

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

- I. DH 252: ESSENTIALS OF DENTAL HYGIENE PRACTICE
- II. PREPARED BY: DENTAL HYGIENE FACULTY
- III. REVISED FOR: SPRING 2014
- IV. PREREQUISITES: DENTAL HYGIENE STUDENT CONCURRENTLY ENROLLED IN THE DENTAL HYGIENE PROGRAM
- V. UNITS AND HOURS: TWO UNIT, 2 HOURS,  
Wednesday 9:00 a.m. to 11:10 p.m.
- VI. COURSE INSTRUCTOR: CARMEN DONES, R.D.H., M.S.  
Office Hours: Wednesday 11:00am- 12:00pm  
Monday 4:30pm – 5:30pm

VII. COURSE DESCRIPTION:

Discussion and exercises presented will center on case reasoning for clinical dental hygiene. Accumulated theoretical knowledge will be related to practical clinical application.

VIII. REQUIRED TEXT:

Beemsterboer, Phyllis L. Ethics and Law in Dental Hygiene. W.B. Saunders Company, 2nd Edition, 2010

IX. SUGGESTED REFERENCES:

Darby, Michele Leonardi, Walsh, Margaret M., Dental Hygiene Theory and Practice, third edition, Saunders Elsevier, St. Louise, MO 2010 (ISBN # 978-1-4160-5357-6)

DHCC.CA.GOV: RULES AND REGULATIONS

COURSE OBJECTIVE:

X. INSTUTITUTIONAL STUDENT LEARNING OUTCOMES

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

a. Students will demonstrate critical thinking skills in case based assignments.

Students will illustrate professional development through resume

Writing and class assignments.

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

h. Students will work professionally and ethically during course activities.

Class discussions will focus on clinical experience, as well as

case study evaluations using proper dental/professional terminology.

Course SLO:

Students will analyze how law and ethics influences a career in dental hygiene.

Criterion Level: At least 80% of students will correctly answer 75% or more of the examination questions.

Students will reflect on the continued improvement of the dental hygiene program and develop a legacy project that will serve to better the program for the future.

At least 80% of students will complete their project at a level of 75% or greater.

## XI PROGRAM STUDENT LEARNING OUTCOME:

### I. Professionalism

Program SLO #1: Adhere to the American Dental Hygienist's Associations' code of ethical conduct and apply this code to established state and federal laws, recommendations, and regulations in the provision of dental hygiene care.

Program SLO #2: Perform self-assessment for life long learning to provide evidenced-based practice of dental hygiene.

Program SLO #3: Understand and interpret the scientific literature and research as it relates to the evidence-based practice of dental hygiene.

Program SLO #4: Utilize current technology to enhance education, patient care, research and professional growth.

### II. 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.

## XII. COURSE OBJECTIVES:

As a result of lectures, group discussion and assigned readings, the student on a written examination will be able to:

### A. In Ethics:

1. Describe and differentiate among the terms ethics, morality, values, jurisprudence, and ethical reasoning.
2. Compare and contrast the basic components of the current A.D.H.A. Code of Ethics and the A.D.A. Code of Ethics.
3. Apply ethical principles to example cases, which describe ethical problems encountered in dentistry.
4. Identify examples of contemporary challenges/changes in ethical situations that effects the profession of dentistry.

### B. Licensure:

1. Interpret the purpose and role of educational standards and credentialing in the regulation of health care providers.
2. Explain the legal and economic constraints placed upon employers that enforce the utilization of persons credentialed by licensure or certification.
3. Describe the advantages and disadvantages of licensure and certification.
4. Recognize the trend toward national certification of health

personnel and analyze the rationale for this trend.

5. State the purpose of a state practice act governing the practice of health care professionals.
6. Describe the role of the State Board of Dentistry in enforcing the dental practice act.
7. Demonstrate an understanding of the California State Dental Practice Act and an ability to refer to such for guidance and information.

#### C. INTERVIEWING AND RESUMES

1. Describe the respective roles of the job applicant and the interviewer in the interview process.
2. Summarize basic approaches for carrying out a successful Interview and outline procedures that can enhance the effectiveness of the interview
3. Appreciate how a resume can affect an employer's decision to offer employment to an individual.
4. Identify which items are, by law, not to be considered by employers in offering employment.
5. Prepare a personal resume for clinical practice employment or employment in a health related agency.
6. List the methods in which employees in a health care facility may receive remuneration for the services they provide.
7. Identify at least ten factors that health care providers express as important considerations in selecting a practice setting.
8. Establish a decision-making grid for determining what practice setting is most appropriate.

9. Describe an employment contract and rationale for its use.
10. Analyze a sample employment contract that could be utilized in an employment agreement in a health care delivery setting.

#### D. LEGAL CONSIDERATIONS

1. Describe the nature of the legal relationship between the healthcare provider and the patient.
2. Recognize those circumstances, in which a health care provider is legally obligated to render care to a patient.
3. List the duties legally required of a health care provider and those that a patient owes a health care provider as a result of the contractual relationship.
4. Define "reasonable care" in terms of the duties the law expects the health care provider to fulfill in a contractual relationship with a patient.
5. Define the following terms:
  - a. Negligence
  - b. Good Samaritan Law
  - c. legal standard of the reasonably prudent man
  - d. respondent superior
  - e. technical assault
  - f. malpractice
  - g. privileged communication
6. Describe the conditions under which a health care provider may be liable to malpractice.
7. List and describe several common errors in a dental practice that could be grounds for a malpractice suit.
8. Explain how a reasonable fee is determined and why it is an integral part of the contract agreement.

#### E. PRACTICE MANAGEMENT

1. Explain how appointment scheduling affects the efficient utilization

of time.

2. Describe how to evaluate various physical dental operations for their efficient and effective utilization of time and motion.
3. Analyze how traffic flow, use of staff, and such factors as sound and illumination impact the efficient utilization of resources.

#### F. CAREER DIRECTION

1. Discuss the issues related to role delineation and the function and value of dental health care providers.
2. Prepare a report using a department form on a visit to a dental practice in your community.
3. Prepare a report using a department form on a visit to an organized Dental hygiene meeting in your community.
4. Prepare a report using a department form on a visit to an organized student dental hygiene activity.
5. Choose a career direction and prepare a report to describe the chosen path. Include immediate goals, 5 and 10 year goals.

#### XIII. INSTRUCTION METHODOLOGIES:

1. Lecture and discussion
2. Group Discussion and activities
3. Reading assignments
4. Media Presentations
5. Personal observation

#### XIV. METHODS OF EVALUATION:

ALL REQUIREMENTS MUST BE COMPLETED TO PASS THIS COURSE

1. Attendance and participation

3. Passing grade on written final examination.
4. Completion of all assignments within designated time framework. Each assignment/project will receive an "A" grade if all components are completed according to all criteria given the first time the assignment/project is due. Any deviations in time, format or content will have a resulting effect on grading. Additional information and forms will be provided at the first session in Part II.
  - a. Career resume or CV (Curriculum vitae)
  - b. Dental practice site visit report
  - c. Dental hygiene component visit report
  - d. Student dental hygiene activity report (SADHA)
  - e. Career direction report
  - f. Ethical dilemma essay
  - g. Oral presentation of Legacy Project.
  - h. Midterm and final exam

Forms and other specifics regarding style and deadlines will be announced in class.

Reports: Dental Office Visit, professional Org. local component meeting (Observation report or reflection paper 1 page), Student dental hygiene activity report (SADHA), ethical dilemma essay, participation.

Final exam

**COURSE LETTER GRADE WILL BE BASED ON THE FOLLOWING SCALE:**

150 - 200 = A

100 - 149 = B

49 - 99 = C

below 48 = F

Week 1 2/12	Introduction  E-portfolio review  Principles of Ethics and Values Codes of Ethics  Review of the DHCC PSI booklet  DH application and fingerprinting discussion	Chapter 1-3
Week 2 2/19	Ethical decision making Video Professionalism and Organizations	Chapter 4-6  ADHA Online
Week 3 2/26	Law: State Dental Practice Act Credentialing and Licensing  DBC: publication  Reporting (abuse, peer), drug diversion program  (Professionalism paper due)	Chapter 7
Week 4 3/5	DH and Patient/Employer Relations  State Regulations/Business Practice Act	Chapter 8-9

Week 5 3/12	Risk Management  Case Studies  Infection Control Review	Chapter 10
Week 6 3/19	DHCC website overview	Online
Week 7 3/26	National Board Preparation: Bring 3 questions that you found crucial while studying for National Board to share with classmates.	
Week 8 4/2	Mid-term Exam	
Week 9 4/9	SPRING BREAK	
Week 10 4/16	RDHAP/Degree degree completion programs/Careers in DH  Career Direction Resume Writing	DHCC



	Personal Statement  Interviewing Techniques Roll play Employment and legal considerations	
Week 11 4/23	DHCC: How to become licensed (Resume draft due)	
Week 12 4/30	E-Portfolio finalization (bring laptop or thumb drive to class)	
Week 13 5/7	Practice Management  Oral report of Office visit: (paper due)	
Week 14 5/14	Jurisprudence Duties and scope of practice	
Week 15 5/21	Brief presentations of Legacy projects	
Week 16 5/28	State Boards: Question and Answer session (Resumè final and Legacy project due)	
Final Exam week 6/4	Final Exam	

Assignments: 200 pts possible.

Student Learning Outcome: Legacy Project:10 points: Instructions will be given in class.

1. Reflect on the continued improvement of the dental hygiene program and develop a legacy project that will serve to better the program for the future.	Students will evaluate the program needs, select an area of focus and administer their legacy project. This project will be assessed according to a grading rubric.	At least 80% of students will complete their project at a level of 75% or greater.
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Grading of these assignments will follow the rubric provided, Assignments should be typed, dbl -spaced, with 1-inch margins and a 12-pt.Arial font. Total length of each should be no more than 2 pages. No grade will be given for those projects submitted

that do not relate to a chapter in the book, handout, lecture or that contain spelling or formatting errors.

Resume: 30 pts. Possible

Presentation:

Exams: A Midterm worth 40 points and a Final Exam worth 50 pts

A Mid term exam will be administered. The exam includes 40 multiple-choice questions. The exam content will be largely based on lectures and readings. The Midterm exam will be worth 20 points. The final exam will be a multiple choice worth 50 points.

Make-up Policy

Students are expected to turn in assignments 1 week after assigned. Students are expected to take the exams on the date given. If for any reason a student cannot attend on the exam date or submit an assignment, he or she must notify the instructor prior to the due date of the project or examination. Late submission will reduce the grade by 5%

If the student fails the midterm exam, remediation will be given in the form of outlining the chapter and researching content on the specific subject (s) and then taking a similar midterm exam. If the student does not pass the exam after remediation, the grade will stand. No 2<sup>nd</sup> final exam will be given. The student must pass the final exam with a “C” or better in order to pass the class.

Assignments: Due the following week after assigned. Grade will be reduced for lateness.	Points Possible
Professionalism: Vocab, definition	10
Ethical Dilemma (2 page paper)	10
SMADA Meeting Report	20
Professional Org. local component meeting/ CE meeting (Observation report or reflection paper 1 page	10
Dental Office Visit Report (minimum 2 pg paper	10
Career Directions (minimum 2 pg paper)	10
Midterm Exam	40
Resume Draft	20
Resume Final (Max. 2pgs)	10

Legacy Project Presentation	10
Final Exam (written and multiple choice)	50
Total Points:	200

Legacy Project Presentation Rubric			
Points possible:	2	1	0
Criteria:	Professional vocabulary used	Mostly used professional vocabulary	Unprofessional vocabulary
	Accepts feedback well	acknowledged feedback but not accepting	Does not take feedback well (argumentative).
	Able to answer questions	Answer missed the mark but tried	Did not answer question
	Professional Appearance	Casual appearance	Unprofessional appearance
	The program show a strong need for the project	The program has a need for the project	The project was not completed

Rubric for Draft Resume: 30 pts possible

5	2	0
Great objective or personal statement	Objective or personal statement lacks interest	No thought was give to objective/ personal statement
Critical thinking applied to skills	Less than 5 skills were listed	Less that 3 skills were listed
More than 2 references were given	Less than 2 reference were given	No references given
Layout of resume was well organized	Some organization but needs structure	Lacks organization
Resume was 1-2 pages	Resume was more than 3 pages	Resume was either not turned in or more than 3 pages
Header different on both pages/ pg #'s included if more than 1 pg	Header the same on both pages/ Pg #'s included if more than one page	No header and/or page #'s

Report Rubric: Ethical dilemma, professional meetings and office visit

Criteria	2	1	0
Editing (Including sentence structure, grammar, vocabulary, spelling, formatting)	Nearly error free with varied use of sentence structure, appropriate vocabulary, and consistent formatting.	Some spelling, grammar, or sentence structure errors are present, but the flow of the presentation is not dramatically affected.	Significant spelling, grammar, and sentence structure errors are present, to the extent that the flow of the presentation is affected and becomes difficult to follow.
Topic	The topic statement is well developed, and maintains clear purpose throughout.	A topic statement is developed, and generally maintains the purpose through its entirety.	No clear topic statement is developed, and the purpose of the paper is unclear.
Organization	The organization is careful and thoughtful.	The paper provides some disorganization of thoughts.	The paper provides a weak organization of thoughts throughout.
Promptness	The paper was submitted on due date	The paper and was submitted 1 week late.	The paper and was submitted more than 2 weeks late.
Guidelines	The student followed all of the guidelines of the project appropriately	The student did not follow the guidelines of the project but was able to produce a reasonably good paper	The student did not follow the guidelines at all.