

**WEST LOS ANGELES COLLEGE  
DEPARTMENT OF DENTAL HYGIENE**

- I. DH 97: SPECIAL PROJECTS IN DENTAL HYGIENE
- II. PREPARED BY: DENTAL HYGIENE FACULTY
- III. REVISED FOR: SUMMER 2015  
From June 15 through July 26 (6 Weeks)
- IV. PREREQUISITES: DENTAL HYGIENE STUDENTS SUCCESSFULLY PASSED  
DH 151
- V. UNITS AND HOURS: 1.0 UNITS; 3 hours lab per
- GRADE METHOD: Pass/No Pass
- VI. COURSE DIRECTOR: CARLOS SERMEÑO, R.D.H.A.P., B.S.
- LAB INSTRUCTORS: JOY OGAMI AVILA, R.D.H., M.S.
- ROTATIONS: MEND CLINIC: Thursdays and Fridays as assigned in Clinic Schedule  
from 8:00am to 4:30pm
- WILSON-JENNINGS-BLOOMFIELD UCLA VENICE DENTAL  
CENTER: Tuesdays, Thursdays and Fridays as assigned in Clinic  
Schedule from 8:00am to 4:30pm.
- VII. OFFICE PHONE NUMBERS:
- CARLOS SERMEÑO, R.D.H.A.P, B.S. (310)738-6218
- VIII. OFFICE HOURS:
- By appointment only
- IX. COURSE DESCRIPTION:
- This course allows dental hygiene students to pursue special projects in dental hygiene under the direction of a supervising instructor.
- X. REQUIRED TEXTS:
- Darby, Michele Leonardi, Walsh, Margaret M., Dental Hygiene Theory and Practice, Fourth edition, Saunders Elsevier, St. Louise, MO 2014
- Little, James et.al., Dental Management of the Medically Compromised Patient, Eighth Edition, Mosby, St. Louis, MO, 2013.
- West Los Angeles College, Department of Dental Hygiene Clinic Guidelines For Students 2014
- West Los Angeles College, Department of Dental Hygiene Infection and Hazard

XI. COURSE GOAL:

At the completion of the course, the student will be able to verbalize and perform the correct technique for gathering data related to medical and dental history, oral, dental and periodontal examination. The student will be prepared to start patient treatment environment and perform dental hygiene services.

COURSE OBJECTIVE

As a result of knowledge and skill gained from DH101, 151, and DH 209, the students will be able to provide dental hygiene services, including local anesthesia and Nitrous Oxide sedation.

Clinic rotations: MEND, UCLA-Venice.

(Please refer to Student Book for specific location and business hours).

XII. INSTITUTIONAL STUDENT LEARNING OUTCOMES:

**Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

**Assessment:** The students will demonstrate how to take, record, and evaluate vital signs. The student will be able to complete the intra and extra oral, head and neck examination and document by accurately describing all normal and abnormal findings. The students will also assemble all baseline information, acquire necessary consultations and determine the need for additional supportive data, tests, indices and radiographs; in order to construct a dental hygiene treatment plan and modify as necessary.

**Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

**Assessment:** The students will comply and implement standard (universal) infection control techniques in all laboratory and clinical activities according to OSHA guidelines.

PROGRAM STUDENT LEARNING OUTCOMES:

**Health Promotion and Disease Prevention**

**Program SLO #5:** Assess, plan, implement and evaluate community oral health services, including health promotions and disease prevention in variety of settings.

**Program SLO #6:** Provide planned educational services using effective interpersonal communication skills and educational strategies to promote oral health for individuals and groups of diverse populations.

**Program SLO #7:** Provide the values of oral health, general health and wellness in individuals and populations with identified risk factors and develop strategies that promote health related quality of life.

**III. Patient Care**

**Program SLO #8:** Systematically collect, analyze and record assessment data on the general, oral, periodontal, and psychosocial health status of the child, adolescent, adult, geriatric and special populations using methods consistent with medicolegal principles.

XIII. METHODS OF INSTRUCTION:

Students provide comprehensive non-surgical periodontal therapy on patients under the supervision and guidance of Instructors at the determined clinical rotations.

XIV. METHODS OF EVALUATION:

Students will submit NCR forms for each patient treatment, and Process and Product grading forms (if applicable)

**Requirements**

Complete WLAC DH Tracking Patient Sheet, included all patients seen during the Summer Session (as instructed in DH 189 during the Spring Semester 2015).

1. Attendance at all clinic sessions with required materials and instruments of each session.

Unexcused absences will be handled in accordance with the West Los Angeles College's Attendance Policy.

**ACADEMIC DISHONESTY**

Dishonest conduct in the classroom and/or clinic is unacceptable. Some examples of dishonest conduct include cheating or plagiarism, forgery or alteration of documents or records, and falsification of records or misrepresentation of facts. Students found conducting themselves dishonestly will be disciplined. Students' complicities or tolerating the other's dishonest behavior will be considered accessories. Complete process according to the college policies will be adhered to by the program faculty.

**Remediation:**

When an instructor observes **lack of knowledge** and/or **unsafe patient care**, the instructor will issue a remediation plan for the student. The need for remediation will be discussed with the student and the clinic director. The instructor observing the act will determine which remediation process is appropriated to the circumstances involving the student. Faculty will post a summary of remediation on Google docs so that all faculties can help improve future clinical experiences for student (remediation must be submitted before or on the day of due date. Please submit a copy of remediation to Adviser Instructor, DH Program Director, and Course Director).

Examples of errors that require remediation:

1. **Gross contamination (infection control)**
2. **Not pre-medicating patients who require to be pre-medicated.**
3. **Not wearing Protective Personal Equipment properly.**
4. **Fail to practice patient safety (reusing contaminated instruments)**
5. **Unsafe instrument technique (i.e. Gross tissue trauma)**
6. **Not recognizing obvious oral lesions (i.e. herpes lesion, aphthous ulcer)**
7. **Not reporting broken instruments**
8. **Inadequate periodontal assessments**

9. **Inadequate review of medical history.**
10. **Not taking patients or being absent or late without a valid excuse.**

Remediation examples:

- Extra guidance hours (with instructor who observed process) and a paper on reflection of guidance.
  - Research paper (3-5 pg. minimum with references that must be included; APA format)
  - Re-evaluation of product/process grading
- \*At the Instructor discretion, student may be dismissed from clinic.

If student fails to complete remediation to instructor's satisfaction, **consequences may include suspension from clinic, delay of national or state board exam until student is able to demonstrate competency in the area of concern.**

If the student demonstrates continual lack of knowledge or unsafe patient care after remediation, a critical error may be assigned.

### **Unsafe Practice/ Critical Error**

#### **CRITICAL ERROR/UNSAFE PRACTICE**

A critical error or unsafe practice is a procedure, process, or product that could adversely affect the health and safety of the patient, student, or faculty member. All critical errors and unsafe practice citations will be reported to the Dean of Student Service immediately. The student must be dismissed from the clinic to see the Dean of Student Service at West Los Angeles College. The critical error must be turned into the course director in writing and the student will receive a copy. Please review your West Los Angeles College Department of Dental Hygiene Clinic Handbook for more information regarding this section. A student who receives any critical errors in the course will be subject to not passing the course even if all the course requirements are completed. Dismissal from patient care and/or program will be determined.

Examples of critical errors are:

1. Gross negligence
2. Cheating or falsifying forms
3. Attend clinic or laboratory under the influence of drugs (prescribed or illegal) and/or alcohol
4. Inadequate ability to provide patient care (lack of sleep, illness, injury)
5. Unprofessional behavior towards a Patient, Facility Staff, Classmate, Instructor (example: harassment, aggressive behavior, lack of respect / inappropriate behavior, etc )
6. Removing clinical assessment binder from school campus
7. Any HIPAA Violation  
(<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>)
8. Any act of prejudice (social, religious, ethnic/racial, medical conditions, etc) towards a Patient, Facility Staff, Classmate, or Instructor.

#### **Rules and Absences:**

A student must attend clinic from 8:00AM- 4:30PM (Clinic Rotations may request different

schedules) each day as scheduled including all specialty assignments. Each student must check in with the assigned instructor at each session.

Specialty Clinic (SPC) corresponds to clinical hours. The function of a SPC is to provide coverage in a rotation for a student that due to SICKNESS, ACCIDENT, or SPECIAL CIRCUMSTANCE cannot attend a scheduled rotation. In this case, **the student in need of coverage MUST contact the SPC students for the day (call / text / email the student, and also email copying Mr. Sermeño in the email).**

If you are scheduled as SPC, please do not schedule any personal or non-clinical activity on the day. The student MUST be ready to provide coverage at a specific rotation, and also, the student scheduled as SPC MUST ANSWER THE PHONE / TEXT / EMAIL (please **understand that it is not a day off**) - the no answering when contacted and/or refuse to cover is not acceptable, and it will be recorded as a warning in the student record). Students must be active on this day (observation, completion of requirements, TA Hours, etc).

**Student with 2 or more days of unexcused absence will be reported to the Dean of Student Services for dismissal from the class.** Tardiness will be also recorded for each clinic session. When accumulated tardiness becomes more than 6 hours, the student will be reported to the Dean of Student Services for dismissal from the class.

If student is suspected to present to clinic / laboratory under the influence of substance or present unsafe behavior, will be dismissed from clinic facility, and instructor and /or facility administrator may prohibit the return of student to the clinic facility. The student will agree to a breathalyzer assessment if suspected of being under the influence of alcohol and a blood test if suspected to being under the influence of a controlled substance.

**Students that do not follow the guidelines / protocol from a clinic facility, may be dismissed for the day by the Clinical Instructor – Student will meet with Program Director, Clinical Instructor, and Course Director - and the Clinic Facility Administrators may petition for complete removal of student from the clinic facility.**

**To receive credit for your work, an instructor must place an initial NCR Form on each area corresponding to:**

- a. calculus code
- b. periodontal classification
- c. fluoride
- d. patient completion
- e. quadrant equivalency

**Also, each Product / Process Grading Form MUST be signed by Instructor – Forms lacking of Instructor Initials or Signature will NOT BE ACCEPTED.**

## **College Policies and Standards**

## **Professional Conduct in Our Classroom Community**

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

### **Attendance**

Students are expected to attend all classes, for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

### **Dropping a Class**

Student wanting to drop a class should drop online at [www.wlac.edu](http://www.wlac.edu), click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

### **Special Instructional Accommodation**

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

### **Academic Integrity**

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, NP/"F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

#### **Forms of Behavior which Violate Academic Integrity**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment, which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning

### **Standard of Student Conduct**

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

**The following types of disciplinary action may be taken by an instructor:**

1. **Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.**
2. **Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.**

Students may refer to the College Catalog or the online student orientation at [www.wlac.edu](http://www.wlac.edu); select the "Counseling, Assessment and Orientation" tab, then scroll down to "Orientation" for complete details regarding the aforementioned policies.

### **Cell Phone and Other Communication Devices**

If you bring your cell-phone to class, laboratory, or clinical rotation, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom/clinic. Devices of this type should be placed on vibrate and never visible during class time.

### **Use of Social Media**

- The student is held accountable for maintaining the privacy of any information obtained, seen, or is given during clinical rotations
- The student should make every effort to present himself/herself in a mature, responsible, and professional manner.
- Confidential information of patients, patient family members, visitors, dentist, dental students, facility staff, faculty, college staff, fellow students, and class or clinical situations should never be discussed in any form online.
- The Health Insurance Portability and Accountability Act (HIPPA) guidelines are to be upheld at all times.
- Personal information and photos with students, faculty, staff, and clinical sites may only be posted **with verbal and/or written permission** from **all** individuals involved.
- Students should avoid using names and never post photographs of patients or staff without authorization.
- The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited.
- Harassing, threatening, belittling photos, e-mails, or videos that are demeaning, insulting or discriminating against anyone are not to be posted – any of these actions must be reported with a screen-shot to the Program and/or Course Director.

- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual identity is prohibited.
- Texting, e-mail, and social networking, are not to be performed during class or clinical hours.
- On-campus computers or wi-fi network must not be used for illegal purposes
- Students may not use social media to communicate information to faculty. To contact faculty member, student MUST use communication method specified by faculty member
- Maintain professional boundaries in the use of electronic media.

**Classroom / Campus / Clinical Rotation Cleanliness**

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash or recycle material.