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Introduction

This handbook is designed to acquaint you with the policies and regulations of the Dental Hygiene Program. Your review of this handbook is part of your commitment as a dental hygiene student. You will be held responsible for all of the contents; therefore, it should always be readily available for reference.

Directions:

- Read the Student Handbook by the designated time.
- Request clarification, amplification, or verification as needed.
- Sign and submit the contract sheet by designated time.

To the extent that any provision contained in this handbook differs from or conflicts with Tyler Junior College Board Policy, then the Tyler Junior College Board Policy will control in all circumstances. Tyler Junior College Board Policies may be found at http://pol.tasb.org/Home/Index/1076.
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Mission Statement
To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant campus life and community service.

Vision Statement
To be the region's premier comprehensive community college, recognized internationally for its academic and workforce programs, student life and community engagement.

Civility Statement
In keeping with its rich traditions, Tyler Junior College pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, and tolerant community.

Equal Opportunity
Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Accrediting
Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he or she intends to transfer credit. Courses for a student’s first two years should be planned in accordance with the degree plan of the institution to which he or she will transfer.
Statement of Mission and Purpose

The mission of the School of Nursing and Health Sciences is to provide quality education in order to fulfill our vision of “Leadership for Life.” An expectancy of academic success is established and supported within our learning environment which emphasizes a role of shared responsibility between students and the College for attaining academic goals. We strive to change lives one future at a time and affirm that learning and changing are voluntary actions. Our purpose is two-fold: to prepare future healthcare professionals and to provide continuing education opportunities for lifelong learning.

Goals
The following goals were developed to support the accomplishment of the mission of Tyler Junior College as well as the mission of the School of Nursing and Health Sciences.

- Create a learning environment, which facilitates student achievement of expected cognitive, and psychomotor and affective learning outcomes.
- Provide continuing education opportunities to support community needs and interests in Nursing and Health Sciences.
- Work with universities and high schools to provide meaningful linkages for Nursing and Health Sciences students.
- Implement effective recruiting strategies to attract qualified students.
- Implement effective recruiting strategies to attract qualified faculty.
- Encourage continuous professional development among faculty and staff.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.
Department of Dental Studies: Dental Hygiene Program

Accreditation
The Tyler Junior College program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2670 or by calling 1-800-621-8099, extension 4653.

A record of complaints is kept in the TJC Dental Hygiene office.

Student Complaints
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 individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2670 or by calling 1-800-621-8099 extension 4653.

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A record of complaints is kept in the TJC Dental Hygiene office.
Mission Statement

The mission of the Tyler Junior College Dental Hygiene Program is to advance the mission of the college by providing a quality education that respects the individual, encourages student learning and promotes lifelong advancement. It is the expectation that this program will meet the needs of the dental profession and those of the community by preparing students to be clinically competent, to think critically, to utilize evidence-based decisions, to foster ethical principles and to meet the changing demands of oral health care.

Goals

The following goals and competencies are integral to accomplish the mission of the Tyler Junior College Dental Hygiene Program:

- Prepare competent entry-level dental hygiene professionals who possess the knowledge, skills, professional values and ethics to provide the dental hygiene process of care.
- Develop skills to advance the dental hygiene profession through lifelong learning.
- Serve as a resource for service activities that are essential to the public and to allied dental communities.
- To support the application of evidence-based decision making skills to all aspects of dental hygiene practice.
Competencies for the entry-level dental hygienist

Competency is the knowledge, skill and behavior expected of an entry-level practitioner performing autonomously. The five entry-level general competencies listed are measured by specific outcomes identified below.

1. **The entry-level dental hygienist must demonstrate core behaviors of the profession.**

*Specifically, CORE competencies (CC) of the entry-level dental hygienist include the satisfactory accomplishment of the following outcomes:*

- **CC1** Apply a professional code of ethics in all endeavors.
- **CC2** Adhere to state and federal laws, recommendations and regulations in the provision of oral health care.
- **CC3** Record accurate, consistent and complete documentation of oral health services provided.
- **CC4** Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.
- **CC5** Utilize critical thinking skills, comprehensive problem solving, and evidence-based decision making to identify oral health care strategies that promote patient/community health and wellness and to evaluate and incorporate emerging treatment modalities.
- **CC6** Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
- **CC7** Integrate emergent technologies and valid scientific research to achieve high-quality, cost-effective patient care.
- **CC8** Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.
- **CC9** Assume responsibility for professional actions and care based on accepted scientific theories and research as well as the accepted standard of care.
- **CC10** Continuously perform self-assessment for lifelong learning and professional growth.
- **CC11** Promote the values of the profession through service-based activities, positive community affiliations, and active involvement in local organizations.
- **CC12** Apply quality assurance mechanisms to ensure continuous commitment to high standards of care.
- **CC13** Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.
- **CC14** Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.
2. The entry-level dental hygienist must be able to initiate and assume responsibility for health promotion and disease prevention activities for individuals and groups.

Specifically, HEALTH PROMOTION AND DISEASE PREVENTION (HP) competencies of the entry-level dental hygienist include the following outcomes:

- Promote positive values of overall health and wellness to the public and organizations within and outside the profession.
- Respect the goals, values, beliefs, and preferences of all patients.
- Identify patients who may have physiologic, psychological, or social problems and recommend referral for comprehensive evaluation.
- Identify individual and population risk factors and develop strategies that promote health related quality of life.
- Evaluate factors that can be used to promote patient adherence to disease prevention or health maintenance strategies.
- Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

3. The entry-level dental hygienist will demonstrate competency in the ability to actively contribute to the health of the community.

Specifically, COMMUNITY INVOLVEMENT (CI) competencies of the entry-level dental hygienist includes the following outcomes:

CI1. Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.

CI2. Provide screening, referral, and educational services that allow patients or clients to access the resources of the health care system.

CI3. Provide community oral health services in a variety of settings.

CI4. Facilitate patient access to oral health services by influencing individuals or organizations for the provision of oral health care.

CI5. Evaluate reimbursement mechanisms and their impact on the patient’s access to oral health care.

CI6. Evaluate the outcome of community based programs and plan for future activities.

4. The entry-level dental hygienist will be competent in providing the dental hygiene process of care, including assessment, diagnosis, planning, implementation and evaluation.

Specifically, PATIENT CARE (PC) competencies of the entry-level dental hygienist include the following outcomes:

Assessment

PC1. Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medico legal principles.
Recognize predisposing and etiologic risk factors that require intervention to prevent disease.

Recognize the relationship between systemic disease, medications, and oral health that impact overall patient care treatment outcomes.

Identify patients at risk for a medical emergency and manage the patient care in a manner that prevents an emergency.

**Dental Hygiene Diagnosis (Data Analysis)**

Use patient assessment data, diagnostic technologies and critical decision making skills to determine a dental hygiene diagnosis to reach conclusions about the patient’s dental hygiene care needs.

**Planning**

Utilize reflective judgment in developing a comprehensive patient dental hygiene plan of action.

Collaborate with the patient and other health professionals, as indicated, to formulate a comprehensive dental hygiene care plan that is patient-centered and based on the best scientific evidence and professional judgment.

Make referrals to professional colleagues and other health care professionals as indicated in the patient care plan.

Obtain the patient’s informed consent based on a thorough case presentation.

**Implementation**

Provide specialized treatment that includes educational, preventive and therapeutic services designed to achieve and maintain oral health.

Partner with the patient in achieving oral health goals.

**Evaluation**

Evaluate the effectiveness of the provided services and modify care plans as needed.

Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques and patient self-reports as specified in patient goals.

Compare actual outcomes to expected outcomes, re-evaluating goals, diagnoses and services when expected outcomes are not achieved.

5. The entry-level dental hygienist will demonstrate competency in developing strategies to increase professional growth and development.

Specifically, PROFESSIONAL GROWTH AND DEVELOPMENT (PGD) competencies of the entry-level dental hygienist include the following outcomes:

**PGD1** Develop a plan for lifelong, voluntary and self-motivated acquisition and for updating of knowledge, skill and qualification to adapt to a constantly evolving knowledge-based profession.
PGD2 Analyze career opportunities within health care, industry, education, research and other roles as they evolve for the dental hygienist.

PGD3 Develop practice management skills to be used in the delivery of oral health care.

PGD4 Access professional networks to pursue professional goals.

PGD5 Advocate for professional change needed to improve oral health care and delivery of oral health care by engaging in activities that advocate for current oral care issues and promote professional growth.
American Disabilities Act

If a student has a psychiatric, physical, learning or chronic health disability that qualifies under American Disabilities Act (ADA) and requires accommodations it is the responsibility of the student to contact the ADA Student Coordinator at 903.510.2878 for information on appropriate policies and procedures.

Liability Insurance

The student will purchase the mandatory student liability insurance annually at the beginning of school. The student liability insurance policy may contain provision for limited medical payments if the student is injured during clinicals; however, this is a matter between the insurance carrier and the student. Tyler Junior College is not an insurer of any student and will not be responsible for any injury to the student or for the cost of any medical care. Emergency medical care shall not be billed to Tyler Junior College.

All injuries during clinicals must be reported to the clinical professor in person. Insurance claim forms may be obtained from the office of the Director of Purchasing and Central Services. In no event will a student represent to any health care provider that he/she is employed by Tyler Junior College, covered by Tyler Junior College health insurance, or that a bill for medical services should be sent to Tyler Junior College. The student assumes all risks involved with training and shall hold Tyler Junior College harmless from any costs, payments or liability resulting from injury to the student.

TJC Standard for Drug Screening and Background Checks

Clinical and Practicum prescreening requirements are required for all clinical/practicum students and faculty as stated in the Tyler Junior College clinical affiliation agreements. These prescreening requirements are the same as those required of healthcare industry employees (background checks and drug screens). The rationale for extending these requirements to clinical students and faculty was based on the concept of due diligence and the competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual’s criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting from medical errors.

Timing of Prescreening Requirements

All drug screen tests and background checks must be conducted after admission to the clinical program but within 30 days prior to the start of the clinical or practicum rotation. Verification of the satisfactory results must be received by Tyler Junior College prior to the student’s clinical rotation start date. Drug screen and background checks will be honored by all clinical or practicum affiliates for the duration of the student’s enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more. The above information must be verifiable through the college/school. Drug screen and background checks of faculty will be honored for the duration of the employment of the faculty member at the college/school.
Reciprocity

Students must meet these requirements by the department’s stated deadline or prior to the start of the first clinical or practicum rotation, whichever occurs first.

Pre-Assignment Drug Screening

Method of Urinalysis: An unobserved collection of urine should be collected at a facility that follows Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines.

Type of Test: Substance Abuse Panel 10 (“SAP 10”), with integrity checks for Creatinine and PH levels. Acceptable and unacceptable test ranges are listed below.

SAP 10 test results that fall outside any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If the results remain positive, they are sent to a Medical Review Officer (MRO) who calls the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be “negative” and acceptable.

The MRO is a medical doctor who specializes in the interpretation of drug screen results. Medical Review Officers do not make placement decisions; they simply pass along information regarding legal versus illegal drug use or consumption. Medical Review Officers are not required, but are beneficial in making placement decision. Medical Reviews are a separate cost since they entail a separate service. The cost of Medical Reviews varies from about $25 to $75 dollars per donor. It is important to note that although any physician could perform this service, only certified MRO’s are considered bona fide experts in this field.

An individual with a positive drug screen will not be allowed to attend any clinical agency/rotation for a minimum of 12 months. Failure to take the required drug screening as described in these guidelines will be interpreted as a positive drug screen. Prior to returning to the clinical affiliate rotation, a student must provide proof of a negative drug screen as verified by the college.

A clinical affiliate reserves the right to remove a student/faculty from the facility for suspicion of substance use or abuse (including alcohol.) The clinical affiliate will immediately notify the professor/college to facilitate immediate removal of the student. In all instances, the clinical affiliate will provide written documentation of the student’s/faculty’s behavior(s) by two or more representatives to the Tyler Junior College.

Criminal Background Check

Criminal background checks should review a person’s criminal history seven (7) years from the date of application. The check should include the cities and counties of all known residences. The following histories will disqualify an individual from consideration for the clinical/practicum rotation:

Felony convictions, misdemeanor convictions or felony deferred adjudications involving crimes against persons, misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.), felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, registered sex offenders,

NOTE: If a licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical or practicum rotation. However, it is the student’s responsibility to be aware that the disqualifications listed above are used for employment eligibility by most hospitals in Texas.
Allocation of Cost

Each clinical/practicum student must bear the cost of these requirements. Tyler Junior College will bear the cost of these requirements for faculty.

Verification of Compliance & Recordkeeping

The vendor will notify the College on all individuals who fail a criminal background check. Upon request, verification of the compliance with these standards will be sent to the designated representative of the clinical/practicum affiliate prior to the clinical or practicum rotation start date. Verification is accomplished by sending a letter from the appropriate department chair on letterhead stating that these standards have been met by the student/faculty, listing the student’s/faculty’s full name and clinical or practicum rotation start date. If more than one student is attending a rotation, a comprehensive list with all the student/faculty names may be submitted.

It is the responsibility of Tyler Junior College to inform these persons of requirements prior to enrollment in this curriculum. This will give students/faculty prior notice and an opportunity to decline the clinical training/assignment before investing their time and money in the class or agreeing to employment. The student/faculty name, social security number, drug screen and criminal background information will be provided to the office of the Dean of Nursing and Health Sciences. This information will be filed in a secured area to ensure confidentiality. In the event that the student/faculty feels that an error has been made in the criminal background check, it is the responsibility of the student/faculty to contact the external vendor for a verification check.

Immunizations

Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64 states that a student who is in a health science program which will involve direct patient contact, MUST have had all 3 Hepatitis B immunizations before the beginning of the second semester of the program.

This can present a major timing problem for students who are applying to the program.

TIMING:

The first immunization is given—the second is given one month later, and the third is to be given 5 months after the second one. So, this must be started six months before the end of the first semester of being in the program. A four month régime is available.

IT IS HIGHLY RECOMMENDED that anyone who is planning to apply to a health science program that has clinical rotations in the first or second semester get started on the Hepatitis B immunization series as soon as possible. Radiologic Technology requires clinicals the first semester.

IF A STUDENT IS ACCEPTED TO THE PROGRAM AND CANNOT PROVE THAT THE TIMING FOR THE THIRD IMMUNIZATION WILL BE NO LATER THAN THE FIRST DAY OF THE SECOND SEMESTER THAT STUDENT MAY NOT ENTER THE PROGRAM.

PROOF OF THE FIRST HEP B IMMUNIZATION ON OR BEFORE JUNE 15 IS REQUIRED.

There are other immunization issues, but they may be quickly resolved. The Hep B situation requires immediate attention. Immunization records will be required or re-immunization will be necessary.
IMPORTANT: Students choosing to use the TJC Health Center for health related services (i.e. physical examinations, TB skin test, and immunizations for measles/mumps/rubella (MMR), tetanus/diphtheria,) must present their “provisional acceptance” letter as proof of acceptance to a Nursing and Health Sciences (NHS) program in order for any services to be performed at the TJC Health Center.

Students must also provide immunization records to the Health Center staff in order to obtain required vaccination updates.

Note: Due to the time required to complete the Hepatitis B vaccination series, it is important that the students start their series as soon as possible.
Academic Dishonesty

TJC Policy on Academic Dishonesty
Academic dishonesty includes the following prohibited behaviors:

- Cheating.
- Plagiarism.
- Collusion.
- Falsifying academic records.
- Misrepresenting facts to the College or a College official.
- Any act intended to give unfair academic advantage to the student.

Each faculty/staff member is responsible within their classroom, lab, teaching area and discipline to address academic dishonesty appropriately to the instruction of the class. Faculty should include a statement in their syllabi regarding how they will handle instances of academic dishonesty in the classroom. If the professor of record identifies a student may have committed academic dishonesty, the student will be referred to the Academic Grievance (Grade Related) procedure located later in this manual, in the Student Handbook, or in the College catalog.

Dental Hygiene Policy on Academic Dishonesty
Any act of academic dishonesty as defined in the TJC Policy on Academic Dishonesty (above) and committed in a dental hygiene course may result in the following consequences: grade on work reduced, work graded as a zero, student required to resubmit new work, course grade reduced to F, or dismissal from the program. This list is not exhaustive.

Additional Program Policies

Classroom Etiquette
Tyler Junior College and the Dental Hygiene Program are committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. It is within this context that the following statements on the expected level of classroom etiquette are prepared. Thus, dental hygiene students are expected to:

- Attend class each time the class meets. (see Attendance)
- Be on time for class and remain for the entire period. It is inconsiderate of classmates if you arrive late and leave early. Attendance and punctuality is expected in all classes, laboratory, clinic sessions, and rotations. The department attendance policy supersedes college policy and applies in all dental hygiene classes. A student must be present for the entire class period or be counted absent. Necessary absence or tardiness must be reported to a professor or department personnel only (student assistants are not included). Contact should be made in person, by phone (voice mail, if necessary), or via email.
• Refrain from talking while the professor or speaker is lecturing. Respectful behavior is expected in all settings. Idle chattering and giggling are disruptive to the class and disrespectful to the professor and classmates.

• Use of cell phones or other electronic devices is disruptive to other students and the professor and is therefore prohibited without permission from the professor. Cell phone ringers must be turned off while in the classroom. The department phone number 903-510-2341 may be given to immediate family members in case of emergency.

• Be attentive and participate in class.

• Students should not bring non-students to class (or clinic). Neither children, spouses nor friends are allowed in the classroom as it is against college policy. The exception is when the person is a patient in the dental hygiene clinic. The dean of Nursing and Health Sciences must approve any other exceptions. If a student brings a child to class without dean approval, the student will be asked to leave and will consequently be counted absent.

• TJC and Department of Dental Studies policies prohibit anyone other than dental studies students and their scheduled patients in the clinic. Exceptions are made in the case of patients needing an interpreter or (with faculty approval) in the case of a patient with special needs that constitute extenuating circumstances. Children who are not patients are not allowed to be in the clinic area nor can they be left unattended in the waiting area or student lounge. Student hygienists may bring a patient under the age of 16 into clinic and place the patient in the chair during huddle. It is the responsibility of the patient (parent/guardian) to provide supervision for any child under the age of 16 who is not a patient. Neither TJC faculty, staff nor students will be allowed to provide childcare for patients in the clinic.

• Remain in class until dismissed. This is a professional program and the privilege of “walking” a class is not allowed. If the professor does not appear within 15 minutes of the regularly scheduled time the class president should check with department personnel to locate the professor or determine the reason for the delay. Permission to disband should be secured before students leave a scheduled class.

• Follow college classroom etiquette guidelines as listed in the TJC Student Handbook at all times.

Professionalism & Personal Responsibility
The faculty and staff of the TJC Dental Hygiene program are committed to providing for our students the education necessary to promote professionalism and personal responsibility. Therefore, dental hygiene students are held to a high standard of these attributes.

Personal responsibility is a demonstration of the following characteristics:

• Integrity.

• Accountability for one’s own actions.

• Accountability to faculty and staff.

• Initiative and determination to accomplish goals.

• Advance preparation for class: i.e. completing assignments, bringing all necessary materials to class, and reading material in advance.
Professional education is the acquisition and integration of knowledge, skills, and attitude. All of these areas are essential in making a professional person.

Professional people in health care services are set apart from others by virtue of the dignity and responsibility of their work. Service is the primary objective of the dental hygienist and is the reason for the existence of the profession. Others look to the professional person for leadership and expect more than ordinary demonstration of good human relation.

Professional attitudes require maintaining a high standard of interpersonal and professional relationships.

Professional behavior is a combination of technical skills, mature observation and judgment, and ethics. Technical skills are achieved through the preclinical dental hygiene course and gradually refined through clinical experiences until the students achieve the level of proficiency required for graduation. Clinical practice of normal and abnormal must be mastered based on the knowledge acquired in the didactic clinical courses and clinical experiences. Judgment is based on obtaining and utilizing pertinent information gained through observation and patient need, patient-student interaction, technical skills, and continuing clinical experiences.

Professional ethics is concerned with the conscientious use of technical skills, observation and judgment affecting the patient’s health and well-being, personal integrity, interpersonal relationships, community involvement and a commitment to service.

*If you have integrity, nothing else matters. If you don’t have integrity, nothing else matters.* ~Alan Simpson

**Code of Ethics**
The American Dental Hygienists’ Association has defined a Code of Ethics for the professional dental hygienist. Understanding of and loyalty to these principles is essential to successful practice.

The following statements are the Standards of Professional Responsibility for a dental hygienist:

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

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

- **To Ourselves as Professionals...**
  - Enhance professional competencies through continuous learning in order to practice according to high standards of care.
  - Support dental hygiene peer-review systems and quality-assurance measures.
• Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

• To Family and Friends…
  o Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

• To Clients…
  o Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
  o Maintain a work environment that minimizes the risk of harm.
  o Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
  o Hold professional client relationships confidential.
  o Communicate with clients in a respectful manner.
  o Promote ethical behavior and high standards of care by all dental hygienists.
  o Serve as an advocate for the welfare of clients.
  o Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
  o Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
  o Educate clients about high-quality oral health care.

• To Colleagues…
  o Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
  o Encourage a work environment that promotes individual professional growth and development.
  o Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
  o Manage conflicts constructively.
  o Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
  o Inform other health care professionals about the relationship between general and oral health.
  o Promote human relationships that are mutually beneficial, including those with other health care professionals.

• To Employees and Employers…
  o 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 Welles.
• Respect the employment rights of our employers and employees.

• To the Dental Hygiene Profession...
  • Participate in the development and advancement of our profession.
  • Avoid conflicts of interest and declare them when they occur.
  • Seek opportunities to increase public awareness and understanding of oral health practices.
  • Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
  • Contribute time, talent, and financial resources to support and promote our profession.
  • Promote a positive image for our profession.
  • Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

• To the Community and Society...
  • Recognize and uphold the laws and regulations governing our profession.
  • Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a health care provider, to the responsible authorities.
  • Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by dental hygienists.
  • Comply with local, state, and federal statutes that promote public health and safety.
  • Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
  • Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
  • Act consistently with the ethics of the global scientific community of which our profession is a part.
  • Create a healthful workplace ecosystem to support a healthy environment.
  • Recognize and uphold our obligation to provide pro bono service.

• To Scientific Investigation...
  • We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:
  • Conduct research that contributes knowledge that is valid and useful to our clients and society.
o Use research methods that meet accepted scientific standards.

o Use research resources appropriately.

o Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.

o Submit all proposals involving human subjects to an appropriate human subject review committee.

o Secure appropriate institutional committee approval for the conduct of research involving animals.

o Obtain informed consent from human subjects participating in research that is based on specification published in Title 21 Code of Federal Regulations Part 46.

o Respect the confidentiality and privacy of data.

o Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.

o Report research results in a timely manner.

o Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.

o Report the names of investigators fairly and accurately.

o 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.

o Critically evaluate research methods and results before applying new theory and technology in practice.

o Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

Social Media Etiquette of a Dental Hygiene Student

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Tyler Junior College Dental Hygiene Program has created the following guidelines to clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media for social interaction, using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, Instagram SmugMug, Google Plus, Snapchat, Periscope, etc.

A TJC dental hygiene student is expected to follow professional standards when Tyler Junior College is either explicitly or implicitly mentioned in a comment or picture. It is important to remember that future employers may utilize social media sites to research an individual being considered for hire.
Attitude
Members of the health professions need to exemplify the traits which they hold as objectives for others if response and cooperation is to be expected. As future members of a health profession, dental hygiene students must be willing to accept the responsibilities placed on them in order to prove they are capable of assuming future responsibilities. The transition from layperson to professional which must be made during professional training is not easy, but can be facilitated by the individual’s striving to learn and transferring this learning to clinical experiences and public health service.

The attitudes, feelings or emotions that you have toward yourself, your work, your patients, your co-workers and your profession are reflected by your outward behavior. Behavior may include facial expressions, actions, body language and conversation. Your future relies upon attitudes that reflect the willingness to learn, not only for the duration of this program, but also for a lifetime. A willing attitude on the part of the student to accept responsibilities in a positive manner is partial evidence of your ability and sincere desire to become an effective member of the dental team. The following are specific and defined expectations of the dental hygiene student at Tyler Junior College:

- Honesty and integrity – refuses to lie, steal or deceive in any way; abides by clinical and professional code of ethics.
- Punctuality – arrives on time for class, clinics, rotations; completes assignments on time
- Cooperativeness – follows established departmental protocol and procedures; demonstrates willingness to work well with others and is receptive to suggestions for improvement.
- Pride in workmanship – strives for improvement in classroom and clinical assignments; requests assistance when having difficulty in attaining the specified performance standards.
- Mature actions – assumes responsibility and consequences for one’s actions; accepts one’s own limitations; strives to resolve personal conflicts; remembers that clinic is designed to be a learning experience.
- Consideration for others – demonstrates by verbal and non-verbal communication thoughtful regard for the feelings and rights of other students, faculty, staff, and clinical personnel.
- Concern for patients – demonstrates by verbal and non-verbal communication that the patient comes first; refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment in the patient; respects patient’s rights to confidentiality of personal information; refrains from referring disparagingly to the services of another health professional in the presence of the patient; patient care must always be the student’s primary concern.
- Enthusiasm – displays initiative in class and in clinical situations; volunteers to assume additional responsibility.
- Ability to accept constructive criticism graciously – strives to improve and is not defensive but receptive to suggestions for improvement; utilizes faculty recommendations and suggestions for the benefit of themselves and the patient.
- Loyalty – supports with words and actions the ideals and policies of the school, the program and the profession.
• Pride in personal appearance – maintains professional appearance and personal hygiene consistent with the program’s guidelines
• Tact – exercised discretion in words and actions in order to maintain good relations with patients, peers, and faculty.

Dress Code
Scrubs and closed-toe shoes are expected to be worn in all dental hygiene classes; clinic attire is restricted to that described in the clinic manual. Special permission by the department chair may be obtained to wear alternate attire in the classroom setting. For safety reasons, closed-toe shoes must be worn when entering the treatment area of the clinic. The official TJC Dental Hygiene class scrubs must be worn in clinic, during any rotation, and while representing TJC Dental Hygiene Program on or off campus.

A student who violates this policy is subject to all of the following consequences:
• Student will be asked to leave class until he or she can change into acceptable attire.
• Student will be reported absent from the class that he or she is asked to leave.
• Student will receive a zero (0) on their Code of Conduct for clinic, if he or she is asked to leave.
• Repeated violation of this policy is subject to a Disciplinary Dismissal from the program.

Important Information about the Courses in the Dental Hygiene Program

The Texas Higher Education Coordinating Board limits community college dental hygiene programs to 68 credit hours for the AAS degree in Dental Hygiene. In compliance with this recent regulation, the TJC Dental Hygiene program modified the previous curriculum from 72 credit hours to the current curriculum at 68 hours in 2014. In order to deliver all content that is required by the Commission on Dental Accreditation (CODA) standards, the program must utilize class time hours that are technically identified as lab hours to teach lecture. This will affect your total number of credit hours each semester which will be reflected in your tuition, your lab fees, and which may also affect your financial aid status, if applicable.

The courses where lab sections are used for lecture content are as follows:

• DHYG 1201 Orofacial Anatomy, Histology, and Embryology - 4 lab hours are taught as lecture and 1 lab hour is taught as lab.
• DHYG 1304 Dental Radiology - 1 lab hour is taught as lecture; 3 lab hours are taught as lab.
• DHYG 1103 Preventive DH I - 1 lab hour is taught as lecture.
• DHYG 1215 Community Dentistry – 3 of the lab hours are taught as lecture; 1 lab hour is utilized for outside community presentations.
• DHYG 2201 Dental Hygiene Care I – 1 lab hour is taught as lecture.
• DHYG 2133 Preventive DH II – 1 lab hour is taught as lecture.
• DHYG 2231 Dental Hygiene Care II – 1 lab hour is taught as lecture.
• DHYG 1219 Dental Materials – 1 lab hour is taught as lecture, 2 lab hours are taught as lab.
• DHYG 2153 Dental Hygiene Practice – 2 lab hours are taught as lecture.
Grading

It is the goal of this department to prepare students for licensure and entry into the profession of dental hygiene. A graduate of this program will be eligible to sit for exams that require successful completion before the graduate is eligible to apply for licensure in any state of the United States. Therefore, department grading standards are raised to match those of the licensing exams.

The grading scale for all dental hygiene courses (those with the prefix “DHYG”) except Clinic I, II, III is as follows:

- 90 – 100 = A
- 80 – 89 = B
- 75 – 79 = C
- 60 – 74 = D
- Below 60 = F

Clinics I, II, and III course grades are calculated by the formula listed in the respective syllabi and Policies and Procedures documents.

A grade of “C” or above is required for all DHYG courses in order to progress in the program. If a student withdraws or is withdrawn from any DHYG course, the student will be dismissed from the program. If a student fails to maintain a “C” average in any DHYG course, the student will be dismissed from the program.

Grievance Procedures

Please refer to pp. 43-46 of the TJC 2015-2016 Catalog. [http://www.tjc.edu/catalog](http://www.tjc.edu/catalog)

Visit the TJC homepage. A link to the Catalog is found at the bottom of the current homepage. Click on the current catalog listing and search for “grievance”. It will show the page in the table of contents.

A grade is the sole prerogative and responsibility of the faculty member and any review as the result of an appeal is intended to ensure accuracy, fairness and adherence to Tyler Junior College policy.

Attendance

Punctuality and regular class attendance are required for the success of all students. Recognizing that the dental hygiene student will soon be obligated to meet the needs and demands of the profession of dental hygiene, stricter requirements are imposed than those by other academic curricula. Therefore, the dental hygiene attendance policy supersedes all others that may be effect.

In accordance with the Administrative Policies, found in the TJC Student Handbook, specific attendance requirements and consequences will be enforced by the Dental Hygiene Program:

**NOTES:**

- No absence in a DHYG course is an “excused absence”. All absences, no matter the reason, are treated the same with respect to consequences. Exceptions will ONLY be made for extenuating and unavoidable circumstances. Students are responsible for providing verifiable evidence of circumstances.
- Necessary absences or tardiness must be reported to a professor or department personnel only (student workers are not included). Contact should be made by phone, email or in person and should not be a relayed message. If no professor or staff is available, a message on the voice mail is only the first step. A follow up call must be made for direct contact with department personnel. Not following this protocol is a violation of professional standards.

All course work must be completed. It is the responsibility of the STUDENT to contact the course director to make arrangements to make-up any missed assignments. Some course directors do not allow examinations to be made-up. See specific course syllabi.

Excessive absences, no matter the reason, may result in a professor-initiated withdrawal from the course, if the professor determines failure is imminent.

**Consequences for Absences/Tardiness**

**First absence:** no penalty if time and/or missed work in all subject areas missed is submitted. Make-up work must be arranged with the course director no later than the next class day, or the penalty will be the same as for the second absence.

**Second absence:** two points deducted from the final course grade in each subject areas missed.

**Subsequent absences:** for each day of absence, five points will be deducted from the final course grade in each subject areas missed.

**Tardiness:** three tardiness incidents will be treated the same as one absence.

All lectures, laboratories and clinic assignments are equally important and must be attended for the entire class time. Even though professors may complete lessons early, the class is not dismissed until the professor announces dismissal. Students whose clinic patients leave early or who do not have a patient scheduled must still attend the clinic session in its entirety. Partial attendance without special permission from the course director is considered an absence.

A student may appeal the attendance grade deduction to the course director in person AND in writing. The appeal will be considered if sufficient documented evidence supports extenuating and unavoidable reason for the absence.

Further grade appeal will follow due process as outlined in the current TJC Student Handbook. ([http://www.tjc.edu/StudentHandbook](http://www.tjc.edu/StudentHandbook)).

**Communication**

Communication is a vital part of learning. For various reasons, a professor, staff member, fellow student or the department chair may need to communicate with a student at any given time. Each student is provided a personalized communication folder located in the student lounge in a filing cabinet. PLEASE CHECK YOUR COMMUNICATION FOLDER DAILY. In addition, faculty and staff members may wish to reach you via email or text. It is important for you to know that your TJC email account will be used exclusively for email communication regarding college business. Text messages will be sent through Remind.

The student should keep the department informed of all current addresses and phone numbers that can be used to reach the student if necessary.
If a student needs to communicate with a professor, the official TJC email address should be utilized or clinic personnel will place a note in the faculty communication folder located at the receiving desk at the front of the clinic. Professors will check their communication folders daily, or when they arrive for their assigned teaching assignments.

**Instruments and Supplies**

Special care has been taken to order an ample amount of supplies for each student for each semester, but occasionally students find themselves running short. If a student needs additional supplies during the semester, the student should contact the designated class officer who will place an order once per month with the dental supply representative. Once student supply orders arrive, Mrs. Morrison will send an email indicating the supplies are ready to pick up, including a contact number to call and pay for the supplies. Students will receive an additional reminder within 3 days of the first email if supplies have not been picked up and paid in full. If a third email is sent to request pick up or payment, the student will lose the privilege of ordering supplies through the school vendors. At the end of each semester, the student should take inventory of his/her supplies to determine what supplies need to be ordered for the upcoming semester and turn in this list to the designated class officer. Individual supplies will be ordered only according the student’s individual list.

At the beginning of each semester, the student will pay for central supplies. These are supplies that the student purchases, but that are kept in a central area of the clinic to regulate their use and for convenient utilization. Central supplies include sterilization pouches, sterilization solutions. X-ray film use must be regulated and accounted for. Students must sign the x-ray film log when obtaining x-ray film, whether it is intra-oral film or extra-oral film. Failure to do so will result in grade penalty.

Central supplies DO NOT include items such as nitrile gloves or disposable lab coats. Students purchase these type items as a part of their individual supplies. The department purchases gloves for all faculty and staff and must keep the gloves in a convenient location to the sink, but the students should not use these gloves without special permission.

Instruments are the sole responsibility of the student. The department does not take responsibility for damage or loss. The student should properly identify all instruments and cassettes, remove them from sterilization bins as soon as possible and keep them in the student’s locked locker. Keys to the sterilization bins will be issued to each student after a contract is signed stating that a $25 fee will be collected for any key that is lost.

**ONLY STUDENTS assigned to the sterilization area** are allowed inside the sterilization room at any time without explicit permission from a professor. Instruments must be obtained from sterilization bins with student keys and not from inside the sterilization area.

**Students are NOT to borrow another student’s instruments without written consent.** If a student is found to be in possession of another’s instruments without written consent, the student will need to report to the department chair for resolution.

TJC supplied combination locks or personally supplied keyed locks should be kept locked on the outside of the students’ lockers at all times. The department reserves the right to open and check lockers at any time.
Dental Hygiene Program Bloodborne Pathogen Guidelines

Screening for HBV, HIV, AIDS, and Other Bloodborne Pathogen Infections

The Dental Hygiene Program will not initiate mandatory HIV, HBV, or other bloodborne pathogen infection screening of students, faculty, and staff unless justified by evidence of significant risk to patients.

The Dental Hygiene Program encourages students, faculty, and staff who believe they are at risk for HIV, HBV, or other bloodborne pathogen infections to seek testing and counseling. The Tyler Junior College Health Services can provide information about the availability of the confidential and anonymous testing program. The Dental Hygiene Program shall provide information about counseling for students, faculty, and staff regarding the implications for career and future health.

Management of Students, Faculty and Staff with Positive Antibody to HIV/AIDS, AIDS Related Complex, HBV, or other Bloodborne Pathogen Infections

A dental hygienist is a health care provider and may be at risk for exposure to bloodborne pathogens and infectious diseases by nature of the profession.

The Dental Hygiene Program encourages HIV, HBV or other bloodborne pathogen infected students, faculty, and staff to discuss their situation with a designated official. In consultation with the Dental Hygiene Program Department Chair, the Dean of Nursing and Health Sciences will select the designated official.

Modification of the clinical training or working conditions of HIV, HBV, or other bloodborne pathogen infected students, faculty, and staff shall be determined on a case-by-case basis. The clinical activity, technical expertise of the infected person, risks posed by the infection, and the transmissibility of other carried infections shall be taken into account. The Dental Hygiene Program may legitimately monitor the clinical activities of students, faculty, and staff that are believed to pose an unwarranted risk to patients, students, faculty or staff. The Dental Hygiene Program will cooperate with the infected individual, his or her physician, or other medical experts as appropriate identifying and implementing special precautions and program modifications to safeguard the personal health and safety of such persons.

The Dental Hygiene Program adheres to universal precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and other bloodborne pathogens on in health care settings established by the Centers for Disease Control and the OSHA Bloodborne Pathogens Standards. HIV, HBV, or other bloodborne pathogens infected students, faculty, and staff shall be provided counseling about access to expert medical care and prevention of further spread of infection. The Dental Hygiene Program does not pay health care for infected persons. Students, faculty, and staff are strongly encouraged to obtain adequate insurance coverage during their association with the Dental Hygiene Program.

Acquired Immune Deficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV) Infection

Since the first reported cases in 1981, acquired immune deficiency syndrome (AIDS) has reached epidemic proportions. Both AIDS and human immunodeficiency virus (HIV) related disorders have presented the health care professions with numerous concerns of both ethical and moral nature as related to the care and treatment of patients infected with HIV.

There is no cure for AIDS and a vaccine to prevent HIV infection does not exist. This has tended to cause fear, prejudice and misinformation in both the public and health care professions. AIDS patients and HIV
infected individuals are entitled to receive competent medical care that reflects compassion and human dignity as well as concern for safeguarding privacy as provided by law.

**Hepatitis B Virus (HBV)**

Hepatitis B Virus transmission is preventable through the administration of HBV vaccine. The vaccine is a series of three injections that is followed up by a titer to determine if the individual have formed HBV antibodies. It is highly recommended that all dental personnel having any patient contact be vaccinated and have a titer. Those individuals who refuse vaccination must sign a waiver form stating refusal of the vaccine. The individual may revoke the waiver at any time and consent to administration of the vaccine. HBV is not a curable disease and can lead to serious liver damage and/or death.

The objective of Tyler Junior College Dental Hygiene Program is to prepare both males and females for a career in the practice of dental hygiene. These future dental hygienists should be prepared to serve the public and do so by adhering to the highest standards of professional conduct and behavior. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity conducted by the Dental Hygiene Program on any basis prohibited by applicable law, including, but not limited to race, color nationality, religion, handicap, or sex.

**Admission of Dental Hygiene Students with AIDS, HIV, HBV or other Bloodborne Pathogen Infections**

The Tyler Junior College Dental Hygiene Program shall not inquire about the HIV, AIDS, HBV or other Bloodborne Pathogen Infection status of any applicant for admission to the program unless it has been determined that the condition of being infected is grounds for denial of admission to the program.

The admission of an asymptomatic HIV, HBV, or other bloodborne pathogen infected applicant can only be denied if the Dental Hygiene Program concluded, on the basis of sound medical and scientific evidence, that the applicant’s infected status would prevent him or her from completing the essential degree requirements and reasonable accommodations could not be arranged to enable the applicant to do so.

**Confidentiality and HIV, HBV, and other Bloodborne Pathogen Infections**

It is expected that all students, faculty and staff will be bound to the principle of strict confidentiality in all patient care and related health care activities.

As previously stated, the Dental Hygiene Program encourages students, faculty, and staff who believe they are at risk for HIV, HBV or other bloodborne pathogen infection to seek testing and counseling. The Tyler Junior College Health Services shall provide counseling about access to confidential and anonymous HIV & HBV- antibody testing and the prevention of further spread of infection. Individuals seeking care within the local health care facilities should be aware that all HIV, HBV or bloodborne pathogen infection related data becomes a part of the individual’s medical record.

**Students, Faculty, and Staff Interaction with AIDS, HIV, HBV & other Bloodborne Pathogen-Infected Patients**

Becoming a part of the dental hygiene profession is a privilege offered to those who are prepared for a lifetime of service to the patient. Students, faculty, and staff have a responsibility to provide care to all patients appointed, regardless of the diagnosis. Failure to accept this responsibility violates a basic tenet of the dental profession, which is to place the patient’s interests and welfare first.
An individual who feels that their activities within the Dental Hygiene Program pose a special risk to their health because of exposure to an HIV, HBV or other bloodborne pathogen infected person, or that working conditions present a risk of exposure to HIV, HBV or other bloodborne pathogen organisms, or because the presence of the HIV, HBV or other bloodborne pathogen infection in the individual himself or herself, should seek the assistance of the Dental Hygiene Department Chair. The Department Chair will confer with the Tyler Junior College Health Center, as well as the Dean of Nursing and Health Sciences, in order to advise and provide recommendations to the individual for resolving the risk.

**Education of Students, Faculty, and Staff about AIDS, HBV, and other Bloodborne Pathogens and Their Prevention**

The Dental Hygiene Program adheres to the OSHA Bloodborne Pathogens Standard and Universal Precautions for the Prevention of Transmission of the Human Immunodeficiency Virus, Hepatitis B virus and other bloodborne pathogens in Health Care Settings published by the Centers for Disease Control. The student is trained in Preclinical Lecture and Laboratory about the various diseases and their transmission, particularly HIV, AIDS, and HBV. In addition, the student is trained in the prevention of exposure to infectious organisms in professional and personal situations to apply to patients and the health care worker through the use of universal precautions.

**Suspension/Dismissal/Readmission**

**Definitions**

**Violation of Professional Standards** – non-compliance with any policy listed in the Dental Hygiene Program Handbook or TJC Student Handbook, including, but not limited to...

- Revealing confidential information.
- Cheating, including but not limited to
  - Submitting work for a grade that was not completed entirely by the student receiving the grade.
  - Performing dental hygiene services on another student’s patient.
  - Falsifying documents or signatures.
  - Lying, stealing
  - Any act intended to give unfair academic advantage to the student.
- Impeding educational processes of the college.
- Failure to report knowledge of any violation.
- Performing unsafe practice. Unsafe practice includes, but is not limited to
  - Failure to comply with dentist’s or dental hygienist’s orders.
  - Failure to document accurately.
  - Performing under the influence of a chemical substance that can potentially result in substandard patient care.
• Displaying personal character, attitude or conduct deemed unbecoming a student dental hygienist or that would reflect unfavorably on his/her fellow classmates, professors, college or profession.

• Disrupting classes making it difficult for other students to acquire the material presented.

• Using any form of abusive and/or profane language to any college personnel, personnel from any clinical rotation, or patient.

• Leaving class or clinical area without permission.

• Resentful attitude.

• Failing to comply with clinical and/or classroom dress code.

• Withdrawing from or failure to maintain a “C” average in any dental hygiene course.

• Failing to comply with college or department policy.

Suspension – student may be ineligible to attend a particular class or clinic session for the time designated.

Probation – student may be asked to meet certain criteria by a determined deadline and/or may be required to maintain certain standards in order to secure admission status.

Dismissal – student is ineligible to attend any dental hygiene class unless readmitted through department readmission procedure and in compliance with program readmission policy

Readmission – eligibility to attend dental hygiene classes by special admission after a student has been dismissed from the program

Nursing and Health Sciences Student Clinical Dismissal Guidelines
Unsafe behavior in any clinical situations will result in clinic dismissal as outlined by the guidelines listed below. The hours missed will be documented as an unexcused absence and will be cumulative for the semester.

The clinical professor, preceptor, coordinator or appropriate designated clinical supervisor will document any student behavior demonstrative of unsafe practice. When possible, this documentation will be verified by a second professional witness.

A confidential conference will be held immediately with the student. An appropriate professional witness may be present during the conference when available. The student may be dismissed for the remainder of the day. The conference will be documented for the student’s file and reviewed by the department chair, clinical professor and student within 48 hours of the dismissal.

Program Probation
The department chair or a faculty committee comprised of those members deemed necessary reserves the right to place a student on departmental probation for violation of department policy or for any “violation of professional standards” as defined above. The faculty committee or department chair will provide the student with written notice of the probationary status, the conditions and/or criteria that must be met in order to maintain admission status and the designated time period for which the probationary status is in effect. If a student does not meet the conditions listed in the departmental probation agreement, probationary status will automatically become a dismissal.
Program Suspension
Any dental hygiene professor may suspend a student for violation of department policy or for any "violation of professional standards" as defined above, pending a meeting with the professor and a faculty committee comprised of those members deemed necessary. The meeting should be held within 2 business days or before the next day the particular class meets, whichever comes first. The suspending professor should provide the student with written notice stating the policy violated and time of the meeting. If the student does not meet at the designated time, the suspension automatically becomes a dismissal.

During the meeting, a decision will be made by the faculty committee whether to grant permission to the student to attend class and, if so, whether certain specified conditions will apply. If the faculty committee determines that the student will not be granted permission to attend class, the department chair reserves the right to dismiss the student from the department.

Program Dismissal
The department chair reserves the right to dismiss a student from the department for violation of department policy or for reasons that are listed under the definition of “violation of professional standards” above. Prior suspension is not necessary for dismissal to occur. The department chair will provide written notice to the student stating the policy violated and the procedure for readmission, if eligible.

Regardless of the action taken, the action must be stated in writing, given to the student and submitted to the Dean of the School of Nursing and Health Sciences. The student must be informed that he/she has the privilege of appealing in accordance with the Tyler Junior College Appeals Policy as stated in the TJC Student Handbook.

Incomplete Grades
Failure to complete clinical requirements by the designated deadline will result in a "D" or "F" in the course. An incomplete grade "I" will only be considered under extenuating medical circumstances. Any other circumstance will be considered on a case-by-case basis and a grade penalty may be assessed.

Readmission
A student who is dismissed from the Dental Hygiene Program may apply to the Dental Hygiene Admission Committee for readmission into the program. The committee will consider readmission based on the following criteria:
• Enrollment space available.
• Evidence of the student’s potential for success, including but not limited to the student’s GPA and a letter from the student stating what conditions have changed that might provide future success.
• Letter of good standing from Department Chair.
• Eligibility for re-admission to TJC.

Exceptions to this policy are students who are ineligible for readmission based on any of the following reasons:
• Student was on program probation at the time of dismissal.
• Student was dismissed from the program more than once.
• Student failed to maintain a "C" average in more than one Dental Hygiene course.
A student who is eligible for readmission and who is dismissed from the program in the first summer semester or the first long semester of the program must repeat the complete application process for the TJC Dental Hygiene program (during an established application period) in order to reapply.

If readmission is granted, certain conditions may apply including, but not limited to, auditing (retaking without receiving credit) specified dental hygiene courses to ensure that skills and learning are current.
Contracts

After the student reads and reviews the contents of this handbook, contracts on the following pages MUST be printed, signed and returned to the Department Chair of Dental Hygiene by the designated date or the student may not continue attending class and is subject to dismissal.
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Dental Hygiene Program

Student Informed Consent

I, ______________________________ ________________________________, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, Hepatitis C and HIV (AIDS) while in a clinical facility. Neither Tyler Junior College (the College) nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility during training unless the injury is a direct result of negligence by the College or clinical facility. I understand that, in the event a student is involved in a sharp exposure, the College is not responsible for the cost of patient lab tests and that student expense is covered by the College insurance as a secondary claim to any primary insurance available.

I further understand that I must have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance fee must be paid each year at the fall registration.

I understand and assume responsibility for the policies, objectives, course requirements and inherent risks involved in the education of Dental Hygiene students at Tyler Junior College.

__________________________________________
Student Signature A#

__________________________________________
Date

__________________________________________
Print Dental Hygiene Advisor’s Name
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Tyler Junior College School of Nursing and Health Professions Honor Code

Upon enrolling in the School of Nursing and Health Professions, I assume an obligation to conduct my academic affairs in a manner compatible with the standards of academic honesty (abstaining from cheating, plagiarism, falsifying documents, unprofessional conduct, breach of confidentiality, etc.) established by the College and its faculty. If I neglect or ignore this obligation, I understand that I will be subject to disciplinary action including dismissal.

___________________________________
Student Signature

A#

____________________
Date

_________________________________
Print Dental Hygiene Advisor’s Name
Tyler Junior College Student Handbook

I, __________________________________________________________, have read and understand the policies and guidelines outlined in the current Tyler Junior College Student Handbook found online at www.tjc.edu. I understand that failure to comply with college policy in the "Student Rights and Responsibilities" section of this handbook can be grounds for disciplinary action and/or dismissal from the dental hygiene program.

___________________________________________  ____________
Student Signature                           A#

______________________
Date

________________________________________
Print Dental Hygiene Advisor’s Name
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I, _____________________________, have read and understand the policies and guidelines outlined in the current Tyler Junior College Dental Hygiene Program Student Handbook. I understand that specific department policies may supersede college policy and failure to comply with department policy can be grounds for disciplinary action and/or dismissal from the program. I understand the department policies on suspension, dismissal and readmission.

___________________________________
Student Signature

______________________
A#

______________________
Date

___________________________________
Print Dental Hygiene Advisor’s Name