



**DENTAL HYGIENE
PROGRAM
MANUAL
2023-2024**

Table of Contents

SECTION I: DENTAL HYGIENE PROGRAM GENERAL INFORMATION	1
INTRODUCTION	1
DENTAL HYGIENE EDUCATION.....	1
A REGISTERED DENTAL HYGIENIST	1
DENTAL HYGIENE OATH.....	2
ADHA PRINCIPLES OF ETHICS.....	2
JC DENTAL HYGIENE MISSION STATEMENT.....	2
JC DENTAL HYGIENE PHILOSOPHY AND PROGRAM GOALS	2
JC PROGRAM COMPETENCIES	3
EVALUATION OF COMPETENCIES	5
COMMISSION ON DENTAL ACCREDITATION – COMPLAINTS.....	12
JC DENTAL HYGIENE PROGRAM’S CODA STATUS.....	12
PROGRAM REQUIREMENTS	12
DENTAL HYGIENE PROGRAM ACADEMIC PATHWAY	14
SAMPLE CURRICULUM FOR DENTAL HYGIENE AAS.....	15
Dental Hygiene Club.....	16
HONORS AND AWARDS WITHIN THE DENTAL HYGIENE PROGRAM	16
SECTION II: STUDENT INFORMATION AND RESPONSIBILITIES	17
Physical and Cognitive Expectations of a Student Dental Hygienist	17
Work Restrictions:	18
Student Attendance	21
Accommodations for Students with Disabilities:.....	22
Weather closings and cancellations	23
Academic Responsibility	23
Mandatory Tutoring	23
Physical Exam, Immunizations, and TB Testing.....	23
CPR Certification, Criminal Background Checks and Drug Screens	24
Attire for Dental Hygiene Students.....	25
Health Insurance	26
Latex Allergy	26
Student Health Issues	27
SECTION III: POLICIES AND PROCEDURES	27
Formal Complaints.....	27

Process for Filing Formal Complaints	28
Informal Complaints	28
Jackson College Student Appeals Procedures.....	28
Academic Integrity and Honesty Policy	28
Grading Policy	29
Incomplete Grade Policy.....	29
Performance Notice Procedure	30
Student's Reply to the Written Performance Notice	31
Program Dismissal	32
Program Reconsideration (Readmission).....	32
Policy on Alcohol and Drugs	33
Policy on Smoking.....	33
Social Media Policy	34
Policy on Cell Phones	36

SECTION I: DENTAL HYGIENE PROGRAM GENERAL INFORMATION

INTRODUCTION

The faculty and staff of the Jackson College (JC) Dental Hygiene Program extend a warm welcome to you as you enter your chosen field of study! It is our desire that you attain the goals that you have set for yourself. This manual defines the requirements and regulations of the Dental Hygiene Program. It is intended as a supplement to the College Catalog and other publications. Students, faculty, and staff are responsible for reading, knowing and adhering to the rules and regulations stated in this manual. It is intended to be used as an educational resource for guiding students in their professional growth and development. Questions about the JC Dental Hygiene Program's requirements and regulations can be directed to the program director, the lead course instructor, the dental clinical coordinator, and the clinical faculty on duty.

Keep this manual for easy reference in the future. Please read it carefully as you are responsible for the information that it contains.

***Instructors reserve the right to modify the contents of this student manual as particular situations necessitate. ***

DENTAL HYGIENE EDUCATION

The Dental Hygiene educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Dental hygiene practice, like Dental Hygiene education is based on theories and principles from various disciplines. The program of learning is based on the program philosophy and outcomes and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program philosophies and outcomes provide for currency in Dental Hygiene education. The responsibility for learning belongs to the student and the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. The faculty plan learning experiences in which students must think carefully and thoroughly about situations. They are motivated to use their cognitive and critical thinking skills in a responsible manner.

The Dental Hygienist must be committed to professional growth, continuous learning, and self-development both as a member within the discipline of Dental Hygiene and the dental team. Essential knowledge includes understanding of legal parameters governing dental hygiene practice; the importance of dental research; roles of professional dental hygiene organizations; political, economic, and societal influences which impact dental hygiene practice; and lines of authority and communication within the work setting.

A REGISTERED DENTAL HYGIENIST

The definition of a Dental Hygienist as stated by Esther Wilkins in her textbook, Clinical Practice of the Dental Hygienist:

“The dental hygienist is a licensed primary healthcare professional, oral health educator, and clinician, who provides preventive, educational, and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health.

The services of dental hygienists are utilized in general and specialty dental practices, programs for research, professional education, community health, and hospital and institutional care of disabled persons, as well as for federal program, the armed services, and dental product promotion."

DENTAL HYGIENE OATH

"In my practice as a Dental Hygienist, I affirm by personal and professional commitment to improve the oral health of the public, to advance the art and science of dental hygiene, and to promote high standards of quality care.

I pledge continually to improve my professional knowledge and skills, to render a full measure of service to each patient entrusted to my care, and to uphold the highest standards of professional competence and personal conduct in the interests of the Dental Hygiene profession and the public it serves."

ADHA PRINCIPLES OF ETHICS

Dental Hygienists' Association has an ethical obligation to subscribe to the following principles:

- To provide oral health care utilizing the highest professional knowledge, judgment and ability.
- To serve all patients without discrimination.
- To hold professional relationships in confidence.
- To utilize every opportunity to increase public understanding of oral health practices.
- To instill public confidence in all members of the dental health professions.
- To cooperate with all health professionals in meeting the health needs of the public.
- To participate actively in this professional association and uphold its purpose.
- To maintain professional competence through continuing education.
- To exchange professional knowledge with other health professions.
- To maintain high standards of personal conduct.

JC DENTAL HYGIENE MISSION STATEMENT

The mission of the Jackson College Dental Hygiene program is to advance the mission of the college by creating an environment that respects the individual, encourages learning, and promotes the success of the person. It is the expectation that this environment exists to meet the needs of the community and the profession of dentistry by providing a quality entry-level dental hygiene program.

JC DENTAL HYGIENE PHILOSOPHY AND PROGRAM GOALS

The day-to-day activities of the Dental Hygiene program reflect our mission. All individuals deserve to be treated with respect in all our interactions, whether in the classroom, among peers, or assisting a client in the dental hygiene clinic. Respect for the individual creates trust between students, faculty, and staff that will be felt far beyond the classroom walls.

The Dental Hygiene program is committed to the value of lifelong learning by cultivating an environment that encourages the advancement of knowledge for all of the program's stakeholders: students, faculty, staff, members of the dental community, and the public served by the program. The needs of all stakeholders will be tempered with the understanding that the program exists for the students. All resources will be managed for the purpose of developing caring dental hygiene professionals that will prove to be valuable assets to society.

The Goals of the JC Dental Hygiene Program are as follows:

- Graduate clinically competent and ethical dental hygienists prepared as primary oral health care providers.
- Inspire the dental hygiene student to assume a leadership role as a resource person within the community by participating in service-learning opportunities and to advance the profession of dental hygiene in a rapidly changing health-care conscious society.
- Understand that recognized standards of care evolve and change, and that continuing education is a primary responsibility of health care providers.
- Educate students to use evidence-based problem solving and ethical reasoning to assess, diagnose, plan, implement and evaluate dental hygiene services to a diverse patient population in a variety of educational settings.
- Implement curricula to prepare graduates to successfully pass Dental Hygiene board exams and obtain licensure in the State in which they will practice dental hygiene.

JC PROGRAM COMPETENCIES

Competencies for the New Dental Hygiene Graduate define and organize the skills, understanding, and professional values of an individual ready for beginning dental hygiene practice in a variety of settings. These competencies are stated in terms of what a student must be able to do to be considered competent by the profession after the completion of the dental hygiene curriculum. As used in this document, the term “competency” does not imply marginal performance, but rather it implies performance at a clinically acceptable level. Graduates are prepared not only for the traditional dental hygiene duties as clinician and health educator, but also have an introduction into various roles such as advocate, change agent, researcher, and health care manager/administrator. Competencies are evaluated in each course. See Competency Table in Appendix A.

Program Competency #1: Professional and Ethical Behavior.

The dental hygiene graduate must be able to demonstrate professional behaviors that are consistent with dental hygiene standards of care, legal regulations, and the Core Values of the ADHA Code of Ethics.

- 1.1:** The dental hygiene graduate must be able to recognize, manage and adhere to the ethical, legal and regulatory issues related to the practice of dental hygiene.
- 1.2:** Utilize effective written and verbal communication skills during interactions with clients
- 1.3:** Utilize professional judgement during the provision of comprehensive client care.
- 1.4:** Thoroughly provide and document client care.

Program Competency #2: Professional Development.

To continue life-long learning the dental hygiene graduate must be able to acquire and synthesize information.

- 2.1:** The dental hygiene graduate must be competent in the application of self- assessment skills to prepare themselves for life-long learning.
- 2.2:** Access and critically evaluate scientific literature to make evidence-based decisions that improve the quality of care to clients.
- 2.3** The dental hygiene graduate must contribute to the enrichment of the dental hygiene profession

Program Competency #3: Client Population.

The dental hygiene graduate must be competent in providing dental hygiene care for members of diverse populations.

- 3.1:** Provide quality, safe and comfortable dental hygiene care for the child, adolescent, adult, geriatric and medically compromised client.
- 3.2:** Provide quality, safe and comfortable dental hygiene care for clients with special needs and those from diverse cultural backgrounds.

Program Competency #4: Assessment.

The dental hygiene graduate must be able to systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of clients.

- 4.1:** Accurately collect, record, and interpret a medical/dental history and vital signs recognizing conditions that require consultation, referral, special precautions or consideration prior to or during dental hygiene care.
- 4.2:** Perform an extraoral and intraoral examination of the teeth and periodontium and accurately record and interpret the findings.
- 4.3:** Identify the need for, safely expose, and interpret radiographs of diagnostic quality.

Program Competency #5: Dental Hygiene Diagnosis.

The dental hygiene graduate must use critical thinking and problem-solving to determine the client's dental hygiene needs based on all available assessment data.

- 5.1:** Use critical decision-making skills to analyze and interpret the assessment data to formulate an accurate dental hygiene diagnosis.

Program Competency #6: Planning.

The dental hygiene graduate must be able to formulate an evidenced-based and client centered comprehensive dental hygiene care plan including recommended and alternative treatments based on accepted scientific theories and research as well as the accepted standard of care.

- 6.1:** Design a comprehensive, individualized dental hygiene care plan collaboratively with the client for preventing and treating oral diseases.
- 6.2:** Provide a dental hygiene case presentation and obtain informed consent for the client using effective interpersonal and communication skills.

Program Competency #7: Implementation.

The dental hygiene graduate must be able to provide individualized care that encompasses educational, preventive, and therapeutic services to achieve and maintain oral health.

- 7.1:** Educate clients to prevent and control risk factors that contribute to caries, periodontal disease, and other systemic health and oral conditions.

- 7.2:** Provide safe and comfortable care for clients through the use of appropriate referrals, client management strategies, pain control measures, medical emergency management, and life support measures.
- 7.3:** For all types of periodontal cases, apply basic and advanced principles of debridement, scaling and root planing to obtain the appropriate clinical endpoint without causing trauma to hard or soft tissue.
- 7.4:** Provide supportive and preventive dental hygiene services that can be legally performed in any state.

Program Competency #8: Evaluation and Maintenance.

The dental hygiene graduate must be able to evaluate the effectiveness of implemented educational, preventive, and therapeutic services and make modifications as needed.

- 8.1:** Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses and services when expected outcomes are not achieved.
- 8.2:** Evaluate and provide periodontal maintenance therapy and recare.
- 8.3: Evaluate** the effectiveness of dental hygiene care and the client's self-care based on clinical parameters, client satisfaction and client self-assessment and reinforce referrals as necessary.

Program Competency #9: Community

Involvement.

The dental hygiene graduate must be able to assume responsibility for assessing oral health needs, planning a community oral health program, and implementing and evaluating the community oral health program to address health promotion and disease prevention activities.

- 9.1:** Assess oral health needs and plan a community oral health program for a diverse population or those with limited access to care.
- 9.2:** Implement and evaluate outcomes of oral health programs in community settings.
- 9.3:** Present health promotion and disease prevention information using appropriate and effective teaching strategies in in oral health programs or community rotations.

EVALUATION OF COMPETENCIES

Program Competency #1: The dental hygiene graduate must be able to demonstrate professional behaviors that are consistent with dental hygiene standards of care, legal regulations, and the Core Values of the ADHA Code of Ethics.	
1.1: The dental hygiene graduate must be able to recognize, manage and adhere to the ethical, legal and regulatory issues related to the practice of dental hygiene.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 101	Infectious Disease Policies - Exam

DHY 102	Infection control skill evaluation
DHY 115, 205, 215 clinic	Daily patient evaluations
DHY 201	Exam on Jurisprudence/Laws
DHY 201	Ethical Scenarios in Class Activities
1.2: Utilize effective written and verbal communication skills during interactions with clients	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 115, 205, 215 clinics	Daily patient evaluations
DHY 205	OHI presentation skill evaluation
DHY 115, 205, 215 any clinic	Nutritional advising and Tobacco Cessation Skill Evaluations
1.3: Utilize professional judgement during the provision of comprehensive client care.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 115, 205, 215 clinics	Daily patient evaluations
1.4: Thoroughly provide and document client care.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 115, 205, 215 clinics	Daily patient evaluations
DHY 115, 205, 215 clinics	Chart Audits

Program Competency #2: To continue life-long learning the dental hygiene graduate must be able to acquire and synthesize information.

2.1: The dental hygiene graduate must be competent in the application of self- assessment skills to prepare themselves for life-long learning.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 102, 115, 120, 205, 215 All clinic courses, Dental Radiology DHY 113, Dental Materials DHY 120, and Pain Management DHY 203	Self-evaluation prior to skill evaluations
DHY 211 DH IV	Portfolio presentation

2.2: Access and critically evaluate scientific literature to make evidence-based decisions that improve the quality of care to clients.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 114 Perio	Literature review
DHY 204 Oral Path	Oral Pathology Differential Diagnosis
DHY 213 Comm. Dental Health	Literature review

2.3 The dental hygiene graduate must contribute to the enrichment of the dental hygiene profession	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 101, 111, 201, 211	Participation in SADHA
DHY 213 Comm. Dental Health	Oral health presentations, Informal community service

Program Competency #3: The dental hygiene graduate must be competent in providing dental hygiene care for members of diverse populations.

3.1: Provide quality, safe and comfortable dental hygiene care for the child, adolescent, adult, geriatric and medically compromised client.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 103 Dental anatomy	OSCE & exam (adult and pedo dentition)
DHY111, 201, 204 (Oral Path)	Exam, Case Studies
DHY113 Radiology	Radiographic exposure practice on Manikin and humans, exam
DHY 114 perio	Exam, P&G Module
DHY 115, 205, 215 clinic	Daily patient evaluations
DHY 203 pain mgmt.	Final exam, injections and skill evaluations
DHY 213 Community Dental Health	Exam, quiz

3.2: for clients with special needs and those from diverse cultural backgrounds.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 104 Nutrition	Exam, Role Playing
DHY 105 Med. Emerg.	Exam, Role Playing
DHY111, 201	Exam, Case Studies
DHY 114 perio	Exam, P & G Module
DHY 115, 205, 215 clinic	Daily patient evaluations
DHY 121 Pharm	Exam, Case Studies

Program Competency #4: The dental hygiene graduate must be able to systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of clients.

4.1: Accurately collect, record, and interpret a medical/dental history and vital signs recognizing conditions that require consultation, referral, special precautions or consideration prior to or during dental hygiene care.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 102	Blood Pressure Skill Evaluation
DHY 102	Health History Skill Evaluation
DHY 115, 205, 215 clinic	Daily patient evaluations

4.2: Perform an extraoral and intraoral examination of the teeth and periodontium and accurately record and interpret the findings.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 101, 102	EO/IO Skill evaluation
DHY 115, 205, 215 clinic	Daily patient evaluations

4.3: Identify the need for, safely expose, and interpret radiographs of diagnostic quality.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 113	BW, FMX evaluation
DHY 115, 205, 215 clinic	Radiographic evaluation sheets

Program Competency #5: The dental hygiene graduate must use critical thinking and problem-solving to determine the client's dental hygiene needs based on all available assessment data.	
5.1: Use critical decision-making skills to analyze and interpret the assessment data to formulate an accurate dental hygiene diagnosis.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 101	Exam
DHY 114 perio	Exams
DHY 121 pharm	Exams, Case studies
DHY 201	Case presentation
DHY 204 oral path	Exams, Differential Diagnosis Assignment
DHY 113 Radiology	Oral radiographic interpretation
DHY 105 Med. Emerg.	Exam, Role Playing
DHY 104 Nutrition	Personal assessment project, Role Playing
DHY 115, 205, 215 clinic	Daily patient evaluations
Program Competency #6: The dental hygiene graduate must be able to formulate an evidenced-based and client centered comprehensive dental hygiene care plan including recommended and alternative treatments based on accepted scientific theories and research as well as the accepted standard of care.	
6.1: Design a comprehensive, individualized dental hygiene care plan collaboratively with the client for preventing and treating oral diseases.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 101	Treatment planning exercise
DHY 115, 205, 215 clinics	Daily patient evaluations, patient surveys
6.2: Provide a dental hygiene case presentation and obtain informed consent for the client using effective interpersonal and communication skills	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 115, 205, 215 clinics	Daily patient evaluations, patient surveys

Program Competency #7: The dental hygiene graduate must be able to provide individualized care that encompasses educational, preventive, and therapeutic services to achieve and maintain oral health.

7.1: Educate clients to prevent and control risk factors that contribute to caries, periodontal disease, and other systemic health and oral conditions.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 205	OHI presentation skill evaluation
DHY 215	Nutritional advising and Tobacco Cessation Skill Evaluations
DHY 115, 205, 215 clinics	Clinical evaluations, skill evaluations, caries risk assessments, patient surveys

7.2: Provide safe and comfortable care for clients through the use of appropriate referrals, client management strategies, pain control measures, medical emergency management, and life support measures.

Course Number Where Addressed	List Competency Measurement Method(s)
Program Requirement	CPR/AED certification (ARC or AHA)
DHY 115, 205, 215 clinics	Daily patient evaluations
DHY 105	Exam, Videos of Medical Emergencies, Role Playing
DHY 115	Skill evaluation - desensitizing agents and sub-topical anesthetics
DHY 203 Pain mgmt..	Review of Medical Emergencies, Final exam, Injection Skill evaluations, Nitrous oxide analgesia skill evaluations

7.3: For all types of periodontal cases, apply basic and advanced principles of debridement, scaling and root planing to obtain the appropriate clinical endpoint without causing trauma to hard or soft tissue.

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 102	Instrument skill evaluations, OSCE exams
DHY 115	Skill evaluations (ultrasonic, instrument sharpening)
DHY 115, 205, 215 clinics	Daily patient evaluations

7.4: Provide supportive and preventive dental hygiene services that can be legally performed in any state

Course Number Where Addressed	List Competency Measurement Method(s)
DHY 120	Pit and Fissure Sealants, Bleaching Agents, Bonding agents, Cavity liners/bases, Temporary cement/remove temporary crowns, temporary/interim restorations (place or remove), Place/Remove Periodontal Dressings, Pulp Testing, suture Removal, Polish and Contour restorations - (exams/skill evaluations)
DHY 115	Desensitizing agents, Subgingival Medicaments (exams/skill evaluations)

DHY 203	Local Anesthesia/Nitrous Oxide Analgesia (exams/skill evaluations)
DHY 114	Soft Tissue Curettage (exam)
DHY 115, 205, 215 clinics	Daily patient evaluations

Program Competency #8: The dental hygiene graduate must be able to evaluate the effectiveness of implemented educational, preventive, and therapeutic services and make modifications as needed.	
8.1: Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses and services when expected outcomes are not achieved.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 115, 205, 215 clinics All clinic courses	Daily patient evaluations
DHY 201	Patient comprehensive Case Study
8.2: Evaluate and provide periodontal maintenance therapy and recare.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 205, 215	Re-evaluation skill evaluation on Periodontally involved patient
DHY 205 215 clinic courses	Daily patient evaluations and patient requirements
8.3: Evaluate the effectiveness of dental hygiene care and the client's self-care based on clinical parameters, client satisfaction and client self-assessment and reinforce referrals as necessary.	
Course Number Where Addressed	List Competency Measurement Method(s)
DHY 115, 205, 215 clinics All clinic courses	Daily patient evaluations and patient surveys
Program Competency #9: The dental hygiene graduate must be able to assume responsibility for assessing oral health needs, planning a community oral health program, and implementing and evaluating the community oral health program to address health promotion and disease prevention activities.	
9.1: Assess oral health needs and plan a community oral health program for a diverse population or those with limited access to care.	
9.2: Implement and evaluate outcomes of oral health programs in community settings.	
9.3: Present health promotion and disease prevention information using appropriate and effective teaching strategies in in oral health programs or community rotations.	
Course Number Where Addressed	List Competency Measurement Method(s)

DHY 213 Community Dental Health	Exams, oral health presentations
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GENERAL INFORMATION REGARDING CODA (Commission on Dental Accreditation)

The Commission on Dental Accreditation (CODA) was established in 1975 by the American Dental Association's Council on Dental Education with the intent to provide communities of interest with more direct representation in accreditation decisions and policy issues. CODA is nationally recognized by the United States Department of Education as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level.¹

CODA's mission is to serve the oral health care needs of the public through the development and administration of standards that foster continuous quality improvement of dental and dental related educational programs. The Commission functions independently and autonomously in matters of developing and approving accreditation standards, making accreditation decisions on educational programs, and developing and approving procedures that are used in the accreditation process.¹

COMMISSION ON DENTAL ACCREDITATION – COMPLAINTS

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

A copy of the appropriate accreditation standards and/or ADA Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 ext. 2719.

JC DENTAL HYGIENE PROGRAM'S CODA STATUS

The program in dental hygiene is accredited by the Commission on Dental Accreditation *and has been granted the accreditation status of "approval without reporting requirements"*. 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. The Commission's web address is: <http://www.ada.org/en/coda>.

JC Next Accreditation Visit: 2028

PROGRAM REQUIREMENTS

Students learn and practice dental hygiene skills on each other and provide preventive dental hygiene services to community members and patients in the JC Dental Education Clinic. While some community members and volunteer patients may be scheduled for the dental hygiene students, **it is the student's responsibility to find their own patients to meet the clinical requirements necessary for program completion.** All dental hygiene students must receive:

1. A final course grade of 75% or higher in all dental hygiene courses.
2. An 85% or higher is required for the clinical skills components of DHY 102 during their first semester in the program.
3. Target clinical performance levels of 80-85% or higher is required of DHY 115 and DHY 205 during their second and third semester in the program.
4. Target clinical performance levels of 87-90% or higher is required of 215 during their fourth semester in the program.
5. Students who receive a grade of unsatisfactory on a clinical skills component will be immediately referred for remediation. Students who do not meet the required grades outlined above will not be permitted to progress in the dental hygiene program.
6. Students who violate the college's Honor Code and Standards of Conduct, the Dental Hygiene Program's Standard of Conduct, the American Dental Hygienists' Association Code of Ethics for Dental Hygienists and the American Dental Association Standard of Care may be dismissed from the Dental Hygiene Program and may not be eligible for readmission.

PATIENT CATEGORIES

To comply with CODA standards, students will provide comprehensive dental hygiene care to a variety of patient types. Students have requirements in the following patient categories:

Adults, Adolescent (13-20), Children (0-12), Geriatric (65+), Special Needs/Medically compromised, and all the AAP periodontal classifications.

DEFINITION OF MEDICALLY COMPROMISED PATIENT

Any patient requiring treatment modification because of their medications or condition will be considered medically compromised. Patients with diabetes, who require special attention because of the relationship between diabetes and periodontal disease, patients with asthma, who cannot be placed in a supine position, and patients who need to be premedicated for dental treatment are included in this grouping, and patients with unusual medical/psychological issues that will compromise treatment in any way. These are examples of some medically compromised patients, but by no means all inclusive. Patients considered medically compromised should bring their personal medications to their appointments to assure proper documentation and to prevent a medical emergency. All documentation must be maintained in the patient's permanent treatment record.

DEFINITION OF SPECIAL NEEDS PATIENT

A special needs patient is a term used in reference to children/adults with some form of disability or circumstances requiring extra measures to attend to. Examples of special needs patients (not inclusive) are physical disabilities, mental or emotional disorders and behavioral problems that prevent the adult or child from leading a normal life. Students will document either "Special Needs or Medically Compromised" on their daily grading evaluation form as well as document how they assessed the needs of their patients – planned and implemented their care in the patient's permanent treatment record.

DENTAL HYGIENE PROGRAM ACADEMIC PATHWAY

The curriculum is divided into several broad areas of study and consists of lectures, laboratory, and clinical experiences. Emphasis is placed on implementation of the dental hygiene process of care in order to meet the oral health needs of a variety of patients in multiple practice settings. Courses in general education and biological and behavioral sciences prepare students to interact with patients, other health care professionals, and the community. It is the Dental Hygiene Program's philosophy to create ethical, competent professionals who are lifelong learners. Students who are considering transferring to a four-year college/university should inform their advisors at the earliest opportunity to discuss the courses that are transferable and those that are not. Please see the Jackson College Catalog for full course information and descriptions.

SAMPLE CURRICULUM FOR DENTAL HYGIENE AAS

<u>Course Number</u>	<u>Course Title</u>	<u>CreditHours</u>	<u>Clock Hours/Week</u>		
<u>Prerequisites:</u>			Lec.	Lab.	Clinical
Semester 1					
CEM 131	Fundamentals of Chemistry*	4	3	2	0
ENG 131	A Writing Experience	3	3	0	0
MATH 133	Introduction to Probability and Statistics	4	4	0	0
COM 250	Communication Fundamentals or Interpersonal Communication	3	3	0	0
	<i>*(chemistry courses taken at another institution that do not transfer into Jackson College as CEM 131 will be evaluated on an individual basis)</i>				
		14			
Semester 2					
BIO 132	Human Biology	4	3	3	0
BIO 253	OR Anatomy & Physiology I	4	3	3	0
BIO 220	Microbiology	4	3	2	0
PSYCH 152	Social Psychology	3	4	0	0
GEO 6	Elective	3	3	0	0
		14			
Semester 3					
BIO 254	Anatomy & Physiology II (if needed)	4	3	3	0
		4			
TOTAL NUMBER OF PRE-REQUISITE HOURS		28-32			
<u>DH Program:</u>					
First Term: Winter					
DHY 101	Principles in Dental Hygiene I	2	2	0	0
DHY 102	Preclinical Dental Hygiene	2	0	8	0
DHY 103	Orofacial Anatomy, Histology & Embryology	4	3	2	0
DHY 105	Medical Emergencies in the Dental Office	1	1	0	0
DHY 113	Dental Radiography	3	2	4	0
<u>Second Term: Spring/Summer</u>		12			
DHY 111	Principles in Dental Hygiene II	2	2		0
DHY 104	Biochemistry and Nutrition	2	2	0	0
DHY 115	Clinical Dental Hygiene I	3	0	0	12
DHY 120	Dental Materials	3	2	4	0
DHY 121	Dental Pharmacology	2	2	0	0
		12			

Third Term: Fall					
DHY 114	Periodontology	3	3	0	0
DHY 201	Principles in Dental Hygiene III	2	2	0	0
DHY 203	Pain Management	2	.5	2	0
DHY 204	Oral Pathology	2	2	0	0
DHY 205	Clinical Dental Hygiene II	3	0	0	12
		12			
Fourth Term: Spring					
DHY 211	Principles in Dental Hygiene IV	2	2	0	0
DHY 213	Community Dental Health	2	2	0	0
DHY 215	Clinical Dental Hygiene IV	4	0	0	16
		8			
TOTAL NUMBER OF DH HOURS		44			
GRAND TOTAL OF HOURS FOR DH AAS		72-76			

ORGANIZATIONS WITHIN THE DENTAL HYGIENE PROGRAM

The Jackson College Student Chapter of the American Dental Hygienists' Association

The purpose of this organization is to acquaint the dental hygiene students with their professional organization of the American Dental Hygienists' Association (ADHA). ADHA is the largest professional association representing dental hygienist members.

Membership is open to all dental hygiene students. Dues are paid in the fall semester of each year. Please refer to adha.org/student-benefits for more information about the benefits of being a member.

Dental Hygiene Club

The Jackson College Dental Hygiene club aims to build connection and learning between students interested in a career in the Dental Health professions. Additionally, the goal is to collaboratively raise funds in order to assist with expenses for progressing in the field, such as board exam fees. Each dental hygiene class elects a President, Vice President, Secretary and Treasurer during their first semester to manage each class's fundraising earnings and events.

HONORS AND AWARDS WITHIN THE DENTAL HYGIENE PROGRAM

- Denise Hoffman Dental Hygiene Scholarship (\$1000 scholarship (\$500 per semester)
- Steve and Pat Guenther Dental Hygiene Scholarship (2-\$1000 scholarships; \$500 per semester)
- Various other scholarships (See JC Foundation website for more info)

SECTION II: STUDENT INFORMATION AND RESPONSIBILITIES

Physical and Cognitive Expectations of a Student Dental Hygienist

Dental Hygiene practice is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of Dental program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Dental programs.

If a student believes that he or she cannot meet the Dental Hygiene program requirements without accommodations or modifications, the Dental Hygiene faculty will determine on an individual basis, whether the necessary accommodations or modifications can be reasonably made.

STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Interpersonal abilities are enough to interact with individuals, families, and groups from a variety of social, emotional, cultural, physical, medical, and intellectual backgrounds	Establish rapport with patients, families, and colleagues
Communication abilities are enough for interaction with others in verbal and written form	Collect assessment data. Explain treatment procedures. Initiate health teaching. Document and interpret dental hygiene actions, patient, and family responses. Document assessment findings and treatment rendered.
Critical thinking ability enough for clinical judgment	Identify cause and effect relationship in clinical situations. Develop dental hygiene care plans. Assimilate knowledge from lecture, laboratory, and clinical arenas. Utilize basic mathematical skills.
Physical abilities enough to move around rooms in the dental environment, maneuver in small spaces, and reach needed equipment	Move around clinical operatories, dark room, sterilization room, and other treatment areas. Position chair side in close proximity to patient. Administer CPR and BLS procedures. Reach radiographic equipment, which is approximately 5-6 feet off floor. Transfer patients from wheelchairs to dental chairs and back.
Gross and fine motor abilities are enough to provide safe and effective dental hygiene care	Move, calibrate, and use equipment and supplies including sharp instruments. Use ancillary aids chair side, mannequins, small equipment, etc.
Auditory ability is enough to monitor and assess health needs	Hears patients, cries of distress, sound of instrument being properly utilized, sound of slow speed hand piece and ultrasonic scaler, and monitor vital signs.

Visual ability is enough for physical assessment, performance of dental hygiene procedures and maintenance of environmental safety	Observe patient responses such as skin color and facial expression. Notes gingival description and pocket depths (read probe), health vs. disease state including color changes. Monitors vital signs. Evaluates radiographs for technical quality including density, contrast and distortion. Reads records. Note color changes in dental materials, which indicate reactions occurring.
Tactile ability is enough for assessment and performance of dental hygiene procedures	Perform palpation techniques (EO/IO exam), functions of a dental hygiene exam and/or those related to therapeutic intervention, e.g. scaling, root planing and deposit assessment.

Work Restrictions:

For the following conditions, the dental department will follow the CDC recommendations as described for attending classes: Centers for Disease Control in Dental Health-Care Settings – 2003. MMWR 2003; 52 (No. RR-17): pgs. 8-9. Please see your instructor should you be diagnosed with any of the following:

Disease/Problem	Work Restriction	Duration
Conjunctivitis	Restrict from patient contact and contact with patient's environment.	Until discharge ceases
Cytomegalovirus infection	No restriction	
Hepatitis A	Restrict from patient contact, contact with patient's environment, and food handling.	Until 7 days after onset of jaundice
Hepatitis B		
Personnel with acute or chronic hepatitis B surface antigenemia do not perform exposure-prone procedures.	No restriction; refer to state regulations. Standard precautions should always be followed.	
Personnel with acute or chronic hepatitis B antigenemia who perform exposure-prone procedures.	Do not perform exposure-prone invasive procedures until counsel from a review panel has been sought; panel should review and recommend procedures that personnel can perform, considering specific procedures as well as skill and technique. Standard precautions should always be observed. Refer to state and local regulations or recommendations.	Until hepatitis B antigen is negative.

Hepatitis C	No restrictions on professional activity. HCV-positive health-care personnel should follow aseptic technique and standard precautions.	
Herpes simplex		
Genital	No restriction.	
Hands (herpetic whitlow)	Restrict from patient contact and contact with patient's environment.	Until lesions heal.
Orofacial	Evaluate need to restrict from care of patients at high risk.	
Human immunodeficiency virus personnel who perform exposure-prone procedures	Do not perform exposure-prone invasive procedures until counsel from an expert review panel has been sought; panel should review and recommend procedures that personnel can perform, considering specific procedures as well as skill and technique. Standard precautions should always be observed. Refer to state and local regulations or recommendations.	
Measles		
Active	Exclude from duty.	Until 7 days after the rash appears.
Post exposure (susceptible personnel)	Exclude from duty.	From fifth day after first exposure through twenty-first day after last exposure, or 4 days after rash appears.

Mumps		
Active	Exclude from duty.	Until 9 days after onset of parotitis.
Post exposure (susceptible personnel)	Exclude from duty.	From twelfth day after first exposure through twenty-sixth day after last exposure, or until 9 days after onset of parotitis.
Pediculosis	Restrict from patient contact.	Until treated and observed to be free of adult and immature lice.
Pertussis		
Active	Exclude from duty	From beginning of catarrhal stage through third week after onset of paroxysms, or until 5 days after start of effective antibiotic therapy.
Post exposure (asymptomatic personnel)	No restriction, prophylaxis recommended.	

Post exposure (symptomatic personnel)	Exclude from duty.	Until 5 days after start of effective antibiotic therapy.
Rubella		
Active	Exclude from duty.	Until 5 days after rash appears.
Post exposure (susceptible personnel)	Exclude from duty.	From seventh day after first exposure through twenty-first day after last exposure.
<i>Staphylococcus aureus</i> infection		
Active, draining skin lesions	Restrict from contact with patients and patient's environment or food handling.	Until lesions have resolved.
Carrier state	No restriction unless personnel are epidemiologically linked to transmission of the organism.	
Streptococcal infection, group A	Restrict from patient care, contact with patient's environment, and food handling.	Until 24 hours after adequate treatment started.
Tuberculosis		
Active disease	Exclude from duty.	Until proved noninfectious.
PPD converter	No restriction.	
Varicella (chicken pox)		
Active	Exclude from duty.	Until all lesions dry and crust.
Post exposure (susceptible personnel)	Exclude from duty.	From tenth day after first exposure through twenty-first day (twenty-eighth day if varicella-zoster immune globulin [VZIG] administered) after last exposure.
Zoster (shingles)		
Localized, in healthy person	Cover lesions, restrict from care of patients at high risk.	Until all lesions dry and crust.
Generalized or localized in immunosuppressed person	Restrict from patient contact.	Until all lesions dry and crust.
Post exposure (susceptible personnel)	Restrict from patient contact.	From tenth day after first exposure through twenty-first day (twenty-eighth day if VZIG administered) after last exposure; or, if varicella occurs, when lesions crust and dry.
Viral respiratory infection, acute febrile	Consider excluding from the care of patients at high risk or contact with such patients' environments during community outbreak of respiratory syncytial virus and influenza.	Until acute symptoms resolve.

Student Attendance

You are preparing for a fast-paced career that is dependent upon good time management - punctuality and dependability are expected. Therefore, your attendance and participation in all classroom, lab, and clinical courses is necessary for preparing you for future employment. Each class session is important, and many cannot be repeated or re-emphasized for an individual student. In addition, many lab sessions require working on a student partner; consequently, an absence will be a burden for your student partner.

Absences can result in point deductions from the final course grade; refer to the course syllabi for specific information. Students are required to report any absences, classroom, clinical, or laboratory, to the lead course instructor via telephone or email. If you are missing a clinical session, you must also notify the Dental Hygiene Clinical Receptionist, via telephone or email.

Excused absences with proper notification include:

- A. Illness/injury/hospitalized. Please note that illness on an exam day will require authentication from a physician. Please contact your instructor regarding their make-up policy for exam. You may be required to make-up the exam on the day you return to school.
- B. Deaths/funerals of immediate family members (mother, father, grandparent, sibling).
- C. Childbirth.
- D. Presenting/Representing at Professional Meetings If you are presenting at a national, international, or professional conference, or representing the College in a leadership role for the organization, you may be excused with the permission of your lead course instructor.
- E. Jury Duty

The following absences will not be excused:

- A. Early departures for travel arrangements
- B. Weddings
- C. Attending optional meetings for professional associations
- D. Family vacations/events

Please note that excused absences, illness, or bereavement require official documentation in written/hard-copy form.

I. Classroom/Laboratory Attendance

- A. Attendance is required of all students. Excuses should be directed to the lead course instructor.
- B. All course material must be completed in order to receive a grade for the course.
- C. It is the responsibility of the student to make up any material missed due to absence, including obtaining notes, handouts, and assignments from a classmate.
- D. Be in class, seated, and ready to participate at the beginning of class time.
- E. Remain in the classroom for the entire class period unless you have made arrangements with the instructor to leave early.

II. Clinical Attendance

- A. Attendance is required of all students. Students are allowed one excused absence from clinic per semester if the absence excuse falls within the guidelines above.

- B. In case of an absence from clinic, you must notify your lead clinic instructor immediately, as well as the Clinic Receptionist, via telephone or email.
- C. You must contact your patient to reschedule the appointment.
- D. Absences can affect your clinical grade. See course syllabi for specifics.
- E. A 5-point penalty from the final course grade applies to every unexcused absence. This penalty is deducted from final clinic grade. See course syllabi for specifics.

III. Quiz and Examination Policy

- A. Exams are to be taken as scheduled. If a student misses an exam, the missed exam must be taken at a date assigned by the lead faculty. If the absence was unexcused, the maximum awarded grade for this exam or assessment will be 75%.
- B. Individual instructors may set their own policy for missed quizzes.

Accommodations for Students with Disabilities:

If a student has a documented learning disability, visual or hearing impairment, psychiatric issue, or other physical or psychological challenge that interferes with learning, the Center for Student Success (CSS) can arrange accommodations for each student's classes in compliance with the American Disabilities Act. Based on the students' particular needs, accommodations may include but are not limited to:

- Extended testing time
- Quiet testing location
- Assistive technology
- Note takers
- Alternative text formats
- Sign language interpreter

It is the student's responsibility to self-disclose a disability. Once documentation has been provided, CSS can arrange accommodations with instructors each semester.

[Center for Student Success | Accommodations for Students with Disabilities](#)

Joint Commission on National Dental Examinations Accommodations for Students with Disabilities

The Joint Commission on National Dental Examinations (JCNDHE) provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities or a medical condition who demonstrate a need for accommodations and request accommodations prior to testing. Accommodations will not be noted on test results or shared with any third party (e.g. dental schools, state licensing agencies, etc.).

[JCNDHE Accommodations Request](#)

Special Accommodations Request for the CDCA examinations (Commission on Dental Competency Assessments)

All requests are reviewed by the CDCA Director of Examinations and are subject to approval. A doctor's note on his/her official letterhead (or with official stamp) that explains the candidate's condition and what accommodations are requested must be uploaded to the candidate's online profile. Contact us to indicate that you are requesting special accommodations and that you have uploaded the documentation to your profile. Include your full name in your email for faster processing. Without a doctor's request for accommodations, your request will not be reviewed by the Director of Examinations, which means that your request will be automatically denied. You must submit a new request for each exam you register for. Do not contact Prometric to schedule an appointment before you receive a final response from CDCA regarding your accommodation request.

CDCA Special Accommodations

Weather closings and cancellations

Jackson College utilizes Nixle for sending information about college closings and alerts. Sign up with Nixle and receive messages on your cell phone* and e-mail.

If you wish to receive notifications regarding Jackson College and you live outside Jackson County, please list the Central Campus location as your home address. (2111 Emmons Road Jackson, MI 49201)

Jackson College also announces weather closings and cancellations on area radio and TV stations. Please refer to: <https://www.jccmi.edu/about/weather-closings-cancellations/> for more information.

Academic Responsibility

While you are a dental hygiene student, mastery of your required courses is essential for success. The dental hygiene faculty feel that the rigor and demands of the program make it difficult for you to be employed long hours and still maintain satisfactory academic and clinical progress. We strongly suggest that you limit your work schedule to no more than 15-20 hours per week.

Students' grades and progress are continually monitored by the faculty and program coordinator throughout the semester. We encourage you to speak with an instructor, the clinic manager, or the program coordinator if you are having difficulty balancing the demands of your life and your education. We are here to help you succeed.

Mandatory Tutoring

The Jackson College Dental Hygiene Program supports a mandatory tutoring policy that encompasses the full dental hygiene curriculum. The policy focuses on students requiring additional one-on-one time with faculty in either the classroom, lab or clinical setting. Students enrolled in the Dental Hygiene Program at Jackson College must earn 75% or higher in each DH course in order to proceed each semester and graduate from the program.

- A. If the student's grade falls below 75%, they will be required to coordinate and attend mandatory tutoring with one of the course instructors.
- B. Mandatory tutoring sessions are designed to provide appropriate remediation in courses where the student is earning less than 75%.
- C. Mandatory tutoring will continue until the student's cumulative course grade is above 75%, or at the discretion of the course instructor.
- D. Failure to attend the mandatory tutoring sessions will have a negative impact on the student's attendance and professionalism grade in the respective course where they are earning below 75%.
- E. Students must coordinate tutoring sessions with their instructor.
- F. Students must bring and use classroom study materials related to the course(s) in which they are earning below 75%.

Physical Exam, Immunizations, and TB Testing

Jackson College's Nursing and Allied Health departments require that each student furnish the following documentation:

- 1. A Statement of Physical/Emotional Fitness
- 2. Current Health Provider CPR certification from The American Heart Association

3. Verification of Immunization Status
4. Healthcare Insurance

The completed Health Certificate Form and copies of the required records must be provided before the student may begin clinical course studies. Students will not be allowed to participate in their assigned health program if current documentation is not submitted and maintained. Required documentation should be uploaded to Viewpoint.

Immunization Policy

According to the Center for Disease Control (CDC), all healthcare personnel (HCP) must show evidence of immunity to measles, mumps, rubella and varicella. In addition, due to the potential exposure to blood or bodily fluids and risks related to direct patient contact, the CDC recommends that HCP protect themselves with vaccinations against Hepatitis B and Tetanus/Diphtheria/Pertussis and be screened for Tuberculosis. Jackson College students must provide documentation of compliance with the CDC Healthcare Personnel Recommendations. Documentation of immunity must be a copy of an official immunization record or copies of lab reports indicating positive titers (self-reporting or parent's record of disease or vaccinations is not acceptable).

Students ***require the following tests and/or vaccines (as noted above in the CDC compliance guidelines):***

- A. Proof of immunizations or immunity for o Rubella (German Measles),
- B. Rubeola (Hard Measles),
- C. Mumps,
- D. Varicella Zoster (Chicken Pox)
- E. Tuberculosis screening
- F. Hepatitis B Vaccine Series.
- G. Diphtheria/Tetanus/Pertussis (Tdap),

The following vaccinations are ***recommended but not required (as noted above in the CDC recommendations):***

- A. Seasonal flu vaccination
- B. COVID-19 vaccine

CPR Certification, Criminal Background Checks and Drug Screens

CPR Certification

The Jackson College Dental Hygiene Program recognizes that emergencies may occur in the dental hygiene clinic. A significant aid in preparedness for emergencies is training in basic life support.

Michigan dental hygiene licensure, the ADA Commission on Dental Accreditation, and the Jackson College Dental Hygiene Program all require 'Healthcare Provider Basic Life Support/AED' certification and recertification every two (2) years. CPR certification will only be accepted from the following certifiers: American Heart Association, or American Red Cross.

Students must upload a copy of their current American Heart Association Healthcare Provider certification card to CastleBranch prior to beginning the program and before they are permitted to treat patients in the dental clinic.

*****Please note: The Dental Hygiene Program will only accept the American Heart Association Healthcare Provider certification, or that of the ARC. All other certifiers are not recognized by the ADA***

Commission on Dental Accreditation, and the student will have to repeat the CPR training thru an approved certifier.

Criminal Background Checks

The program for which you are entering requires that you successfully complete clinical requirements in an onsite clinic. A provider's license may be jeopardized if the State of Michigan learns through the required criminal background clearance that they or an adult age 18 and over who is employed by them or in practicum with them, has a pending criminal charge or has been convicted of any of certain various crimes. Clinical sites are subject to ACT 303 of the Public Acts of 2002, amended April 11, 2006, of the State of Michigan which restricts persons with certain criminal convictions from having access to vulnerable populations. Therefore, Jackson College requires that as a condition of admission, all students will be subject to a fingerprint-based criminal background check, including an FBI check. Exclusions for convictions can range from one year to permanent exclusion. Following graduation, applicants for licensure as a Registered Dental Hygienist will also be asked about criminal convictions and this could impact the individual's ability to become licensed. Results of criminal background check must be uploaded to Viewpoint to ensure compliance with this policy.

Drug Screens

All dental hygiene students must pass a drug screen as a condition of admission to the Dental Hygiene program. While enrolled in the program, a student may be asked to submit to a drug test if there is reason to believe the student is under the influence of alcohol or other drugs.

If there is evidence that a student is under the influence of alcohol or other drugs while in the classroom or during a clinical session, the dental hygiene student will be:

- A. Removed from the classroom or clinical area immediately.
- B. Subject to drug & alcohol testing, experience disciplinary action - up to and including dismissal from the program.

Results of drug screen must be uploaded to Viewpoint to ensure compliance with this policy.

Attire for Dental Hygiene Students

It is the responsibility of all students, faculty, and staff to maintain personal dress and cleanliness that is consistent with professional patient care and MIOSHA regulations. Enforcement of these regulations is the responsibility of everyone: faculty, staff, and students. Failure to abide with these regulations may result in grade deductions. Always consult with your lead instructor if questions arise.

Clinical and Simulation Laboratory Attire

Attire in the clinical or lab simulation area should be identical to the attire considered appropriate for the patient treatment areas. Attire should be neat, clean and professional, conveying the respect inherent in the practitioner-patient relationship.

- A. All students will wear scrub attire. Clean pressed scrubs in solid colors will be purchased by the individual. No "combination scrubs" or printed scrubs allowed.
- B. Uniforms must fit properly. Pant hemlines should not touch the floor.
- C. An under-scrub layering shirt may be worn that must match the scrub top color and without fraying.
- D. T-Shirts with political statements or potentially offensive phrases may not be worn in lab or clinic.

- E. Only clean closed toe, clinic shoes with socks that cover the ankles must be worn.
- F. Clinic shoes may not be worn outside of the clinical setting due to infection control; they must stay in your locker.
- G. All students will wear disposable gowns while delivering patient care.
- H. CDC recommends no jewelry in the simulation area or the patient treatment area. This includes wedding rings/bands, earrings, necklaces, watches, bracelets, and any facial, oral or body piercings (intra-oral, brow, lip, etc. are not permitted). Clear or skin-tone spacers may be worn in ear, nose, peri-oral or cartilage piercings to keep the hole open. In addition, if face masks cover nose jewelry, it is permitted.
- I. Fingernails should be clean, short (no longer than the fingertip), and well-manicured. Nail polish is not recommended but allowed if hands are gloved. Acrylic nails are not permitted in the lab simulation areas and the patient treatment areas.
- J. Hair styles should prevent hair from contacting patients, instruments, or equipment. Hair should be clean and neatly groomed. Hair longer than chin/shoulder length should be worn away from the clinician's face. Loose sections of hair (ex. bangs) must be secured up and/or off the face and neck. Hair ties, clips, barrettes, etc... must not pose infection control hazards.
- K. Men must be clean shaven or the beard short and well-trimmed.
- L. Good personal hygiene is required.
- M. Avoid use of perfume in the clinical area.
- N. No gum chewing in patient treatment areas. No food or drinks in the clinic.
- O. Faculty and staff will wear appropriate attire for a professional environment. If scrub attire is not worn in the lab or patient treatment areas, men should wear clean, neat slacks and a collared dress shirt with a clinic jacket. Women may wear slacks or skirts with a clinic jacket.

Classroom Areas

- A. Flexibility in attire is permitted in the classroom areas. Attire can be casual but modest. Clean, non-distressed denim jeans, neat slacks, Capri pants, shorts and skirts may be worn. Ripped or torn jeans, pajama bottoms, sweatpants, and spandex/yoga pants are not to be worn. Skirts and shorts may not be shorter than two (2) inches above the knee. Tops must cover all of the chest area and be long enough to cover the torso. No cleavage showing.
- B. Sandals are acceptable but closed toe shoes are preferred for safety reasons.
- C. High standards of professionalism will be maintained through strict adherence to the dress code regulations throughout the dental hygiene program.

Health Insurance

Students should have health insurance to cover the cost of hospital and/or medical care for any student's illness or injury acquired while participating in a clinical experience. The cost of student's medical and/or hospital care is not assumed by the College. Substantial monetary liability can be incurred if an injury or illness occurs. Students may also take advantage of JC Health Clinic for any vaccines, flu shots or short-term needs.

Latex Allergy

Students who have been identified as having a latex allergy must notify the Dental Hygiene program director, prior to the start of the program. It is also the students' responsible to notify lead faculty, lab faculty, and clinical faculty of their allergy. Although the JC Dental Hygiene program strives to purchase

latex-free products, students still need to be aware that there could be a possibility that certain equipment, manikins, materials and supplies could contain latex. Student who have a known latex allergy or who develop a latex allergy during the course of the program are required to provide a medical release with identified restrictions before attending clinical or laboratories activities. If you are identified as having a severe allergy you will be required to have an epi-pen with you at all times. The college will provide latex-free gloves and equipment, when/if available, in the simulation laboratory and clinic. Should clinical facilities that the student is assigned to not provide latex free gloves, the student will be responsible for providing their own gloves.

Student Health Issues

It is the student's responsibility to inform the Dental Hygiene Program Director of any health condition (i.e. illness, injury, surgery, pregnancy) that might compromise performance or safety of either the student or patient(s). If a student has an infectious process or injury, they need to provide a written letter from their health care provider to the Dental Hygiene Program Director stating that it is safe for them to return to clinical practice. While in the program, any student diagnosed with a serious illness or sustaining a serious injury, becoming pregnant or having undergone surgery, will be required to obtain a written doctor's release to continue in class and clinical and/or to return to class and clinical. The release will verify that she/he is able to meet class/lab/clinical practice requirements without restrictions on activity (such as limitations on weightlifting.) The goal is to prevent aggravating an existing condition, or jeopardizing the students, classmates or patient's safety or well-being. (Students requesting return to the dental hygiene program following time off due to a health condition will also require a physician's release.) If at any point there are concerns regarding a health problem or disability, Jackson College reserves the right to require a medical release or physical examination. Students are responsible for contacting instructors regarding concerns or risks related to their own health care needs.

Students who withdraw from a program due to health issues must follow the Re-Admission Policy.

Students must meet the Technical Standards and Functions set for participants in the JC Dental Hygiene Programs. These are found in the back of this handbook and are also available in the Allied Health Department and through Student Services.

SECTION III: POLICIES AND PROCEDURES

Formal Complaints

The following information is the process for Jackson College dental hygiene students to submit and express formal complaints to the Commission on Dental Accreditation.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS: In accord with the U.S. Department of Education's Criteria and Procedures for Recognition of Accrediting Agencies, the Commission requires accredited programs to notify students of an opportunity to file complaints with the Commission.

Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The notice must be distributed at regular intervals, at least annually.

Process for Filing Formal 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.

Formal complaints must be sent to:

The Commission on Dental Accreditation
211 East Chicago Avenue Chicago, Illinois
60611
1-800-621-8099 x4653

Informal Complaints

Dental hygiene students at Jackson College have the right to express an informal complaint about the dental hygiene program at any time. All informal complaints should be handled with the Dental Hygiene Program Director. Students are encouraged to send an email stating their concern/complaint and make an appointment with the Program Director to discuss the matter. If the complaint involves another faculty member, the student is required to initially try and resolve the matter with the faculty member. For further information please read the Jackson College “Academic Student Complaint Process” (<https://www.jccmi.edu/ombudsman/student-complaint-process/>).

Jackson College Student Appeals Procedures

Students should refer to Jackson College “Student Appeals Policy” (<https://www.jccmi.edu/wp-content/uploads/2015/12/2501.pdf>)

Academic Integrity and Honesty Policy

Dental Hygienists are highly regarded as trusted professionals. We are committed to the ideals that honesty and integrity are essential qualities for the profession of dental hygiene. Here at Jackson College each of us has a personal responsibility to strive for veracity, integrity, and trust in our work and relationships.

Academic integrity and honesty are expected of all students. Any student found to be cheating on an exam, quiz, or other assessment will be subjected to corrective action in accordance with the level of infraction as outlined in the JC Dental Hygiene Performance Notice Procedure and JC Students Rights, Responsibilities and Code of Conduct (<https://www.jccmi.edu/wp-content/uploads/2701.pdf>). Corrective action may include receiving a maximum grade of 0.0 for the course with permanent removal from the program.

CHEATING and serious violation of responsible technology use (see the Social Media Policy) can take on many forms. These may include but are not limited to:

- A. Bringing an answer source to the testing site. This could be a cheat sheet, your cell phone, etc.
- B. Copying answers or work from another student’s test or project.
- C. Making copies or taking cell phone pictures of test or course materials including PowerPoint presentations.
- D. Changing an answer or work after submission.
- E. Sharing test information, test answers and content with someone who has not yet taken the test.

- F. Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of exams, quizzes, midterm projects, or other academic work; stealing or using another student's work; using information from or possessing exams/quizzes that a faculty member did not authorize for release to students.
- G. Facilitation of any act of academic misconduct includes knowingly assisting another to commit an act of misconduct, providing others with course materials to be uploaded digitally or to be shared manually. Taking quizzes with another student. Quizzes are to be done individually - do not share answers with others in person, through e-mail or on the phone. Sharing answers is considered cheating and will be treated as such.
- H. Plagiarism is another form of cheating. Plagiarism may involve but is not limited to submitting a paper written by someone else (obtained from the web or a fellow student) or using direct quotes from any source without crediting the source.
- I. Additional areas of concern specific to nursing include but are not limited to:
 - Covering up or not reporting a clinical error.
 - Charting something complete that was not done.
 - Altering any legal documents.
 - Deviation from an accepted Standard of Care or Standard of Practice.
 - Any form of lying/misrepresentation to faculty, health team members or others.

If you are unsure if a practice might be considered cheating, please check with an instructor and/or do not engage in that practice.

Grading Policy

Methods of grading and evaluation will be clearly documented in each course syllabus and reviewed with the students by the lead faculty. The lead faculty will determine what methodology will be used when assigning grades. The following grading scale is in effect for dental hygiene courses:

94 – 100%	4.0
89 – 93%	3.5
84 – 88%	3.0
78 – 83%	2.5
72 – 77%	2.0
66 – 71%	1.5
60 – 65%	1.0
55 – 59%	0.5
Below 55	0.0

The Dental Hygiene Program requires that students receive a grade of 75% or better in all dental hygiene courses. If a 75% or higher is not achieved in any Dental Hygiene course, the student will be dismissed from the program.

Incomplete Grade Policy

An Incomplete grade may be given by the Lead Faculty when the student has not completed all requirements for the course grade. The Lead Faculty will determine if there is proper cause for giving an “I” rather than a grade. An I/Incomplete grade will be accompanied with a Performance Notice prepared by the Lead Faculty. This form stipulates the reason for the “I” grade and describes the following for changing the “I” to a grade:

- The activities/requirements the student must complete

- The date the requirements must be completed
- The final grade that will be granted if the requirements are completed as stated.
- If the requirements are not fulfilled by the student as stipulated, the student will receive a 0.0/fail grade.

Please refer to Jackson College “Incomplete Grade Policy” for more information:

<https://www.jccmi.edu/wp-content/uploads/2015/11/1003.pdf>

Performance Notice Procedure

Students who fail to meet academic, clinical, professional, or program requirements will receive a written performance notice. The performance notice will be issued as soon as possible after the problem is identified. Suggestions for improvement may include any reasonable action the faculty deems appropriate to correct the behavior. Depending on the seriousness of the behavior, consultation with the Lead Faculty, the Department Chair and/or Dean may be necessary. If the student’s behavior or performance is of a serious nature, it may necessitate immediate dismissal from the program. If a student is immediately dismissed a performance notice will not be issued; instead, a dismissal notice explaining the circumstances of the dismissal will be completed (see section on Program Dismissal.)

The criteria for issuing a performance notice include but are not limited to:

- A. Unsatisfactory achievement of level or clinical objectives.
- B. Unsafe or potentially unsafe clinical practices. This may be one substantive incident, or repeated instances of questionable practice which could jeopardize patient care. Examples include, but are not limited to:
 - a. Violation of dental hygiene process of care resulting in actual or potential patient harm.
 - b. Failure to safely adapt dental hygiene skills to actual patient care.
 - c. Failure to demonstrate adequate preparation for the clinical experience.
 - d. Failure to demonstrate sound clinical or professional judgment.
 - e. Performing a procedure without the required knowledge and skill competence, or without the guidance of a qualified individual (i.e. the instructor or clinic dentist).
- C. Failure to establish effective working relationships with classmates, faculty, or other health team members in providing safe patient care. Examples include, but are not limited to:
 - a. Failure to notify health team of pertinent changes in the patient’s health.
 - b. Ineffective or inappropriate communication with health team members, including faculty, staff members, or with peers.
 - c. Dishonesty in communication with faculty or other members of the health care team.
- D. Disruptive behavior that “substantially or repeatedly interferes with teaching and learning.” Examples include, but are not limited to:
 - a. Profane or disrespectful language.
 - b. Rude, discourteous speech or behavior (e.g. put downs, insults, slurs, rumors, either in person or online).
 - c. Disregard and insolence for/toward others.
 - d. Persistent interruption or side conversations.
 - e. Persistent argumentation.
 - f. Bullying, menacing, aggressive behavior.
- E. Failure to maintain confidentiality of patient information. Examples include but are not limited to:
 - a. Using the name or initials of a patient in written assignments.

- b. Disclosing confidential information in inappropriate areas such as elevators or hallways, or via e-mail, social networking sites, cell phone texting, or use of a camera.
 - c. Disclosing confidential information about a patient to third parties who do not have a clear and legitimate need to know.
 - d. Seeking information on a patient(s) when it is not necessary for the student's nursing care giving.
 - e. Leaving the clinical setting with any records or documents related to a patient, including any paperwork which contains identifying information about a patient (for example, the last name).
- F. Dishonesty in the clinical setting:
- a. Falsifying patient records or fabricating patient experiences.
 - b. Failing to report errors (or acts of omission) in treatments, assessment, medications, clinical judgment or other components of dental hygiene practice.
 - c. Falsifying or plagiarizing clinical assignments
- G. Violations of established Jackson College and ADHA Dental Hygiene Program Code of Ethics.
- H. Use of alcohol and/or drugs as identified by the National Institute of Drug Abuse and/or nonprescribed medications. If there is evidence that a student is under the influence of alcohol or other drugs while providing patient care in the dental hygiene clinic, the dental hygiene student will be removed from the clinical area immediately. The student may be required to submit to drug and/or alcohol testing. Positive test results and/or refusal to submit to testing on the part of the student will result in discipline up to and including dismissal from the program.
- I. Failure to assume the responsibilities of a student in the dental hygiene program.
- a. Repeated tardiness to clinical (see attendance policy).
 - b. Inappropriate personal appearance or inappropriate behavior in the clinical setting or class setting.
 - c. Unethical or immoral behavior, i.e., lying, cheating, stealing.
 - d. Failure to complete and submit required classroom or clinical written work as defined in the course syllabus.

The written performance notice will include reasons why the notice is being given, suggestions for improvement and criteria to be met to correct the behavior. The student's signature acknowledges that the student has received the written notice.

Student's Reply to the Written Performance Notice

The student is required to reply in writing, upon receipt of the written notice, within 5 academic days, as defined by the academic calendar. The student's reply must show evidence of problem solving regarding his or her identified unsatisfactory behaviors. This will include the following:

- Students' perception of the problem.
- Statement of awareness of the seriousness of the written performance notice.
- Methods that will be utilized to correct the problem.

The performance notice process verifies that the student is aware of the situation and has developed a plan of action to correct the problem. A record of the written performance notice remains a permanent part of the student's record. If the behavior which elicited the warning notice recurs at any time during the dental

hygiene program of study, or if the behavior is of a serious nature, the student will be subject to discipline up to and including dismissal from the dental hygiene program.

Program Dismissal

Reasons for Dismissal:

- The criteria for issuing a performance notice are also the criteria referenced for issuing a dismissal notice.
- If a student fails a dental hygiene course the student is automatically dismissed from the program. The dismissal could be the result of but not limited to a failure in a dental hygiene theory course, a laboratory/clinical failure, a serious clinical violation and/or unprofessional behavior. (A grade below 75%)
- Failure to complete requirements to resolve a grade of “Incomplete” for a course by the assigned deadlines.
- In consultation, as needed, with the Assistant Dean and/or the Dental Hygiene Program Director, the involved faculty will inform the student of the failure and subsequent dismissal.
- After informing the student, a dismissal notice will be completed by the faculty involved.
- The Dean or Dental Hygiene Program Director will notify the student, in writing, that the student has been dismissed from the program. The letter will state whether the student is eligible for readmission, and if eligible, a student re-admission packet will be provided. A copy of the dismissal notice will be included.

Program Reconsideration (Readmission)

Readmission to the Dental Hygiene Program is contingent upon the availability of a clinical space/seat in the desired class.

Students readmitted to the program are eligible to repeat a course; however, a dental hygiene course must be repeated during the semester in which it is offered. The student may not continue with other required dental hygiene courses until the course is repeated.

If a student exits the program during the first semester of the program or only completes one semester of the program, the student will be required to complete ALL dental hygiene courses.

The student seeking to return to the Dental Hygiene program will send a letter requesting re-consideration to the Program Director and the Chair of Allied Health. Students are allowed **ONE** re-consideration to a program. The request for re-consideration letter will include:

1. The student’s perception of the problem leading to dismissal and explanation of contributing circumstances.
2. Demonstration of an understanding and awareness of the problem.
3. What the student has done to rectify the problem.
4. The student’s detailed plan for success in the dental hygiene course to be repeated and future dental hygiene courses if re-admitted.

The request will be forwarded to the Program Director. The Committee will be comprised of two allied health faculty other than the faculty directly involved in the dismissal, the Student Ombudsman, and the Allied Health Department Chair. The Allied Health Department Re-Consideration Committee will meet as needed.

The student and faculty member involved in the dismissal will be informed by the Program Director of the time, date and place of the meeting. At the meeting, the student will present a detailed academic success plan. The faculty member involved in the dismissal will present an overview of the behaviors that led to the dismissal and his/her support for or against re-consideration. In absence of the faculty involved, the lead faculty of the course will present. The student has the choice of being present or not during the involved faculty's presentation. The student and faculty involved will then be excused from the meeting.

The Allied Health Department Re-Consideration Committee, after reviewing the student's history, the documents described above, and faculty recommendation will determine if the student will be re-admitted to the Dental Hygiene program. The Allied Health Department Re-Consideration will look for compelling evidence that the reasons for the dismissal can be corrected with certain changes, and that these particular changes improve the chances for a successful outcome. If the student is permitted to return to the program, the Allied Health Re-Consideration Committee along with the Program Director will determine if additional courses must be repeated and will detail what other requirements (i.e. skills validation) are associated with the opportunity to repeat the failed course and continue in the program.

The Chair of Allied Health will notify the student in writing of the final determination and any re-consideration conditions. Any re-consideration is based on clinical site availability. Clinical seat availability cannot be guaranteed.

The decision of the Allied Health Re-Consideration Committee is final.

A student who applies for re-consideration will need to have their written request received by the Allied Health Office by May 31st for reconsideration for the next August start of a program. Students must also comply with corresponding Allied Health Department requirements such as immunization requirements, background checks, and drug screens.

Policy on Alcohol and Drugs

To demonstrate compliance with the alcohol and drug policies of Jackson College (<https://www.jccmi.edu/wp-content/uploads/3116.pdf>) and as a condition of admission, all dental hygiene student candidates will undergo a urine drug screen. The test will be done within the period designated by the dental hygiene department: If a student fails the first drug screen, the student has 30 days to produce a negative test. The drug screen will be done on a urine sample and will assess for the presence of illicit and/or prescription drugs not prescribed by a health care provider. Failing the drug screen or lack of participation in the drug screen may result in withdrawal from the program. Results will be sent to the CastleBranch and reviewed by the JC Security Department. See Performance Notice section for more information on the use of alcohol or other drugs by students.

The use of marijuana is illegal at the federal level. Therefore, if two positive drug screens (within 30 days of each other) produce the presence of marijuana admission to the Dental Hygiene program will be denied. This includes a prescription for medical marijuana use.

Policy on Smoking

Jackson College is a tobacco free environment and is committed to protecting the health of students, staff, faculty and guests by prohibiting the use of and/or sale of tobacco products on all JC properties.

Similarly, most of the clinical affiliates are also smoke free environments. Nursing students will be expected to follow the College and clinical affiliates policies. Students who smell of smoke or who violate the agency smoking policy may be asked to leave the clinical site. If asked to leave a clinical site, missed time will be considered an absence. Students should be aware that some health care systems will not hire someone testing positive for nicotine. Smoking cessation support is available to students in the Health Clinic or through the Allegiance Health Tobacco Treatment Services.

<http://www.allegiancehealth.org/content.aspx?id=1312>

E-cigarettes are regarded as tobacco products and as such are covered by the same policy as other tobacco products and are not allowed on campus or in clinical settings.

Social Media Policy

Responsible e-Practice for Dental Hygiene Students: This policy is to inform Jackson College (JC) dental hygiene students of their rights and responsibilities according to appropriate use of e-communication, social media and simulation tools in the academic healthcare environment. This policy applies to JC dental hygiene students who participate in online discussions using the internet for school related purposes, and activities such as communications about clinical or classroom related assignments.

JC Responsible Use Policy: This policy is designed to indicate what is considered responsible use of information technology resources. Use of any institutional information technology resource acknowledges acceptance of the Responsible Use Policy

<https://www.jccmi.edu/wp-content/uploads/2015/11/1601.pdf>

Information Technology Electronic Account: All users provided with JC electronic resources are governed by the policies associated with owning an IT account. Dental Hygiene students are required to read the policies referenced and become familiar with responsible use of their JC personal network account. Professionalism and proper etiquette with all electronic communications including such areas as email and JetNet classrooms is always expected .

<https://www.jccmi.edu/wp-content/uploads/2015/11/1613.pdf>

Social Media Use: Students will be working extensively with computer technologies throughout the dental hygiene program. Whether collaborating for academic or personal reasons, learning experiences are shared. Social media communication resources such as Facebook, Twitter, YouTube, Wikipedia, LinkedIn, Myspace, Second Life, blogs, podcasts, RSS feeds, and other social media outlets allow for real time communications with personal and professional colleagues. Students will always be held accountable for becoming familiar with and following the social media/Simulation Lab Policy guidelines while enrolled at JC.

General Information:

- A. HIPAA guidelines must always be followed. Identifiable personal information that is posted to any online forum or web page about a patient/clinical encounter is a violation of federal law. Limiting access to postings through privacy settings is not enough to ensure privacy.
- B. FERPA guidelines to protect student privacies must always be followed. Identifiable personal academic information that is posted to any online forum or webpage is a violation of federal law.
- C. No student may post any proprietary college or faculty information (i.e. PowerPoint lectures, handouts, concept maps, databases, assignment rubrics) without written consent. All students must respect the Copyright Infringement, Computer Use & File Sharing Policy and fair use of information terms as indicated in the Responsible Use Policy.
- D. <https://www.jccmi.edu/wp-content/uploads/2015/11/1601.pdf>
- E. The use of JC's logo or graphics on personal social media sites is not allowed. JC's name may not be used to promote a product, cause, or political party or candidate.
- F. Any use of College logo or graphics must receive prior authorization from the JC Dental Hygiene and Marketing Departments.
- G. Video/Audio taping professors or fellow students for personal use without a signed confidentiality agreement and/or expressed permission of the individual's involved is prohibited.

Transmission of any patient-related images and/or coursework or clinical information related images; including, but not limited to photographs of any body parts and/or data from chart via mobile/smart device is strictly prohibited.

- H. Identify any views shared within the electronic media environment as your own. A student shall not post content or otherwise speak on behalf of the College, Dental Hygiene Department, or healthcare agency unless authorized to do so and in compliance with all applicable policies of the authorizing entity.
- I. Students must not make disparaging remarks about any community agency, its staff, or any ancillary services. Threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments made in the electronic media environment can be grounds for dismissal from the program.
- J. Students must always maintain professional boundaries with patients . Establishment of relationships online with previous patients/clients is not recommended. Doing is not sanctioned by the JC Dental Hygiene Department.
- K. It is strongly recommended that all JC official college communication, including correspondence between students and employees (faculty/staff) regarding classes, schedules, and events, are to be conducted within college-sanctioned communication channels. These are:
 - a. Microsoft Outlook Web App for official college business
 - b. Moodle (JetNet) for academic coursework
 - c. Sim Chart and Shadow Health for clinical or simulation coursework
- L. Any official communications or activities conducted outside these channels are not endorsed by the College or Dental Hygiene Department; any breach of confidentiality or privacy guidelines must be reported immediately.

Clinical Simulation Guidelines:

For learning purposes all users shall consider the information utilized in health care simulations as confidential and handle the information in the same way that is required by the Health Insurance Portability and Accountability Act (HIPAA) and other federal or state laws related to protected health information (PHI).

Clinical Simulation Recording Policy:

<https://www.jccmi.edu/wp-content/uploads/2015/11/1615.pdf>

Common Myths about Social Media

- A. False belief: once information has been deleted from a social media site, it is no longer accessible. Even if deleted from the site, there is no way to tell how the information traveled across the web and may have been shared / downloaded without your knowledge or expressed permission.
- B. False belief: any electronic sharing of harmless health status information is acceptable as long as it reaches the intended recipient. HIPAA guidelines consider this act a violation of personal rights to privacy.
- C. False belief: patient information discussed on a social media site is acceptable if the patient is not addressed by name. Any referral to a patient by nickname, diagnosis, room number, or condition is also considered a breach of confidentiality.

- D. False belief: discussing events on personal time using a personal social media site account exempts the user from violations associated with the student nurse role or healthcare employment status. Any personal opinion posted to a social media site must represent only the user and not an institution, or organization unless authorized to do so. Clarifications to this effect must be clearly presented at the time of posting any opinion.
- E. False belief: posting disparaging remarks, inappropriate language or visuals, or use of sexually explicit references contained within a personal social media account are private. Information posted to the web can be accessed by law enforcement, is often considered in hiring processes, and also used to monitor employee behavior.
- F. False belief: posting disparaging remarks, inappropriate language or visuals, or use of sexually explicit references contained within a personal internet account are private. Employers and schools are not prohibited from viewing information that can be obtained without any required access information within the public domain and may gain access to any electronic communications device paid for (in whole or part) by the employer, or school.

Policy on Cell Phones

The use of cell phones, pagers, and other personal electronic devices is allowed on all Jackson College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the College community.

Faculty members, at their discretion, may formulate policies related to personal electronic devices. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violation.

Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of the class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized accordingly in accordance with the Performance Notice Procedure.