COURSE NUMBER AND TITLE:
DHYG 1260, Clinic I

HOURS: 2 Credit Hours, 2 Lecture, 8 Lab Hours- Total Contact Hours 160

COURSE (CATALOG) DESCRIPTION:
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibilities of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

COURSE LEARNING OUTCOMES:
At the end of this course the students will be able to:
1. Discuss the rationale and purpose for overall effective patient care.
2. Demonstrate proper use of dental instruments during instrumentation.
3. Apply evidence-based knowledge for proper decision-making and determination of patient care.

INSTRUCTOR:  Raquel Rico, RDH, BAAS
OFFICE:  U-160

OFFICE HOURS:  Friday 8:00-5:00  OFFICE TEL: (956) 364-4702

INSTRUCTOR EMAIL ADDRESS: Raquel.Rico@harlingen.tstc.edu

COURSE REQUIREMENTS:
This course has been divided into five units which include the following:
A. Introduction to Clinical Dental Hygienist I
B. Patient Communication
C. Treatment Planning
D. Introduction to Posterior Graceys
E. Instrument Sharpening
F. Dентinal Hypersensitivity

In each unit you will be given a lecture/demonstration and then be expected to perform the assignments for each unit. Each assignment will be demonstrated and explained so that you can then attempt it. After each unit there will be a knowledge exam and a performance exam. Each exam is based on the information discussed during the lecture, the reading assignments, and the lab assignments given. Performance will be demonstrated in the lab during patient treatment.
INSTRUCTIONAL UNITS WITH SPECIFIC LEARNING OUTCOMES

LEARNING OBJECTIVES:

A. Introduction to Clinical Dental Hygienist I (Informational only)
   Objectives will be completed in clinical laboratory sessions
   1. Fill out the Informed Consent form accurately.
   2. Explain the importance of the Patient’s Bill of Rights.
   3. Fill out the Physical Examination/Medical Hx of the patient accurately.
   4. Fill out the EO/IO examination sheet and complete appropriate forms accurately.
   5. Fill out the Gingival Description Form accurately.
   6. Classify the patient accurately according to the probability teeth calculus detection and probe readings.
   7. Chart the clinical radiographic findings accurately on the appropriate form.
   8. Fill out and complete the Plaque Control Index form, Risk Assessment, and Progress Notes accurately.
   9. Complete the polishing/deplaquing, fluoride application, calculus detection, blood pressure, scaling, and oral hygiene instruction competencies accurately. SCANS 3C and 6E
   10. Learn to perform duties for the X-Ray assistant, Clinical Assistant/Roving Assistant, and Dispensary Assistant.

B. Patient Communication
   Upon completion of this unit, the learners will be able to:
   1. Communicate with their patients. SCANS 6B, 6E, and 6D
   2. Motivate their patients and increase patient compliance.
   3. Show empathy towards their patients.

C. Treatment planning
   Upon completion of this unit, the learners will be able to:
   1. Identify the purpose of treatment planning and assessment. SCANS 2C
   2. Define dental hygiene diagnosis, diagnostic statements, and diagnostic models.
   3. Explain dental hygiene prognosis.
   4. Define dental hygiene care plan.
   5. Plan dental hygiene care and take risk factors into considerations.
   6. Instruct the patient on oral health care.
   7. Define tissue conditioning and periodontal diagnosis.
   8. Determine the frequency of maintenance appointments for individual patients.
   9. Determine proper sequencing and prioritizing patient care.

D. Introduction to Posterior Gracey Scalers
   Upon completion of this unit, the learners will be able to:
   1. Identify the design characteristics of area-specific curets.
   2. Name the uses of area-specific curets.
   3. Describe how the clinician can use visual clues to select the correct working-end of an area-specific curet on anterior and posterior teeth.
   4. Using area-specific curets, demonstrate correct adaptation and use of calculus removal strokes on the posterior teeth.
   5. Discuss advantages and limitations of the design characteristics of area-specific curets. SCANS 5B
E. **Instrument Sharpening**  
Upon completion of this unit, the learners will be able to:  
1. Name the objective of instrument sharpening.  
2. List the benefits of using sharp instruments.  
3. Identify the materials used to sharpen instruments and list their categories. **SCANS 5B**  
4. Explain the dynamics of instrument sharpening.  
5. Describe tests used to determine the sharpness of an instrument.  
6. Identify when to sharpen instruments.  
7. Identify proper angulation for sharpening curettes, sickles, and explorers.  
8. Demonstrate instrument sharpening with a moving stone and a stationary instrument.  
9. Demonstrate use of the disc-sharpener.

F. **Dentinal Hypersensitivity**  
Upon completion of this unit, the learners will be able to:  
1. Define dentinal hypersensitivity.  
2. Identify factors that contribute to dentinal hypersensitivity.  
3. List different types of pain stimuli.  
4. List factors that may lessen hypersensitivity.  
5. Name different desensitizing agents.  
6. List treatment of dentinal hypersensitivity. **SCANS 6D**  
7. Name theories of dentinal hypersensitivity.

**Student Learning Objectives for Critical Thinking**  
1. The student will demonstrate the ability to identify the essential question, issue, and/or problem.  
2. The student will demonstrate the ability to gather data relevant to the essential question, issue, and/or problem.  
3. The student will demonstrate the ability to interpret appropriate data effectively.  
4. The student will demonstrate the ability to recognize and evaluate assumptions, major alternative points of view and related theories, principles, and ideas relevant to the question, issue, and/or problem.  
5. The student will demonstrate the ability to develop informed conclusions/solutions.  
6. The student will demonstrate the ability to articulate implications and consequences that emerge from the conclusions/solutions. **SCANS 7B**  
7. The student will demonstrate the ability to communicate any or all parts of the above process in written or oral form. **SCANS 6B**

**MAJOR COURSE LECTURE, TOPICS DESCRIPTION/REQUIRED/RECOMMENDED READINGS/ELECTRONIC RESOURCES TO VIEW:**

**NOTE:** (Schedule Subject to change to maximize student learning)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
</table>
| 1    | Orientation to Clinic I | - Clinical DH-I Lecture Manual  
- TSTC Clinic Manual |
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
</table>
| 2    | **Unit A: Introduction to Dental Hygiene Procedures** | • Clinical DH-I Lecture Manual  
• TSTC Clinic Manual |
| 3    | **Pilot National Exam** | • NA |
| 4    | **Unit B: Patient Communication and the Adult in Learning** | • Wilkins Chpts. 1 & 25  
• Nields Patient Assessment-Module 1  
• Clinical DH-I Lecture Manual |
| 5    | **Quiz 1: Patient Communication**  
**Unit C: Treatment Planning** | • Wilkins Chpts. 23 & 24  
• Clinical DH-I Lecture Manual |
| 6    | **Quiz 2: Treatment Planning**  
**Unit D: Introduction to the Gracey Scalers** | • Clinical DH-I Lecture Manual  
• Nields Fundamentals of Periodontal Instrumentation Module 16  
• Wilkins Chpt. 38, pp. 583-584 |
| 7    | **Quiz 3: Posterior Graceys Instrumentation Review** | • Watch Byron’s Tutorial (DVD)  
• Wilkins Chpt. 38, pp. 579-596 (stop on instrument sharpening) |
| 8    | **Unit E: Instrument Sharpening** | • Wilkins Chpt. 38, pp. 596-607  
• Clinical DH-I Lecture Manual |
| 9    | **Quiz 4: Instrument Sharpening (theory and angulation)**  
**Instrument Sharpening Lab (bring instruments and sharpening stone)** | • SAME AS ABOVE (review pictures in Wilkins) |
| 10   | **SPRINGBREAK**  
(March 10th through 14th) | |
<p>| 11   | <strong>Continue Instrument Sharpening Lab</strong> | • SAME AS ABOVE (bring instruments and sharpening stone) |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
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<tbody>
<tr>
<td>12</td>
<td>● <strong>Quiz 5</strong>: Instrument Sharpening (PICS from Wilkins)</td>
<td>● Bring instruments, sharpening stone, and typodont</td>
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<tr>
<td></td>
<td>● Continue with Instrumentation Review &amp; Sharpening Lab</td>
<td>● Final Lab for Inst. Sharpening</td>
</tr>
<tr>
<td>13</td>
<td>● <strong>Unit F</strong>: Dentinal Hypersensitivity</td>
<td>● Wilkins Chpt. 43</td>
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<td>● Clinical DH-I Lecture Manual</td>
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<tr>
<td>14</td>
<td>● <strong>Quiz 6</strong>: Dentinal Hypersensitivity</td>
<td>● Same as above</td>
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<tr>
<td></td>
<td>● Catch up day</td>
<td>● Clinical DH-I Lecture Manual</td>
</tr>
<tr>
<td>15</td>
<td>● Review for finals</td>
<td>● STUDY FOR FINAL EXAM</td>
</tr>
<tr>
<td>16</td>
<td>● <strong>Final Exam (subject to change)</strong></td>
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</tbody>
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**REQUIRED TEXT AND MATERIALS:**

III. Nield-Gehrig, Jill S. Patient Assessment Tutorials.  
IV. Texas State Technical College Dental Hygiene Program Clinic Manual. TSTC Bookstore 2010  

**Student Materials and Supplies:**

2½ inch binder  
Black Pen  
Red/Blue Pencil  
Dental Hygiene Kit (Instruments, disclosing solution, etc.)  
Gloves  
Masks  
Calculator  
Hand Mirror  
Uniform/Lab Coat  
White Leather Shoes  
White Socks  
Scantrons  
Pen Drive  

*NOTE: Every student must hold a current CPR certification and be up to date with vaccinations and TB test or chest X-ray. If students are not up to date with these requirements, they will not be able to treat patients in clinic.*
GRADING CRITERIA:

GRADING CRITERIA for DIDACTIC PORTION of CLINIC I:

- Quizzes: NO MAKE-UPS! 30%
- Assignments 25%
- Final Exam 20%
- Critical Thinking Assignment 5%
- Comprehensive Case Studies 10%
- Professionalism 10%

TOTAL 100% = 30% of Final Grade

GRADING CRITERIA for CLINICAL PORTION of Clinic I:

- Completion of patients 70%
- Core Competency exams 30%

TOTAL 100% = 70% of Final Grade

*Note: Both, Clinic Lab and Clinic Lecture, sections of this course must be passed with a minimum of 78%. The lecture and lab will be averaged at the end, however, this will only be done if, both, lab and lecture, are passed with a 78% or better. If one or the other has a final average of less than 78%, the final grade for this course will be an “F”.

NO MAKE-UP QUIZZES WILL BE GIVEN. For the final examination, a 10% reduction in the score will be taken if exam is not taken at the scheduled time. If the student has an emergency, he/she must notify the instructor. A reduction of 5% will be taken for every day that assignments are turned in late.

Grading Scale:
A= 100- 93
B= 92-86
C= 85-78
F= 77 &

DEPARTMENT PARTICIPATION POLICY:
It is the responsibility of the STUDENT, not the instructor, to arrange for make-up work if permitted. You must make arrangements to make up your work on the first day of your return to class. The make-up work must be completed as soon as possible.
"Class Participation in this course is MANDATORY. Students must maintain a class participation rate of 90% for all daily assignments, class discussions, unit tests, lecture and laboratory quizzes, class projects, and all other assignments (in class or in Moodle), or face a grade of an "F" at the end of the term.

It is the student's responsibility to "W" (withdraw) from the course when he/she feels they cannot meet the class participation standard. This withdrawal process will no longer be initiated by the Instructor.

Students must remain in constant contact with their Instructor to understand what their class participation status is at any time during the term.

Students wishing to Withdraw must file a Schedule Change Form with the Admissions Office.

ACCOMMODATION STATEMENT: If you have a documented disability which will make it difficult for you to carry out classwork as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Auxiliary Services Building as soon as possible to make appropriate arrangements.

CLASS POLICIES:

Copyright Statement

The materials used in the course (textbooks, handouts, media files (podcast, MP3, Videos, RSS Feeds), and all instructional resources on the college’s Learning Management System (Moodle) are intended for use only by students registered and enrolled in this course, and are only to be used for instructional use, activities associated with, and for the duration of the course. By "handouts," this means all materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials.

These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

Communicating with your instructor (MyMail Email System)

The use of Your Mymail TSTC College student e-mail account will be the only way to receive official notices from the college. When communicating with instructors and/or employees of the college you are required to use your TSTC Mymail student e-mail address. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Mymail student e-mail.

"TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations."
The American Association of Dental Education has designated certain skills as core competencies for the practicing dental hygienist. These are the entry-level skills that your dental hygiene education will provide for you. In order to assure that each graduate has met the competencies, you will be tested on these skills on a periodic basis. Successful completion of each competency is necessary for the progression into the next clinical course. As in all competency-based systems, there is no penalty for trying and being unsuccessful; you simply have the opportunity to test when the next appropriate patient is available. This allows you, the student, to build skill without fear of penalty.

**Competencies**

This portion of the manual consists of competencies that will be required for each student to pass during Clinic I, Clinic II, Clinic III, and Clinic IV. All of these competencies are located in the clinic and are available for students to view at any time. It is the student’s responsibility to make sure he/she passes all competencies required for each Clinic. In addition, the Clinic Coordinator may assign additional competencies that are not in this portion of the manual.

Each Clinic Coordinator for Clinic I, Clinic II, Clinic III, and Clinic IV will provide a list of competencies to be completed and the percentage required to pass for each Clinic. The student will not be penalized for failing any competency; however, the student must pass all the required competencies in each Clinic before advancing to the next Clinic. Students may do a competency at any time during regularly scheduled clinic sessions. An instructor must be present and aware that the student is doing a competency before any credit for completing the competency is given. For each Clinic there will be a certain amount of competencies that must be completed before Mid-term to receive a grade of Satisfactory. If the student fails to complete the required competencies prior to Mid-term, a grade of “O” will be given until the competency is completed. Once completed, the student will only be able to make the minimum grade possible which is a “78%”. No more than one competency can be completed during each clinic session (am or pm). Polishing and Fluoride competencies can be done together, this is the only exception. Please plan ahead to complete all competencies in the required time frame.

Once a student passes a competency, he/she must complete the self-evaluation portion of the competency. The self-evaluation must be completed and the entire competency needs to be turned in to the instructor that graded the competency in the same clinic session. If the student fails to complete the self-evaluation and/or fails to turn it in to the instructor, the competency will need to be repeated.

For Clinic I, Clinic II, Clinic III, and Clinic IV, two Scaling Competencies are required. The same instructor cannot grade both scaling competencies in the same semester. It is recommended that the student complete one or two instruments on the competency per clinic session. If the student chooses to do this, another competency can be completed during the same clinical session. Completing one or two instruments only, does not mean that a full competency has been completed.

If a student fails to pass the required competencies, fails to pass the minimum amount of patients required for a letter grade of a “C”, or fails to pass the amount of radiographs required, an “Incomplete” will be given. The student will then have two weeks during the following semester to complete the deficient requirements of the previous semester or a “Failing” grade will be given for that previous semester. *Failing a Clinic will result in dismissal of the Dental Hygiene Program.*
Core Competency Exams for Clinic I:

- Two Scaling Competencies passed at 80%
  --one must be completed before midterm
- Two Calculus Detection Competencies passed at 80%
  --one must be completed before midterm
- Oral Hygiene Instruction Competency at 85%
- One Polishing/Deplaquing Competency at 90%
- One Fluoride Competency at 85%
- Instrument Sharpening Competency at 80%
  --must complete one help session with an instructor before attempting this competency.
  --during the help session, have bay instructor fill out a competency form and write “help session” at the top of the competency.
- One Blood Pressure Competency at 90%
- One Dentinal Desensitization Help Session Competency
  --this will actually be a help session with an instructor, must be completed after lecture on dentinal hypersensitivity.
  --please fill out competency on Dentinal Desensitization and have an instructor write “help session” at the top.
- Daily Considerations tickets will be given when an unsatisfactory is achieved on any of the “Daily Consideration Ticket” criteria. Tickets will be filed with the lead instructor and will be used to help evaluate student’s “Collaborative Work Skills: Professionalism” at mid-term and at the end of the semester.
- 2 Quality Assurance Chart Audits
  --One must be completed before midterm
  --Turn competency in to bay instructor for evaluation
  --If any corrections need to be made, the student must correct them to receive credit for this competency.
- One Tutoring Session

**Also, ONE removable denture appliance competency must be completed within the time frame of all 4 clinics.**

*NOTE: IN ORDER TO AVOID AN UNSATISFACTORY, THE FOLLOWING CORE COMPETENCIES MUST BE COMPLETED BY MIDTERM: Midterm Date- Friday, March 7th

One Scaling Competency
Oral Hygiene Instruction Competency
One Blood Pressure Competency
One Quality Assurance Chart Audit
One Calculus Detection Competency

To successfully complete Clinic I, the student will...
1. Pass all core competencies by the end of the semester.
2. NOTE: Excessive absences will be reviewed on a case-by-case basis by both the clinical coordinator and the Program Chair prior to dropping a student from the class. This will be factored into professionalism. The decision of the faculty is final. Tardiness will not be
tolerated. It is expected that all students be prompt to classroom and clinic sessions. Early departure without Program Chair’s approval from classroom sessions will be counted as an absence, regardless of the amount of time the student was in attendance.

3. **Complete all support duties.** Student is expected to fulfill his/her clinical duty in its entirety, be there on time and engaged. If the student doesn’t show up on time for duty due to an unexcused circumstance the student will receive a one day suspension from participation in clinic; if this happens again the student will receive one week suspension from participation in clinic. The third time this happens it will result in dismissal from the dental hygiene program.

**THERE WILL BE NO SWITCHING OF DUTIES.**

4. **CLOCK IN AND OUT IN CLINIC:** Students are required to clock in and out of clinic sessions, failure to clock in or out will result in one hour suspension from clinical patient working time; the second offense will result in a full clinic session suspension.

5. Must achieve a 78% or higher in all 4 categories on the grade form for 7 or more patients.

6. Complete dental hygiene treatment on at least 7 patients at 78% or higher, with at least one class .2 (hard pt). **No children will be seen in Clinic I.** *Students will not be allowed to see Calculus type .3 patients in Clinic I.*

7. Must wear Sheer Vision Loupes when treating patients during clinic. If student is not wearing Loupes student will **Not** be able to perform treatment on patients.

8. Final Professionalism Evaluation must be passed (student may NOT receive more than 3 Needs Improvement or a Fails to Meet Expectations in any category) to proceed to next Clinic II.

**NOTE:** If a student does not complete the minimum requirements by the end of the semester, an **Incomplete** will be given. The student will then have two weeks in the following semester to fulfill the deficient requirements for the “IP” semester. However, THE GRADE WILL BE DROPPED ONE LETTER GRADE. For example, if a student meets the requirements for an “A” during Clinic II to complete the deficient requirements from Clinic I, a letter grade of a “B” will be given. If a student meets the requirements for a “B” during Clinic II to complete the deficient requirements from Clinic I, a letter grade of a “C” will be given. If a student meets the requirements for a “C” during Clinic II to complete the deficient requirements from Clinic I, the letter grade will remain a “C”.

**To attempt an “A” for your final grade in the Clinic (Psychomotor) Completion of Patients part of your semester grade, the student must...**

- Complete dental hygiene treatment on a minimum of **7** patients (the student must achieve 78% or higher in all 4 categories on the grade form, in addition, the final average individual patient grade must be 86% or higher).
- Two of these patients must be a calculus type .2 (hard patient for Clinic I); **No children will be seen in Clinic I.** **No .3 calculus patients will be treated in Clinic I.** If you end up scheduling a .3 calculus patient, that patient will be dismissed after the assessment has been completed; however, two instructors will have to assess the patient first and must agree on the calculus classification before dismissing him/her.
- Meet all the requirements as stated in **Grading Criteria for Clinic I, Clinical and Didactic,** including all core competencies.
- If the student completes **7** or more patients following the above criteria, an average of the patients’ final grades will be the score given in the Clinic (Psychomotor) Completion of Patients part of the final semester grade, providing that the final average for each patient is 86% or higher.
To attempt a “B” for your final grade in the Clinic (Psychomotor) Completion of Patients part of your semester grade, the student must...

- Complete dental hygiene treatment on a minimum of 6 patients (the student must achieve 78% or higher in all 4 categories on the grade form, in addition the final average individual patient grade must be 86% or higher)
- Two of these patients must be a calculus type .2 (hard patient for Clinic I); **No children will be seen in Clinic I. No .3 calculus patients will be treated in Clinic I.** If you end up scheduling a .3 calculus patient, that patient will be dismissed after the assessment has been completed; however, two instructors will have to assess the patient first and must agree on the calculus classification before dismissing him/her.
- Meet all the requirements as stated in **Grading Criteria for Clinic I, Clinical and Didactic**, including all core competencies.
- If the student completes 6 patients following the above criteria, an average of the patients’ final grades will be the score given in the Clinic (Psychomotor) Completion of Patients part of the final semester grade, providing that the final average for each patient is 86% or higher.

To attempt a “C” for your final grade in the Clinic (Psychomotor) Completion of Patients part of your semester grade, the student must...

- Complete dental hygiene treatment on a minimum of 5 patients (the student must achieve 78% or higher in all 4 categories on the grade form, in addition the final average individual patient grade must be 86% or higher)
- One of these patients must be a calculus type .2 (hard patient for Clinic I); **No children will be seen in Clinic I. No .3 calculus patients will be treated in Clinic I.** If you end up scheduling a .3 calculus patient, that patient will be dismissed after the assessment has been completed; however, two instructors will have to assess the patient first and must agree on the calculus classification before dismissing him/her.
- Meet all the requirements as stated in **Grading Criteria for Clinic I, Clinical and Didactic**, including all core competencies.
- If the student completes 5 patients following the above criteria, an average of the patients’ final grades will be the score given in the Clinic (Psychomotor) Completion of Patients part of the final semester grade, providing that the final average for each patient is 86% or higher.

**Important Additional Clinic Information:**

1. **Up to 2 patients can be “banked”** for Clinic I. However, a student can **ONLY** bank patients after completing 7 or more patients, 2 of which are a calculus case type .2 **AND** all core competencies have been completed.
2. Students may not receive any instructor help during competencies except for the help sessions listed under the core competencies section. Core competencies are tests; the student must study and be prepared.
3. It is the student’s responsibility to let the instructor know when he/she is ready to attempt a competency. The instructors will not **“hound”** the students to complete the competencies.
4. Only one competency may be completed per clinic session. **Plan ahead.** The only exception is the polishing and fluoride competencies, these two may be done together. It is recommended that only two instruments be checked off on the Scaling Competency per clinic session. Keep in mind that just checking off a couple of instruments does not count as completing a competency.
5. The same instructor **may not** grade a student on both Scaling Competencies (before and after midterm). A **different** instructor must grade each Scaling Competency during the semester.
6. If a student fails a Scaling Competency, a different instructor needs to grade the student the next time he/she attempts the competency.
7. The instrument sharpening help session and the actual competency may not be done on the same day.

8. Students may not perform competencies on each other, except for radiographs.

9. After passing a competency, the student must fill out the Self-Evaluation portion of the competency. The competency must be turned in by the end of the clinic day.

10. White-out or any other correction fluid is not to be used on any clinic forms! If you need to make a correction, draw one line through it and place your initials to the side.

11. Black ink is to be used on all clinic forms; the only exception is on the dental chart and the medical history (all yes answers need to be checked in black ink and then circled in red ink or pencil).

12. No sandals should be worn in the clinic, only white leather shoes. Please wear white socks that cover your ankles well! This goes for clinic duties too!

13. Bring your clinic manual and drug reference book to clinic every session; you are responsible for all of the information. If you have a question, refer to it during patient treatment.

14. When you need an instructor’s signature or check, you must notify your bay instructor. You may not go to another instructor without first clearing it with your bay instructor.

15. CA’s may not assist working clinicians with charting or any other documentation.

16. Patients of a calculus category .3 or harder will not be seen in Clinic I. It is in the student’s best interest to wait until further Clinics to see a calculus type .3 or harder.

17. If you need to leave early from a clinic session, you must get permission from the Clinical Dentist and the Clinic Coordinator.

18. Students are not allowed to use phones located in the clinic hall. The phone located at the reception desk may be used with the Clinic Patient Care Coordinator’s permission. This phone is not for personal/social use.

19. Sign-up for your patient’s chart the day before a scheduled clinic session with the Patient Care Coordinator. If it is a new patient for the clinic, you do not have to sign up for a chart.

20. All patients must sign in upon arrival at the Patient Care Coordinator’s desk.

21. Any problems, concerns, etc. should be addressed to the Clinic Lead Instructor.

22. If a student fails to meet any requirements at the end of the semester a grade of “IP” or Incomplete will be given. If a student receives an “IP” the student must make up the deficient requirements in Clinic II. All requirements must be met according to contract. If not this will result in the student receiving an “F” or a Failing grade for Clinic I. This will result in immediate suspension from Clinic II and dismissal from the dental hygiene program.

23. Please be in full uniform during clinic sessions, this means your lab jacket should be worn at all times while you are in the clinic and it should be buttoned all the way to the neck.

24. If all requirements are met and the number of banked patients and CMRS are met, the student must continue to see patients until the end of the semester. This includes taking any necessary X-rays.

25. Competencies must be done at the appropriate time during patient treatment (e.g. scaling competencies should be done when the student is scaling, not after polishing, etc.)

26. If a student has a duty and needs to leave the duty for any reason, the student must notify the bay instructor, clinical dentist, and get another student to take over that duty. Student will have to repeat duty.

27. No cell phones are allowed in the clinic area, while attending a patient, or during duties.

28. Patient charts are property of TSTC. Students may not make copies or take them home. All charts must be returned to the Patient Care Coordinator at the end of each clinic session. Failure to return a patient’s chart will result in the student not participating in the next clinic session until the chart is returned.

29. Clinic I students are required to get a progress check after scaling each sextant or quadrant before proceeding to the next sextant or quadrant. It is up to the bay instructor if he/she will
check after each sextant or quadrant. Failure to ask for progress checks will affect your Daily Considerations Grade.

31. Students are required to work in a proper sequence. Students should begin with the maxillary right quad or maxillary right posterior sextant and finish with the mandibular right quad or mandibular right posterior sextant.

32. At the end of every clinic session, the instructor will review the daily evaluation sheets with you. This will give you feedback on how well you are progressing during clinic and how you can improve. You are responsible to sign this evaluation sheet and return it to your bay instructor.

33. **Be respectful to peers, faculty, staff and patient**

**Tutoring Sessions for Clinic I:**

- All students are required to complete one ½ hr. instrumentation tutoring session. Your Instructor will tell you when the tutoring session will take place.
- Failure to complete the tutoring session after mid-term will result in a grade of an "Incomplete" or "IP," and must be made up prior to midterm of Clinic II or face a grade of an "F" for Clinic I and dismissal from the Dental Hygiene Program.
- It is the student’s responsibility to sign-up for the tutoring session on the master appointment sheet provided by the course instructor.
- If a student does not show up for a tutoring session without calling the course instructor, the student’s professionalism grade will be adversely affected.

*NOTE:* Any changes to this Course Information Sheet will be provided in writing to the student.