SCHOOL OF DENTAL HYGIENE
DEH 2804L DENTAL HYGIENE IV CLINIC

I. TERM: Session I – 2017
   Tuesday and Thursday, 8:45-12:00 PM and 1:00-4:00 PM

II. CREDIT: 4 credit hours

III. PREREQUISITE: Successful completion of DEH 2802L

IV. INSTRUCTORS: Dental Hygiene Faculty
   PROGRAM DIRECTOR: Joan Tonner, CRDH, MA
   CLINIC ASSISTANT: Tammy Cole, EFDA

V. TEXTS AND MATERIALS:
      ISBN: 978-0-323-07413-1
      Lippincott Williams and Wilkins. ISBN: 9781451193114
   E. Course Materials located online in MyCourses
   G. St. Petersburg College DEH 2804L Course Packet & Radiology Packet
   H. Blood Pressure armamentarium

VI. COURSE DESCRIPTION:

This course will provide on going experience in total patient care. Instrumentation, radiographic
skills, patient education, and treatment planning will again be emphasized. Treatment
parameters will be increased to include expanded functions as well as patients with special
needs.

Competencies addressed:

1. Apply ethical reasoning to patient care and comply with state and federal laws
governing the practice of dentistry and dental hygiene.

2. Use screening, referral, and education to bring consumers into the health care delivery
system by assessing, planning, implementing and evaluating dental hygiene treatment
and community –based oral health programs.

3. Provide comprehensive dental hygiene care by applying basic and advanced
principles of dental hygiene.

5. Assume the roles of the profession (clinician, educator, researcher, consumer
advocate, and administrator) as defined by the American Dental Hygienists’
Association and demonstrate professionalism through leadership, service activities
and affiliation with professional organizations.

6. Integrate self-assessment strategies to provide quality clinical care and to initiate a
pattern of life-long learning.
VII. COURSE GOAL:

The goal of the dental hygiene clinical courses is to graduate students who have acquired the skills necessary for entering the clinical practice of dental hygiene. Graduates must possess at least a minimal level of clinical competency. Performance expectations are established by consensus of the faculty in all clinical courses throughout the program.

Experience has shown that not all students progress through their clinical courses at an equal pace. The faculty is committed to working with all students to achieve their best levels of performance possible within the established parameters of clock hours and faculty to student ratio.

VIII. LEARNING OUTCOMES:

1. The student will demonstrate continued competency in total patient care through knowledge, skills, and behavior by:
   a. obtaining and recording a complete medical and dental history.
   b. recording the findings of the patient assessment and chartings.
   c. providing oral health instructions for all patients according to individual needs.
   d. applying the correct principles of instrumentation necessary to identify and remove hard and soft deposits and stains.
   e. formulating and documenting a total dental hygiene care plan for each patient, according to individual/special patient needs.
   f. demonstrating the correct techniques for exposing, processing, and interpreting dental radiographs on all patients who require them.
   g. assessing the need for and demonstrating the proper technique for applying topical fluorides.
   h. maintaining professional behavior in a clinical setting.
   i. demonstrating correct instrument sharpening procedures.
   j. assessing the need for and performing the proper technique for application of topical anesthesia.
   k. assessing the need and performing the proper technique for the use of the ultrasonic scaler.
   l. assessing the need for and demonstrating the placement of sealants.
   m. assessing the need for study casts and demonstrate the proper techniques for taking an impression, and pouring and trimming a study cast.
   n. assessing the need for and performing the proper technique for air polishing.
   o. assessing the need for and performing the proper technique in using the intraoral camera.
   p. assessing the need for and performing the proper technique for the application of a chemotherapeutic agent.
   q. assessing the need for and performing advanced fulcrum techniques and positions for instrumentation.
   r. providing prescribed nutritional analysis with a selected patient.
   s. assessing the need for and performing the proper technique in the administration of local anesthesia

2. The student will demonstrate knowledge, skills, and behaviors in professional duties by:
   a. performing accepted procedures for the prevention of disease transmission in a clinical environment.
   b. managing the clinical reception area according to St. Petersburg College School of Dental Hygiene Reception Manual.
   c. performing acceptable procedures in the projection and processing of dental radiographs.
   d. assisting all patients, students and personnel in the effective operation and delivery of clinical services.
   e. performing assigned duties at selected extramural sites.
3. The student will demonstrate knowledge, skills, and behavior in new treatment modes by:
   a. demonstrating the correct technique for placement and removal of periodontal dressing.
   b. demonstrating the correct technique for archwire removal.
   c. demonstrating the correct technique for suture removal.

IX. ATTENDANCE:

Attendance at all clinic sessions and special assignments is required. In the event a clinic session must be missed, the student is required to contact the Dental Hygiene Department at 727 341-3668 AND email Ms. Tran and the Program Director in MyCourses prior to the beginning of the clinical session. Every two times a student is late or leaves early for a clinic session or an assigned rotation will count as one missed session. Clinic hours are from 8:45 a.m.-12 noon and 1-4 p.m. Tuesday and Thursday. All students are required to be present the entire period and be prepared to seat their patient at 9 a.m. and 1 p.m. The receptionist must report for duty by 8:30 and 12:45. All other duty rotations, clinic coordinator, sterilization, and radiology duty report at 8:45 and 1:00.

A. Each missed clinic session in excess of two (a session equals a half day) will result in a deduction of points. Example: The third clinic session missed will result in a 1 quality point deduction. Two full days absence will result in a 2 quality point deduction. Two tardies (arriving late) or two leaving early will count as one absence. Arriving more than one hour late will be considered an absence as determined by the Program Director. Leaving earlier than with one hour left in session will be considered an absence for that session as determined by clinic coordinator.

B. If a student is absent more than three clinic days, including clinic duty days, (six clinic sessions), they will be automatically withdrawn from DEH 2804L. In the event that this occurs past the withdrawal deadline of September 14, 2017, the student will receive a failing grade as earned. Students who are withdrawn from any program course may not continue in the Dental Hygiene Program.

C. In the event of a late or absence and a student does not call the clinic (727 341-3668) AND the rotation site, .04 will be deducted from his/her final grade GPA for each time no call to both or either is made.

D. For all dental hygiene clinical courses, students will be required to make up missed clinical rotations at a date and time established by the site director and approved by the Program Director. The rotations must be satisfactorily completed by the last day of clinic or will result in an incomplete for the course and a delay for graduation.

E. For each St. Petersburg College clinical duty (sterilization, reception, clinic coordinator and radiology) session of duty missed 1 quality point will be deducted. This absence will be counted as an absence toward the TOTAL of three for automatic withdrawal – see B above.

F. Clinical absences in excess of (3) days = W/F

X. COURSE PROTOCOLS:

1. ASEPTIC TECHNIQUE:
   - Is essential to all clinical procedures and must be maintained and demonstrated by the student at all times. Breaking the asepsis chain at any given time will result in a “U” for that session.

2. COMPREHENSIVE DENTAL AND PERIODONTAL ASSESSMENTS/CHARTING:
   - A comprehensive dental charting must be performed on all patients and will be evaluated by the clinical dentist and/or clinical faculty.
   - The student should indicate updated dental and perio charting with a new date in the upper right corner of the paper assessment form.
• If digital charting has been done previously, changes must be updated in the computer and noted in narrative.
• Assessments must be the operator student’s own work and not completed until the patient has been assessed by the operator student. Assessments should NOT be copied over from previous sessions; they must be accurate as to how the patient presents at that appointment.

3. CARIES RISK ANALYSIS: Student will be required to provide limited analysis for all clinic patients whose assessment data indicates a need.

4. TOPICAL FLUORIDE APPLICATION:
• All patients as indicated by need; and may include varnish or trays; obtain approval from instructor.

5. PERIODONTAL ASSESSMENT:
• The Periodontal Screening and Recording (PSR) method must be completed on every patient 13 years of age and older.
• Comprehensive Periodontal Charting (CPC) must be recorded for all patients whose PSR codes indicate a need for a more complete evaluation of the periodontium.
• Any new and/or recare (that never had a baseline done) adult (age 18 and over) patient to the clinic will receive a baseline CPC regardless of their PSR scores.
• All recare patients will have a CPC recorded every 24 months as indicated by the PSR. Review previous chartings for comparison of your PSR readings. If the instructor determines your PSR is incorrect, and the CPC was not done, a grade of zero (0) will be entered under Clinic Management with deduction taken off on Patient Assessment also.
• The instructor determines if the CPC will then be completed.

6. PROFESSIONAL APPEARANCE AND ATTITUDE:
• Must be demonstrated at all times in accordance with the SPC Dental Hygiene Program Manual.
• Students are not allowed to chew gum, wear perfumes/scented lotions, etc. at any time while in scrubs/uniforms in the classroom, in labs or clinic.
• Good personal hygiene must be adhered to.
• Hair must be up and back off the collar.
• An instructor has the authority to ask a disruptive student or a student who doesn’t adhere to the policies of the program to leave a classroom, lab or clinic and can take disciplinary action if the behavior continues.
• Daily Case Presentation: for each clinic session, the Clinic Goals for the Day must be completed and discussed with the instructor at the check in or before. Failure to do so will result in a grade of 2 under Clinic Management.

7. ULTRASONICS: may NOT be used on a patient classified as an A.
• Ultrasonics can only be used on a patient classified as a B/C/D and only with instructor approval.
• Ultrasonics may be used only to flush after scale check on an A patient.

8. PATIENT EDUCATION: All patients must receive oral hygiene instruction according to the individual needs and/or limitations of the patient and following accepted principles of learning.
• A recorded plaque index is required if the patient’s PASS Score is 70% or below.
• Children 12 and under require Plaque Index, no PASS (only 2 plaque indexes will be required on a patient during treatment).
• Oral hygiene aids will be chosen by the student based on need after discussing the treatment plan with assigned faculty. Faculty will get the supplies.
• Students will be required to provide limited nutritional analysis for all clinic patients whose assessment data indicates a need.
• NOTE: See PROFICIENCY LIST for this semester.
XI. COURSE REQUIREMENTS:
All of the requirements listed below must be satisfactorily completed according to criteria stated in the SPC Dental Hygiene Program Manual, Volume 37, by November 30, 2017. 

NOTE:

- All clinical requirements must be completed during clinic hours and on clinic patients only.
- Patient Medical History is good for one year from initial date, if older than one year a new Medical History will be completed.
- NEW FOR DEH 2804L: Patient assessments must be updated on a new form if older than one year from initial date. If updating a form that is less than one year old, use a different color pencil for date and changes in the assessment.
- Any lecture material presented in this course/lab may be included in lecture/class examinations.

1. A minimum of 112 quality points are needed for successful completion of this course. To assign credit according to degree of patient difficulty the following system of quality points will be utilized:
   - 1 patient of Class A-O = 2 points per patient
   - 1 quadrant of Class A = 1 point
   - 1 quadrant of Class B = 2 points
   - 1 quadrant of Class C = 4 points
   - 1 quadrant of Class D = 5 points
   - For a grade of "A, B, or C":
     - Each student must attain a total of 112 quality points; 56 quality points must be from Class B, C, and/or D patients. (Minimum of 94 quality points total)

2. CPC: A minimum of two patients; each patient must have a minimum of 20 natural teeth.
   - 1 CPC must be completed by October 5, 2017.
   - The student must attain a grade of 3 or better on the CPC in order to pass and receive credit towards the requirements.

3. SEALANTS: Minimum of ONE patient as indicated by need. This can also meet the proficiency requirement if successfully completed on a clinic patient.
   - NOTE: See PROFICIENCY LIST for this semester

4. PHOTOGRAPHY REQUIREMENT: TWO four-pic images using the intraoral digital camera. Student’s instructor will review with student. The images must include: 1.) a right side, 2.) left side, and 3.) frontal image of the patient’s occlusion to determine occlusal classifications. The fourth image must be of either a restoration or restorative work that is needed OR a pathology to fulfill the DEH 2400 requirement.
   - May meet the DEH 2400 requirement AND camera proficiency, if successfully completed.
   - NOTE: See PROFICIENCY LIST for this semester

5. CALCULUS DETECTION CHARTING:
   - Complete two calculus detections; one calculus detection must be completed on a Class “B” patient by October 5, 2017.
   - Score of 3 or better.
   - Repeat if first attempt is not passed.
   - May be repeated on same patient at subsequent visits for no more than two quadrants per patient.
   - May be completed at MacDill AFB, ONLY if SPC instructor is present.
6. AIR POLISHING:
   • Use of air polisher on a minimum of one patient with instructor approval after scaling
     is completed and is part of the dental hygiene treatment plan. This can also meet
     the proficiency requirement if successfully completed on a clinic patient.
   • **NOTE:** See PROFICIENCY LIST for this semester

7. PIEZO: To be used on appropriate patient with instructor approval. This can also meet
   the proficiency requirement if successfully completed on a clinic patient.
   • **NOTE:** See PROFICIENCY LIST for this semester

8. INSTRUMENT SHARPENING: Random sharpening inspections will be done.
   • If instruments are not sharp, student will receive a grade of a 2 for “needs
     improvement” under Clinical Management.

9. PHILIPS RISK ASSESSMENTS
   • 1 patient for Perio Risk Assessment
   • 1 patient for Caries Risk Assessment

10. LOCAL ANESTHESIA ADMINISTRATION – successful completion of the following
    injections in lab that may include ASA infiltration/field block, PSA, MSA, GP, NP, IA,
    Lingual, Long Buccal, Mental, Incisive nerve blocks, and demonstration of the knowledge
    of the administration techniques.
    • Students acting as lab patients or clinicians are responsible for any unprofessional
      behavior that may have a negative effect on their lab clinician or others that are
      participating in the lab exercise.
    • The course director will determine dismissal from a lab session or participation. The
      consequences of dismissal will be competency incompletion for that student acting
      unprofessionally.

**Students/Clinicians are responsible for keeping an anesthesia log in clinic that
includes: patient/student name, dosage of drugs administered and types of
injections given, as well as, any adverse effects/complications that may have
occurred. The appropriate treatment rendered notes are always written in the
patient’s chart.

**XII: COURSE PROFICIENCIES:

1. **CLINICAL PROFICIENCY PROCESS EVALUATION:**
   a) **One** clinical proficiency must be completed.
   b) **Grade of 3 or better on any adult patient with a minimum of 20 teeth that include
      maxillary molars and premolars.
   c) Attempted by September 21, 2017.
   d) Failure to pass will require remediation and a repeat of the proficiency.
   e) The first retake (second attempt) must be completed by October 19, 2017. Failure at
      the first retake (second attempt) will result in clinical probation and requires
      additional remediation.
   f) Maximum of two retakes (three attempts) will be allowed (on a different patient).
   g) All scores received will be averaged together to calculate the final clinic proficiency
      grade. Highest retake score: 3
   h) This requirement **must** be satisfactorily completed by November 30, 2017 in order to
      progress to DEH 2806L and may not be carried over. Failure at the second retake (third
      attempt) will result in suspension from the program. Failure to take the proficiency will
      result in a grade of “D” for 2804L and suspension/dismissal from the Program.

2. **PATIENT EDUCATION PROFICIENCY:** One graded proficiency must be successfully
   completed on a patient 13 years of age or older, who exhibits fair to poor oral hygiene and
   it must be completed on the first appointment that patient education is given.
   • Attempted by October 5, 2017.
3. SEALANT PROFICIENCY:
   - Sealant on one SPC clinic patient (not a classmate), as indicated by need. This proficiency can also meet the course requirement if successfully completed.

4. AIR POLISHING PROFICIENCY:
   - Air polisher on one patient with instructor approval and is part of the dental hygiene treatment plan.

5. PIEZO PROFICIENCY:
   - Piezo on one patient with instructor approval and is part of the dental hygiene treatment plan.

6. INTRAORAL CAMERA PROFICIENCY:
   - This proficiency can also meet the DEH 2804L and DEH 2400 course requirements, if successfully completed.

7. LABORATORY PROFICIENCIES: To be accomplished on designated laboratory days.
   - a) Periodontal dressing
   - b) Suture removal
   - c) Archwire removal
   - d) Local Anesthesia
     - Administration of injections will be done on student partners. Students are required to sit as patient subjects. Students are required to administer all injections, as assigned. Students unable to sit as patients during administration of local anesthesia, due to medical reasons and/or Dental Hygiene Program policy (written permission from physician is required to receive non-epinephrine local anesthesia at minimal effective doses during pregnancy or any other condition that student states exists) will be required to provide appropriate documentation and meet with the Program Director.
     - Failure to complete all injections at acceptable competency levels will result in an incomplete for that lab proficiency and probation with remediation for that proficiency.
     - Lab proficiency will be on an Acceptable/Improvable grading system based on specific competency criteria per each injection.
     - Students who receive improvable scores on any lab proficiency may be required to schedule remediation. Remediation times are scheduled in clinic, labs or at specific times, with the course director or instructors/supervising dentist.

XIII: CLINICAL RESPONSIBILITIES:

1. Clinic Duties - Reception, Radiography, Sterilization and Clinic Coordinator - Each assigned duty must be completed at an acceptable level of performance. Unsatisfactory performance will result in a "U" for the clinic session. Submit evaluation sheet to instructor in charge of the duty who will then submit forms to Ms. Tran for computer entry.
   - Radiology – Instructor assigned Radiology/Doctor
   - Reception – Lead instructor on floor/Tran
   - Sterilization – Lead instructor on floor/ Cole
   - Clinic Coordinator – Lead instructor on floor/ Cole

2. Clinic Rotations - Rotations must be completed at an acceptable level of performance. Unsatisfactory performance on the day of the assignment will result in a "U" for the clinic session. Leaving the rotation site before the clinic session is over and/or failure to report to the site on time will result in a "late" recorded for the clinic session. Failure to contact rotation site when absent or late will result in .04 deduction from final grade.
The following instructors should be contacted if problems occur:
- Public Health – Grisanti
- Homeless Empowerment Program – Woods
- UF – Krueger
- JRC/CHC – Poirier

NOTE: For any one patient seen at the clinical rotations who presents with a C calculus classification, no more than 2 quadrants will count towards program requirement points. It is understood that only two quadrants could be adequately scaled in one appointment. The remaining quadrants will not be accepted. No more than 4 quadrants (2 patients) of a C classification seen at a rotation will count toward the Program total of 48.

3. EVALUATION FORMS:
- All clinic duty evaluation forms must be initialed by assigned faculty/staff and turned in to Ms. Tran on the same day as the session.
- If a paper evaluation form is being used rather than computer entry, those clinical evaluation forms must be initialed and turned in to the assigned instructor on the same day as the appointment.
- If the instructor is entering data into the computer it is the student’s responsibility to write down grades, requirement completion, etc. on the clinic evaluation form. The instructor will sign and student maintains this copy.
  - Record grades, requirement completion, etc. on the clinic evaluation form as grades are entered into the computer by the instructor
  - Have the instructor sign or initial the paper (the student maintains this copy)
  - All calculus detection/removal errors should be noted on the paper form by the student at the time of scaling checkout. A grade of a “0” will be given under Clinic Management if this is not completed accurately.
- Each student must complete a clinic evaluation form for each clinic session to cover all broken appointments and/or no-show appointments, etc.
- The student is responsible for completing patient/student information on the PURPLE radiology sheets. The sheet will be given to the radiographer students at x-ray sign in. Completed purple radiology sheets must be turned in to Ms.Tran.
- All CLP sheets MUST be turned into Ms. Tran on the day of completion. All grades are entered except Teaching Proficiencies.

ROTATION EVALUATION FORMS
- All rotation evaluation forms must be initialed by a supervisor and filled out completely and turned in to the front desk by the next clinic session with the exception of Thursdays, which the form must be returned the following Monday. If the Thursday is the last day of clinic the form must be returned by noon the next day (Friday).

RADIOLOGY EVALUATION FORMS:
- The student is responsible for completing patient/student information on the PURPLE radiology sheets. The sheet will be given to the radiographer students at radiography sign-in. Completed purple radiology sheets must be turned in to your instructor and Ms.Tran. Radiology sheets will not be entered into the computer on the clinic floor.
- If the patient is returning and the interpretation is going to be done at that visit, the purple sheets will be filed at the front desk with Ms.Tran. It is the responsibility of the student to retrieve the purple sheet on the day of the appointment prior to seating the patient.
CLINICAL JOURNAL 2804L: A minimum of a 250 word report summarizing your clinical experience during each month, at SPC and your externship sites, is to be turned into your counselor. This is due at the end of September, October, and November. Each student must complete and submit to their counselor through MyCourses email in this Clinic course 2804L.

1. Minimum 250 words.
2. Grammatically correct or will receive a "U."
3. Sent to counselors through MyCourses email.
4. Due the last day of each month in September, October, November.
5. Unsatisfactory paper or late submission will receive a “U” and a 4 point deduction.
6. Early submission must be after your last clinic day in that month.
7. Any submission before your last clinic day will not be accepted.
8. If no submission- 0.08 off GPA.

XIV. GRADING:

To obtain a grade of A, B, or C, all of the requirements for the grade must be met and the following criteria must be achieved by November 30, 2017.

A. Grade of “A”
   1. Final grade 4.65-50
   2. A minimum of 94 points.

B. Grade of “B”
   1. Final grade 4.20-4.64
   2. A minimum of 94 points.

C. Grade of “C”
   1. Final grade 3.75-4.19
   2. A minimum of 94 points.

D. Grade of “D”
   1. Unsatisfactory or not completed clinical proficiency evaluation and/or
   2. Less than 94 quality points.
   3. Less than 3.74 grade.

In order to progress to DEH 2806L, the student must attain a G.P.A. of 3.75, earn a minimum of 94 quality points, and must take and satisfactorily complete the clinical proficiency with a grade of 3. Students missing points will be required to make up these points in addition to the points required for DEH 2806L. If B points are missing these points must be made up next semester by a certain date.

NOTES:

1. No recording, videotaping, photographs or any other form of capturing of a lecture/lab/presentation is allowed.
2. Each "U" received during the semester will result in a deduction of 4 quality points.
3. No eating or drinking in the clinical facility.
4. Any requirement completed late (passed the due date) will result in a deduction of 4 quality points. (Example: Midterm requirements, CLP, etc.)
5. Any work completed outside of SPC clinic/rotation or removal of clinic records will result in a deduction of .25 from the final clinical GPA.
6. EACH STUDENT IS RESPONSIBLE FOR HAVING A PATIENT FOR EACH CLINIC SESSION ASSIGNED. THEREFORE, WHEN A PATIENT DOES NOT SHOW UP, CANCELS, OR IS NOT SCHEDULED FOR A STUDENT, IT IS THE STUDENT’S RESPONSIBILITY TO HAVE A BACK-UP PATIENT FOR THAT CLINIC SESSION. (See Program Manual).

7. Each student will be able to earn additional quality points for rendering services above the minimum level required:
   - Sealants - 1 point for each patient
   - CPC - 2 points for each patient

8. When the final grade is calculated, each incomplete clinic requirement listed XI 1-7 AND XII 1-7 will lower the final grade by .08 points and place the student on clinical probation. Any student who is on clinical probation for DEH 2802L and who fails to complete the requirements in the time stated on the student probation or the Student Conference Summary report will have an additional .08 points deducted from the final grade for DEH 2802L for each incomplete requirement. The Program Director has the discretion to adjust the time stated on the Probation report.

9. A minimal grade of "C" or better is required for reaching the minimal competency level needed to pass this course and advance to the next clinical course in the Dental Hygiene curriculum. Faculty members have established minimal levels of performances for a grade of "C" which are necessary for student progress and patient safety.

10. Student progress is monitored throughout the semester by an assigned counselor. Any time that a student does not achieve the predetermined clinical competencies, a student can be placed on probationary status (SPC Board Rule 6Hx23-4.53).

11. All components of the clinic grade must be achieved at a satisfactory level in order to obtain a "C" grade. In summary, the grade is determined by the level of performance in the following areas:
   (1) attendance and satisfactory performance at all assigned sessions
   (2) satisfactory grades on process evaluations
   (3) satisfactory grades on product evaluations
   (4) performing at least a minimal number of procedures
   (5) professional, ethical behavior

12. Once a patient has been started by a student no transfer can continue if the student has preceded beyond assessment. Transferring a patient after treatment has started disrupts continuity of care.

13. If a student does not satisfactorily complete a clinical or lab proficiency after the second attempt, prior to the third attempt they must consult with their counselor and arrange remediation.

14. If the student receives notification of jury duty, she/he must notify the Program Director immediately upon receiving such a request so that the Program Director can assist the student in responding to the notice. If the student is selected for jury duty, quizzes and exams may be made up. Clinical duties, clinic and rotation assignments will be assessed, as needed. It is the responsibility of the student to provide the Program Director with frequent updates, daily if possible, of when return is anticipated. Official documentation of the term of jury duty is required upon return to the Program.

15. Dental charting needs to be reviewed and changes noted even if it is same student at recare.
Grade Scale:
4.65-5.00 = A  
4.20-4.64 = B  
3.75-4.19 = C  
3.74 and below = D

Evaluation Weights:
Patient Assessment 12%  
Dental Charting 3%  
DH Diagnosis 15%  
Patient Education 5%  
Debridement: Soft/Hard 40%  
Polish 2%  
Overall Performance 8%  
Treatment Documentation 5%  
Clinical Proficiency 10%  
Total……………100%

Syllabus Addendum: http://www.spcollege.edu/addendum/

EMERGENCY PREPAREDNESS

The college website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll free number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee.

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.

In the event that a hurricane or natural disaster causes closure of St. Petersburg College facilities, you may not be provided the opportunity to complete your work online due to the hands-on requirements of this course. Your faculty member will notify you if there are options for completing this course work at an alternate location.

SPC Help Desk Call 727-341-HELP (727-341-4357)

They are there to assist you with technical issues related to MySPC, My Courses, Student Email, as well as other technology related problems.

Email Communications outside your SPC Courses:

Your Live@edu student email is the college's official way to communicate with you outside of your MyCourses courses. It is important that you use your SPC student email account for any electronic correspondence with SPC, as your personal email may get sent to spam and/or be deleted. You will periodically be receiving important updates, notices, or official communication from SPC that will only be sent to your school account, thus be sure to regularly check your Live@edu email. Your student email account includes features other than just communication that you may find useful in planning and managing your college experience. For more information on the full capabilities of the system, watch a short video tutorial here, or go to MYSPC and click on Technical Support/Support Center.
Classroom and Lab Electronic Device Protocol:

In order to reduce disruptions in the classroom and lab settings of the program, cell phones must be switched to either mute or vibrate mode. Cell calls can be answered on the next scheduled break unless a true emergency exists. Such emergencies need to be cleared with the instructor prior to the class or lab. The use of personal computers, i-Pads, etc. in the classroom and lab is up to the discretion of the individual instructor. Students are not to be on other sites, classes or webpages other than the class that they are physically sitting in.

Clinic & Rotation Site Electronic Device Protocol:

Students must adhere to the SPC DH clinic and individual clinical rotation site policies regarding the use of all electronic devices. It is the responsibility of the student to know the policy of the site they are at, if they are using electronic devices. Violations of these policies will be reflected in their extra mural/clinical grade sheet and, if repeated, may result in their dismissal from the site. The student would be required to follow the make-up policy for site rotations.

It is a HIPAA violation for a student to take pictures and recordings of patients and/or their medical records at the SPC DH Clinic or at rotation sites. This can result in their immediate dismissal from the Program and could lead to possible civil and/or criminal charges against the student.

Social Media Protocol:

Keep in mind that this policy is not meant to inhibit a students’ freedom of expression or speech. However, caution is urged when mixing professional and personal information and communication in any social forum. Students must refrain from making derogatory, defaming, threatening or profane comments against fellow students, college faculty/staff and clinical rotation site personnel. Students found posting or making such comments are subject to disciplinary action by the College.