



# Dental Hygiene Program

## Manual

### 2016

25555 Hesperian Boulevard, Building 2200, Hayward, CA 94545

Telephone (510) 723-6900 Fax (510) 723-7089

[www.chabotcollege.edu/dhyg/](http://www.chabotcollege.edu/dhyg/)

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## **WELCOME TO THE CHABOT COLLEGE DEPARTMENT OF DENTAL HYGIENE**

Congratulations on being accepted as a member of the Dental Hygiene Class at Chabot College. The faculty and staff welcome you to the Health, Physical Education and Athletics Division of Chabot College and to the Dental Hygiene Program.

We realize that you have worked very hard to make it to this point in your dental hygiene education, and are committed to helping you achieve your goal of becoming a registered dental hygienist. These next two years will be both exciting and challenging. There are many resources available on campus and in our department to assist you in being successful in this program.

The Chabot College Dental Hygiene Program enjoys a reputation as a high quality program whose graduates have demonstrated success on both the National Board Dental Hygiene Exam and the Clinical Licensing Examination. To maintain the high quality of our program, we have outlined in this handbook our expectations for students and have included a general outline of the program and your responsibilities. The material is drawn from a number of sources such as the college catalog, the Dental Practice Act, and applicable laws and guidelines.

We believe that all Accredited Dental Hygiene Programs are academically and physically rigorous. Our curriculum is based on the standards of the Commission on Dental Accreditation of the American Dental Association. The program requires that you be responsible for your own learning. As dental hygiene faculty members, we serve as your resource persons.

You will need to use the library and learning resource center, attend group discussions, practice in the dental hygiene lab, and have clinical experiences in the Dental Hygiene Clinic, and other community agencies in order to meet the objectives of the program. Therefore, you will need to plan accordingly to devote the time required to succeed in the program.

Because of the demands of the program, clinical commitments must take precedence over outside employment. Where there is conflict, or questions of health, a student may be requested to effectively manage, reduce or eliminate conflicting demands during the college semesters.

In conjunction with the college counseling center, the faculty in the Dental Hygiene Program is also available to you for academic advising concerning your career goals.

The information in this handbook is designed to help you during your enrollment in the program. Please read through the handbook, sign the enclosed Certificate of Understanding and Agreement, and upload the document to your document file.

Welcome to the Chabot College Dental Hygiene Program!

Sincerely,

Nancy Cheung, RDA, RDH, MPA/HSA  
Program Director

**COLLEGE AND PROGRAM  
PHILOSOPHY, VALUES, AND GOALS**





## **CHABOT COLLEGE MISSION STATEMENT**

Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. Our students contribute to the intellectual, cultural, physical, and economic vitality of the region.

The college responds to the educational and workforce development needs of our regional population and economy. As a leader in higher education, we promote excellence and equity in our academic and student support services. We are dedicated to student learning inside and outside the classroom to support students' achievement of their educational goals.

## **CHABOT COLLEGE DENTAL HYGIENE PROGRAM PHILOSOPHY, MISSION, AND GOALS**

### **PHILOSOPHY**

The Chabot College Dental Hygiene Program is dedicated to satisfying the Chabot College educational philosophy and objectives by serving the community and providing an excellent learning and teaching environment that will enable students to achieve fulfilling and productive lives. It is our belief that individuals should be afforded the opportunity to reach their highest potential as human beings and as responsible members of society. Additionally, the Chabot College Dental Hygiene Program is committed to maintaining standards outlined by the Commission on Dental Accreditation (CODA) by ensuring quality education to our students, enabling them to be successful in their professional goals and ultimately provide quality dental hygiene care to the public.

### **MISSION STATEMENT**

The Chabot College Dental Hygiene Program prepares and educates students to work collaboratively with health care providers to increase oral health awareness within the community.

### **GOALS**

The goals of the Chabot College Dental Hygiene Program are:

1. Maintain compliance with CODA and the California State Law.
2. Maintain admissions criteria that encourage students that are prepared for an intense and rigorous dental hygiene education and demonstrate the ability to succeed in their professional goals.
3. Prepare students that possess the knowledge, skills, and values to begin the practice of dental hygiene as defined by "Competencies for the Dental Hygiene Graduate."
4. Prepare students to successfully complete National and State Licensing Examinations.
5. Maintain competent dental hygiene faculty and staff to ensure a high quality educational program.
6. Review program curriculum to ensure that the curriculum is current and relevant.
7. Satisfy students with the quality of their dental hygiene education.
8. Satisfy patients/clients with quality of student dental hygiene care.
9. Graduate dental hygiene students who understand the importance of community service, and who will be willing to provide comprehensive dental hygiene services in public health settings.
10. Prepare students to critically think, evaluate research and/or become involved in research enabling them to provide evidence based oral health care services.

# DENTAL HYGIENE CODE OF ETHICS

## 1. Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

## 2. Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- to increase our professional and ethical consciousness and sense of ethical responsibility.
- to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- to establish a standard for professional judgement and conduct.
- to provide a statement of ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports existing dental hygiene practice, laws, and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

## 3. Key Concepts

Our beliefs, principles, values, and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually independent.

### 1. Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental Hygiene care is an essential component of overall healthcare and we function interdependently with other health care providers.
- All people should have access to healthcare, including oral healthcare.

We are individually responsible for our actions and the quality of care we provide.

## 2. Fundamental Principles

These fundamental principles, universal concepts, and general laws of conduct provide the foundation for our ethics.

**Universality** – The principle of universality assumes that, if one individual judge an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgement.

**Complementarity** – The principle of complementarity assumes the existence of an obligation to justice and basic human rights. It requires us to act toward others in the same way they would act toward us if roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

**Ethics** – Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

**Community** – This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

**Responsibility** – Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

### 3. Care Values

We acknowledge these values as general guides for our choices and actions.

**Individual Autonomy and Respect for Human Beings** – People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

**Confidentiality** – We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

**Societal Trust** - We value client trust and understand that public trust in our profession is based on our actions and behavior.

**Non-maleficence** – We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

**Beneficence** – We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

**Justice and Fairness** – We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high-quality, affordable oral healthcare.

**Veracity** – We accept our obligation to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

### 4. Standards of Professional Responsibility

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

#### To Ourselves as Individuals...

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

### **To Ourselves as Professionals...**

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our life-long professional development.

### **To Family and Friends...**

Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

### **To Clients...**

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

### **To Colleagues...**

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

- Promote human relationships that are mutually beneficial, including those with other healthcare professionals.

### **To Employees and Employers...**

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employees and employers.

### **To The Dental Hygiene Profession...**

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

### **To The Community and Society...**

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

## **To Scientific Investigation...**

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, government standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:

- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to ensure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct and research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specifications published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

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## PERSONAL AND PROFESSIONAL CHARACTERISTICS OF A DENTAL HYGIENIST IN A CLINICAL ENVIRONMENT

### Introduction

Through the clinical learning situation, the student should strive to develop and practice the following attitudes and behaviors of a professional person. These qualities will be used in daily procedures—the success or failure of a career depends not only upon clinical skill, but also upon personal conduct, appearance, and ability to work with patients, clients, instructors, employers, and colleagues.

These attributes and behavior patterns are learned, acquired characteristics, and each student is urged to practice them constantly, not only in clinic, but also in one's personal and professional life.

### Interpersonal Relations

An important aspect of interpersonal relations is one's attitude. Professional conduct should be demonstrated in the following areas.

- **Empathy:** The capacity for participating in another's feelings or ideas and for demonstrating understanding, interest, sympathy and acceptance.
- **Decorum:** Acting with propriety, good taste and self-control.
- **Promptness:** Being on time for meetings and appointments.
- **Receptivity:** Being able to accept constructive suggestions from associates and patients.
- **Cooperation:** Working harmoniously as part of the dental team.
- **Resourcefulness:** Using sound judgement in meeting unexpected or new situations.
- **Ethics:** Adhering to both professional and personal standards of moral principles and values. Recognizing and demonstrating responsibility to self and to others (community associates, patients, clients, and other professionals). See ADHA Code of Ethics.

## **FACULTY AND STAFF**

Dale Wagoner  
Dean of Health, Kinesiology & Athletics

Nancy Cheung RDA, RDH, MPA/HSA  
Program Director

Julie Coan RDA, RDH, MPH  
Second Year Lead Faculty

Janet Schlechter, RDA, RDH, BSDH  
First Year Lead Faculty

### **PART-TIME FACULTY**

Karen Carlson RDH, BA  
Spomenka Djordjevic, DDS  
Randall Hashimoto, DDS  
Parvarti Iyer, DDS  
Ruth Kearns RDA, RDHAP, MS  
Daniel Lewis, DDS  
Pia Lirag, DDS  
Martha Long, RDH, BS  
Roopa Pai, DDS  
Sri Ponnala, DDS  
Teresa Scheid, RDA, RDH, BS  
Russell Takei, DDS  
Elizabeth Hevia-Wright, DDS

### **STAFF**

Maria Casillas - Program Administrative Assistant  
Yvonne Vanni, RDA - Clinical Assistant

## **PROGRAM INFORMATION**

## **PROGRAM ACCREDITATION**

The American Dental Association, Commission on Dental Accreditation, hereafter referred to as “the Commission,” accredits the Chabot College Dental Hygiene Program. The Commission is a specialized accrediting agency recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. The Commission conducts the accreditation and site visit process and recommends accreditation. The Chabot College Dental Hygiene Program’s policies, standards, and curriculums are modeled after the Commission guidelines.

In the clinical setting, the dental hygiene student practices under the supervision of a dentist and dental hygiene instructors. The student is directly responsible to that instructor who in turn is required to adhere to the requirements of the Dental Hygiene Committee of California, the Accreditation Standards of the American Dental Association, and the Standards of Chabot College.

Current Program Accreditation Status: Approval (*without reporting requirements*): An accreditation classification granted to an educational program indicating that the program achieves or exceeds the basic requirements for accreditation.

## **PROGRAM AFFILIATION**

Chabot College Dental Hygiene Program is affiliated with the University of California, San Francisco School of Dentistry, San Francisco, California.

## **FILING A FORMAL COMPLAINT AGAINST AN EDUCATIONAL PROGRAM**

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Formal complaint is defined as a complaint filed in written (or electronic) form and signed by the complainant. This complaint should outline the specific policy, procedure or standard in question and rationale for the complaint including specific documentation or examples. Complainants who submit complaints verbally will receive direction to submit a formal complaint to the Commission in written, signed form following guidelines in the EOPP manual guidelines. Anonymous comment will be added to the respective

program's file for evaluation during the institution's next scheduled accreditation site visit, if received outside than the 60-day reporting timeframe prescribed by the Commission's Third Party Comment Policy.

## **COMPETENCIES FOR THE CHABOT COLLEGE DENTAL HYGIENE GRADUATE**

Competencies for the Chabot Dental Hygiene graduate identify and organize the knowledge and skill that we expect from our graduates. The faculty believes graduates must achieve specified levels of learning to become competent, caring practitioners in the delivery of dental hygiene services in public and private practice settings.

The value and usefulness of these competencies serve two purposes:

The faculty is able to communicate the core content of our curriculum.

The students must demonstrate achievement to qualify for graduation and entry into the profession.

### **COMPETENCIES**

**I. Professionalism:** The competent dental hygienist provides skilled care using the highest professional knowledge, judgement, and ability following the American Dental Hygienists' Association (ADHA) Code of Ethics.

**Ethics:** The dental hygienist must apply a professional code of ethics in all endeavors.

1. Apply ethical reasoning to dental hygiene practice
2. Serve all clients in the community without discrimination
3. Provide humane and compassionate care to all patients/clients
4. Maintain honesty in relationships with patients/clients, colleagues, and other professionals
5. Ensure the privacy of the patient/client during treatment and confidentiality of patient/client records
6. Adhere to state and federal laws governing the practice of dentistry and dental hygiene

**Professional Identity:** The dental hygienist will continuously perform self-assessment for life-long learning and professional growth.

1. Advance the profession through leadership, service activities, and affiliation with professional organizations
2. Assume the roles of the profession (clinician, educator, researcher, change agent, consumer advocate, entrepreneur, and public health) as defined by the ADHA

**Information Management and Critical Thinking:** The dental hygienist must be able to acquire and synthesize information in a critical, scientific, and effective manner.

1. Solve problems and make decisions based on accepted scientific principles

2. Analyze published reports of oral health research and apply this information to the practice of dental hygiene
3. Evaluate the safety and efficacy of oral health products and treatment
4. Communicate professional knowledge verbally and in writing to patients/clients, colleagues and other professionals

**II. Health Promotion and Disease Prevention:** The dental hygienist serves the community in both private practice and public health settings. Public health is concerned with promoting health and preventing disease through community efforts.

**A. Self-care Instruction:** The dental hygienist must be able to provide planned educational services using appropriate interpersonal communication skills and educational strategies to promote optimal health.

1. Promote the values of oral and general health and wellness to the public
2. Identify the oral health needs of individuals and assist them in the development of appropriate and individualized self-care regimens with respect to the goals, values, beliefs, and preferences of the patient/client
3. Evaluate factors that can be used to promote patient/client adherence to disease prevention and/or health maintenance strategies
4. Evaluate and utilize methods to ensure the health and safety of the patient/client and the dental hygienist in the delivery of oral hygiene care

**B. Community Involvement:** The dental hygienist must be able to initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.

1. Assess the oral health needs of the community and the quality and availability of resources and services
2. Provide screening, referral, and educational services that allow patients/clients to access the resources of the health care system
3. Assess, plan, implement, and evaluate community-based oral health programs
4. Provide dental hygiene care in a variety of settings

**C. Patient Care:** The dental hygienist provides educational and clinical services in the support of optimal oral health.

1. **Assessment:** The dental hygienist must be able to systematically collect, analyze, and accurately record baseline data on the general, oral, and psychosocial health status of a diverse patient/client population using methods consistent with medico legal principles.
  - Obtain, review, and update vital signs, medical history, family history, social history, and dental history while recognizing cultural differences in populations

- Manage the patient/client chart as a legal document and maintain its accuracy
- Determine medical conditions that require special precautions or consideration prior to and/or during dental hygiene treatment
- Identify the patient/client at risk for a medical emergency and manage the patient/client care to prevent an emergency
- Perform a comprehensive examination using clinical, radiographic, periodontal and dental charting, as well as other data collection procedures to assess the patient's/client's needs

**2. Planning:** The dental hygienist must be able to discuss the conditions of the oral cavity with the patient/client and/or other health professionals to formulate a comprehensive dental hygiene care plan that is patient/client-centered and based on current scientific evidence.

- Determines priorities and establishes oral health goals with the patient/client and/or guardian as an active participant
- Establish a planned sequence of educational and clinical services based on the dental hygiene diagnosis which includes etiology, prognosis, and treatment alternatives
- Obtain the patient/client's informed consent based on a thorough case presentation
- Make appropriate referrals to other health care professionals

**3. Implementation:** The dental hygienist will be able to provide treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient/client in achieving oral health goals.

- Use accepted infection control procedures
- Obtain radiographs of diagnostic quality
- Provide an environment conducive to health by applying basic and advanced principles of dental hygiene instrumentation without causing trauma to hard or soft tissue
- Control pain and anxiety during treatment through the use of accepted clinical and behavioral management strategies
- Select and administer the appropriate antimicrobial or antibiotic agent with pre- and post-treatment instructions
- Provide adjunct dental hygiene services that can be legally performed in the State of California



**4. Evaluation:** The dental hygienist must be able to evaluate the effectiveness of planned clinical and educational services and modify as necessary.

- Determine the clinical outcomes of dental hygiene interventions
- Determine the patient's/client's satisfaction with the dental hygiene care received and the oral health status achieved.
- Provide subsequent treatment or referrals based on evaluation of findings
- Develop and maintain a health maintenance program

## CRITERIA FOR SUCCESSFUL PROGRAM COMPLETION

The general organization of our curriculum is a progression from the point of entry (entering student) to the point of graduation (competent student).

1. All students must complete the courses in the curriculum set forth by the program in sequence with the final course grades of "C" or better, in order to progress to the next semester.
2. All students must complete the general education requirements set forth by the college before they will be awarded the Associate of Arts Degree in Dental Hygiene.
3. All students must pass appropriate program requirements before being eligible to sit for the Dental Hygiene National Board Examination.
4. All students must pass the Dental Hygiene National Board Examination (the NDHBE must be taken no later than April 15<sup>th</sup> of the senior year), complete the program, and graduate in order to be eligible to sit for the clinical board exam.

**Each assigned task must be performed to a minimal acceptable performance level (75% or above) to progress onto the next level.**

It is the student's responsibility to provide patients/clients for completion of course requirements.

The **Entering student** will learn foundational didactic and laboratory information and skills. The information and experience at this level encompasses knowledge, skills, and attitudes. Foundational skill is the ability to follow specific rules to produce acceptable results in standardized situations. Foundational knowledge is the ability to use information and correctly answer specific questions when asked, for example, on examination.

**At the Beginner and the Intermediate level**, the student is expected to have achieved a level of mastery related to a particular service or task. The student is expected to demonstrate a mastery of skills at these levels; however, the expectation is less complex than at the graduate level.

The **Graduate student** will perform or provide a particular, but complex, service or task. It is expected that the student can demonstrate this service or task with consistency.

## DENTAL HYGIENE COURSE SEQUENCE

Because courses within the Dental Hygiene program are not offered in more than one semester of each year, it is important that students seek guidance from the Health Science Counselor or the Dental Hygiene Program Director in regard to programming matters.

The *Associate of Arts Degree is mandatory for successful completion of the Dental Hygiene Program*. Students must complete the Chabot College Degree requirements to be eligible for the Dental Hygiene National Board and Regional Board Examinations.

### DENTAL HYGIENE MAJOR REQUIREMENTS

#### First Year

<u>Summer</u>	<u>Units</u>		
Dental Hygiene 50A (DH Orientation)	0.5		
<u>Fall Semester</u>		<u>Spring Semester</u>	<u>units</u>
Dental Hygiene 60 (Dental Anatomy and Morphology)	1.5	Dental Hygiene 51 (General and Oral Pathology)	4
Dental Hygiene 61 (Head & Neck Anatomy)	1	Dental Hygiene 69B (Treatment and Evaluation in DH)	1
Dental Hygiene 69A (Oral Health Education)	2	Dental Hygiene 71B (Clinical Dental Hygiene)	4
Dental Hygiene 71A (Pre-clinical Dental Hygiene)	3	Dental Hygiene 74B (Radiology II)	1.5
Dental Hygiene 74A (Radiology 1)	3	Dental Hygiene 55A (Dental Materials)	1
Dental Hygiene 60S (DH 60 Lab)	0.5	Dental Hygiene 75 (Medical Emergencies)	1
Dental Hygiene 61S (DH 61 Lab)	0.5	Dental Hygiene 73 (Educational Theories in DH Care)	1.5

**\*\*\*Nutrition 1 (3 units) must be completed to graduate from the Program.**  
*All courses required for the AA degree should be taken as soon as possible to avoid schedule conflicts.*

**Second Year****Summer**                      **Units**

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Dental Hygiene 71C    0.5  
(Advanced Instrumentation)

Dental Hygiene 50B    0.5  
(Dental Hygiene II Orientation)

**Fall Semester**                      **Spring Semester**                      **Units**

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Dental Hygiene 52A    2  
(Periodontics)

Dental Hygiene 52B    1  
(Advanced Periodontics)

Dental Hygiene 54    2  
(Pharmacology)

Dental Hygiene 56B    1  
(Community Dental Health)

Dental Hygiene 56A    1  
(Community Dental Health)

Dental Hygiene 58    1  
(Dental Office Practice)

Dental Hygiene 57    2  
(Expanded Functions)

Dental Hygiene 80B    1  
(Advanced Clinical Topics)

Dental Hygiene 80A    1  
(Patient Management)

Dental Hygiene 81B    5  
(Clinical Practice II)

Dental Hygiene 81A    5  
(Clinical Practice I)

Dental Hygiene 82B    2  
(Clinical Experience Seminar II)

Dental Hygiene 82A    1  
(Clinical Experience Seminar)

Dental Hygiene 83    1  
(Patients with Special Needs)

Dental Hygiene 50C    0.5  
(Dental Hygiene III Orientation)

**Summer**

Dental Hygiene 68  
(Advanced Clinical Rotation)

## PROFESSIONAL EXAMINATIONS & FEES

Graduates of the program receive an Associate of Arts Degree in Dental Hygiene and are eligible to take the National Dental Hygiene Board Exam (written) and the Licensing Board Examination (clinical) for licensure in the State of California.

ADHA	\$ 65
Live Scan	\$ 79
NBDHE	\$ 410
CDHA	\$ 25
WREB	\$ 995
Site Fee	\$ 250
<u>DHCC</u>	<u>\$ 200</u>
Total	\$2,024*

*\*2016 fees*

## ESTIMATED PROGRAM EXPENSES

### Textbooks (Dental Hygiene courses only)

First Year	\$ 660.00
Second Year	\$ 385.00

Dental Hygiene Instrument Kit & Supplies	\$ 5,700.00
Certified Background	\$ 175.00
Blood Pressure Apparatus	\$ 29.00 (Bookstore price)
Clinic Attire (DH1)	
Name Tag	\$ 10.00
Scrubs	\$ 120.00 -150.00 (estimated cost)
Student Liability Insurance	\$ 86.00 (2 years)

Additional costs may include:

National Board Preparation Course	\$ 400.00
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## CHABOT COLLEGE FEES\*

Enrollment Fee	\$ 46.00 per unit (out-of-state \$180.00 per unit)
Mailing Fee	\$ 3.00 per semester
Student Body Fee	\$ 5.00 per semester (optional)
Parking Permit	\$ 20.00 per semester

International students and non-immigrant aliens attending on other visa types are required to pay \$130.00 per semester plus the \$12.00 per unit enrollment fee.

*\*fees subject to change, please refer to the college catalog for the most current fees.*

## **PATIENT FEES**

You will be providing dental hygiene services to a minimum of 50 patients while in the program. The patients are charged for these services-at a cost that is substantially less than in a private dental office. Money obtained from payment of these fees helps to offset the costs of the program.

We are not able to process insurance forms, but we are able to provide patients with a statement that indicates the services provided and the cost of those services. *The patient is responsible for submitting the statement to his/her insurance company for reimbursement.*

## **FINANCIAL AID**

Information and application concerning student financial aid and employment are available through the Office of Special Student Services; Building 700. Determination of need is based upon current filing of the Financial Aid Form (FAF) from the college scholarship service of the College Entrance Examination Board. Students are expected to maintain a "C" average and complete a minimum of 9 units each semester while receiving financial aid. Failure to meet these requirements may result in disqualification for further financial aid.

## HEALTH REQUIREMENTS

Each student, after acceptance to the Dental Hygiene Program MUST COMPLETE THE FOLLOWING: ALL DOCUMENTS NEED TO BE UPLOADED TO YOUR FILE with Castlebranch:

A Report of Medical Examination  
A Dental Examination Form  
An immunization record, including:

- Recent tuberculin test (negative) or chest x-ray within ONE year
- MMR vaccine or proof of immunity
- Hepatitis vaccine or proof of immunity

*The tuberculin test and dental examination will need to be repeated at the beginning of the 2<sup>nd</sup> year.*

The appropriate forms for these examinations will be provided by the college and may be obtained from the DH Program Director or Administrator.

The student may be asked to consult his/her physician if health conditions appear to be impeding performance in course work and/or may be asked to withdraw if health conditions indicate it.

If a health condition is present which impedes or limits the student's ability to provide patient care or limits the student's physical capacity, the Program Director must be notified. Such health conditions include but are not limited to:

Tuberculosis  
Hepatitis  
Pregnancy  
Infectious and/or communicable diseases  
Physical injuries

Health insurance is not provided for the students by the college. You are strongly urged to obtain health insurance coverage while enrolled in this program.

If you do not have coverage, health and accident insurance policies may be purchased through the Office of Student Life of Chabot College located upstairs in Building 2300.

Should an emergency occur on campus, students are advised to contact the Office of Special Services for assistance in all cases of a medical emergency or personal injury which occurs on campus. Use any telephone and press "6666" and ask for assistance.

## **USE OF LIBRARY**

### LEARNING RESOURCE CENTER (LRC)

Students are encouraged to use the library and the many services which they offer:

- Audiovisual equipment and viewing rooms
- Computers
- Journals
- Microfilms
- Dental texts

Dental texts are designated "RK" under the Library of Congress system. If students would like a specific text to be purchased or placed in the library for use, notify your instructor in writing and every attempt will be made to meet the need.

An explanation of how to use the Learning Resource Center is contained in a kit that is available for use at your request at the LRC.

## **SUPPORT SERVICES**

The college offers a number of support services. Information about them may be found in the college catalogue and various other brochures and announcements. They include, among others:

### **A. Counseling Services**

- Academic Counseling
- Personal – Social Counseling
- Career Center
- Transfer Center
- Testing Center

### **B. Security Services**

- Escort Service
- Emergency Assistance

### **C. Financial Aids (scholarships, loans, grants)**

- Chabot College Dental Health Education Fund Committee

### **D. Tutorials**

- Academic Assistance

### **E. Writing Guidance**

- Term Papers

### **F. Workforce Development Center**



## **PROGRAM POLICIES**

## **PRIORITY COMMITMENT**

Due to the intensive nature of the two-year Chabot College Dental Hygiene Program and the rigorous demands it places on its students, each student is expected to give a high priority and commitment to the program:

- to maintain the schedule and sequential courses and assignments
- to meet the academic standards and clinical performance standards
- to provide skilled care using professional knowledge, judgement and ethics
- to perform self-assessment and evaluation for life-long learning and professional growth

Written notification will be given by an instructor for substandard performance by a student. *It is the responsibility of the student to seek guidance on the appropriate measures to improve her/his performance.*

## **PROFESSIONAL STANDARDS**

You are reminded that as a Chabot College Dental Hygiene student, you are a representative of the college. As such, examples of expected behaviors include, but are not limited to, the following:

- cooperation with faculty, staff and peers
- courteous communication
- Respect for patient/client privacy: All information from patient/client conversation, health team member conversation, or the patient/client chart is considered confidential and should not be discussed with anyone except for medical or dental purposes with a dental hygiene instructor or clinical facility staff.
- honesty and integrity in all endeavors
- punctuality and attendance in all classes and clinic sessions
- following instructions effectively with a positive attitude
- following the ADHA Code of Ethics
- handling conflicts with instructors without showing emotion in the classroom and clinical areas
- conducting personal business on personal time, not while in the clinical or classroom setting: cell phones and pagers must be switched to non-auditory mode so that ringing will not be disruptive
- Remaining in the classroom or clinic for the full period: Leaving early will only be permitted when permission has been given by the lead instructor.

As specified by the California Dental Hygiene Committee, the instructor has the authority to remove a student from the clinical setting whenever his/her personal behavior or physical/mental condition threatens the safety and welfare of the clients.

It is also expected that the following items and documents are not to be removed from the dental facility without the permission of an instructor:

- any written examination
- patient/client radiographs
- radiation safety badges
- patient/client records
- any equipment not purchased by you

## **SCHOLASTIC STANDARDS**

Students must complete each course in the Dental Hygiene curriculum with a performance level of **“C” or better** in order to continue in the program sequence.

This differs from the college standards which will accept a “D” grade as evidence of satisfactory progress. Course work in the Dental Hygiene curriculum is presented in a special sequence and the knowledge and skills are cumulative. Therefore, it will be necessary to complete each course in a sequence before advancing to the next level.

*In those courses with a didactic and a clinical component, the student must receive a 75% in each component, regardless of whether or not the segments are combined for a composite grade.*

Characteristics of the passing student include, but are not limited to:

- demonstrates consistency in accomplishments of the theoretical and clinical objectives identified in each course
- shows evidence of in-depth, theoretical preparation and ability to integrate and apply this content to patient/client care
- systematically evaluates and seeks evaluative supervision to improve and extend ideas and approaches

Characteristics of the *non-passing* student include, but are not limited to:

- may be able to demonstrate the ability to accomplish most of the objectives that a passing student can, but lacks depth and/or does not consider as many variables
- may show improvement, but is inconsistent
- requires repeated assistance to accomplish the same objective
- demonstrates actions that appear highly questionable and unrelated to theoretical knowledge
- continues to need instructor supervision and help to accomplish safe care
- does not meet program minimum standards

Critical errors that could jeopardize the health, safety, or well-being of a patient/client, student, or college employee, are considered significant and are grounds for dismissal of the student regardless of academic standing.

## ATTENDANCE AND PUNCTUALITY STANDARDS

Punctuality is an important characteristic for individuals entering a health career. Habitual tardiness and absenteeism will be evaluated early and if not corrected during a probationary period, a student will risk being terminated from the Dental Hygiene Program. Each individual instructor will assess the effect on grades of **any** absenteeism or tardiness.

### ATTENDANCE

The following are standing policies unless an instructor specifies otherwise for a given course:

- The student will not be absent from a course in a given semester more times than the class meets in a week. It is expected that the student make every effort to attend all classes for a course in a given semester.
- When the student misses a class, it is the responsibility of the student to contact the instructor in advance and to arrange to make up the work missed.
- Attendance is mandatory. One excused absence for emergency/illness is permitted. If a student should miss more than one class session, their grade may be lowered one full letter grade.
- One tardy will be allowed, but each time thereafter, participation/professionalism points will be deducted for each offense. If a student is *tardy 3 times*, the student will be assigned a correctional research paper. The student will have 2 weeks to research an assigned topic. The correctional research paper must be 10 pages in length, 12 point font, 1 inch margins, double spaced. The correctional research paper topic will be assigned by the lead instructor and will require research to answer the topic. A bibliography will be required including 4 primary sources of research to answer the appropriate research question. If the student is tardy for a *fourth period*, the student will be given a *written warning*. If a student is tardy for a *fifth period*, they will be placed on *academic probation*. If the student is tardy for a *sixth period*, they may be dismissed from the Dental Hygiene program.
- *If a student is absent for a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction, they may be dropped from the class; the only exception will be due to a catastrophic illness which must be accompanied by a physician's note.*

### ADDITIONAL FUNCTIONS FOR WHICH ATTENDANCE IS EXPECTED:

1. Chabot College Dental Hygiene Information Day
2. Dental Hygiene Clinical Mock Boards
3. Dental Hygiene Program Recognition Ceremony
4. Student American Dental Hygienists' Association (SADHA) Meeting

## **PUNCTUALITY**

The student will not be tardy for any didactic or clinical class.

The student is expected to be in his/her assigned clinical session 30 minutes prior to patient's/client's appointment or other assigned responsibility.

The student will not leave the clinical setting early without prior permission from the lead instructor or the clinical coordinator. If the student does not have a patient, or is unable to acquire one for a given clinical session, it is expected the student will notify the lead instructor for duty assignment.

## **PROPER NOTIFICATION OF ABSENCE OR TARDINESS**

The student will notify the course instructor as far in advance as possible of absenteeism or tardiness. The appropriate faculty member may request verification of absence.

It is the student's responsibility to ensure that proper notification is given. Asking another student or relative to give this notification is not considered proper except under emergency conditions.

## **CRITICAL ERROR POLICY**

Critical errors in the treatment of clinical patients are errors that could jeopardize the health, safety, or well-being of a patient, student, or college employee. If a critical error is made by a student, the student will lose 50% of the total earned points on the patient case in which the critical error occurred. This results in the student needing to complete another patient in order to fulfill the patient requirements for the semester. If a 2<sup>nd</sup> critical error of the same type is made, the student will be placed on academic probation, as well as lose 50% of the earned total for that patient. If a 3<sup>rd</sup> critical error is made, the student may be dismissed from the dental hygiene program.

At the discretion of faculty, any major infraction may be noted on the Needs Assessment Form G-3. If the student violates a procedure and the result is a notation of **any** 3 infractions within a category it will be considered a critical error and the student will be disciplined according to the guidelines above.

Examples of critical errors and/or major infractions:

- Failure to adhere to prevention of disease transmission protocols
- Failure to adhere to prevention of cross-contamination protocols
- Failure to follow protocols for infection control
- Lack of professional responsibility
- Failure to compile medical history data
- Failure to observe and document intra/extra-oral examination findings

- Operator's consideration of client's needs opposed to satisfying requirements using evidence-based rationale for treatment
- Failure to adhere to comprehensive dental hygiene treatment planning
- Gross trauma
- Improper administration of local anesthesia and/or nitrous oxide/oxygen analgesia
- Lack of cooperation/professionalism

## **GRADING POLICY**

### **METHODS OF EVALUATION AND GRADING CRITERIA**

A student's performance, both academically and clinically, must be evaluated to determine if the student is doing satisfactory work. Methods of evaluation and grading criteria are established by each instructor and vary from course to course. A course outline will be distributed on the first day of class that will explain this information in detail.

### **EMAILS**

All faculty communication via email will be sent to your zone mail account. It is the student's responsibility to notify the faculty of any changes.

### **CLINIC**

Use of outside products while rendering care in the Chabot College Dental Hygiene Clinic is prohibited.

## GRADING CRITERIA

You are involved in a health career that deals with the responsibility of “human life,” and below-average work is considered unacceptable (e.g. grade of “D” or “F” in any dental hygiene course). You must maintain satisfactory work, (grade of A, B, or C), in all lecture, lab, and clinical portions of the dental hygiene program. While each individual instructor is responsible for creating his or her own criteria and grading scale, the following general rules apply to all required program courses.

- Each student must maintain a “C” average in each course associated with the Dental Hygiene Program. This includes all clinical and didactic dental hygiene courses, basic science courses and general education courses. Failure to do so will result in dismissal from the program.

*In those courses with a didactic and a clinical component, the student must receive a 75% in each component, regardless of whether or not the segments are combined for a composite grade.*

- Dental Hygiene Core courses are sequential; therefore, the students must receive a “C” or better in each of these courses in order to progress to the next section of the program.
- Inadequate clinical performance (lower than a “C”) will override the theoretical grade, whatever it may be.
- Students are responsible for tracking their grades and progress in all dental hygiene courses. Students are responsible for arranging a conference with the course instructor in the event their grade is dropping below a “C”. A student experiencing difficulties in a clinical or didactic setting is encouraged to seek help from the instructor(s) in order to remedy the problem and to ensure satisfying, effective progress. Instructors will advise the student on tutoring opportunities and give referrals for campus resources. Students are ultimately responsible for their success or failure in the Dental Hygiene Program.

## **STUDENT CONDUCT AND DUE PROCESS**

In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself or herself in accordance with standards of the College which are designed to perpetuate its educational purposes as are other members of the academic community. Where a student is charged with misconduct such charge shall be processed in accordance with the following policy and procedure in order to protect the student's rights and the college's interest.

Disciplinary action may be imposed on a student for violation of law, college rules and regulations, the Education Code and the Administrative Code. Provisions related to disciplinary action shall be published and available to students, faculty and management staff. Student conduct may result in disciplinary action by the college, criminal prosecution, or both, as they are not necessarily related. It is the policy of the district not to impose student discipline for acts occurring away from the college and not connected with college activities unless the student's conduct affects the functions of the college.

Students are subject to disciplinary action for any of the following reasons:

1. Violation of district policies or regulations including parking and traffic regulations, policies covering the formation of or membership in secret organizations and policies regulating student organizations, or the time, place, and manner of public expression.
2. Obstruction or disruption of teaching, research, administration disciplinary procedures, or other college activities, including its community service activity, or of other authorized activities on college controlled premises.
3. Physical abuse, or threat of physical abuse, of any person on college-owned or college-controlled property or at college-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of such person.
4. Theft of, or damage to, or threat of damage to property of the college or a member of the college, community, or campus visitor.
5. Unauthorized entry to use of college facilities, or unauthorized use of public address systems.
6. Dishonesty, such as cheating, collusion, plagiarism or furnishing false information to the college, misrepresenting oneself as an agent of the college to any person or organization, forgery, alteration or misuse of college documents, records, or identifications.
7. Use, possession or distribution of alcoholic beverages or narcotic or dangerous drugs such as controlled substances.
8. Disorderly conduct or lewd, indecent or obscene conduct or expression on college-owned or –controlled property or at college sponsored or supervised functions.
9. Failure to present registration-identification card when requested to do so by college faculty, managers or staff members or other authorized persons.



10. Failure to comply with directions of college officials acting in the performance of their duties.

**For all causes as set forth in the Education Code**

In accordance with Education Code 76032, students committing violations of college rules and regulations are subject to the following sanctions:

Probation: A verbal or written warning;

Temporary Exclusion: Removal for the duration of the class period or activity;

Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension;

Expulsion: Termination of student status as set forth in the notice of expulsion.

Student disciplinary action may be imposed by:

1. An instructor; who may place a student on probation or temporarily exclude the student from class for the remainder of the class period and the next meeting pursuant to Education Code 76032;
2. A manager; who may place a student on probation or temporarily exclude the student from college-sponsored or –supervised activity for the duration of the activity;
3. The Vice-President of Student Services or designee; who may impose probation, temporary exclusion, suspension or recommended expulsion;
4. The Board of Trustees; who alone may expel.

## **CHEATING POLICY**

As a student at Chabot College, you join a community of scholars who are committed to excellence in the teaching/learning process. We assume that students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. It is vitally important to your academic success that you know what constitutes academic dishonesty.

### **WHAT IS ACADEMIC DISHONESTY?**

The two most common kinds of academic dishonesty are “cheating” and “plagiarism.” Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups; however, as a student here at Chabot College, you are expected to refrain from the behavior outlined. If you are unclear about a specific situation, speak to your instructor. The following list exemplifies some of the activities defined as academic dishonesty:

### **CHEATING**

1. Copying, in part or in whole, from someone else’s test.
2. Submitting work presented previously in another course whether is it yours or not, if contrary to the rules of either course.
3. Altering or interfering with grading.
4. Using or consulting, during an examination, any sources or materials not authorized by the instructor.
5. Committing other acts that defraud or misrepresent.

### **PLAGIARISM**

1. Incorporating the ideas, words, sentences, paragraphs, or parts of another person’s writings, without giving appropriate credit, and representing the product as your own work.
2. Representing another’s artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawing, or sculptures) as your own.
3. Submitting a paper purchased from a research or term paper service.

## **OTHER SPECIFIC EXAMPLES OF ACADEMIC DISHONESTY**

1. Purposely allowing another student to copy from your paper during a test.
2. Giving your homework, term paper, or other academic work to another student to plagiarize.
3. Having another person submit any work in your name.
4. Lying to an instructor or college official to improve your grade.
5. Altering a graded work after it has been returned, then submitting the work for re-grading.
6. Removing tests from the classroom without the approval of the instructor.
7. Stealing tests.
8. Having a typist correct work for spelling or grammar, if contrary to the rules of the course.
9. Forging signatures on drop/add slips or other college documents.

## **CONSEQUENCES OF ACADEMIC DISHONESTY**

Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

1. Receive a failing grade on the test, paper, or exam.
2. Have your course grade lowered.
3. Receive an "F" in the course.
4. Be placed on disciplinary probation.
5. Be placed on disciplinary suspension.
6. Be expelled.

The Office of the Vice President of Student Affairs maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. A copy of the due process procedure for students and faculty is printed in the handbook for each of these groups, and copies are available in the Office of the Vice President of Student Affairs.

## **Chabot College Informal Student Cheating Policy**

**I. Purpose:** The purpose of this policy is to allow for the informal resolution of situations where instructors suspect a student of cheating or plagiarism, while having systems in place to identify, assist, and discipline, as appropriate, students who have repeatedly avoided formal discipline through utilization of the informal process.

**II. Policy:** It is the policy of Chabot College that instructors deter cheating and plagiarism and take appropriate action, whether formal or informal, regarding all students whom they suspect of cheating or plagiarism on class assignments. It is also the policy of Chabot College that students who have repeatedly resolved suspected cheating/plagiarism situations informally should be identified and dealt with through the College's formal investigation and discipline process.

**III. Procedures for Instructors:** An instructor who suspects that a student has engaged in an activity that constitutes cheating or plagiarism may utilize the following informal procedure, or immediately refer the student to the appropriate dean for formal resolution. Where the instructor seeks an informal resolution, he or she shall use the following process:

### **A. Preventive Measures**

At the beginning of the semester, instructors will advise their students of the specific standards regarding cheating and plagiarism in their classes.

### **B. Response to Suspected Cheating or Plagiarism\***

1. An instructor who suspects a student of cheating or plagiarism will complete the top portion of the attached Academic Cheating and Dishonesty Report Form and give a copy to the student.

2. The instructor directs the student to complete the bottom portion of the Academic Cheating and Dishonesty Report Form if the student chooses to do so and return the form to the instructor no later than the next class session.

3. After completing the form, the instructor and the student meet to discuss the matter and attempt to resolve the matter informally.

4. If the instructor and the student are able to resolve the matter informally, the instructor submits the completed original form to the appropriate dean, keeps a copy for himself or herself, and gives a copy to the student.

5. If the instructor and the student are unable to resolve the matter informally, the instructor may choose to utilize the Chabot/Las Positas formal disciplinary policy, and/or the student may choose to utilize the Chabot/Las Positas student grievance procedure.

Continued

\*See bottom of next page.

**IV. Procedures for the Dean:** Upon receipt of an Academic Cheating and Dishonesty Report Form from an instructor, the appropriate dean shall do the following:

1. Maintain the report in a separate file designated, “Informal Resolution Forms.” The report will not be placed in the student’s own file. However, the Dean will treat the form as a “student record” as required by applicable state and federal law.

2. Determine whether the student referenced in the report has been informally counseled for cheating or plagiarism on any prior occasion. If the Dean determines that the student has informally resolved suspected cheating/plagiarism incidents, the Dean will: (1) investigate, and (2) determine whether to initiate the formal discipline process.

3. Where the Dean determines that formal discipline should ensue, he or she will advise the instructor involved. The Dean will make the final decision as to whether to proceed with the formal process.

\* Upon the occurrence of a suspected cheating/ethics violation of Board Policy 5512 faculty may only exclude a student from the remainder of the class period and remainder of activity, for misconduct (i.e., instructors may not drop a student, except for non-attendance). For more severe disciplinary action, such as dismissal for the semester or expulsion, a formal complaint must be filed with the Vice President of Student Services. The instructor may impose grade penalties for cheating or plagiarism, within the framework of the official course outline and the course syllabus. Faculty with questions about appropriate grading sanctions for cheating or plagiarism are encouraged to seek the advice of colleagues in the discipline or their division dean.

Academic/Faculty Senate Adopted: 5/4/06

# Chabot College

## Academic Cheating and Dishonesty Report Form

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Course Discipline/Number & Section: \_\_\_\_\_

The above student is alleged to have committed a violation of the student conduct code as defined by Board Policy 5512.

Faculty description of alleged violation:

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Name(s) and student number(s) of other(s) involved:

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Action taken by faculty member:

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Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student description of alleged incident:

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Name(s) and student number(s) of other(s) involved:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, student does not admit guilt and does not waive any rights pursuant to the Chabot-Las Positas Community College District Administrative Rules and Procedures. Student understands that informal resolutions of allegations of cheating and/or plagiarism cannot be the basis for formal disciplinary action. However, Student also understands that more than one informal incident of suspected cheating or plagiarism may result in formal disciplinary action pursuant to the Chabot-Las Positas Community College District formal disciplinary policy for alleged cheating and plagiarism.

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Signed:

Date:

## Board Policy 5512 Student Conduct and Due Process (Revised: December 11, 2001)

...A student is expected to conduct himself or herself in accordance with standards of the college. When a student is charged with misconduct such charge shall be processed in accordance with the district policy and procedure in order to protect the student's rights and the college's interest. Disciplinary action may be imposed on a student for violation of law, district and college policy and regulations, the Education Code and the Administrative Code. Provisions related to disciplinary action shall be published and available to students, faculty and management staff. Student conduct may result in disciplinary action by the college and/or criminal prosecution. It is the policy of the district not to impose student discipline for acts occurring away from the college and not connected with college activities, unless the student's conduct affects the functions of the college.

A. Expulsion, Suspension and Probation of Students: A college student may be expelled, suspended, placed on probation or given a lesser sanction for good cause and in accordance with procedures consistent with due process. Good cause includes, but is not limited to, one or more of the following behaviors which must be related to college activity or attendance:

1. Cheating or plagiarism in connection with a college academic program.
2. Forgery, alteration or misuse of college documents, records, or identification or knowingly furnishing false information to a college representative in connection with the performance of official duties.
3. Misrepresentation of oneself or of an organization as an agent of the college/district.
4. Obstruction or disruption, on or off campus property, of the college educational process, administrative process, or other college or district function or operation.
5. Physical abuse on or off college property of the person or property of any member of the college community or of members of his or her family or the threat of such physical abuse.
6. Theft of, or non-accidental damage to, college property, or property in the possession of, or owned by, a member of the college community.
7. Unauthorized entry into, unauthorized use of, or misuse of college property.
8. On college property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, alcoholic beverages or narcotics as those terms are used in California statutes except when lawfully prescribed or permitted.
9. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function.
10. Engaging in lewd, indecent, or obscene behavior on college property or at a college function.
11. Abusive behavior directed toward, or hazing of, a member of the college community.
12. Violation of any order of the District Chancellor, College President or designee or notice of which had been given prior to such violation and during the academic term in which the violation occurs. This includes notice by publication in the college newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other sanction pursuant to this article.
14. Harassment, including sexual harassment, in violation of state or federal law.
15. Discrimination based on race, color, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation, and/or Vietnam era or special disabled veteran status.
16. Commission of a computer-related crime.
17. Use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic accommodations to students with disabilities.
18. Persistent misconduct where other means of correction have failed to bring about proper conduct.
19. Violation of college/district parking and traffic regulations.
20. Formation of/or membership in secret organizations.
21. Violation of the district/college policy related to time, place and manner of expression.
22. Obstruction or disruption of administrations disciplinary procedures, or other college activities, including its community service activity.
23. Obstruction or disruption of teaching. Interference with the course of instruction to the detriment of other students, including but not limited to entering the classroom after the class has started and disrupting the lecture or class activities including verbal outbursts that disrupt the instructor's lesson. Failure to comply with the instruction or directives of the course instructor.
24. Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.
25. Obtaining a copy of an examination or assignment prior to its approved release by the instructor. Selling or distributing course lecture notes, handouts, examinations or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
26. Unauthorized entry to or use of college facilities, including the possession or duplication of keys to any College/District premises, or unauthorized use of public address systems.
27. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose. Unauthorized use of another individual's identification and password. Unauthorized use of phone or electronic devices such as radios, etc. Use of computing facilities to interfere with the work of another student, faculty member or college official. Use of computing facilities to send obscene or abusive messages. Use of computing facilities to interfere with normal operation of the college computing systems. Unauthorized use of the internet. Use of laser pointers anywhere on the college grounds that would cause a disruption of instruction or services, or create a hazard to any individual.
28. Failure to present registration / identification card when requested to do so by College Official or other authorized persons.
29. Failure to comply with directions of College Officials acting in the performance of their duties.

For purposes of this policy, the following definitions apply:

1. Member of the district/college community is defined as the Board of Trustees of the Chabot-Las Positas Community College District, academic, non-academic and administrative personnel and students of the district, and other persons while such other persons are on college property or at a college function.
  2. Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question, such as:
    - y copying or attempting to copy from others during an examination or on an assignment;
    - y communicating test information with another person during an examination;
    - y preprogramming a calculator or computer to contain answers or other unauthorized information for exams;
    - y using unauthorized materials, prepared answers, written notes, or concealed information during an examination; and
    - y allowing others to do an assignment or portion of an assignment, including the use of a commercial term paper service.
  3. Plagiarism includes the deliberate misrepresentation of someone else's works and ideas, as one's own, as well as paraphrasing without footnoting the source.
  4. District/college property includes real or personal property in the possession of, or under the control of the Board of Trustees of the Chabot-Las Positas District and all district facilities whether operated by the district or by a district auxiliary organization.
  5. Deadly weapons includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billyclub, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
  6. Behavior means conduct and expression.
  7. Hazing means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the college community; but the term hazing does not include customary athletic events or other similar contests or competitions.
- B. The President of the college, or the Vice President of Student Services, or the official designee, may impose the following sanctions of students who violate the district/college rules and regulations.
1. Probation: verbal or written warning.
  2. Temporary Exclusion: removal for the duration of the class period or of the activity.
  3. Suspension: exclusion from all district classes, facilities, privileges and activities for a specified period of time as set forth in the notice of suspension.
  4. Expulsion: a recommendation by the President and District Chancellor to the Board of Trustees to terminate a student's status, including exclusion from all district classes, facilities, and functions.
- C. Student disciplinary action may be imposed by:
1. The Board of Trustees who alone may expel.
  2. The President, the Vice President of Student Services or the official designee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property. A student placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within the ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Vice President of Student Services or designee, enter the college campus other than to attend the hearing. Violation of any condition of the interim suspension shall be grounds for expulsion.
  3. An administrator may temporarily exclude the student from college sponsored or supervised activity for the duration of the activity.
  4. An instructor may temporarily exclude the student from class for the remainder of the class period.

## DUE PROCESS STUDENT WARNING, PROBATION AND DISMISSAL POLICY FOR UNSATISFACTORY PERFORMANCE

In general, the faculty of the Chabot College Dental Hygiene Department concurs with all Chabot College Policies and Procedures cited in the college catalogue. The department concurs with Chabot's policy, "Exclusion from Classes," for (a) insufficient preparation and (b) inadequate performance as stated in the catalogue. In addition, the faculty abides by the California Dental Board's statements on "Gross Negligence" and "Incompetence." All other policies as outlined in this manual and other department resources, if violated, could be cause for warning, probation, suspension, or dismissal.

The following are *examples* of cause for warning, probation, suspension or dismissal from this program. The examples given are *not limited to* the following list:

- Unsatisfactory clinical or didactic performance
- Habitual tardiness
- Habitual absences
- Verbal abuse
- Unprofessional verbal conduct
- Misconduct
- Failure to comply with department guidelines
- Unsafe practice in the clinical setting
- Uncorrected chemical abuse problem on part of student
- Stealing
- Cheating
- Physical abuse to patient, staff, visitor, or others
- Insubordination
- Dishonest action
- And others

A student experiencing difficulties in a clinical or didactic setting is encouraged to seek help from the instructor(s) in order to remedy the problem and to ensure satisfying, effective progress. When an instructor cites a problem, due process will follow.

*Required sequences of steps in the process are as follows:*

**Conference:** The student will arrange a conference. Instructor(s) will discuss the problem with the student and other pertinent parties with hopes that this action will suffice in resolving the problem and that any other corrective action may not be necessary.

**Written Documentation:** If the problem continues, a conference will be held during which time the exact problem will be stated in full. Clear performance expectations including a target date for a follow up review will be outlined in written form. The



student and the instructor of the course will sign a copy of the documentation in question. (See **Warning Form** in this manual)

### **Probation: Contract for Remediation of Unsatisfactory Situation:**

- A. When an unsatisfactory situation persists or requires immediate attention, the student will be placed on probation. The student and the instructor will meet to develop a mutual plan for remediation. This plan is called a **“Probation Contract.”** (See Probation Contract in this manual.) Deficiencies requiring remediation will be identified. Goals will be set with a date for achievement. The consequences for non-achievement of the goals will be stated in the contract. All contracts must be complete no later than the end of the course. A student will not be placed on probation for the same problem a second time. A second probationary period **may** be allowed if the problem is of a different nature. **Two probationary periods are the maximum allowed.** If further problems develop, the student may be terminated from the program without another probationary period.
- B. After the student and instructor have drawn up the “Probation Contract” the **student** will then arrange a meeting between him/herself, the instructor, and the director of the program to discuss the terms of the probation.
- C. **Relief from probation:** When the student has met the conditions of the Contract, he/she may be taken off probation. The student will be notified in writing as to the change of his/her status. (see Probation Progress Letter in this manual)
- D. In the event the student does not meet the conditions of the contract, he/she will be dismissed from the course, and may be dismissed from the program.

### **PROGRAM TERMINATION OR DISMISSAL:**

You may elect to terminate from the program for various reasons, such as, personal problems, finances, health, and lack of motivation or academic difficulty. Discuss your plan with the Program Director, and submit a letter of termination to be placed in your file.\* Should your performance be unsatisfactory, either academically or clinically, you may be dismissed involuntarily. A warning or probation period would occur first. The receipt of a grade of “D” in a required program course **will** result in dismissal. Should you be dismissed, and you consider it unfair, you may appeal this decision of the faculty. First your case should be presented to the Division Dean of the Physical Education, Athletics and Health Science Department, who will guide you through the appeal process. Your case will be heard and a final decision reached.

*\*Students who withdraw from the Program may re-apply at a later date with the understanding that they are not guaranteed placement in the class.*

## SUSPENSION

A situation may arise that could require **immediate and effective** discipline where extremely serious infractions of the rules have occurred. When this situation develops, the student will be dismissed from the clinical or classroom setting for the remainder of the clinic or class. At the request of the instructor, the student may not be allowed to attend the next clinical or class session. If suspension is requested by the instructor, suspension will be done with the guidance of the Dean of Physical Education, Athletics and Health and the Dean of Student Affairs.

Examples of actions that could lead to immediate suspension include, but are not limited to:

- Being under the influence of drugs or alcohol while on campus
- Physical abuse to patient, client, visitor, staff, peer, or other personnel
- Unprofessional verbal conduct
- Stealing
- Negligence toward patients/clients
- Failure to follow department policies
- Insubordination
- Dishonesty

## **DUE PROCESS FOR STUDENT COMPLAINT REGARDING PERFORMANCE EVALUATIONS**

At the discretion of the student or the instructor, a one-to-one conference between the student and instructor will be held to discuss concerns and proposed solutions to an identified problem.

If the one-to-one conference does not lead to a resolution, the student must submit a written request within two days for a meeting with the instructor with whom she/he has a grievance and the director of the dental hygiene program. The request will include the concerns and the purpose of the meeting. The meeting will take place within five school days after the initial one-to-one conference. The instructor and student will each write up their understanding of the concerns and proposed solutions. They will sign the proposals and bring them to the meeting. These written statements will be the focus of the meeting. Both the student and the instructor may have a peer present at the meeting. Peers are present only for the purpose of support and clarification. A student peer is defined as another dental hygiene student currently enrolled in the dental hygiene program at Chabot College. An instructor peer is defined as another dental hygiene instructor employed at Chabot College.

If the concerns still persist, the student can take the grievance to the Division Dean.

After the above steps have been taken and documented, the student has the right to meet the Vice President of Student Affairs and further discuss the complaint.

## **NOTIFICATION OF UNSAFE BEHAVIOR POLICY**

A notification form for unsafe behavior will be generated when a student:

1. Causes actual harm to a patient, fellow student, faculty member, or staff person.
2. Places a patient in a life threatening situation.
3. Comes to the classroom or clinical setting under the influence of alcohol or drugs.
4. Falsifies patient/client records or breaks patient/client confidentiality.
5. Does not follow the infection control protocol of the Chabot College Dental Hygiene program.
6. Administers the incorrect medication and/or incorrect amount of medication when administering local anesthetics or nitrous-oxide oxygen sedation.
7. Performs any other act that in the professional judgement of the staff is deemed unsafe behavior.

## **CLINIC PATIENT/CLIENT BEHAVIOR POLICY**

A patient/client may be dismissed from the dental hygiene clinic and informed that treatment will no longer be rendered for any of the following reasons:

1. Being under the influence of alcohol or drugs.
2. Any loud, obnoxious behavior that disturbs students, faculty or other patients.
3. Failure to conform or agree to a specific treatment plan such as, but not limited to, radiographs, anesthesia, plaque control, etc.
4. Failure to conform to clinic policies such as, but not limited to, those regarding punctuality, appropriate behavior, and appointment scheduling.
5. Patients/clients with anxiety level so high that it creates an unacceptable environment for the student.
6. Patients/clients who misrepresent their health histories.
7. Patients/clients who display sexual harassment behavior toward students, staff or faculty.
8. Any other behaviors/instances deemed inappropriate by a clinical instructor or the clinical coordinator.

*In the event that a patient/client fails to conform to the above policy, the student should notify the supervising dentist and the lead clinical instructor immediately.*

**POLICIES ON INFECTIOUS DISEASE STATUS AND INFECTION CONTROL**  
**Preventing Transmission of Bloodborne Pathogens**

The prevention of cross contamination and transmission of infection to all persons, including: patients, Dental Health Care Professionals (DHCP), faculty, students, and non-clinical staff is the professional responsibility of all dental personnel. The Chabot College Hygiene Program has adopted policies and procedures that represent a comprehensive and practical infection control program, based upon federal guidelines (Center for Disease Control). A fundamental principle of an effective infection control program is to exercise care, precautions and effective control techniques that can keep infectious microbes within manageable limits of the body's normal resistance to disease. Individuals at high risk of infectious diseases (HBV, HCV and HIV) among DHCP are those who perform tasks that might involve contact with blood, blood-contaminated body substances, other body fluids, or sharps should be vaccinated. Vaccination can protect both DHCP and patients from infectious diseases and whenever possible should be completed when DHCP are in training and before they have contact with blood. Compliance with these policies and procedures are an ethical obligation and responsibility of all participants in the delivery of care at Chabot College.

Guidelines for Infection Control in Dental Health Care Setting—2003, 12/19/03  
52(RR17); 1-61. [www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a.htm).

## INFECTIOUS DISEASES POLICY

It is the policy of Chabot College Dental Hygiene Program to protect the privacy and confidentiality of any faculty members, students or staff members who have tested positive for an infectious disease. Dental personnel who pose a risk of transmitting an infectious disease must consult with appropriate health care professionals to determine whether continuing to provide professional services represents a material risk to the patient. If a dental faculty, student or staff member learns that continuing to provide professional services represents a material risk to patients, the person should so inform the clinical director. If so informed, the clinical director will take steps consistent with the advice of appropriate health care professionals and with current federal, state, and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission of the infection to others.

The clinical director will facilitate the availability of testing of faculty, staff, and students for those infectious diseases presenting a documented risk to dental personnel and patients. Hepatitis vaccine and appropriate vaccine follow-up to employees such as faculty and staff will be available in accordance with Occupational Safety and Health Administration (OSHA) regulations.

Also, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, all students should:

1. demonstrate proof of immunity,
2. be immunized against the hepatitis B virus as part of their preparation for clinical training, or
3. formally decline vaccination.

Students who decline to be vaccinated will be required to sign a formal declination waiver form, consistent with procedures promulgated by OSHA for employees. Appropriate faculty, staff, and students are strongly encouraged to be immunized against not only hepatitis B, but other infectious diseases such as mumps, measles, and rubella, using standard medical practices. *In addition, the Chabot College Dental Hygiene Program requires pre-matriculation testing for tuberculosis.*

\*Based on Resolution 5-93-H and 6-93-H passed by AADS, 70<sup>th</sup> session, 3/93.

## California Code of Regulations

### 1005. Minimum Standards for Infection Control.

#### **(a) Definitions of terms used in this section:**

- (1) "Standard precautions" is a set of combined precautions that include the major components of universal precautions (designed to reduce the risk of transmission of blood borne pathogens) and body substance isolation (designed to reduce the risk of transmission of pathogens from moist body substances). Similar to universal precautions, standard precautions are used for care of all patients regardless of their diagnoses or personal infectious status.
- (2) "Critical instruments" are surgical and other instruments used to penetrate soft tissue or bone.
- (3) "Semi-critical instruments" are surgical and other instruments that are not used to penetrate soft tissue or bone, but contact oral tissue.
- (4) "Non-critical instruments and devices" are instruments and devices that contact intact skin.
- (5) "Low-level disinfection" is the least effective disinfection process, kills some bacteria, viruses and fungi, but does not kill bacterial spores or mycobacterium tuberculosis var bovis, a laboratory test organism used to classify the strength of disinfectant chemicals.
- (6) "Intermediate-level disinfection" kills mycobacterium tuberculosis var bovis indicating that many human pathogens are also killed, but does not necessarily kill spores.
- (7) "High-level disinfection" kills some, but not necessarily all bacterial spores. This process kills mycobacterium tuberculosis var bovis, bacteria, fungi, and viruses.
- (8) All germicides must be used in accordance with intended use and label instructions.
- (9) "Sterilization" kills all forms of microbial life.
- (10) "Personal Protective Equipment" includes items such as gloves, masks, protective eyewear and protective attire (gowns/labcoats) which are intended to prevent exposure to blood and body fluids.
- (11) "Other Potentially Infectious Materials" (OPIM) means any one of the following: (A) human body fluids such as saliva in dental procedures and any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (B) any unfixed tissue or organ (other than intact skin) from a human (living or dead); (C) HIV-containing cell or tissue cultures, organ culture and blood, or other tissues from experimental animals.

#### **(b) Licensees shall comply with infection control precautions mandated by the California Division of Occupational Safety and Health (Cal-DOSH).**

#### **(c) All licensees shall comply with and enforce the following minimum precautions to minimize the transmission of pathogens in health care settings:**

- (1) Standard precautions shall be practiced in the care of all patients.
- (2) A written protocol shall be developed by the licensee for proper instrument processing, operatory cleanliness, and management of injuries.
- (3) A copy of this regulation shall be conspicuously posted in each dental office.

#### **Personal Protective Equipment:**

(4) Health care workers shall wear surgical facemasks in combination with either chin length plastic face shields or protective eyewear when treating patients whenever there is potential for splashing or spattering of blood or OPIM. After each patient, and during patient treatment if applicable, masks shall be changed if moist or contaminated. After each patient, face shields and protective eyewear shall be cleaned and disinfected, if contaminated.

(5) Health care workers shall wear reusable or disposable protective attire when their clothing or skin is likely to be soiled with blood or OPIM. Gowns must be changed daily or



between patients if it should become moist or visibly soiled. Protective attire must be removed when leaving laboratories or areas of patient care activities. Reusable gowns shall be laundered in accordance with Cal-DOSH Bloodborne Pathogens Standards. (Title 8, Cal. Code Regs., section 5193)

**Hand Hygiene:**

(6) Health care workers shall wash contaminated or visibly soiled hands with soap and water and put on new gloves before treating each patient. If hands are not visibly soiled or contaminated an alcohol based hand rub may be used as an alternative to soap and water.

(7) Health care workers who have exudative lesions or weeping dermatitis of the hand shall refrain from all direct patient care and from handling patient care equipment until the condition resolves.

**Gloves:**

(8) Medical exam gloves shall be worn whenever there is a potential for contact with mucous membranes, blood or OPIM. Gloves must be discarded upon completion of treatment and before leaving laboratories or areas of patient care activities. Healthcare workers shall perform hand hygiene procedures after removing and discarding gloves. Gloves shall not be washed before or after use.

**Sterilization and Disinfection:**

(9) Heat stable critical and semi-critical instruments shall be cleaned and sterilized before use by using steam under pressure (autoclaving), dry heat, or chemical vapor. FDA cleared chemical sterilants/disinfectants shall be used for sterilization of heat-sensitive critical items and for high-level disinfection of heat-sensitive semi-critical items.

(10) Critical and semi-critical instruments or containers of critical and semi-critical instruments sterilized by a heat or vapor method shall be packaged or wrapped before sterilization if they are not to be used immediately after being sterilized. These packages or containers shall remain sealed unless the instruments within them are placed onto a setup tray and covered with a moisture impervious barrier on the day the instruments will be used and shall be stored in a manner so as to prevent contamination.

(11) All high-speed dental hand pieces, low-speed hand piece components used intraorally, and other dental unit attachments such as reusable air/water syringe tips and ultrasonic scaler tips, shall be heat-sterilized between patients.

(12) Single use disposable instruments (e.g. prophylaxis angles, prophylaxis cups and brushes, tips for high-speed evacuators, saliva ejectors, air/water syringe tips) shall be used for one patient only and discarded.

(13) Needles shall be recapped only by using the scoop technique or a protective device. Needles shall not be bent or broken for the purpose of disposal. Disposable needles, syringes, scalpel blades or other sharp items and instruments shall be placed into sharps containers for disposal according to all applicable regulations.

(14) Proper functioning of the sterilization cycle shall be verified at least weekly through the use of a biological indicator (such as a spore test). Test results must be maintained for 12 months.

**Irrigation:**

(15) Sterile coolants/irrigants shall be used for surgical procedures involving soft tissue or bone. Sterile coolants/irrigants must be delivered using a sterile delivery system.

**Facilities:**

(16) If items or surfaces likely to be contaminated are difficult to clean and disinfect they shall be protected with disposable impervious barriers.

(17) Clean and disinfect all clinical contact surfaces that are not protected by impervious barriers using a Cal-EPA registered, hospital grade low- to intermediate-level disinfectant after each patient. The low-level disinfectants used shall be labeled effective against HBV and HIV. Use disinfectants in accordance with the manufacturer's instructions. Clean all housekeeping surfaces (e.g. floors, walls, sinks) with a detergent and water or a Cal-EPA registered, hospital grade disinfectant.

(18) Dental unit water lines shall be anti-retractable. At the beginning of each workday, dental unit lines shall be purged with air, or flushed with water for at least two (2) minutes prior to attaching handpieces, scalers and other devices. The dental unit line shall be flushed between each patient for a minimum of twenty (20) seconds.

(19) Contaminated solid waste shall be disposed of according to applicable local, state, and federal environmental standards.

**Lab Areas:**

(20) Splash shields and equipment guards shall be used on dental laboratory lathes. Fresh pumice and a disinfected, sterilized, or new ragwheel shall be used for each patient. Devices used to polish, trim or adjust contaminated intraoral devices shall be disinfected or sterilized.

(21) Intraoral items such as impressions, bite registrations, prosthetic and orthodontic appliances shall be cleaned and disinfected with an intermediate-level disinfectant before manipulation in the laboratory and before placement in the patient's mouth. Such items shall be thoroughly rinsed prior to placement in the patient's mouth.

**(d) The Board shall review this regulation annually.**

NOTE: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1680, Business and Professions Code.

<sup>1</sup>Cal/EPA contacts: WEBSITE [www.cdpr.ca.gov](http://www.cdpr.ca.gov) or Main Information Center (916) 324-0419.

## **POLICY ON STUDENT INJURY DURING CLINICAL EXPERIENCE**

In accordance with the requirements of California State law, all employees of the District are covered under Worker's Compensation Insurance. The word "employee" is extended to include students in the clinical area. Any injury, no matter how slight, should be reported so that a claim record is established should physical disability or the need for medical attention arise at a later date.

In the case of an occupational exposure, per OSHA requirements, both the student and patient will immediately be sent for testing at the designated facility. Coverage will include an additional testing in six months.

All cases of personal injury which occur in a clinical area area should be reported to the supervising instructor.

### Students must contact their instructor immediately after the incident occurs.

- The supervising instructor completes a Supervisor's Report of Employee Injury\* form and informs the Program Director.
- The student will complete a Workers' Compensation Claim Form (DWC 1)\* to be provided by the supervising instructor when the injury is reported. The completed form should be given to the Program Director to forward to the District.
- The Program Director forwards the following forms to the District within 24 hours of the incident:
  - o Supervisor's Report of Employee Injury\*
  - o Workers' Compensation Claim Form (DWC 1)
- The medical facility will provide any necessary documentation with both the student and the patient's information to the District's Insurance workers' compensation administrator, Keenan & Associates.
- The supervising instructor will complete a Dental Office Follow-up Procedures and Evaluation for Exposure Form to be placed in the student's file.

\*All forms are in the bubble organized in folders (one folder per incident)

### HUMAN RESOURCES CONTACT INFORMATION:

Chabot - Las Positas Community College District  
7600 Dublin Blvd., 3<sup>rd</sup> Floor  
Dublin, CA 94568  
PHONE: 925/485-5504, FAX: 925/485-5502

## OCCUPATIONAL EXPOSURE CONTROL POLICY

- A. All exposures should be treated as potentially infectious:
- Contaminated needle sticks.
  - Puncture wound from a contaminated, sharp instrument.
  - Contamination of any obviously open wound, non-intact skin or mucous membrane (eye, nose, or mouth) by blood or mixture of blood and saliva.
- B. Exposure to the patient's blood or saliva on the unbroken skin is not considered significant. Thoroughly wash the contaminated area.

C. Protocol steps

Do not make a judgment concerning the seriousness of the injury yourself. Immediately administer first aid treatment by:

- Squeezing (bleeding) the wound.
  - Cleansing by running under tap water.
  - Washing thoroughly with soap and water and/or disinfecting with iodophor solution.
  - Stop bleeding by applying pressure to affected area.
  - Make a mental note of affected area:
    - Location
    - Tissue involved
    - Depth of wound
    - Amount of contaminant source
  - Apply antiseptic and a bandage as needed.
- D. **Immediately report the injury to the supervising instructor**, who will assist you in reporting the exposure and obtaining emergency care.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Human Resources  
Approved Occupational Health Clinic  
For Workers' Compensation



**If you require medical attention,  
please visit one of the following medical clinics.**

**St. Rose Hospital Occupational Health Clinic**

27200 Calaroga Avenue  
Hayward, CA 94545  
(510) 264-4046

Office Hours:

MWF: 7:30 AM - 5:00 PM  
T-TH: 7:30 AM - 7:00 PM  
S-S : Closed

After hours: Emergency Room with follow-up at  
Occupational Health Clinic

**Valley Care Health System**

4000 Dublin Blvd, #150  
Dublin, CA 94568  
(925) 416-3562

Office Hours:

M - F: 8:00 AM - 5:00 PM  
S - S: Closed

After hours: Emergency Room with follow-up at  
Occupational Health Clinic

**Any Kaiser Permanente Occupational Clinic**

After hours: Kaiser Emergency Room with follow-up at  
Occupational Health Clinic



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Human Resources  
WORKERS' COMPENSATION CLAIM  
SUPERVISOR'S INSTRUCTIONS



An employee is entitled to workers' compensation benefits if he/she is injured or becomes ill because of his/her job:

**What should a supervisor do once they have knowledge/notice of a work-related injury/illness?**

1. If the injured employee requires medical attention, direct the employee to one of the medical or occupational health facilities listed below. Staff should not drive the injured employee to the medical facility. If the injured employee is unable to drive themselves, an ambulance should be called.
2. Give the injured employee a Worker's Compensation Claim form DWC Form 1 within 24 hours of your knowledge of the injury/illness. They are to complete the Employee section and sign and return to their supervisor.
3. After receiving the completed DWC Form 1 from the employee, supervisor should complete the Employer section, sign and give the employee a copy.
4. The Supervisor should also complete the Supervisor's Report of Employee Injury/Illness. It is important that the supervisor, not the employee, complete the supervisor's report. The Supervisor should keep a copy of the report.
5. The Supervisor should give the employee a copy of the Prime Rx Prescription Service letter and temporary ID form for any prescription drug needs related to the injury/illness.
6. The completed DWC Form 1 and Supervisor's Report of Employee Injury/Illness should be forwarded to the Office of Human Resources/Benefits Office within 24 hours of knowledge. Benefits Office fax # 925/485-5502, originals mailed to District Office, Attn: Benefits.

**PROVIDERS: Occupational Health Clinics**

St. Rose Hospital  
27200 Calaroga Ave  
Hayward, CA 94545  
510/264-4046

Valley Care Health System  
4000 Dublin Blvd #150  
Dublin, CA 94568  
925/416-3562

Any Kaiser Permanente in California  
With Occupational Health Clinic  
888/565-9675

After hours: Use Emergency Room with follow-up at Occupational Health Clinic



## Supervisor's Report of Employee Injury/Illness

Upon knowledge of an injury/illness

Note: This form should be completed and faxed to the Benefits Office, with originals to be forwarded.

EMPLOYEE INFORMATION			
Name <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		SSN or W #:	Age:
Home Address (Street)		(City)	(Zip Code)
Home Phone ( ) -		Job Title	Employee Class Code: (Check One) <input type="checkbox"/> Classified <input type="checkbox"/> Certificated <input type="checkbox"/> Administrative
Date of Hire / /		Employee's Regular Work Location: <input type="checkbox"/> CC <input type="checkbox"/> LPC <input type="checkbox"/> District	Employee Usually Works _____ Hours a Day _____ Days a Week _____ Total Weekly Hours
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Employment Status: (Check One) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other <input type="checkbox"/> Temporary <input type="checkbox"/> Clinical Student	

INCIDENT INFORMATION			
DATE OF INJURY/illness: / /	Time of Injury/illness: AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Employee Began Work: AM <input type="checkbox"/> PM <input type="checkbox"/>	Unable to Work for at least one full day after date of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Last worked: / /	Date Returned to Work: / /	Is Employee still off work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employer's knowledge/notice of Injury/illness: / /
Date Employee was provided claim form: / /	Injury Location: <input type="checkbox"/> CC <input type="checkbox"/> LPC <input type="checkbox"/> District Office Location on Campus/Building where Accident Occurred:		
Specific Activity the Employee was performing when the event occurred:			
Describe: (1) how the injury/illness occurred, (2) any objects/material that caused the injury/illness, and (3) all specific body parts affected:			
Names of any Witnesses:			
Did Employee Report to a Physician? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was this at an Emergency Room? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Physician Name:		Physician Phone ( ) -	
Physician Address:			
Did Employee go home for the remainder of the day? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did Employee require Hospitalization? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SUPERVISOR'S EVALUATION
What specific steps have been taken to prevent similar accidents from occurring?

Supervisor's Signature \_\_\_\_\_ ( ) - \_\_\_\_\_ Date / /

Print Supervisor Name \_\_\_\_\_

## **MALPRACTICE/LIABILITY INSURANCE**

Students will need to purchase their own Malpractice/Liability Insurance Policy. Students will not be allowed to participate in the clinical segment of the program without current coverage. Proof should be uploaded to the student tracker.

## **BASIC LIFE SUPPORT POLICY**

Since all students in the Chabot College Dental Hygiene Program are involved in the provision of direct patient care, it is mandatory that each student be certified in basic life support procedures including Cardiopulmonary Resuscitation (CPR) for health care providers and First Aid. Certification is the responsibility of the individual student and must be completed before working in a clinical setting on patients. Documentation of certification must be uploaded the student tracker in order to participate in clinical courses or to graduate from the Dental Hygiene Program at Chabot College either through a private entity or by completing Health 70 A & B.

## **PREGNANCY POLICY**

All personnel, including students and females of child-bearing age, are instructed to strictly observe all radiation protection measures so they do not receive unnecessary radiation exposure. Any other areas of concern such as exposure to nitrous oxide should be strictly monitored and all guidelines enforced.

If a student is pregnant, the following must occur:

1. A contract must be drawn up between Chabot College and the student indicating the student takes full responsibility for herself.
2. The student's clinical activity will exclude rotation such as use of nitrous oxide analgesia and any other areas of concern. However, the student is not exempt from satisfying requirements for graduation.

While no special "make-up" courses will be offered, it is the student's responsibility to contact each instructor to establish goals and a time table for completion of required courses that may be missed due to pregnancy.

## **PERSONAL PROBLEMS**

It is possible that a student might encounter personal problems that interfere with the dental hygiene program.

*Any personal problems that might adversely affect training, either academically or clinically must be resolved. On-campus counseling is available.*



If an instructor is aware of a student's personal problem, he/she is in a better position to counsel the student. The instructor realizes that everyone has personal problems at one point or another, and it will be taken into consideration. If the personal problem is such that seriously interferes with performance, the instructor will take some action. This could include requiring a physical examination to detect a health problem, or advising the student to meet the College psychologist to alleviate instability.

## CLINIC ATTIRE

*Students in the Chabot College Dental Hygiene Program are professional health care providers. In this role, you must dress in a manner that promotes asepsis and exhibits professionalism.*

1. Clinic attire should be clean and pressed daily.
2. Personal hygiene necessary to eliminate body odors is expected. Individuals who smoke must take appropriate measures to assure that no residual odor is detectable on breath, hair or clothing.
3. Shoes must be clean and have closed toes with low heels. Stockings or socks must be worn with shoes – no ankle socks that leave ankles exposed when seated in clinic. Sandals or hiking boots are not appropriate. Athletic shoes, if worn, should not be worn for purposes other than part of clinic attire.
4. Body jewelry will be limited to:
  - a wrist watchBody piercings/accessories are limited to:
  - small post earrings, two per ear; earrings should not exceed 8mm, ½ inch in diameter (long earrings, or hoops are not appropriate)
  - No rings or exposed body art is appropriate.
5. Hair must be neat, clean and secured away from the face and neck/collar.
6. Make-up should be worn in moderation.
7. Perfume/after shave is not appropriate. All body lotions utilized should be fragrance-free.
8. Fingernails should be clean and should not extend beyond the finger pad. Nail polish is not allowed.
9. Protective lenses with side shields and face masks must be worn in the clinic, radiology, and lab classes.
10. Gloves and masks must be worn during all patient/client contact. Face shields must be worn when polishing and/or using ultrasonic scaler.
11. Your oral cavity should be kept clean and healthy.
12. Name badge must be worn in clinical areas.

## GROUND RULES

Personal Protective Equipment (PPE) must be worn in clinical areas.

PPEs should be removed when leaving clinical areas. *PPEs should not be worn outside the clinic, into the reception area, the restrooms, or the locker room area.*

Gloves and masks must be removed when leaving the operatory.

Once patient/client care has been initiated, over gloves must be worn when obtaining any additional supplies.

When in patient/client contact areas the following attire is mandatory:

Knee length skirt or slacks (no shorts, mini skirts, or jeans)

Blouse, shirt, or sweater (no tank tops, halter tops or tube tops)

Low heeled, closed toe shoes

Chewing gum or other substances is inappropriate during patient/client contact and treatment.

No food or beverages are allowed in the clinic area or radiology area at any time.

DISREGARD FOR OF ANY OF THE PRECEDING ITEMS MAY RESULT IN A FACULTY MEMBER DISMISSING YOU UNTIL THE APPROPRIATE ATTIRE IS OBTAINED. THIS COULD RESULT IN LOSS OF PROFESSIONALSIM POINTS WHICH WOULD AFFECT YOUR GRADE.

## **SOCIAL MEDIA POLICY**

### Introduction:

Social media tools, which facilitate both one-to-many communications and presumably private communications, have grown to become a significant part of how people interact via Internet. Because social media are widely used as promotional tools, personal postings on public media sites can sometimes blur the line between the individual and the institutional voice. This policy provides guidance for members of the Chabot College Dental Hygiene Program community to protect both their personal reputations and the public image of the institution.

There are substantial differences between individuals representing themselves on public social media sites, individuals representing the Chabot College Dental Hygiene Program on a public social media sites, and individuals using Chabot College hosted social media. This policy is not intended to regulate how individuals conduct themselves in their personal social media actions and interactions. However, it is clear that even a single instance of improper or ill-considered use can do long-term damage to one's reputation, career and to the Chabot College Dental Hygiene Program. Furthermore, although not intended, never forget as students, faculty, or staff, you may always be perceived as a representative of the Chabot College Dental Hygiene Program. It is therefore in the best interest of the Chabot College Dental Hygiene Program and all members of the Chabot College Community to provide its students with a roadmap for safe, smart use of social media.

Chabot College has a significant investment in College-owned public social media pages and personal sites on College-hosted services, as content on these pages and sites reflects directly on the institution and how it is seen by the general public. Therefore, this policy regarding posting content must be strictly adhered to in these contexts.

While this document will provide more specific guidelines to help navigate particular interactions, all these spring from a set of basic principles:

1. Be respectful.
2. Assume anything you post is public, regardless of privacy settings.
3. Assume anything you post is permanent.

### FERPA / HIPAA:

All legal privacy laws and policies regarding student and patient records must be followed without exception.

The Family Educational Rights and Privacy Act (FERPA) ensures the privacy of "Educational records" of students. At no time should information that is considered part of the student's educational record be submitted, posted, or referenced through a social media network.

*No Faculty or staff member can use or distribute student e-mail addresses or personal information for personal or solicitation purposes.*

A social media site can be used for instructional purposes. Student content created and/or posted to fulfill a course assignment using social media does not violate students' privacy rights. Posting materials submitted directly to the faculty member may be a violation of FERPA policy. It is important to exercise extreme attention to student information and err on the side of caution in these situations. When utilizing social media for instruction, some planning can ensure that student, faculty, and University rights are protected.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104-191, 110 Stat. 1936, enacted August 21, 1996) that is intended to provide the portability of health records, must be adhered to at all times. This act contains a Privacy Rule which establishes a provision for the use and disclosure of Protected Health Information. Under no circumstances should patient privacy be violated through the use of social media.

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Intellectual property rights must be respected when utilizing social media networks for either personal or professional purposes. When posting materials owned by others, an individual bears the responsibility of compliance with licensing and copyright requirements. For example, some materials may allow posting under Creative Commons Licensing which may have more liberal use terms, in contrast to a book publisher that may have more restrictive use terms. When in doubt, one should request permission from the publisher, content creator, or owner of the materials. These same considerations should be applied to institutional materials and your colleagues' materials.

#### Chabot College Logo and Marketing Materials:

The use of the Chabot College logo shall comply with the Identity Standards published by Marketing & Public Affairs office on its website.

The Chabot College logo is the College's official public identifier. In the majority of Chabot College Dental Hygiene Program communications, the logo should be used to ensure consistency of the College's image.

#### Representing the Chabot College Dental Hygiene Program:

When acting as a Chabot College Dental Hygiene Program representative on social media networks, conduct yourself in a professional manner and follow the general guidelines outlined in this policy. Use data and information that is accurate and not misleading. This is a responsibility that should not be taken lightly.

## Violations, Concerns, and Dispute Resolution:

Student or employee actions which violate this social media policy are subject to complaint or grievance processes. Failure to follow Chabot College Dental Hygiene Program policies and the terms of service of social media platforms could expose you to personal legal liability and the College to legal action from third parties.

Chabot College Dental Hygiene Program students and employees are personally responsible for any content they post on Twitter, blogs, wikis, or other social media venues. In light of this comment...

### *Be aware of liability*

You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.

### *Respect copyright*

The College supports and respects the intellectual property rights of copyright holders. Content posted on the internet must conform to copyright law.

### *Respect confidentiality*

Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites.

### *Respect privacy*

Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of individuals without their consent.

### *Appropriate use of Chabot College logos & branding*

Chabot College logos and branding should only be used on pages maintained by the College.

### *Be respectful of others*

Keep a cool head when discussing and debating online. Be passionate on matters about which you are passionate, but always be constructive, exercise discretion, and be respectful of those with whom you disagree.

### *Do no harm*

Postings, both in content and in substance, must not harm either the network or the social networks themselves. Do not overload these networks with content that is repetitive, promotional, or will otherwise devalue the service for the rest of the community.

### *Be transparent*

Chabot College Dental Hygiene Program students and employees should feel free to identify themselves as such when posting to social media sites. The association of a College email address with a social media account does not imply College endorsement of content. An individual must make it clear when they are expressing the opinions of the institution. Add a disclaimer if comments may appear to be coming from the College. Employees should be in coordination with their supervisor prior to initiation a social media account on behalf of their origination.

### *Be a valued member of the community*

When participating in an online community, content of postings should benefit the community as a whole. Consider the nature of the community and the expectations of its members when contributing. Do not use membership purely as a means of promoting yourself or your organization. Do not use the name of the College to endorse products, causes, political parties, or candidates.

### *No stalking, flaming, or bullying*

Abusive language, behavior, and content is not appropriate in any context. Do not insult, attack, threaten, or otherwise harass others. Remember that how a message is intended is less important than how it is perceived. If another individual indicates they find behavior threatening, cease this behavior immediately.

### *Think before posting*

Nothing posted on the internet is truly private. Anything put online can easily be shared and re- shared, and archiving systems preserve even content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

### *Maintain your social media pages*

When a site or page provides space for the community to interact, usually through comments or other feedback systems, it is important to keep these spaces free of spam and abusive content. Postings in these spaces should be edited to ensure there are no liability issues (e.g., removing links to content that violates copyright or breaks confidentiality rules), but should not be edited because their content is disagreeable.

## **CHABOT COLLEGE POLICIES**

### **ALCOHOL, NARCOTICS, AND DANGEROUS DRUGS**

Persons possessing or being under the influence of alcohol, narcotics or dangerous drugs on campus are in violation of State law and College regulations.

### **DRUG-FREE WORKPLACE**

Chabot-Las Positas Community College District is committed to maintaining a drug-free work/learning place in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988. The District certifies that it will provide a drug-free work/learning place by taking the actions required by the Drug-Free Workplace Act. It is the intent of the District to make a good faith effort to continue to maintain a drug-free work/learning place through implementation of this policy.

### **HAZING**

Section 32050 of the Education Code makes participation in any kind of hazing a misdemeanor. Hazing is defined as “any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which degrades or disgraces or which causes bodily harm to any student attending any college or school in California.”

### **MEDICAL EMERGENCIES ON CAMPUS**

Students are advised to contact the Security Office for assistance in all cases of a medical emergency or personal injury which occurs on campus. Use any hall telephone and dial 6923 or \*16 from any pay telephone for assistance. All cases of personal injury should be reported to the Campus Safety Office in Building 200.

### **SAFE RIDE PROGRAM**

The Department of Campus Safety and security offers escorts to the campus community to and from the parking lots.

To arrange to have an escort accompany you from your classroom or office to your vehicle, dial 6923 from any college phone, or activate a nearby emergency Talk A Phone. An escort will be dispatched by radio to meet you at your location.



## **DECLARATION OF NON-DISCRIMINATION**

Chabot College desires to maintain an academic and work environment which protects the dignity and promotes the mutual respect of all employees and students. Sexual harassment of employees or students will not be condoned. In general, deliberate verbal comments, gestures or physical contact of a sexual nature that are unsolicited and un-welcomed will be considered harassment (Title VII of the Civil Rights Act of 1964). Inquiries concerning the application of these policies to programs and activities of Chabot College may be referred to the following officers assigned the administrative responsibility of reviewing such matters:

### **Employee Concerns:**

Wyman Fong  
Director of Human Resources  
(925) 485-5235

### **Student Concerns/Discrimination Concerns:**

Vice President of Student Services  
Building 700, Room 708  
(510) 723-6743

### **Inquiries may also be addressed to:**

San Francisco Office of Civil Rights  
U.S. Department of Education,  
50 Beale Street, Suite 7200,  
San Francisco, CA 94105,  
(415) 486-5555

## **AGE**

Chabot College complies with the Age discrimination in Employment Act of 1974 which prohibits discrimination in employment on the basis of age.

## **DISABILITY**

Chabot College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the regulation adopted thereunder prohibit such discrimination.

## **RACE, COLOR, OR NATIONAL ORIGIN**

Chabot College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of the colleges. Chabot

College complies with Title VII of the Act, which includes nondiscrimination on the basis of religion and sex. Limited language skills are not a barrier to occupational programs and services of the colleges.

## **GENDER**

Chabot College does not discriminate on the basis of sex in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on basis of sex in education programs and activities operated by the colleges. Such programs and activities include admission of students and employment.

## **STUDENT RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; Specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student

# APPENDIX

**CERTIFICATE  
OF  
UNDERSTANDING AND AGREEMENT**

I, \_\_\_\_\_ have read and understand  
the foregoing Statements in the Dental Hygiene Student Orientation Manual.

I agree to abide by all the conditions therein, and acknowledge that non-compliance  
may lead to dismissal from the Dental Hygiene Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

**CHABOT COLLEGE DEPARTMENT OF DENTAL HYGIENE**

**WARNING LETTER OF LESS THAN SATISFACTORY PERFORMANCE**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

This letter is to notify you that you are making less than satisfactory progress in this course. Please make an appointment before the next class meeting with the course instructor to discuss these areas of concern and your educational goals.  
**BRING THIS FORM WITH YOU TO THE SCHEDULED APPOINTMENT.**

Description of unsatisfactory situation:

Performance expectations:

Review/Follow-up Date: \_\_\_\_\_

Instructor Signature : \_\_\_\_\_

Student Signature : \_\_\_\_\_

cc: Student File  
Instructor File

CHABOT COLLEGE DEPARTMENT OF DENTAL HYGIENE

**PROBATION CONTRACT FOR  
REMEDiation OF UNSATISFACTORY SITUATION**

Student: \_\_\_\_\_ Course: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Deficiencies requiring remediation:

Activities/Resources to assist with achievement:

Consequences of non-achievement of expected student outcome(s):

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Instructor Signature/Date

-----  
**OUTCOME: (circle one)**

1. Recommend continue probation:                      Criteria:

2. Recommend termination of probation

3. Recommend dismissal from program

-----  
Student notified in writing?    Y    N                      Date: \_\_\_\_\_

\_\_\_\_\_  
Director Signature/Date

\_\_\_\_\_  
Instructor Signature/Date

CHABOT COLLEGE DEPARTMENT  
OF DENTAL HYGIENE

**STUDENT PROBATION PROGRESS LETTER**

Student: \_\_\_\_\_ Course: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

This letter serves as notification to you that your current status in this course is:

\_\_\_\_\_ Remove probation                      \_\_\_\_\_ Continue probation

\_\_\_\_\_ Dismissal from this course                      \_\_\_\_\_ Unable to progress  
in the Dental Hygiene  
Program at this time

Instructor's comments:

Conditions for re-admission or academic renewal:

Student's comments: (optional)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date



**DENTAL HYGIENE PROGRAM DISMISSAL**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Deficiencies requiring dismissal:

\_\_\_\_\_  
Student Signature/Date

Student notified in writing? Y N

Date: \_\_\_\_\_

\_\_\_\_\_  
Director Signature/Date

\_\_\_\_\_  
Lead Instructor Signature/Date

