHECK**

**Certified Background (Background Check, Record Management and Drug Screening)**

In order to improve the efficiency and time constraints of the background check and drug testing process, the SCF Health Professions Programs has contracted with Certified Background. Certified Background coordinates ALL aspects of background check items utilizing Live-Scan fingerprinting as well as collaborating with companies that assist with the forms/paperwork needed for clinical/practicum courses that are a part of all curriculums.

Background checks and related items will be coordinated at the time of Program Orientation/Admission.

**The Process:** The student will be provided with instructions with a specific program package identified. The student will proceed to [http://www.certifiedbackground.com](http://www.certifiedbackground.com) and follow the directions entering the program code.

The student will proceed through the registration process, reading all of the links and references to proceed to further sections until it says you are complete.

Helpful Hint: For security purposes, username and passcodes are emailed to you. They do not just pop-up on the screen so make sure to leave the certified background website up while you are proceeding through each step of downloading instructions and registering, then proceed to the different sites to setup accounts as needed. For help contact, CertifiedProfile at 888/666-7788 or studentservices@certifiedprofile.com and a student support representative will be available – Monday-Thursday 8:00am-8:00pm, Friday 8:00am-6:00pm, Sunday 10:00am-6:30pm EST. Complete all items by the expected deadline communicated to you by the advisor/director in addition to the state timeframes in the Health Portals.

Background checks will be reviewed and coordinated with the Program Directors so that all items are reviewed together for completion. Prior to the deadline date, students will receive confirmation. It is the student’s responsibility to double-check that all requirements have been completed by the assigned deadlines. Students are responsible for the cost occurred from all checks and screenings.
INJURY/ACCIDENT PROCEDURE

Any student who sustains an injury or who is involved in an accident or unusual incident during a scheduled clinical assignment **MUST** adhere to the following procedure:

1. Immediately notify the Clinical Instructor, program faculty and designated personnel of the clinical facility when an injury/unusual incident has occurred.

2. Contact SCF Security. Complete the SCF AND clinical facility's incident reports and any other necessary documents.

3. Seek medical treatment, if required or recommended

4. The Student may be required to obtain a physician’s release, if the injury/accident could potentially interfere with clinical activities.

5. Student will submit all documentation and proof of payment to the director of Business Services and Public safety.

**Health Professions students are reminded that payment for emergency or medical treatment is the student’s responsibility. Paperwork must be completed to determine eligibility for accident insurance reimbursement.**

LIABILITY INSURANCE

SCF provides a group professional liability policy on all health professions students and a separate limited accidental health policy for all health professions students paid for by student fees. This policy is only effective for classroom, clinical, and laboratory sites.

PREGNANCY

For the safety and welfare of the unborn child and mother, determination of the appropriateness of the student continuing in the program will be based on recommendations from the student's physician and program faculty. After learning that she is pregnant and, if the student elects to notify the appropriate Program Director, she will be asked to obtain a letter from her physician stating whether or not the student may continue in the program and what precautions, if any, must be taken if the student remains in the program. Forms can be obtained to document this information in the Health Professions Handbook or from the department secretary.

The program faculty also may make recommendations to the student regarding continuation in the program, based on the student's level in the program and the demands or hazards of the clinical rotation.

**In Health Professions programs where students may be exposed to radiation, students must adhere to additional requirements as outlined in the program policies.**

Students are advised that pregnancy may interfere with meeting the objectives of the program which may, in turn, delay completion of the program.
COMMUNICABLE DISEASE POLICY

**Purpose:** This policy has been adopted to protect the rights of and to ensure the safety of the infected individual and all those with whom the student interacts.

**Definitions:** An *infected* individual, as defined in this policy, means an individual who is diagnosed as having a communicable disease.

"*All those with whom he/she interacts"* means all interactions between the infected individual and other persons in the following areas: classrooms; laboratories; clinical areas; office suites.

**Procedure:**

1. Infected individuals who determine that their medical condition may pose a risk to patients or others and/or who are unsure of their ability to perform essential functions as students **SHALL IMMEDIATELY NOTIFY** the Program Director of the specific health professions program.

2. After conferring with the Program Director, the student may be requested to obtain a letter from the student's physician stating precautions that must be taken to prevent risk to others. The student may be re-admitted to the clinical assignment or classroom based on the written recommendation of the physician.

3. Each infected person's situation will be considered individually, and decisions will be "based on reasonable medical judgments given the state of medical knowledge" about the nature of the risk, the length of time a carrier has been infectious, the potential harm to others, and the probability of the disease's transmission. This decision shall be made by the infected individual, the student's physician, the specific Program Director, the Provost and any other persons deemed appropriate.

4. The Health Professions Program faculty will make reasonable efforts to accommodate infected individuals with the understanding that regulations set forth by the clinical affiliates must be considered.

5. The infected individual is assured of confidentiality in accordance with state and federal requirements.

6. The Program Director reserves the right to initiate contact with an individual who exhibits behavior which may pose an imminent risk to others or who may be unable to perform as a student.

EXPOSURE CONTROL PLAN FOR STUDENTS

This plan is intended to apply to all Health Professions students and follows the current Department of Labor Occupational Safety and Health Administration (OSHA) Occupational Exposure to Bloodborne Pathogens Final Standard.

**Students Subject to Occupational Exposure:**

This includes students who are reasonably anticipated to have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials as a result of the performance of
the individual’s duties. Other potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid which is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human (living or dead); HIV-containing cell or tissue cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Classifications in Which Students May be Exposed:

Exposure Tasks and Procedures That Are Performed by Students in Above Classification Include but not limited to the Following:

1. Direct patient care and radiological procedures in clinical facilities in the clinical and laboratory Health Professions courses.
2. Accidental needle sticks involving demonstrations and student practice in SCF Health Professions Laboratories.
3. Direct patient care in the SCF Dental Hygiene Clinic.

Procedures for Handling Incidents/Methods of Compliance:

1. **Exposure at a clinical setting:** Health Professions students shall follow the exposure plan prescribed by the health care facility and the SCF Health Professions Program Injury/Accident Procedure.
2. **Exposure in Health Professions Laboratories and on SCF campuses:** Health Professions students will follow the SCF Health Professions Programs Injury/Accident Procedure.
3. **Exposure in the SCF Dental Hygiene Clinic:** Dental hygiene students will follow the SCF Health Professions Programs Procedure and the program specific procedure for follow-up with the patient involved in the exposure.

Methods of compliance:

1. Standard precautions shall be observed to prevent contact with blood or other potentially infectious materials. The student is expected to use, as needed, appropriate personal protective equipment (PPE), such as, but not limited to, gowns, disposable hypoallergenic gloves, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices for occupational exposure on the SCF campuses. The clinical agencies shall provide personal protective equipment for occupational exposure in the clinical areas.
2. Personal protective equipment should be disposed of in a designated area or container for storage, washing, decontamination or disposal, whichever is appropriate.
3. The student shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately after removal of gloves or other personal protective equipment, or as soon after as feasible, following contact with blood or other potentially infectious materials.
EXPOSURE CONTROL PLAN FOR STUDENTS - continued

4. If the incident involved contaminated needles or other sharps, they should be disposed of immediately or as soon as possible after use, in an appropriate, puncture resistant, labeled, leak proof container. If the sharp is a dental hygiene instrument, it should be cleaned and sterilized according to program procedures.

5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.

Training Requirements:

All SCF Health Professions students shall participate in a training program included in program course work:

1. Prior to the time of initial assignment to tasks where occupational exposure may take place.
2. At least annually thereafter.
3. Whenever modification of tasks or procedures or institution of new tasks and procedures affect the student’s occupational exposure. The additional training may be limited to addressing the new exposure created.

The training program shall include, but not be limited to:

1. Reviewing the OSHA regulations regarding occupational exposure to bloodborne pathogens for which this Plan has been written.
2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
3. An explanation of the modes of transmission of bloodborne pathogens.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and the use of personal protective equipment.
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. An explanation of the basis for selection of personal protective equipment.
9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of vaccination.
10. Information on the post-exposure evaluation and follow-up that the student should do after an exposure incident.
11. An opportunity for interactive questions and answers.
Record Keeping:

Training records for all students shall be kept on file in the specific program files. These records shall include the:

1. Dates of the training sessions
2. Summary content of the training sessions
3. Names and qualifications of the persons conducting the sessions
4. Names of the students attending the sessions

Training records shall be maintained for 3 years from the date on which the training occurred.

SCF shall make these training records available upon request, for examination and copying, to students, representatives of clinical agencies, the Program Director, and the Program Secretary in accordance with 29 CFR 1910.20.

Post-Exposure Evaluation and Follow-up:

Following a report of an exposure incident, the student should pursue a confidential medical evaluation and follow-up including, but not limited to:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident took place.

2. Identification and documentation of the source individual, unless it is infeasible or prohibited by law.

3. Testing of source individual’s blood as soon as feasible after consent is obtained to determine HBV or HIV infectivity, unless infectivity of source person is known or if testing is prohibited by law.

4. Results of the source individual's testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

5. Exposed student's blood should be collected as soon as feasible and tested after consent has been obtained. If baseline blood is collected, but consent for HIV serologic testing is not obtained, the sample should be preserved for at least 90 days for possible testing if the student subsequently reconsiders.

The student shall obtain and provide the Program Director of the Health Professions Programs, a copy of the written report of the evaluating health care professional within 15 days of completion of the evaluation.

The health care professional’s opinion shall be limited to stating that the exposed student has been informed of the results of the evaluation, and that the student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings and evaluations will remain confidential and shall not be included in the written report.
Medical Records:

SCF shall establish and maintain an accurate record for each student with occupational exposure. This record shall include:

1. A copy of the student's hepatitis B vaccination status including the dates of all vaccinations and any medical records relative to the student's ability to receive vaccination.
2. A copy of all results of recommended examinations, medical testing, and follow-up procedures.
3. SCF's copy of the health care professional's written opinion.

SCF shall maintain complete confidentiality of the student's medical records and will not disclose or report information contained in them without the student's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 (E) (iv), or as may be required by law.

Revision of Plan:

The Exposure plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised student positions with occupational exposure.


PROBATION POLICY

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress in a particular health professions course will be given an opportunity to correct deficiencies and to demonstrate satisfactory performance.

Purpose: The purpose of probation is to formally recognize that a student is not making satisfactory progress. A student will be placed on probation ONLY if there is adequate time for the student to remEDIATE and demonstrate consistent satisfactory performance during that semester.

Conditions: The conditions of probation are intended to:
1. recognize unsatisfactory performance at the earliest date.
2. provide occasion for guidance and counseling.
3. give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance.

Reasons: The reasons for probation will be given to the student in writing along with the requirements for removing this designation. These reasons may include, but are not limited to, the following:
PROBATION POLICY-continued

1. Failure to make satisfactory progress in meeting course requirements for the classroom, clinical component, or learning laboratory.

2. Student behavior and/or performance endangering either the student's and/or the patient's safety, such as:
   a. administering medications and/or treatments in a negligent manner.
   b. performing treatments or procedures on a patient beyond the limit of the student’s educational preparation.
   c. leaving patient care assignment without properly advising appropriate personnel.
   d. discriminating in the rendering of patient care as it relates to the human rights and dignity of the individual.
   e. failure to follow specific rules and guidelines for each course or facility.

3. Failure to adhere to program policies and procedures as defined in the college catalog, the SCF Student Handbook and the Health Professions Program Specific Student Handbook.

4. Failure to demonstrate acceptable professional conduct.

Procedure:

Faculty will complete a Notification of Probation form identifying:

1. Reasons for probation.
2. Requirements for removal of probation.
3. Learning resources and assistance available.
4. Date by which probation must be removed. (Probation for unsafe clinical practice will remain in effect during the entire semester.)

Faculty will confer with the student to confirm the student's understanding of the situation. Student progress will be monitored by faculty, including appropriate documentation. Upon completion of the requirements for removal of probation, the probationary status will be re-evaluated. Failure to meet the requirements for removal of probation will result in failure of the course and/or dismissal from the program.

PROFESSIONAL BEHAVIOR EXPECTATIONS

Program Expectations

Health Professions Programs prepare the individual student for entry into a specific health care profession. In preparation for entry as a member of a profession, certain standards of behavior and conduct will be expected of the student in both the classroom and the clinical area. Students will be expected to keep commitments, to be punctual and prepared for all learning experiences, and to actively participate in the learning process. Appropriate behavior is a requirement for successful completion of these programs. Student must abide by the Student Code of Conduct as stated in the SCF Student Handbook and planner, health professions handbook and specific program student handbooks.
PROFESSIONAL BEHAVIOR EXPECTATIONS - continued

Social Media

Students in the programs must refrain from using Social Media related to any and all activities associated with program activities. (Facebook, Youtube, Twitter, Friendster, Unigo, etc.) The student should be aware there is no way to erase digital content and inappropriate use of social media can impact your personal and professional reputation as well as the reputation of the college and program. Verbal false and defamatory comments spoken and heard are defined as slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation.

Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the policy and procedure identified in this handbook. Failure to comply may result in dismissal from the program.

Classroom Experiences

Each class provides a valuable opportunity for learning. A client’s health and well-being depend on the implementation of knowledge acquired in the learning process. Since there is little room for error, there is little room for absence. Attendance is expected at all class, clinical, and laboratory experiences. Should an absence be unavoidable, it is the student’s responsibility to contact course faculty and make up missed work.

Active participation is necessary to acquire the knowledge needed to safely care for clients. It is important to attentively listen to faculty and peers, as well as to participate in educational activities. This necessitates arriving for class on time to avoid interrupting the learning process of others. Demonstration of respectful behaviors towards faculty, staff and peers is expected. Faculty and staff will be addressed by their professional title or surname unless invited to do otherwise. Classroom attire should demonstrate a commitment to learning and be appropriate for the setting.

Clinical Expectations

Strict adherence to the uniform and confidentiality policies as outlined in the student handbook is required. Proper professional appearance inspires confidence and trust and demonstrates a commitment to the profession. Since clinical learning experiences are irreplaceable, adherence to the attendance policy as outlined in the student handbook is expected. Demonstration of respectful behaviors toward faculty, staff, clients and peers is inherent in professional behaviors, therefore, faculty, staff and clients should be addressed by their surname unless invited to do otherwise. Patient/client gifts must be respectfully declined.

Failure to maintain safe practice standards in the clinical setting may result in withdrawal from the clinical environment and resultant failure of the course.

Refer to the specific program handbook section for performance standards related to each program.
GUIDELINES FOR CLINICAL EXPERIENCES

1. Students shall report to their clinical instructor upon arriving and leaving the clinical area. Before the student leaves an assigned area, the clinical instructor or designee shall be notified. The student also is responsible for making sure that the computer login, or required forms that document attendance, are correctly completed and signed (if applicable).

2. The clinical agency telephones are for departmental business only.

3. Students are to abide by all policies of the assigned clinical facility and to the specific program to which they are enrolled.

4. Students are advised not to bring personal belongings, i.e., purse, book bag, etc., to the clinical area, since no secure storage is available.

5. The college and clinical agencies assume no responsibility for the loss of money, books, or personal articles.

6. Absolutely no telecommunication devices that have an audio sound, such as beepers and cellular phones, are permitted in any clinical area or in the classroom/laboratories without prior approval and then ONLY in an emergency situation.

7. All questions relating to any phase of clinical experience shall be first taken to the clinical instructor, then to the clinical coordinator or faculty team leader. If unable to resolve the situation at this level, it should be brought to the attention of the Program Director and then to the Provost, if needed.

8. Students and clinical faculty must refrain from communicating via facebook, Youtube, Twitter, Friendster, Unigo, etc.

CONFIDENTIALITY

Students shall strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. Health professions students must clearly understand and fully agree, under penalty of law, that they will never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client's record or related to the care and treatment of any client, except as needed, to authorized clinical staff. They further agree not to reveal any confidential information about the clinical facility to any third person. Case studies used in class must be free of any patient/client identification. Photography of clients/patients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal.

MOBILE DEVICE ETIQUETTE

The use of mobile devices (cell phones, beepers, tablets and other mobile devices) in the classroom is determined by the faculty member’s mobile device use guidelines for that particular class. Each faculty member determines the acceptable use of mobile devices in the classroom, from requiring the device be turned off to allowing the use of mobile devices in classroom projects. Adhere to the expectations communicated by the faculty member for that course.
UNIFORM DRESS CODE

The personal appearance and demeanor of the health professions students at SCF reflect the college and program standards and are indicative of the student’s interest and pride in the profession. Students are expected to maintain a proper appearance, as designated by the health professions program. **Failure to follow the uniform guidelines may result in the student being sent home and a clinical absence recorded.** Continued violation of the dress code policy may result in probation or dismissal from the program.

The following are applicable to all health professions students:

1. The SCF name tag must be worn.
2. Hair must be clean, neat and controlled in a conservative style to maintain asepsis. Unobtrusive and conservative hair ornaments may be worn as needed. Hair color must be within a natural range of color.
3. Nails are approximately fingertip length and clean. Clear nail polish may be worn unless otherwise specified by the clinical facility. Nail polish must be intact without chips to prevent bacteria growth. **Artificial nails are not allowed in any clinical setting.**
4. Beards and moustaches must be neatly trimmed.
5. Make-up may be worn in a conservative fashion.
6. A functioning watch with the capability of measuring seconds must be worn.
7. Jewelry will be limited to earrings and a simple wedding band. No bracelets or necklaces may be worn. Earrings will be the stud type and are limited to one pair, one earring per ear. Looped or dangling earrings may not be worn. Other body piercings/jewelry must not be observable while in uniform.
8. Visible tattoos may require covering while in uniform based on the policy of the clinical facility or if considered potentially offensive to patients, at the discretion of the program faculty.
9. Perfume/aftershave should be used in moderation. There may be no other distinct odor to the student.
10. Personal hygiene must be maintained at all times because of the close personal contact with patients.
11. Uniforms and apparel worn to the clinical facilities must be cleaned and pressed.
12. Undergarments should not be visible.
13. Gum chewing in uniform is not permitted.
14. Hose and professional shoes are required. Non-canvas, solid color athletic shoes with **minimal logos or insignias** also may be worn. High or mid-top athletic shoes are not permissible. Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed. All shoes and laces are to be neat and clean.
15. Uniforms will only be worn to and from clinical laboratories and will not be worn as personal attire in public.
16. Smoking is not permitted in uniform. In addition, a student who has a smoking odor which may be offensive to patients, as determined by the Clinical Instructor, may be sent home and an absence recorded.
SPECIFIC PROGRAM UNIFORM REQUIREMENTS

Dental Hygiene
Scrub tops and pants in designated class color
Plain socks or hosiery
White clinic shoes

Occupational Therapy Assistant
Navy, Khaki or black slacks (no denim)
OTA program shirt
Socks or hosiery
Shoes or sneakers (Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed.)

Physical Therapist Assistant
Navy, khaki, or black slacks (no denim or corduroy)
PTA program shirt
Socks or hosiery
Shoes or sneakers (Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed.)

Radiography
Women:
Uniform smock top (color announced yearly)
Matching professional slacks
White plain hose or socks

Men:
Uniform shirt (color announced yearly)
Matching professional pants white plain socks

All Radiography Students
Film badge and initialed lead markers
Sweaters must be white, washable, and in good condition
Scrubs jackets may be worn if color coordinated
Lab coats are worn only for surgery
White shoes or sneakers

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join their respective professional society or association. Membership has benefits such as regularly published journals and annual meetings where health care professionals gather to share new and valuable information. For more information about national, state, and local societies and associations, contact your program's faculty.

STUDENT CLUBS – Fundraising activities

Student organizations who wish to hold fund-raising activities to support professional activities and/or travel to state or national meetings must follow College policies for fund raising including getting permission for the activity through the Student Activities Advisor prior to the activity. All funds that are raised must be immediately deposited in the designated program student account through the College Business Office. Approval to withdraw and use the funds must be obtained from the Program Director/Faculty Advisor.

CONFLICT RESOLUTION POLICY
Students who feel they have been penalized erroneously for an academic ethics infraction or think that the sanction imposed is inappropriate may, within 10 working days of notification of academic sanction, appeal the matter through Procedure 4.14.01: Student Request for Conflict Resolution as Related to Academic Matters.

A. Definition:
For purposes of this procedure a “conflict” or “complaint” is defined as the allegation by an State College of Florida, Manatee-Sarasota student in such instances where the student finds it necessary to secure a resolution to an academic concern including, but not limited to, a perceived inequity concerning his or her academic standing, or where the academic requirements of the course, program, or College are perceived by the student to have been inappropriately interpreted and/or applied to him or her.

B. Purpose and Conditions for a Conflict Resolution Procedure
State College of Florida (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Student Request for Conflict Resolution Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint under the procedure.
3. Provide student with:
   a. Assurance that policies are applied consistently and equitably.
   b. An effective method to present concerns to faculty and administration for resolution internally.
   c. A process that provides a prompt, thorough and impartial investigation.
   d. The potential for resolution at the lowest level possible.
   e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an academic complaint shall rest with the student. Therefore, the student must demonstrate:
   a. the presence of a wrong or loss;
   b. that the specific alleged incident caused damage;
   c. that there is a remedy available to right the wrong.

Examples of the above may include, but are not necessarily limited to, situations where students feel that they received an inappropriate grade in a particular course or academic policy was misapplied. They do not include questions concerning admission to a program or a specific course selection.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.
CONFLICT RESOLUTION POLICY-continued

C. Conflict Resolution policy

General Guidelines

1. Students are encouraged to direct their concerns to the faculty member with whom their complaint exists. However, in the event that these efforts fail, the Conflict Resolution Procedure provides guidelines and procedures for resolving the conflict.

2. This Procedure is not to be used for complaints of admission. These concerns are to be directed to the College Registrar, and subsequently to the College Admissions Committee.

3. This Procedure is not to be used for complaints of alleged discrimination or sexual harassment. These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.

4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.

5. Students, faculty, and supervisors are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College counselor acting in the capacity of student advocate may serve as an additional resource for the student during the resolution process.

6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.

7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.

8. In each of the procedure steps, working days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays, Sundays, and any holiday the College has published as “College Closed,” and in emergency closings.
D. Conflict Resolution Procedure

It is the College’s intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.

**Step One – Informal Procedure**

a. The student and faculty member(s) will meet within ten (10) working days from when the conflict/complaint or sanction imposed occurred; unless the situation warrants immediate attention.

b. The faculty member will take a positive approach, explain the reasons for any action, grade, or policy which may have contributed to the conflict/complaint, and find a mutually agreeable solution.

c. In the case of a final grade, the request for a conference must be made in writing by the student within ten (10) working days from the first day of class of the following semester (Fall, Spring, Summer). Within ten (10) working days of receipt of the student’s request, the faculty member, or if unavailable, the faculty member’s Program Director, must hold the conference with the student.

d. The goal of both parties should be to resolve the issue at this level.

**Step Two – Informal Procedure**

a. If within ten (10) working days from the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and faculty member; or the conflict/complaint involves perceived unfair treatment by the faculty member, the student may request a meeting with the faculty member’s immediate supervisor – Program Director (or the Provost, if the conflict/complaint is with the Program Director).

b. The student and the Program Director must meet within ten (10) working days from the date when the student and faculty member determine that the conflict/complaint has not been resolved as provided in STEP TWO, Part a.

c. The Program Director will then meet with the faculty member no later than five (5) working days from the date he/she met with the student; unless the situation warrants immediate attention.

Note: As part of the Procedure, the Program Director may also consult with his/her Provost, the Vice President for Academic Quality and Success, the College Director of Human Resources and/or the College Equity Officer to assure equitable treatment and adherence to College Policies and state and federal laws as related to the conflict/complaint in question.

d. Within five (5) working days after the meeting with the faculty member, the Program Director will issue a written decision to the student.

e. The goal of the three parties should be to resolve the issues at this level.

**Step Three – Informal Procedure**

a. If the resolution of the Program Director does not resolve the conflict/complaint to the satisfaction of the student, the student may request in writing to proceed to Step Three and shall submit the written complaint to the next higher level of supervision
(Provost), with a copy to the Vice President for Academic Quality and Success. The submission of the written conflict/complaint at this Step Three is due within five (5)

CONFLICT RESOLUTION POLICY - continued

working days of the student and faculty member’s receipt of the findings of the Program Director in Step Three, including documentation of the dates when the student initially met with the faculty member, and the subsequent meeting with the Program Director.
b. Upon receipt of the formal written conflict/complaint, the Provost must schedule a meeting with the student within five (5) working days to discuss the conflict/complaint. As part of the Procedure, the Provost will consult with the faculty member, Department Program Director, and Vice President for Academic Quality and Success to assure equitable treatment and adherence to College policies and state and federal laws as related to academic due process.
c. Within 10 (10) working days after the meeting with the student, the Provost will issue a decision in writing to the student, the faculty member, and the Program Director, with a copy to the Vice President for Academic Quality and Success.

Step Four – Formal Procedure
a. The student may within five (5) working days of receipt of the disposition of Step Three request in writing to proceed to Step Four in which the Vice President for Academic Quality and Success shall investigate the conflict/complaint. The student shall submit such written request with a summary of findings at Step Two and Three.
b. The Vice President will meet with the parties directly involved to facilitate a resolution or gather further information from the parties and other resources as needed. The Vice President’s investigation shall be conducted confidentially and any individuals interviewed in the curse of the investigation shall be advised to maintain such confidentiality.
c. A written finding will be given within ten (10) days of completion of the investigation by the Vice President for Academic Quality and Success. A copy of the findings will be provided to all parties and the Vice President of Student Development and Enrollment Services.
d. The decision of the Vice President for Academic Quality and Success shall be the final settlement of the conflict/complaint.

CODES OF ETHICS

All health professions practitioners function under specific legal and ethical guidelines. Students are expected to adhere to the guidelines of their specific practice area.

PROHIBITED HARASSMENT

State College of Florida is committed to providing an educational and working environment free from sexual harassment as well as harassment based on such factors as race, color, sex, age, genetic information, religion, national origin/ethnicity, disability, marital, veteran status or sexual orientation. (See Student Handbook and Planner for policy and procedures).
HEALTH PROFESSIONS FORMS

You will be required to sign copies of the forms in this section to enroll in any of the Health Professions Programs.

Your Signature acknowledges adherence to the policies and procedures of the health program in which you are enrolled.
State College of Florida
Health Professions Programs

Laboratory Experiences Informed Consent

During the laboratory sessions of any of the Health Professions Programs students will participate in various activities and simulations as both the patient/client and the practitioner. Each type of participation provides valuable learning for students.

As a student enrolled in this program, you will participate in these experiences unless there is a medical/health reason that precludes your participation. It is your individual responsibility to inform the laboratory instructors of any condition which might affect your participation. At that time, a decision will be made relative to your involvement/participation in laboratory activities.

On rare occasions, while participating in a laboratory activity, the student acting as the patient/client may experience some discomfort. If this should occur, please inform one of the laboratory instructors immediately.

Physical contact during laboratory activities and simulations will be expected during laboratory sessions. If physical contact poses a problem for you, please discuss this with the course instructor.

I, _______________________________, understand the above information and recognize that it is my responsibility to inform a laboratory instructor of any known medical/health reason which may preclude my participation either acting as a patient/client provider or practitioner during activities and simulations during this health science program.

_________________________________________   ____________________________
Signature      Date

_________________________________________
Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene   _____ Nursing   _____OTA   _____ PTA   _____Radiography

Rev 5-2006  Reviewed: 5-2012
As a student in one of the colleges health professions programs, I understand that there may be occasions where audiovisual images of students participating in the activities of the programs may be taken for use as a part of various college related publications, presentations, etc.

I hereby grant State College of Florida, their legal representatives and assigns, the right and permission to publish, without charge, and use photographic pictures, broadcast videotaped or filmed footage, including audio of myself (of the minor) taken while I am a student or a participant in one of the college’s health science programs.

These pictures/videos/audios may also be used in any medium for purposes of editorial use, advertising, display, reproduction, or publication in any other manner. I hereby warrant that I (or the undersigned parent/guardian) am over 18 years of age and am competent to contract in my own name insofar as the above is concerned.

Name of Person in Image: ______________________________________________________

*Please Print*

Signature of Student or Guardian: __________________________________________________

Address: ________________________________________________________________________

Street  City  State  Zip

Phone: ___________________________ Date: ___________________________

Please indicate which program you are enrolled in:

_____ Dental Hygiene  _____ Nursing  _____OTA  _____ PTA  _____Radiography

Reviewed: 5-2012
I, ________________________________, have received, reviewed, and understand the content in this Health Professions Programs Student Handbook. I am aware of and accept my responsibilities to both the college and the program in regard to rules and regulations. I understand that I am to maintain the professional attitudes and behaviors reflected in the guidelines of this Handbook. Furthermore, I understand that this Handbook is subject to revision. Any revisions will be updated in writing, and will become effective upon notification.

_________________________________________   ____________________________
                                          Signature      Date

_________________________________________
                                          Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene   _____ Nursing   _____OTA   _____ PT A   _____ Radiography

Rev 5-2012
Reviewed: 5-2010
State College of Florida
Health Professions Programs

Student Consent Form

As a student enrolled in an SCF Health Professions Program, I understand that the required clinical experience in various health care facilities may expose me to environmental hazards and infectious disease including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

State College of Florida carries limited accident insurance on all students enrolled in a clinical course. This insurance is automatically included in the fees paid each semester. However, neither State College of Florida nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility. As a student, I understand that I am responsible for the cost of health care for any personal injury/illness that occurs during my education. SCF Strongly recommends that students purchase their own health insurance.

Every Health Professions Student is required to carry liability insurance and accident insurance while enrolled in clinical courses. This insurance is automatically included in the fees paid each year.

I also understand my responsibility to strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. As a Health Professions student, I clearly understand and fully agree, under penalty of law, that I shall never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client’s record or related to the care and treatment of any client, except, as needed, to authorized clinical staff. Photography of clients/patients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal. I further agree not to reveal any confidential information about the clinical facility to any third person.

Students are responsible for adhering to the policies and procedures as outlined in the SCF Health Professions Programs Handbook and the SCF Student Handbook.

My signature on this form confirms that I understand and assume responsibility for the inherent risks involved in being a student in a Health Professions Program at State College of Florida, and for adhering to the above policies.

NAME_____________________________________ G00#__________________________

SIGNATURE_______________________________  DATE_________________________

Please indicate which program you are enrolled in:

____ Dental Hygiene   ____ Nursing   _____OTA   ____ PTA   ____Radiography

Reviewed: 5-2011
Revised : 5-2012
State College of Florida
Health Professions Programs

Graduate Survey Consent

I, ________________________________, hereby, grant permission for the program to survey my employer after six months and one year after graduation, about my job performance as it relates to the specific health profession program outcomes/competencies for which I was prepared in the program.

I understand that the information will be confidential and will only be used for program evaluation and improvement.

_________________________________________  ___________________________
Signature       Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene  _____ Nursing  _____OTA  _____ PTA  _____Radiography

Reviewed: 5-2009
Revised: 5-2012
State College of Florida
Health Professions Programs

Benefit Waiver

I, _____________________________ as a student enrolled in a program within the
Student Name – Please Print

Health Professions Programs, understand that I will be assigned to various
clinics/agencies/institutions to complete the program requirements for graduation. I
understand and agree that I am not an employee of any assigned facility or State College of
Florida for any purpose, and I am not eligible for any employee benefits,
including coverage by the Worker’s Compensation Act. I also understand and agree that
I shall, at all times, be subject to the policies and regulations of the
Clinic/Agency/Institution concerning their operating, administrative and procedural
functions.

_________________________________________   __________________
Student Signature       Date

_____________________________________________________________
Student Name – Please Print

Please indicate the program you are enrolled in:

_____ DH   _____ Nursing   _____ OTA   _____ PTA   _____ Radiography

Rev. 5-2012
State College of Florida
Health Professions Programs

FERPA Release For Clinical Affiliation

___________________________________________
Name of Student

___________________________________________
Date of Birth                    Student Identification #

I, the undersigned, authorize State College of Florida to release records and information relating to grades, course attendance, criminal background check, vaccination/immunization records, TB results, drug screening results, course performance, clinical performance, disciplinary proceedings, and schedules to representatives of_______________________________(Clinical Host Facility) for the purpose of verifying clinical affiliation eligibility and monitoring clinical program progress. I understand that 1) I have the right not to consent to the release of my education records and 2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously made by the College prior to the receipt of any such written revocation.

________________________________________________________
Signature of Student  Date

_________________________________________________________
Signature of Course Coordinator Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene   _____ Nursing   _____ OTA   _____ PTA   _____ Radiography

Rev. 5/2012
Reviewed: 5-2010
State College of Florida  
Health Professions Program  
Safety Sensitive Precautions

Date_______

_________________________ has been placed on Safety Sensitive Precautions as a result of the following prescription medications:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If at any time the instructor believes that ___________________________ is impaired in any way from the prescription drug(s) that may jeopardize the safety of the client, the student will be removed from the clinical and/or the program until satisfactory medical release is received.

____________________________________
Student Signature

Please indicate which program you are enrolled in:

_____Dental Hygiene _____Nursing _____OTA _____PTA _____Radiography

Rev. 5/2012  
Reviewed: 5-2010
State College of Florida - Health Professions Programs  
Substance Abuse Documentation Form - Observable and Suspicious Behaviors

Student Name: _________________________________________   Date: _______________________

Absenteeism
- □ Frequent Monday or Friday absences: _______________________________________________________
- □ Multiple unauthorized absences from class or clinical _________________________________________
- □ Excessive tardiness: ___________________________________________________________________
- □ Improbable excuses for absence: ___________________________________________________________
- □ Leaving school or the clinical agency early: _________________________________________________
- □ Prolonged breaks: _____________________________________________________________________
- □ Frequent trips to the bathroom: ___________________________________________________________
- □ Illness on the job or in the classroom: _____________________________________________________

Unexpected Events – Especially resulting in injury or damages
- □ Falling asleep in class or clinical: ___________________________________________________________
- □ Frequent or unexplained accidents: _______________________________________________________
- □ Any fall or faint or loss of equilibrium or consciousness, which suggests impairment: __________________________________________________________________

Confusion and difficulty concentrating
- □ Difficulty remembering details or directions: _______________________________________________
- □ Jobs/projects/assignments taking excessive time: _____________________________________________
- □ Increasing difficulty with complex assignments: ___________________________________________
- □ General difficulty with recall: __________________________________________________________________

Lowering efficiency
- □ Mistakes of judgment: __________________________________________________________________
- □ Wasting materials: _____________________________________________________________________
- □ Blaming or making excuses for poor performance: ___________________________________________
- □ Deterioration of ability to make sound judgments: _________________________________________
- □ Spasmodic work patterns or academic performance: _______________________________________

Poor relationships with peers
- □ Avoidance of others: __________________________________________________________________
- □ Hostile/irritable attitude: __________________________________________________________________
- □ Reacts rather than responds to others: _____________________________________________________
- □ Overreacts to criticism or correction: __________________________________________________________________
- □ Unreasonable resentments: __________________________________________________________________
- □ Unpredictable, rapid mood swings: __________________________________________________________________
- □ Borrowing money from peers: __________________________________________________________________

Physical signs
- □ Alcoholic or suspicious breath odors/frequent use of mints/mouthwash: _______________________
- □ Diaphoresis: ___________________________________________________________________________
- □ Dilated pupils: __________________________________________________________________________
- □ Abnormal pulse/respirations/BP: __________________________________________________________________

Person(s) documenting above behaviors: _______________________ Date: _______________________ 
This list provides examples and is not exhaustive. Please provide additional comments as needed.
State College of Florida
Manatee-Sarasota

Dental Hygiene Program

2013-2015

Revised 4/2013
May 2013

Dear Dental Hygiene Student,

Welcome to the Dental Hygiene Program at State College of Florida. You are about to embark on a two-year journey that will be filled with new challenges and many new experiences. It will be a busy two years and will require your total commitment. The Program is a twenty-four month program, which includes four full semesters and two summer sessions, one at the beginning of the program, and the other between the first and second year.

State College of Florida and the dental hygiene faculty are dedicated to providing you with complete and total learning experiences. We will continually be evaluating, modifying and adapting the courses and course content to facilitate your attainment of the clinical and academic competencies required of a licensed dental hygienist. It will be your responsibility to achieve the objectives and complete the program, to be eligible to take the Dental Hygiene National Board Examination and those state licensing examinations, which you select to take.

The Dental Hygiene Program at State College of Florida is accredited without reporting by the Commission on Dental Accreditation of the American Dental Association. Accreditation is an ongoing process and during your matriculation in the program, the faculty will solicit your input regarding the program as we continue to strive to refine and improve our program.

The Dental Hygiene Student Handbook has been designed to inform you of the program polices and procedures. Please review the handbook and direct any questions you might have to the faculty or program director. All students are subject to the regulations outlined in the SCF college catalog, the SCF Student Handbook and the SCF Health Professions Division Student Handbook.

We wish you success during your course of study and offer our commitment to assist you in attaining your goal to become a dental hygienist.

Sincerely,

Anita J. Weaver, RDH, MS, CRDH
Dental Hygiene Program Director
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
DENTAL HYGIENE PROGRAM
ADMINISTRATION, FACULTY AND STAFF

State College of Florida President
Dr. Carol Probstfeld

Vice President of Academic Quality and Success
Gary T. Russell, M.A., B.A

Provost, Bradenton Campus
Michael J. Mears, Ph. D

Program Chair, Dental Hygiene
Anita J. Weaver, MS, BS, CRDH
weavera@scf.edu
(941) 752-5350

Dental Hygiene Faculty

Pam Kennard, MA, BSN, CRDH
kennarp@scf.edu
(941) 752-5362

Toni McLeroy, BASDH, CRDH
mclerot@scf.edu
(941) 752-5245

Lory Williams, BASDH, CRDH
willial@scf.edu
(941) 752-5353

Allen Itkin, DMD
itkina@scf.edu
(941) 752-5245

Amy Nulty, DMD
nultya@scf.edu
(941) 752-5245

Leslie Nulty, DMD
nultyl@scf.edu
(941) 752-5245

Dr. Leonard Belli, DMD
belli@scf.edu
(941) 752-5245

Vanessa Schwieterman, BASDH, CRDH
schwiev@scf.edu
(941) 752-5245

Dental Hygiene Instructional Assistant
Linda Foxwell, CRDH
foxwell@scf.edu
(941) 752-5353

Dental Hygiene Academic Secretary
Le Ann Hunneke
hunnekl@scf.edu
(941) 752-5345
STATE COLLEGE OF FLORIDA, MANATEE- SARASOTA
DENTAL HYGIENE PROGRAM

ACCREDITATION STATUS

The Dental Hygiene Program is accredited without reporting by the Commission on Dental Accreditation of the American Dental Association. The College and faculty are committed to continuing to fulfill the recommended criteria to maintain the status of the Program. CODA can be contacted at 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-2500.

STATE COLLEGE OF FLORIDA – MANATEE- SARASOTA
DENTAL HYGIENE PROGRAM

SCF MISSION

State College of Florida
Manatee-Sarasota,
guided by measurable standards
of institutional excellence,
provides engaging and accessible
learning environments
that result in student success and
community prosperity.

MISSION STATEMENT

The mission of the Dental Hygiene Program is to provide an engaging learning environment for the education of oral health professionals who will provide ethical and comprehensive dental hygiene care for the community. The Program will foster the maturation of technical, communication and critical thinking skills in the development of excellent clinicians, oral health educators and lifelong learners. The Program is designed to meet the need of the community by maintaining a state of the art facility and a curriculum that supports the current standards of dental hygiene practice.

DENTAL HYGIENE PROGRAM GOALS

♦ The Program will provide the students with engaging educational and clinical opportunities that promote entry level competency in dental hygiene practice.
♦ The Program will meet the needs of the community and the curriculum will reflect the current standards of dental hygiene practice.
♦ The Program will provide an accessible educational environment that encourages ethical practice, professional leadership, self assessment, effective communication, critical thinking and lifelong learning.
♦ The Program will participate in ongoing activities to maintain the standards of accreditation, at the highest level, with the Commission on Dental Accreditation of the American Dental Association.
DENTAL HYGIENE OATH

IN MY PRACTICE AS A DENTAL HYGIENIST,
I AFFIRM MY PERSONAL AND PROFESSIONAL COMMITMENT TO
IMPROVE THE ORAL HEALTH OF THE PUBLIC,
TO ADVANCE THE ART AND SCIENCE OF DENTAL HYGIENE,
AND TO PROMOTE HIGH STANDARDS OF QUALITY CARE.

I PLEDGE CONTINUALLY TO IMPROVE MY PROFESSIONAL KNOWLEDGE
AND SKILLS, TO RENDER A FULL MEASURE OF SERVICE TO EACH
PATIENT ENTRUSTED TO MY CARE,
AND TO UPHOLD THE HIGHEST STANDARDS OF PROFESSIONAL
COMPETENCE AND THE PERSONAL CONDUCT IN THE INTERESTS OF THE
DENTAL HYGIENE PROFESSION AND THE PUBLIC IT SERVES.

Code of Ethics for Dental Hygienists

1. Preamble

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

2. Purpose

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

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

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our
continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code
establishes concise standards of behavior to guide the public's expectations of our profession and supports
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.

a. **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.

b. **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.

c. **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.

d. **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.

e. **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.

a. **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.
b. **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.

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

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

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

f. **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.

g. **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.
DENTAL HYGIENE PROGRAM COMPETENCIES

The graduates of State College of Florida Dental Hygiene Program will demonstrate the following competencies upon completion of the program.

ETHICS, PROFESSIONAL DEVELOPMENT and LIFE LONG LEARNING - The dental hygiene graduate will:

EPD1. Adhere to state and federal laws, recommendations and regulations in the provision of dental hygiene care.
EPD2. Adhere to the American Dental Hygiene Association Code of Ethics
EPD3. Ensure the privacy of the patient during dental hygiene treatment and counseling and the confidentiality of all patient information and records
EPD5. Identify alternative career options within health care, industry, education and research and evaluates the feasibility of pursuing dental hygiene opportunities.

QUALITY PATIENT CARE - The dental hygiene graduate will:

PC1. Systematically collect, analyze and record accurate, consistent and complete documentation for assessment, diagnosis, planning and implementation and evaluation of dental hygiene services.
PC2. Provide dental hygiene care to promote patient health and wellness using critical thinking and problem solving in the provision of evidence-based practice.
PC3. Perform comprehensive examinations using clinical, radiographic, periodontal, dental charting and other data collection procedures to assess the patient needs.
PC4. Use critical decision making skills to reach conclusions about the patient’s dental hygiene needs based on all available assessment data.
PC5. Collaborate with the patient, and/or other health professionals to formulate a comprehensive dental hygiene care plan that is patient centered and based on current scientific evidence.
PC6. Provide specialized treatment that includes preventive therapeutic services designed to achieve and maintain oral health.
PC7. Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed.

EDUCATION OF INDIVIDUALS and GROUPS - The dental hygiene graduate will:

E1. Promote the values of the profession to the public and other organizations and other professionals outside of dentistry
E2. Promote community oral health services in a variety of settings.
E3. Assess, plan, and implement health and dental health programs and activities to benefit the people of all ages, socioeconomic and cultural populations in a variety of settings.

Developed: 8/2000
Revised: 8/2002
# STATE COLLEGE OF FLORIDA – MANATEE- SARASOTA
## DENTAL HYGIENE CURRICULUM PLAN
### (88 semester hours)
#### Academic Courses

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<td>Chemistry for Everyday Life</td>
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**SUMMER SEMESTER**

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<td>Dental Anatomy</td>
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**SPRING SEMESTER**

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<td>HUN 2201</td>
<td>Fundamentals of Human Nutrition</td>
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<td>DES 1100C</td>
<td>Dental Materials</td>
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<td>Oral Embryology &amp; Histology (2nd ½ semester)</td>
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<td>DEH 1800C</td>
<td>Clinical Dental Hygiene I (clinic 1:4 hrs)</td>
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<td>DEH 2822</td>
<td>Dental Office Emergencies (1st ½ semester)</td>
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**SUMMER SESSIONS A & B**

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**FALL SEMESTER**

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**SPRING SEMESTER**

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<td>DEH 2806C</td>
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<td>Choose from Area IV</td>
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**TOTAL CREDIT HOURS: 88**
The purpose of the Dental Hygiene Student Handbook is to provide both the students and faculty with information regarding procedures and guidelines of the Dental Hygiene Program. Supplemental information will be compiled and added to the Handbook on a timely basis in order to facilitate better communication between, faculty and clinical sites.

Dental Hygiene students, as representatives of the profession, are expected to conform to the highest ethical principles as defined in the Dental Hygiene Code of Ethics during their pre-professional functions and relationships. These include relationships with the patients, faculty, administrators, supervisors and fellow students. Students are expected to demonstrate a professional attitude, professional behavior and cooperation in their relationships with faculty, classmates, clinical instructors and patients. The Dental Hygiene student has the right to expect ethical behavior and practices from others.

I. Admission Procedures

In addition to the admission requirements of the College which are found on [http://www.scf.edu/StudentServices/EducationalRecords/Admissions/default.asp](http://www.scf.edu/StudentServices/EducationalRecords/Admissions/default.asp), the following are requirements for admission to the Dental Hygiene Program:

A. Program Admission Requirements

1. Earned grade point average (GPA) of 2.75 or better in ALL general education courses required by the program towards the degree, and a minimum overall GPA of 2.0 to meet graduation requirements.

2. Satisfactory completion of any remedial course work needed to be eligible for college level courses. **NOTE:** Prerequisite courses may be required for ENC 1101 and mathematics requirement. These prerequisites **MUST** be taken **PRIOR** to entry into the Dental Hygiene Program. Consult the course description on the College website at [www.scf.edu/Catalog](http://www.scf.edu/Catalog) or the specific department for additional information.

3. **Prerequisite courses must be completed** with a grade of “C” or better by the end of the Spring semester classes of the year in which you are applying.

   Prerequisite courses:
   - **BSC 2093C** Anatomy and Physiology I
   - **CHM 1022** Chemistry for Everyday Life
   - Any Mathematics, Area II, A.A. **MAC 1105 College Algebra** or **STA 2023 Elementary Statistics preferred**

4. A minimum grade of “C” is required in all courses applied to the Dental Hygiene degree.

5. A completed application for the Dental Hygiene Program. (A separate application is required for admission to the College.) A one time application fee of $20 must be submitted with the Dental Hygiene application.
B. Program Selection Criteria

1. The Dental Hygiene Program is a limited enrollment program. The Dental Hygiene Program consists of both classroom and clinical experiences. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program.

2. Priority is given to applicants who have completed all prerequisite courses and who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the primary criteria for selection will be the GPA (Grade Point Average) of the general education courses required by the program.

3. The secondary selection criteria will be the overall college GPA.

II. Acceptance to the program

A. New students are required to complete the following:

1. A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases. This form will be provided upon notification of admission, and must be completed and signed by a licensed physician or nurse practitioner. Failure to comply with personal health requirements in a timely fashion during the program will result in withdrawal from clinical lab and clinical assignments.

2. Upon acceptance, the following are required: background checks (FDLE), fingerprinting; CPR certification; health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Ongoing screenings may occur as frequently as each semester, based on the policies of the program’s clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible to continue in the program. Students are responsible for all fees incurred with these checks and screenings.

3. 1st Summer Term, successful completion of American Heart Association Basic Life Support for the Health Care Provider CPR course with AED. To assure that certification remains valid throughout the duration of the program, this course must be taken no earlier than July of the year the student starts the program. American Heart Association BLS CPR courses are offered through the Corporate and Community Division at SCF. Information regarding course dates, times, location and cost will be provided upon notification of admission. On line courses will not be accepted.

4. Sixteen hours observing a dental hygienist in a clinical setting prior to the start of the program. Observation form to be signed by licensed dentist or hygienist.

5. Mandatory attendance at the Dental Hygiene Program Orientation.

Note: Failure to complete these requirements will results in loss of eligibility for admission to the Program.
III. **Important Information for All Dental Hygiene Students**

A. Whether applying for Admission, Readmission or Advanced Placement, students must understand that all of the SCF health professions programs require criminal background checks, fingerprinting, CPR certification, health and drug screenings as part of their admissions process and retention in programs. Ongoing screenings may occur as frequently as each semester, based on the policies of the program’s clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible to continue the program.

B. Students are responsible for all fees incurred with these checks and screenings.

C. Even if accepted into the program, and the program is able to place the student in the appropriate clinical facilities, the applicant should be aware that the State of Florida periodically changes the laws in relation to persons with criminal backgrounds being licensed in Florida. Also each licensing board periodically makes changes in the rules regarding the licensing of individuals with criminal backgrounds thus affecting who may or may not be licensed in the State of Florida in that particular discipline. Thus applicants with criminal backgrounds may be accepted into a health professions program and graduate from the program, but because of changes in the laws or rules not be allowed to be licensed in the State of Florida once they have graduated. For more information on Florida laws and regulations, please go to the Florida Board of Dentistry at [http://www.doh.state.fl.us/mqa/laws.html](http://www.doh.state.fl.us/mqa/laws.html).

D. If acceptance into a health science program, it is the prospective student’s decision to enter the program based upon the knowledge and understanding that he or she may, or may not, be granted the right to be licensed in the State of Florida upon graduation.

E. Students enrolled should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious disease including, but not limited to tuberculosis, hepatitis B, and HIV/AIDS.

IV. **Readmission into the program**

A. Readmission within two years of withdrawal

1. Students may reenter the Dental Hygiene Program within two years of withdrawal and be considered for advanced placement in the program depending on resources available. Dental Hygiene Courses taken more than two years prior to readmission may need to be repeated. In cases of significant curriculum revision, courses taken less than two years prior to readmission may have to be repeated because of the change in content in the course. A student may be readmitted to the Dental Hygiene Program **ONLY ONE TIME**. Students who are readmitted will be tested in the basic skills up to the withdrawal point in the program to assure competency in didactic information and clinical skills. An individualized educational plan will be developed as needed for the student’s readmission.

2. Readmitted students who return to the program will be held to the policies and procedures of the college catalog and student handbook that is in place for the semester in which they are returning.
3. Applicants for readmission will be accepted on a space available basis and must meet the following admission criteria:

a. Certificate of Health must be completely redone if the student is out of the Program two or more long semesters. (Fall and Spring)

b. A Tuberculosis Skin Test must be done annually (chest films good for two years) and up-to-date at the time of admission.

d. CPR Certification must be good for two calendar years. The student must maintain current CPR certification while enrolled in the Dental Hygiene Program. If the current certification expires prior to the anticipated graduation date, the student will be required to complete another CPR course while in the program. Failure to maintain a current CPR certification will result in immediate withdrawal from all clinical courses and dismissal from the program.

e. Background Checks/Fingerprinting and Drug Screenings must be completely redone if the student is out of the Program for two long semesters or more (Fall and Spring). Based on the results of these checks and screenings, students may become ineligible for readmission into the program. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. (Details III. Important Information for All Dental Hygiene Students page 47)

B. Readmission after enrollment in just one semester in the program

1. Any student who previously was accepted and initiated taking courses in the Dental Hygiene Program, but withdrew or did not successfully complete the courses in the first two semesters (Summer and Fall) of the program, will not be eligible for readmission placement. The student will need to reapply to the program as a new program applicant and will be considered for admission along with the pool of applicants using the Program Selection Criteria I. B. 1-3.

C. Readmission with unsatisfactory grades

1. If the student leaves the program because of unsatisfactory performance after completion of the first two semesters (Summer & Fall), the student has the option to apply to re-enter the program and repeat the unsatisfactorily completed course(s) depending on resources available. The student must make an appointment with the program chair at least one semester prior to the anticipated remediation entry date for planned enrollment in DEH 2903 Special Topics in Dental Hygiene. The student and program chair will develop an Educational Plan to focus on the remediation of skills and knowledge. This plan must be successfully completed prior to the start of the semester the student is to re-enter the program. Failure to satisfactorily complete the remediation plan and any other requirements identified in the educational plan will cause the student to forfeit reentry into the program. Students who exercise this option are advised that dental hygiene courses are only offered once per year. Therefore, the student must wait one year to re-attempt courses. Students who successfully complete repeated courses will be allowed to continue in the program from the point in the curriculum where they originally exited. Readmission options can only be used one time.
Note: Applications for readmission to the Dental Hygiene Program are available through the Dental Hygiene Program Department (Bradenton - Bldg #2-131) or on the website:

http://www.scf.edu/pages/PDF/HealthSciences/DH Application for Readmission.pdf

V. Acceptance of Transfer Students

A. All Dental Hygiene Programs are individual within themselves regarding sequencing of courses and program requirements. Because of this individuality, it is extremely difficult to accept transfer students from other dental hygiene programs and maintain the appropriate sequencing for the students learning process, preparation for graduation and board examinations. Each student requesting transfer will have their current dental hygiene program evaluated for consistency of course sequencing, program requirements and compatibility with the SCF Dental Hygiene Program. State College of Florida also requires that at least 25% of the course credit hours required for the degree/certificate must be completed at SCF. For dental hygiene this would be a minimum of 22 credit hours.

B. Advanced placement students are considered for admissions depending on resources available. If more than one student applies for advanced placement for the same available space in the class, the date of the completed application including transcripts (other than the currently attended classes) will be the determining factor.

C. The following are the policies and procedures related to advanced placement into the SCF Dental Hygiene Program. The transfer student applicant must:

1. At the time of application, be currently enrolled in a Dental Hygiene Program accredited by the ADA Commission on Dental Accreditation, and in a regionally accredited post secondary institution.

2. Complete an application to State College of Florida and submit it to the College Admissions Office.

3. Complete an additional application to the Dental Hygiene Program for Advanced Placement with the $20.00 application fee attached and returned to the Dental Hygiene Department AT LEAST TWO MONTHS PRIOR TO THE ANTICIPATED ENTRY DATE.

4. Successfully complete all the courses that he/she is currently enrolled in with a “C” or better.

5. Request official transcripts from all previously and currently attended colleges and universities, whether the courses apply to the Dental Hygiene degree or not, and have them sent directly to the SCF Office of Admissions.

6. Have a GPA of no less than 2.75 in all courses related to the dental hygiene degree with a minimum of a “C” in each course.

7. Submit a copy of the syllabi for all dental hygiene courses, completed and currently taking, to the SCF Dental Hygiene Program Chair for evaluation. Once evaluated, it may be determined that the student may need to repeat a course or course(s) in order to complete all of the SCF Dental Hygiene Program requirements.
8. Request a letter to be sent to the SCF Dental Hygiene Program Chair from the Director of the student’s current dental hygiene program verifying “good standing” and the reason for the student’s withdrawal from that program.

9. Complete a SCF Health Sciences Medical form including a statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases, immunizations and record of current tuberculosis test or chest films. This form will be provided through the Dental Hygiene Department.

10. Hold a current American Heart Association Basic Life Support for the Health Care Provider CPR certification, which will remain current through the student’s graduation. An online course will not be accepted.

11. Background checks (FDLE), fingerprinting, and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible to continue in the program. (Details III. Important Information for All Dental Hygiene Students page 47)

12. Transfer students will be held to the policies and procedures of the college catalog and student handbook that is in place for the dental hygiene class they enter.

VI. Academic Guidelines

A. Course Syllabi and Course Objectives

1. By the first day of each Dental Hygiene course, course syllabus will be available on the Angel Management Suite. Each syllabus will include a course description, course requirements, instructor name and contact information, evaluation methodology, grading with special deadline dates, required and recommended texts, course schedules, lectures, labs and clinics, with appropriate assignments and examinations noted, and course and all lecture objectives. Also noted will be the date for “early withdrawal: and “need for accommodations.” Dental Hygiene Clinic manuals will be provided for each student and clinical faculty, with appropriate updates, each year. The student is expected to be informed of all the availability information provided in the Dental Hygiene Clinic manual prior to attending clinic sessions. Course packets for all courses with syllabi, course schedules and power points are also available for purchase in the SCF store.

B. Class Participation

1. All students in the Dental Hygiene program are expected to take an active role in all class, laboratory and clinical activities. Students are encouraged to also participate in discussions, and to ask and answer questions. They are encouraged to seek resources outside the classroom through journals, and other research resources and the internet.
2. The students are expected to be alert and attentive during class. Sleeping, walking around the room and extraneous conversations *with other students during a lecture is distracting and disrespectful to the class as a whole and to the instructor. Disruptive behavior will result in the student receiving a warning or being asked to leave the classroom. All cell phones and pagers must be turned off during class and may not be brought into the clinic. Texting in class is not permitted. Any student who continues to exhibit these behaviors may be placed on probation.

3. The Dental Hygiene Program consists of both classroom and clinical experiences. Students enrolled should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious disease including, but not limited to tuberculosis, hepatitis B, and HIV/AIDS.

C. Computer use and Internet Access

The Dental Hygiene Program does require the use of a computer and internet access throughout the program. Computers with internet access and printing capabilities are available on campus in the Academic Learning Center, Health Professions Media Laboratory and the College Library. If the student does not have computer access at home, they should make arrangements to use the computers on campus and/or at any other available site. Computer assignments and communication from the program to the student will be made through the College email system and Angel. Failure to have computer access will not be deemed an excuse for late assignments, inappropriate format of assignments, or lack of communication.

D. Student Evaluation and Retention

Dental hygiene is a profession in which performance that is determined to be less than safe may cause harm or unnecessary discomfort to patients. Therefore, it is imperative that standards be maintained which insures safety of care for the patient and the effectiveness and competency of the dental hygiene student. A minimum of “C” is required in all dental hygiene courses including each didactic, laboratory and clinical course section. Students who do not achieve the minimum grade of 70% in any course or didactic or clinic portion of any clinical course will not be able to progress in the Dental Hygiene Program.

1. The following grading system will be used for all Dental Hygiene courses:

   Grading Scale: A = 90 -100  
   B = 80 - 89  
   C = 70 - 79  
   D = 60 - 69  
   F = 59 and below

2. When a student is granted an “Incomplete” in a course, the grade must be changed to a passing grade within six weeks into the next semester. An “incomplete” (I) will be given only in the event the student is unable to complete the course requirements because of extenuating circumstances. In the event the course requirements are not completed within the six-week period of time, the student will receive an “F” in the course and be withdrawn from the program.
3. Individual course syllabi defining evaluative components will be posted on Angel for each course. All examinations and course projects are required for the successful completion of each course. Failure to complete all assignments will result in “F” in the course.

4. No student will be allowed to enter or continue in the program unless:
   a. A “C” or higher is achieved in each course including all prerequisites and co-requisite courses.
   b. All course, clinic and laboratory requirements, including competencies, and class assignments are successfully completed according to the class schedules in the program and co-requisite courses.
   c. A 70% average is attained in all co-requisite courses and clinical courses, clinical and didactic. Failure to attain a 70% average will require the student be immediately withdrawn from the program.
   d. A 70% average is attained in clinical courses in each of the following graded categories:
      Patient assessment
      Scaling
      Polishing
      Fluoride
      Professionalism

   Failure to attain a 70% in each of the didactic and clinical portions of a clinical course demonstrates a failure to complete the objectives of the course and will result in an “F” for the course.

5. All dental hygiene students are expected to demonstrate ethical and professional behavior and attitudes at all times to classmates, faculty, staff and patients. Failure to do so will result in the student’s immediate withdrawal from the curriculum.

6. Students who have been notified that they need remediation must make a remediation plan with a full time faculty within one week. Failure to make the plan within the designated period of time will result in the student being withdrawn from all clinical assignments until the plan is developed and implemented.

   Faculty may withdraw a student from clinical assignments at any time patient safety is deemed compromised.

E. Dismissal

   1. A student may be dismissed from the Dental Hygiene Program for the following actions:
      a. Falsification of records and reports; plagiarism, and cheating on an examination, quiz, or any other assignment. Any of these practices will be the basis for dismissal.
      b. Unsafe practice or unsatisfactory performance. Students considered by the faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory may be dismissed from the program. The student will be placed on probation by the faculty when any behavior is observed that places the student and/or patient at risk.
c. Unfitness. The faculty reserves the right to dismiss any student whose personal integrity, health or behavior as determined by the Performance Standards for progression and graduation in the Dental Hygiene Program, impedes their performance in the program.

d. Students who unsatisfactorily complete a repeated course will be dismissed from the program with no further consideration for readmission.

F. Academic Advisement

1. Upon acceptance into the Dental Hygiene Program, students will be assigned a program faculty member as an academic advisor. Periodically throughout the Program each student will be expected to schedule an appointment with their academic advisor. The purpose of this appointment is to discuss the student’s clinical and academic progress. Although the student will be assigned an academic advisor, in order to develop an individualized plan, didactic and clinical instructors will collaborate to improve student performance. This does not preclude the student consulting with any faculty member at any time. Faculty office hours will be posted and are available from the Dental Hygiene department secretary. Appointments should be scheduled with the faculty member.

G. Educational Accommodations

1. If a student has need for accommodations in order to develop the master skills identified by the Dental Hygiene Program, it is the responsibility of the student to request an appropriate accommodation through the Office of Disabled Student Services (ODSS). The College will provide reasonable accommodations as long as they do not fundamentally alter the nature of the program offered and do not impose undue hardship.

H. Program Evaluation

1. Throughout the course of the program, and at the end of each dental hygiene course, students will be asked to participate in the evaluation of the Dental Hygiene courses and instructors. The students' comments will be reviewed and evaluated for inclusion in or alteration of individual courses.

2. Students will be asked to sign a consent form, which will enable the program to contact future employers to complete a program evaluation survey. Employers' surveys will be mailed six months and one year post graduation.

3. Upon graduation, students will participate in exit questionnaires for program evaluation.

I. Program Duration

1. The Dental Hygiene Program is designed to be completed in twenty-four months beginning in May and progressing through fall, spring, summer, fall and spring with graduation in May. In order to progress through the program, the student must successfully complete each Dental Hygiene course with a “C” or better or 70% or better in the designated portions of the clinical courses. Students who are unsuccessful in completing these goals will be withdrawn from the program.
VII. Clinical Guidelines

A. Instructional Facilities

The Dental Hygiene Program is located in building #2 on the Bradenton campus. The classroom for the majority of the dental hygiene didactic courses will be in the classrooms in the Dental Hygiene/ Radiography Building (#2). It may be necessary from time to time to schedule didactic classes in buildings on the Bradenton Campus. The Dental Hygiene Clinic is also in the Dental Hygiene/Radiography Building. Students will be scheduled for additional off-campus clinical assignments and observations during the program and will be required to provide their own transportation to any agency, institution or clinical site included in the curriculum requirements.

The Following Rules Are In Place for Your Protection And The Protection of Your Patients.
Failure to Comply With These Rules Are Grounds For Dismissal from the Dental Hygiene Program.

B. Use of the Dental Hygiene Laboratory and Clinic

1. At no time will the student be permitted to utilize the Dental Hygiene Clinic, Radiology Rooms or classroom/laboratory without a faculty being present or permission from a faculty to use the facility has been obtained.

2. Open clinical practice time will be provided and posted for clinical practice on manikins and or student partners.
   a. The student must sign up to reserve time for appropriate practice.
   b. This Open practice will not provide faculty instruction, unless requested by the student
   c. Students attending Open practice are responsible for the sterilization of their own instruments and care of clinical equipment.
   d. There must be a faculty present in the clinic if students are practicing on student partners or if radiation is involved.
   e. Any student desiring additional practice with clinical/laboratory equipment must make arrangements with the course instructor.
   f. Faculty must be notified and present in the building for any student activity in the clinic or clinical equipment is being utilized.

3. Equipment, instruments and supplies are to be used for clinic session, practical examinations and student practice only. Under no circumstances will the equipment be utilized for treatment of other individuals.

4. Equipment, instrument and supplies will be used according to the curriculum course sequence. Students may not utilize equipment, instrument or supplies for which they have not yet been trained in the Dental Hygiene Program and authorized by the Dental Hygiene faculty.

5. Students are responsible for the tidiness of equipment, clinic, laboratory and model room. Students will clean the equipment, clinic, laboratory and model room after each session. If a student notices a shortage of supplies or faulty equipment, the Clinical Instructional Assistant should be notified immediately.
6. Faculty and students are required to follow universal precautions at all times.

7. Radiographic exposure of a person during clinic or laboratory session is forbidden unless it is authorized by a faculty member.

8. Students are required to wear their personal radiation monitor device when exposing x-rays during all clinic or laboratory sessions.

9. No eating, drinking, smoking or personal grooming will be permitted in the classroom, laboratories or clinics.

10. Professional dress is required in all classroom, laboratory and clinical settings.

11. Shoes worn while in the dental hygiene classroom for laboratory classes and clinic will be closed toed, and closed heeled.

C. Dress Code

1. As a representative of the dental hygiene profession, you are requested to use good judgment in the selection of your clothes, styles and appearance while on campus, including clinic, classroom, library and student union.

D. Dental Hygiene Clinic

1. Full uniform for the dental hygiene student includes clean, pressed uniform pants and top, as selected, plain white socks (no decals) or socks to match the uniform color or hose for females and plain white socks (no decals) or socks to match the uniform color for males with clean white clinic shoes, personal radiation monitor device and name tags.

2. Shoes must be white shoes with closed toes and heels. They may be clinic shoes or noncanvas solid white athletic shoes with minimum logos and/or insignias. They are to be kept polished and ties must be clean. It is highly recommended that the clinic shoes be worn only in clinic. High or mid-top athletic shoes are not permissible.

3. Jewelry will be limited to earrings, a simple wedding band and functioning watch with a second hand. No bracelets or necklaces are to be worn. Earrings are to be the stud type and are limited to one pair, one earring per ear. Looped or dangling earrings may not be worn. Other visible body piercing is not appropriate for clinic attire.

4. Hair is to be neat and clean and of a natural color. If the hair is shoulder length or longer, it must be pulled back from the face and secured with an unobtrusive barrette or rubber band so that it does not fall forward when the head is tipped down interfering with sterile technique, vision and safety procedures. Hair should not fall close to the patient, instrument or eye glass frames.

5. Fingernails are to be clean and trimmed to finger length. Clear/natural tint nail polish may be worn. Acrylic nails, nail tips and glittered nail polish are not permitted.

6. Make-up may be worn in a conservative fashion. NO scented substances, i.e. body powder, perfume, lotions, after shave or cologne etc. may be worn.
7. Undergarments are to be worn but not visible.

8. Smoking is not permitted while in uniform. A student who has a smoking odor will be sent home from clinic and a **zero** will be recorded for the clinic session.

9. Disposable gowns with name tags, gloves, personal radiation monitor device, mask and eyeglasses with side shields are required when treating patients. Gowns are not to be worn outside the clinical area. Gloves are not to be worn outside the immediate clinical area unless covered with over gloves.

10. Avoid heavily seasoned foods particularly those containing onions and garlic.

11. Uniforms may be worn to class, as long as they have not been exposed to aerosols. All previously discussed criteria apply while in uniform.

E. Laboratory-Introduction to Clinical Procedures and Radiology

1. Students are required to wear a shirt or blouse with total abdomen coverage and no excessive cleavage visible, and long pants or shorts (mid-thigh), low-heeled shoes with closed toes and heels (no open toed sandals or clogs). Clean, white clinic shoes are to be worn during clinical practice in Introduction to Clinical Procedures.

2. Disposable gowns, gloves, mask, personal radiation monitor device and eye glasses with side shields are required when treating fellow students.

3. Other guidelines as described for clinic dress code will also apply.

F. Clinical Handbook

Each student will be given a Clinical Handbook, which contains the entire competency based clinical evaluation system. The student is responsible for reading and understanding the material, and referring to it throughout the program for information regarding clinical procedures.

The clinical Handbook must be with the student at all times while the student is in the clinical setting.

G. Personnel Radiation Monitoring Devices

When students begin their radiography class, they will be given a personnel radiation monitoring device (TLD). Students must wear their badges during all clinical rotations. Students who are not wearing a radiation badge will not be able to expose X-rays on the manikin or patient. Badges are exchanged quarterly and students are then given an **Occupational Radiation Exposure Report**.

H. Lost Personnel Radiation Monitoring Device Policy

If the badge has been lost, the student must re-order the badge through the department secretary. Replacement badges are re-ordered at the student’s expense, which also includes any shipping fees. Students who have lost their badges will not be allowed to take radiographs in the laboratory or clinic until the new badge has arrived.
F. Attendance Policies - Classroom and Laboratories

Students are expected to attend ALL classes, laboratories and clinics. Any class or laboratory experience missed, regardless of the cause, reduces the opportunity for learning and may adversely affect the grade the student achieves in the course and thus the student’s professional competencies. The following policies do not reflect a question of legitimacy of the student’s absences, but rather the necessity of having sufficient time to meet the course objectives.

1. Absence/Illness

If a student is ill or must be absent, the student must notify the instructor a minimum of one hour prior to the start of class by contacting the Dental Hygiene academic secretary via phone at 752-5245, or by sending an E-mail message to hunnekl@scf.edu. If assigned to an off campus clinic please phone Ms. Weaver at home 792-4569 or at school 752-5350. The following should be included in the message:

a. Student’s name
b. Reason for student’s absence
c. Class, laboratory or clinic from which the student will be absent
d. Instructor who should be notified of the absence

Lecture

It is the student’s responsibility to contact the classroom instructor regarding make-up work and due date. Make up work is to be arranged and completed within the week of the time the absence occurred per the faculty’s request or a zero will be assigned.

Quizzes

Students are graded according to course objectives and requirements established and distributed by the instructor. While attendance alone cannot be used as a criterion for academic evaluation in any course, the instructor has the prerogative to count or discount late work, and to give or decline to give, opportunities for making up work or examination missed because of absence. Quizzes that are missed as a result of an excused absence will not be made up. Quiz grades will be computed upon the number of quizzes taken. A missed quiz as a result of an unexcused absence or tardiness, or failure to complete an online quiz in the appropriate time frame will result in a zero for that quiz being averaged in with the other quiz scores.

Examinations

Students who miss a scheduled examination are required to contact the instructor the day of the missed examination to schedule a make-up test the next day the student is on campus. Failure to adhere to this policy will result in a grade of zero for that test. The make-up exam may be a different version and/or type of examination.
Excused absence includes illness, death in the immediate family and/or governmental responsibilities such as jury duty, deposition and/or court appearance. A doctor’s excuse is required for a missed clinic due to illness. The student may be requested to present documentation for the death or governmental responsibilities. Failure to present appropriate documentation within one calendar week, will result in a zero for any assigned projects due on the day of absence.

2. Tardiness/Lateness

Students are expected to be prompt. Tardiness is considered unprofessional behavior. Repeated lateness, absenteeism and unpreparedness may jeopardize the successful completion of the program. Habitual tardiness will be addressed by the instructor. Each tardiness occurrence over two will result in a 3-point deduction per occurrence from the final course grade. **Attendance, professionalism, and participation will be assessed daily in each class as outlined in the course syllabi.** A student may be refused admission to class due to lateness. No extra time will be allowed for the late student to complete a quiz which has already been started by the class.

Students are expected to remain for the duration of each class unless otherwise dismissed by the course instructor. Students who leave prior to the completion of the class or laboratory will have 3 point deducted from their final grade for each occurrence.

Students who fail to attend class without an excused absence will have a three point deduction from their final grade for each occurrence and any projects due on the date will receive a zero.

G. Clinical Attendance Policies

**The participation in clinical setting activities is an essential part of the Dental Hygiene Curriculum for the student to build and master his/her clinical skills.** Attendance is required at all assigned Dental Hygiene Clinics. Excused absence includes illness, death in the immediate family and or/governmental responsibilities such as jury duty, deposition, and/or court appearance. The student may be requested to present documentation of the death or governmental responsibilities. A doctor’s excuse is required for a missed clinic due to illness. Failure to present physician’s documentation of illness within seven days of missed clinic will result in a zero added into clinic grades for the day. Students who arrive at the clinic and are visibly ill will be sent home. Documentation from the physician will not be needed. If the illness persists for a subsequent day, the student should notify the clinic of the pending absence. The student is expected to be present on time, in full uniform, at all clinics as assigned even if a patient has not been appointed at 8:00 a.m and 1:00 p.m. If the student has had a cancellation or has been unable to appoint a patient for that clinic session, he/she should notify the clinical instructor of the appointment opening. Every effort will be made to assist the student in obtaining a patient, however, if this is not possible, the student will be assigned other clinical responsibilities for that clinic session. **Failure to attend an assigned clinic without an excused absence will result in a zero “0” being averaged into the final patient clinic grade.**
Dental Hygiene Clinics include but are not limited to: State College of Florida Dental Hygiene Clinic, SCF Clinical Assistant assignments, Manatee East Rural Dental Health assignments, assigned dental offices for observation or clinical practice and all other clinical assignments.

Students are expected to be prompt. Tardiness is considered unprofessional. The student should organize his/her time to be present in the clinic and ready to seat the patient at the scheduled appointment time. This will require the student to arrive 15-20 minutes earlier than the scheduled clinic times in order to prepare the operatory, collect the necessary armamentarium, paperwork etc. before seating the patient. Morning clinic begins at 8:00 a.m. and afternoon clinic begins at 1:00 p.m. Therefore, any student who arrives after these times are considered late, and will receive a zero “0” for the clinic session. The zero “0” will be averaged into the student’s clinical grade for each occurrence. **Students are expected to be on time for clinic even if they do not have a patient scheduled for that session or if the patient is scheduled for later in the clinic sessions.**

Students are expected to remain for the duration of each clinic session unless otherwise dismissed by the clinical instructor. Students, who leave the clinic prior to the end of clinic without faculty approval, will have a zero“0” averaged into their clinic grade for each occurrence.

**H. Clinical Hours Requirement**

The student is required to have adequate clinical patient experiences and acquire clinical skills. To assure that this clinical experience is met, each student is required to meet a weekly clinical hour requirement. The minimum clinical hours to meet requirements at SCF Dental Hygiene Program is two (2) hours less than the maximum clinical hours available for that week. For example, a clinical week that has a possible sixteen (16) hours for patient care would require fourteen (14) hours in patient care hours by the student. Students that fall below this weekly minimum for more than three weeks in a given semester will lose three (3) points from their final clinical grade for each week that the student does not meet the minimum hours. For example, if a student has an hour shortage for five (5) weeks in a given semester, the student would lose six (6) points off the final clinical grade. The student can only meet the hours requirement with direct patient care, sterilization duties or other approved activities. It is the responsibility of the student to sign the hours log and have the clinical instructional assistant co-sign the log. Students who fail to fulfill their clinical assignments as scheduled without prior notification to the instructor or clinical instructional assistant and a doctor’s excuse will be given a **zero (0)** added to their clinic grade.

It is preferred that students fill the entire four hours with patient care experiences. The two hour grace period is to accommodate patient cancellations that are beyond the control of the student. It is the responsibility of the student to have an alternate patient available for possible last minute patient cancellations. The student’s time begins when the patient is seated. An additional 30 will be added to allow for clean up.

Students who have clinical assignments such as sterilization, or Dr’s assistant will be given four (4) hours credit toward the clinical hour requirement. The student is expected to be in the sterilization area 20 minutes prior to the beginning of clinic. Failure to be present and ready to begin working 20 minutes prior to clinic will result in a loss of 30 minutes from the clinical hours awarded. Failure to complete duties while performing sterilization will result in a loss of 30 minutes from the clinical hours for each task not completed.
I. Check Out Time

The student should expect the instructor to check the patient for either a grade, or a tissue check at 40 minutes prior to the end of the clinic session. If the student is ready to be graded prior to the end of the clinic time, and the 30 minute of clean up time added to the patient check time would become part of the last 40 minutes of clinic, the student will be given full credit for the four-hour clinic. In order to facilitate check out time for all students within the allotted time, patient assessments by the faculty must be initiated prior to 11:00 or 4:00. Polishing procedures must be initiated prior to these times also, in order for the student to do a quality job and allow for the patient to be completed in a timely manner.

J. Clinical Observation and Off Campus Assignments

Periodically throughout the Dental Hygiene Program, the student will be assigned to an off campus site for observation or participation. These may include but not be limited to: observation of the dental hygienist’s role in general dentistry offices or dental specialty offices, Manatee Rural Health Dental Centers to provide dental services, observe dental procedures or practice dental assisting or expanded duty skills, or community dental projects in local schools or other facilities.

Students are expected to provide their own transportation to these assignments. They are expected to present at the assigned observation on time and stay for the assigned duration of the assignment. The student should be in full uniform as described in the SCF Clinical Handbook including uniform, lab jacket, protective eyewear and film badge.

The student is required to completed the Clinical Observation Form for each special observation assignment and turn it into the Dental Hygiene Faculty within three school days for the assignment. Failure to attend the assignment will result in a zero (0) for the assigned period. Failure to attend on time, stay for the duration of the assignment, not being appropriately attired, or tardiness in turning in the Clinical Observation Form, will result in three points being deducted from the final clinical grade.

K. Pregnancy Policy – Dental Hygiene Program

Should a student become pregnant while enrolled in the Dental Hygiene Program, she has the option of disclosing her pregnancy, at any time. If the student elects not to disclose the pregnancy, she will not be considered pregnant by program faculty.

In the event that a student voluntarily discloses her pregnancy, she will be asked to complete the “Declaration of Pregnancy Form.” She will also be given a copy of the NRC’s “Instruction Concerning Prenatal Radiation Exposure” (Regulatory Guide 8.13) and the accompanying “Acknowledgment of Receipt of the Prenatal Exposure Guide Form.” After disclosure of the pregnancy, the student may choose from the following program options:


- Continuation in the Program
- Withdraw from the program in good standing, and reapply after delivery, based on the program’s readmission policy.
Students who elect to stay enrolled in the program will be asked to complete the “Pregnancy Liability Release Form”, and submit a Medical Release Form completed by her physician stating the precautions, if any, that should be followed during the pregnancy. The student will be required to complete these forms prior to returning to the clinical setting.

The pregnant student who continues in the program will be issued a second monitoring badge to be worn at waist level during all clinical assignments. Exposure levels will be monitored on a monthly basis to ensure that badge reports are in compliance with NRC and State of Florida regulations. In the event that the badge report should equal or exceed 10 mr/month (20% of the NRC Monthly Gestation Dose), the student will be sent a letter requesting information for a possible explanation of the elevated reading. The letter will be reviewed by the program chair and the student will be counseled on methods to reduce future exposures. The student will remain on routine clinical assignments unless badge reports approach maximum levels. Should this occur, the student will no longer be allowed to take radiographs on her assigned patients. Other available students will be assigned to take the necessary radiographs for this student. If the student has not completed her semester radiography requirements, the student will be given an “incomplete” for that portion of the course, an extenuating circumstance will be declared, and she will be allowed to complete the requirements during the following semester.

Understanding the principles of radiation control, the design of the dental hygiene radiography rooms is such that all operators are a minimum of 10 feet and outside the door in order to push the button to expose radiographs, so all operators should be safe. However, if the pregnancy should occur during DES 1200C Dental Radiography, first semester, first year, and the badge level should exceed the recommended levels, the student would be required to completed all assignments and projects, including the placement of the films and PID on the manikin, with the instructor or another student exposing the film.

Although radiation exposure will be monitored closely throughout the pregnancy, the student is expected to utilize her knowledge of radiation control principles at all times to minimize her exposure. This includes appropriate use of time, distance and shielding techniques. Additionally, both monthly fetal radiation monitor device issued for pregnancy monitoring and the quarterly personal radiation monitor device must be worn by the student at all times while in the clinical setting.

The student is advised that if she is unable to meet the didactic and/or clinical objectives due to conditions of the pregnancy or delivery, graduation may be delayed. Missed clinical experience must be made up prior to graduation. Students unable to meet the objectives of a didactic course, within the semester the course is taken, may withdraw from the program and will be allowed to re-enter the program based on the readmission policy.
I, __________________________, am declaring that I am pregnant. I believe I became pregnant in ____
(month), _____(year).

I understand that according to federal regulations, my occupational radiation dose during my entire pregnancy
will not be allowed to exceed 0.5 rem (5 mSv). I also understand that if my radiation exposure approaches the
maximum level during the pregnancy, I may be restricted from taking radiographs until after delivery. This may
result in my inability to complete my radiography requirements, and may result in an “I” (incomplete) grade for
the radiographic portion of the clinical course for that semester. I understand that this is an extenuating
circumstance and that I will be given the opportunity to complete this requirement the following semester.

As a result of this declaration, I agree to abide by the program’s pregnancy policy.

____________________________________
(Signature)

____________________________________
(Date)
STATE COLLEGE OF FLORIDA,
MANATEE – SARASOTA
Dental Hygiene Program
Pregnancy Liability Release Form

I, ______________________________, acknowledge to State College of Florida that I have sought medical advice and that my physician has approved continuation in the Dental Hygiene Program during my pregnancy.

I hereby freely, knowingly, and voluntarily elect to participate in the Dental Hygiene Program during my pregnancy. I hereby agree to release, indemnify, and hold harmless State College of Florida, its Faculty, Staff, Agents, Employees, and affiliated clinics from any liability to my unborn fetus. I personally assume all risk of my voluntary participation in the Dental Hygiene Program.

Dated this _____ day of ___.

____________________________________
(Student’s Signature)

______________________________________________
(Witness)
I, ________________________, acknowledge that I have received and read a copy of the Nuclear Regulatory Commission’s, “Instruction Concerning Prenatal Radiation Exposure Guide.” I also acknowledge that I have had the opportunity to ask questions or discuss any concerns that I may have regarding my pregnancy and how it relates to the Dental Hygiene Program.

____________________________________
Signature

____________________________________
Date
In order to continue providing care in the clinical setting, you must provide a letter from your physician regarding your medical condition. The letter must include the following information:

Nature of medical condition

Anticipated duration of injury/illness – (for pregnancy – due date)

Ability to care for adult and pediatric patients clarified

Work limitations/restrictions:

- Lifting (exact pounds)
- Weight lifting
- Exposure to communicable diseases
- Sitting chair side for extended periods of time
- Ability to move about the clinical setting
- Exposing of dental radiographs
- Others

Any significant concerns related to the medical condition, which may impact performance in the clinical setting.

Please send the letter to:

State College of Florida
Anita J. Weaver, MS, BS, CRDH
Dental Hygiene Program Chair
5840 26th Street West
Bradenton, FL 34207

If you have any questions or concerns, please feel free to contact me at 941-752-5345 or weavera@scf.edu
SCF’s Dental Hygiene Program has created its ALARA program to limit radiation doses to pregnant students enrolled in the program, and improve radiation safety awareness. According to the NRC, the monthly gestational dose should not exceed .05 rem. However, in an attempt to keep radiation exposure as low as reasonably achievable, our trigger point to alert has been set more conservatively than the federal regulations. The Dental Hygiene Program notifies any student whose monthly badge reading meets or exceeds 10 mR (20% of the NRC Monthly Gestation Dose).

The purpose of the alert is to notify you of your badge reading, and attempt to seek a cause of the elevated reading, and develop solutions to reduce radiation exposure in the future.

Please respond to the following questions, and return this form to the program chair.

1. Did you know the location of your badge during the last quarter when the high reading was received?

2. What additional circumstances may have contributed to your increased dose during the wear period?

3. What precautions can be taken to prevent your badge reading from exceeding your quarterly dose in the future?
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Effective Dose Limit</th>
<th>Equivalent Dose Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Occupational exposures†</td>
<td>50 mSv</td>
<td>(5 rem)</td>
</tr>
<tr>
<td></td>
<td>1. Annual</td>
<td>10 mSv x age</td>
<td>1 rem x age</td>
</tr>
<tr>
<td></td>
<td>2. Equivalent dose annual limits for tissues and organs</td>
<td>150 mSv</td>
<td>(15 rem)</td>
</tr>
<tr>
<td></td>
<td>a. Lens of eye</td>
<td>500 mSv</td>
<td>(50 rem)</td>
</tr>
<tr>
<td></td>
<td>b. Localized areas of the skin, hands, and feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Guidance for emergency occupational exposure‡ (see Section 14, NCRP #116)</td>
<td>1 mSv</td>
<td>(0.1 rem)</td>
</tr>
<tr>
<td>C</td>
<td>Public exposures (annual)</td>
<td>5 mSv</td>
<td>(0.5 rem)</td>
</tr>
<tr>
<td></td>
<td>1. Effective dose limit, continuous or frequent exposure‡</td>
<td>15 mSv</td>
<td>(1.5 rem)</td>
</tr>
<tr>
<td></td>
<td>2. Effective dose limit, infrequent exposure‡</td>
<td>50 mSv</td>
<td>(5 rem)</td>
</tr>
<tr>
<td></td>
<td>3. Equivalent dose limits for tissues and organs‡</td>
<td>&gt;5 mSv</td>
<td>(&gt;0.5 rem)</td>
</tr>
<tr>
<td></td>
<td>a. Lens of eye</td>
<td>&gt;0.007 Jhm⁻³</td>
<td>(&gt;2 WLM)</td>
</tr>
<tr>
<td></td>
<td>b. Localized areas of the skin, hands, and feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Remedial action for natural sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Effective dose (excluding radon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Exposure to radon and its decay products§</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Embryo-fetus exposures‡</td>
<td>0.5 mSv</td>
<td>(0.05 rem)</td>
</tr>
<tr>
<td></td>
<td>a. Monthly</td>
<td>5.0 mSv</td>
<td>(0.50 rem)</td>
</tr>
<tr>
<td></td>
<td>b. Entire gestation</td>
<td>0.01 mSv</td>
<td>(0.001 rem)</td>
</tr>
<tr>
<td>D</td>
<td>Education and training exposures (annual)‡</td>
<td>1 mSv</td>
<td>(0.1 rem)</td>
</tr>
<tr>
<td></td>
<td>1. Effective dose limit</td>
<td>15 mSv</td>
<td>(1.5 rem)</td>
</tr>
<tr>
<td></td>
<td>2. Equivalent dose limit for tissues and organs</td>
<td>50 mSv</td>
<td>(5 rem)</td>
</tr>
<tr>
<td></td>
<td>a. Lens of eye</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Localized areas of the skin, hands, and feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Embryo-fetus exposures‡</td>
<td>0.5 mSv</td>
<td>(0.05 rem)</td>
</tr>
<tr>
<td></td>
<td>a. Monthly</td>
<td>5.0 mSv</td>
<td>(0.50 rem)</td>
</tr>
<tr>
<td></td>
<td>b. Entire gestation</td>
<td>0.01 mSv</td>
<td>(0.001 rem)</td>
</tr>
<tr>
<td>F</td>
<td>Negligible individual dose (annual)‡</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This report is furnished to you under the provisions of the Florida Department of Health and Rehabilitative Services regulation entitled Chapter 10D-91, Control of Radiation Hazards. You should preserve this report for future reference.

Badge Company: Dosimetry Service
PO Box 20819
Fountain Valley, CA 92728-0819
Tel. 1-800-888-1936

Date of Report: From: _______ to _______

Badge Type: 14
Badge #: ____

User’s Name: __________________________

Units are in: mRem

<table>
<thead>
<tr>
<th>Deep Dose Equivalent</th>
<th>LDE</th>
<th>Lens Dose Equivalent</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDE</td>
<td>Shallow Dose Equivalent</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>LDDE</td>
<td>Lifetime Deep Dose Equivalent</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature ________________________________
Program Chair ________________________________

☐ Student
☐ Program Chair/Student File

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IV. **Professional Organizations**

State College of Florida offers the student membership in a student chapter of the American Dental Hygienists’ Association. The purpose of this organization is to cultivate, promote and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession and to contribute toward the improvements of the health of the public. Membership privileges include subscription to the Dental Hygiene Journal and Access magazines, attendance and representation at local, state and national meetings as well as eligibility to apply for scholarships, employment opportunities, professional networking and insurance programs. Upon graduation, the student is encouraged to seek membership in the American Dental Hygienists’ Association, Florida Dental Hygienists’ Association and local dental hygiene associations.

V. **Required Notice of Opportunity and Procedure to File Complaints with the Commission on Dental Accreditation**

Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform the students of the mailing address and telephone number of the Commission on Dental Accreditation. The following is the official notice for the students of State College of Florida Dental Hygiene Program on the procedure for filing a complaint with the Commission of Dental Accreditation.

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

A copy of the appropriate accreditation standards and /or Commission’s policy and procedures for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL, 60611 or by calling 1-800-621-8099 extension 4653.
Successful participation and completion of the Dental Hygiene Program requires that a candidate be able to meet the demands of the program. Dental hygiene students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities to be in compliance with legal and ethical standards as set forth by the American Dental Hygienists’ Association Code of Ethics.

Throughout the program, students acquire the foundation of knowledge, attitude, skills and behaviors that are necessary to function as a dental hygienist. Those abilities that the dental hygienist must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>- Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.</td>
</tr>
<tr>
<td></td>
<td>- Applies critical thinking processes to their work in the classroom and various clinical settings.</td>
</tr>
<tr>
<td></td>
<td>- Exercises sound judgment in class, laboratory and clinic situations.</td>
</tr>
<tr>
<td></td>
<td>- Follows safety procedures established for each class, laboratory and clinic.</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates ability to self-evaluate.</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates ability to identify problems and offer possible solutions.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>- Demonstrates the ability to relate to other people beyond giving and receiving instructions. Cooperates with others.</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates interest in classmates, staff, patients, and faculty.</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates ability to cooperate with others and works as a team member.</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates ability to maintain poise and flexibility in stressful or changing conditions.</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates ability to establish rapport and working relationship with colleagues and patients.</td>
</tr>
<tr>
<td></td>
<td>- Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences, and cultural background.</td>
</tr>
<tr>
<td>STANDARDS</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Communication</td>
<td>Demonstrates the ability to communicate clearly with patients/clients, physicians, other health professionals, family members, significant others, caregivers, community or professional groups and colleagues. Communication includes: speech, language, nonverbal, reading, writing and computer literacy.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Demonstrates the ability to execute motor movements reasonably required to provide general and emergency care and treatment to patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Demonstrates functional use of hearing to monitor and assess health needs.</td>
</tr>
<tr>
<td><strong>STANDARD</strong></td>
<td><strong>EXAMPLES</strong></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **Visual**  | - Demonstrates ability to observe lectures, and laboratory demonstrations.  
- Receives information via observation, assessment and evaluation of oral tissues in regards to normal and abnormal conditions.  
- Observes patient’s response to care and assesses and evaluates level of oral hygiene. |
| **Tactile** | - Demonstrates ability to detect calculus and evaluate debridement.  
- Demonstrate ability to palpate soft tissue and detect patient’s pulse. |
| **Self Care** | - Maintains personal hygiene.  
- Demonstrates safety habits and work area neatness.  
- Maintains a healthy lifestyle. |
| **Intellectual Abilities** | - Demonstrates ability to comprehend and follow verbal and written instruction.  
- Demonstrates ability to perform simple and repetitive tasks.  
- Can learn to reconcile conflicting information  
- Written communication: Demonstrate ability to use proper punctuation, grammar, spelling; work is neat and legible. |
| **Commitment to Learning** | - Complete reading assignments and other activities outside of class.  
- Demonstrates initiative, motivation and enthusiasm.  
- Demonstrates ability to complete all work without evidence of cheating or plagiarism.  
- Attends all class, laboratory and clinicals assigned.  
- Is consistently punctual to all classes, laboratories and clinical assignments. |
<table>
<thead>
<tr>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affective Learning Skills (behavioral &amp; social attitudes)</td>
<td>Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the mental, emotional, physical, and behavioral safety of clients and other individuals with whom one interacts in the academic and clinical setting. Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients.</td>
</tr>
</tbody>
</table>
| - Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occurs within set time constraints.  
- Demonstrates willingness to accept challenges.  
- Open to feedback.  
- Listens actively.  
- Follows guidelines and rules for the program and College. |

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.
VI. **Handbook Disclaimer**

This student handbook has been developed so students are fully aware of the specific policies and procedures of the Health Science Programs. Policies may be subject to change during the student’s course of study, if so determined by the faculty. If changes are made, students will be notified in writing. Students are reminded that they also must be familiar with and adhere to the policies and procedures of the College, as stated in the College catalog and the Lancer Student Handbook and Planner.

VII. **EAEO Statement**

State College of Florida, Manatee - Sarasota is an equal opportunity and access institution and does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, marital or veteran status in any of it’s educational programs, Services, or activities, including admission and employment.