Submit originals and one copy and electronic copy to Governance/Faculty Senate Office
See http://www.uaf.edu/uafgov/faculty/ed for a complete description of the rules governing curriculum & course changes.

## CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL

<table>
<thead>
<tr>
<th>SUBMITTED BY:</th>
<th></th>
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<tbody>
<tr>
<td>Department</td>
<td>Allied Health</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Rena Bower</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:ffrrl@uaf.edu">ffrrl@uaf.edu</a></td>
</tr>
</tbody>
</table>

### 1. COURSE IDENTIFICATION:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DH</td>
<td>181</td>
<td>4</td>
</tr>
</tbody>
</table>

**COURSE TITLE:** Clinical Practicum I

### 2. ACTION DESIRED:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
<tr>
<td>X</td>
<td>Change Course</td>
</tr>
</tbody>
</table>

If Change, indicate below what change.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
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### 3. COURSE FORMAT

> NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

<table>
<thead>
<tr>
<th>COURSE FORMAT:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>X</th>
<th>6 weeks to full semester</th>
</tr>
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<tr>
<td>(check one)</td>
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<td></td>
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</tbody>
</table>

**OTHER FORMAT (specify):**

Supervised clinical dental hygiene work on patients

### 4. COURSE CLASSIFICATIONS:

> (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

<table>
<thead>
<tr>
<th>F - Humanities</th>
<th>N - Natural Science</th>
<th>S - Social Sciences</th>
</tr>
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</table>

Will this course be used to fulfill a requirement for the baccalaureate core? **YES X NO**

IF YES, check which core requirements it could be used to fulfill:

<table>
<thead>
<tr>
<th>H - Oral Intensive, Format 6</th>
<th>W - Writing Intensive, Format 7</th>
<th>Natural Science, Format 8</th>
</tr>
</thead>
</table>
5. **COURSE REPEATABILITY:**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Justification:** Indicate why the course can be repeated (for example, the course follows a different theme each time).

<table>
<thead>
<tr>
<th>TIMES</th>
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</table>

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
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<tbody>
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</table>

How many times may the course be repeated for credit?

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

6. **CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG:** including dept., number, title and credits

**DH F181 Clinical Practicum I**

4 Credits Offered Spring

Provides opportunity for the student to achieve clinical skill competency with individuals presenting themselves as periodontally healthy or with signs of gingivitis. Graded Pass/Fail. Special fees apply. Prerequisite: Admission to the dental hygiene program. (0+0+12)

7. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES:** (Underline new wording strike-through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

**DH F181 Clinical Practicum I**

4 Credits Offered Spring

Provides opportunity for the student to achieve clinical skill competency with individuals presenting themselves as periodontally healthy or with signs of gingivitis. Graded Pass/Fail. Special fees apply. Prerequisite: Admission to the dental hygiene program. (0+0+12)

8. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

<table>
<thead>
<tr>
<th>YES/NO</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
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</table>

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. **GRADING SYSTEM:**

<table>
<thead>
<tr>
<th>LETTER:</th>
<th>X</th>
<th>PASS/FAIL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

10. **ESTIMATED IMPACT**

**WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.**

No impact.

11. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

<table>
<thead>
<tr>
<th>No</th>
<th>X</th>
<th>Yes</th>
<th>Not applicable</th>
</tr>
</thead>
</table>

12. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

**Only dental hygiene**
13. **POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

There will not be any impact on any Allied Health or other programs or departments.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

All courses for the dental hygiene program are graded by LETTER. This course, DH F 181, Clinical Practicum I, was submitted erroneously with the PASS/FAIL grading stipulated. It was the only course submitted in our initial presentation of the Dental Hygiene program that had the PASS/FAIL grading checked. DH F283 and DH F285, Clinical Practicums II and III, are courses that follow DH F 181 and are graded by LETTER. This change will not alter the level of teaching or quality of education at UAF or in the Dental Hygiene program.

**APPROVALS:**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature, Dean, College/School</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature of Provost (if applicable)</th>
<th>Date</th>
</tr>
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</table>

Offerings above the level of approved programs must be approved in advance by the Provost.
### ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

**Signature, Chair, UAF Faculty Senate Curriculum Review Committee**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</th>
</tr>
</thead>
</table>

**ADDITIONAL SIGNATURES: (If required)**

<table>
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<tr>
<th>Date</th>
<th>Signature, Chair, Program/Department of:</th>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature, Chair, College/School Curriculum Council for:</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Signature, Dean, College/School of:</th>
</tr>
</thead>
</table>
ATTACH COMPLETE SYLLABUS (as part of this application).

Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide http://www.uaf.edu/uafgov/faculty/cd/syllabus.html.

The department and campus wide curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:
   - Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:
   - Name, office location, office hours, telephone, email address.

3. Course readings/materials:
   - Course textbook title, author, edition/publisher.
   - Supplementary readings (indicate whether required or recommended) and any supplies required.

4. Course description:
   - Content of the course and how it fits into the broader curriculum;
   - Expected proficiencies required to undertake the course, if applicable.
   - Inclusion of catalog description is strongly recommended, and Description in syllabus must be consistent with catalog course description.

5. Course Goals (general) and Student Learning Outcomes (more specific)

6. Instructional methods:
   - Describe the teaching techniques (e.g., lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar:
   - A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g., it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

8. Course policies:
   - Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

9. Evaluation:
   - Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.).

10. Support Services:
    - Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

11. Disabilities Services:
    - The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to
the campus and course materials.

☐ State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.”
I. Course Description
Provides an opportunity for the student to achieve clinical skill competency with individuals presenting themselves as periodontally healthy or with signs of gingivitis.

II. Course Outline

1.0 Safety – 1 hour
   1.1 Infection control procedures
   1.2 Use of equipment
   1.3 Use of chemicals
   1.4 Personal safety regulations

2.0 Periodontal Evaluation – 30 hours
   2.1 Medical/dental history
   2.2 Oral inspection
   2.3 Occlusal inspection
   2.4 Dental inspection
   2.5 Periodontal inspection
   2.6 Indices

3.0 Patient Oral Health Summary – 15 hours
   3.1 Oral health evaluation
   3.2 Treatment goals
   3.3 Dental hygiene treatment planning

4.0 Dental Hygiene Instruments – 103 hours
   4.1 Inspection
   4.2 Detection of accretions
   4.3 Scaling
   4.4 Polishing

5.0 Adjunct Therapy – 27 hours
   5.1 Fluoride application
   5.2 Impressions and diagnostic casts
   5.3 Desensitizing
   5.4 Margination and amalgam polishing
   5.5 Comprehensive patient education, including smoking cessation
   5.6 Occlusal sealants
   5.7 Panographic and vertical bitewing radiographs

III. Instruction Goals and Defined Objectives
1.0 Goal: The student will conduct his/her activities in accordance with the University safety policy and procedures.

**Defined Objectives:** At the end of the session the student will perform the following through group discussions and assigned readings:

1.1 Demonstrate classroom and building emergency evacuation procedures
1.2 Explain personal safety measures that must be followed during this class
1.3 Be aware of hazards and precautions for use of all chemicals and drugs used during clinical procedures and infection control
1.4 Be familiar with and utilize personal safety regulations

2.0 Goal: The student will provide an accurate clinical periodontal evaluation.

**Defined Objectives:** At the end of this session, the student will be able to perform the following at a grade of 75% or higher through clinical activities and faculty evaluations:

2.1 Obtain accurate medical/dental history
2.2 Chart and evaluate intra-and extra-oral findings
2.3 Chart and evaluate the occlusal findings
2.4 Chart and evaluate the hard tissue findings
2.5 Chart and evaluate periodontal structures
2.6 Chart, evaluate, and utilize findings of plaque indices

3.0 Goal: The student will summarize the oral health and the oral needs of clinical patients.

**Defined Objectives:** At the end of this session the student will be able to perform the following at a grade of 75% higher through clinical activities and faculty evaluation:

3.1 Assess and evaluate the oral health status of each clinical patient
3.2 Write treatment goals for each clinical patient
3.3 Write an “S.O.A.P.” for each clinical patient

4.0 Goal: The student will properly utilize dental hygiene instrument in a clinical session.

**Defined Objectives:** At the end of this session the student will be able to perform the following at a grade of 75% or higher through clinical activities and faculty evaluation:

4.1 Perform a thorough inspection of intra-and extra-oral tissues
4.2 Detect hard and soft accretions of the teeth
4.3 Remove hard and soft accretions of the teeth and through scaling
4.4 Selectively polish the teeth

5.0 Goal: The student will properly employ adjunctive dental hygiene therapy in a clinical session.

**Defined Objectives:** At the end of this session the student will be able to perform the flowing at a grade of 75% or higher through clinical activities and faculty evaluations:

5.1 Apply fluoride
5.2 Take impressions and pour, trim and polish diagnostic models
5.3 Desensitize hypersensitive teeth
5.4 Marginate and polish amalgams
5.5 Provide comprehensive and individualized patient education
5.6 Place occlusal sealants
5.7 Expose, process, mount, and evaluate panographic periapical, horizontal and vertical bitewing radiographs

IV. **Course Activities/Teaching Methods**

This course will be conducted in a clinical setting. Students will provide comprehensive dental hygiene care to the public. Individualized instruction will be provided to students while they provide care to patients.

Students can anticipate 4-6 hours of work/study time outside of class each week

V. **Course Prerequisites:** Admission to the Dental Hygiene Program
VI. Course Evaluation/GRADES (For Details see sections III, IV in course requirements)

<table>
<thead>
<tr>
<th>Percent</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A=</td>
<td>100-93</td>
</tr>
<tr>
<td>B=</td>
<td>92-85</td>
</tr>
<tr>
<td>C=</td>
<td>84-75</td>
</tr>
<tr>
<td>D=</td>
<td>74-60</td>
</tr>
<tr>
<td>F=</td>
<td>59-0</td>
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</table>

Grading policies will follow those established by the Dental Hygiene Program as well as clinical attendance. Clinical skills evaluation based on task analysis, treatment planning and chair side diagnostic evaluation for each treatment procedure. The task analysis forms that are the same as those found in DH F112; refer to that class for specific forms. Clinical competency is measured at the end of the semester by performing comprehensive dental hygiene treatment on three light-to-moderate periodontally involved clients with moderate calculus each within three hours. Treatment includes calculus removal only. See clinic manual for specific grading policies and course requirements.

VII. Course Outline

1.0 Safety- 1 hour
   1.1 Infection control
   1.2 Use of equipment
   1.3 Use of chemicals
   1.4 Personal safety regulations

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   5.3 Desensitizing
   5.4 Margination and amalgam polishing
   5.5 Comprehensive patient education
   5.6 Occlusal Sealants
   5.7 Panographic and vertical bitewing radiographs

VIII. Required texts

Darby, M., and Walsh, M. *Dental Hygiene Theory and Practice* (most current), Philadelphia: W. B. Saunders.

IX. Attendance Policy: The student MUST attend all classes

X. Withdrawal from Class: You MUST speak to the Dental Hygiene advisor

XI. Academic Honesty: It is expected that all work done on assignments, exams, and quizzes is done by you, the student, without the use of notes, cheat sheets, unless otherwise allowed by the instructor. If it is observed or learned that you have cheated, you will receive a ZERO for the assignment, quiz, activity, or exam. A second cheating offense will result in an F for the course and be referred to the University Honor Board for disciplinary action. PLAGIARISM IS AGAINST THE LAW AND WILL NOT BE TOLERATED.

XII. Classroom Courtesy:
- THERE WILL BE ABSOLUTELY NO FOOD OR DRINK IN THE LAB OR DENTAL CLINIC AT ANY TIME
- You must demonstrate respect and professionalism for all members of the class and staff.
- All cell phones and pagers MUST be turned OFF during lecture, lab, activities, or clinic. A violation of this will result in a 50% reduction in the grade for the day.
- You may not bring any children, relatives, spouses, or friends to class with you, unless they are a patient for the clinic.
- You must participate fully in all group activities.
- You may not engage in any activity that disrupts the class or disturbs your fellow students or instructor. This includes talking, passing notes, and sleeping during class.

XII. Accommodations for Disabilities: Students with documented disabilities will be provided reasonable accommodations to ensure equal access to education at UAF. If you have a disability that requires special accommodations, please speak with Disability Services program, located at the Center of Health and Counseling, 474-7043. Services are free of charge.

XIII. Available Help: It is absolutely essential that you keep up with your work. Each week you should plan to spend 2-3 hours for each hour of class you attend. No one can learn the material for you. Your instructor is available to assist you in understanding the material and can offer additional assistance if needed, i.e.: tutor, labs, etc.
XII.  *DH 181 Schedule:

Clinical Practicum for Dental Hygienists
DH 181

WEEK   Clinic Sessions are 12 hours per week for 12 weeks

1.   Introduction: Course requirements reviewed
    Clinic Preparation: Open Lab

2.   Open Lab- Instrumentation and procedure review

3.   Level I Competencies: assigned

WEEKS 4-15   Clinical Patients

*DH 181 – Clinical Practicum is completely held at the TVC dental clinic. All activities are under the direct supervision of the lead dental hygienist and dentist (required if patients are being seen). All evaluations are and grades are given by the lead dental hygiene instructor.
DH F 181 COURSE REQUIREMENTS

The student is solely responsible for completing course requirements in order to graduate from the program. All requirements except competencies must be performed to a 75% competency level unless otherwise specified. Client competencies are to be performed to 80% proficiency. Radiographic competencies are to be performed to 80% proficiency. PLAN AHEAD: NOTE DUE DATES!

I. ATTENDANCE is required at all clinical sessions (rotation assignments may be assigned at a future date).

A. Students are expected to attend every clinic session from beginning to the end of the class session for the full semester.
B. Permission for an excused absence or other schedule change MUST be obtained from the lead faculty.
C. Attendance will be recorded.
D. The student will be held accountable for all clinic time. In the event a client cancels, the student is required to attend the clinical session.
E. Absence from 2 or more clinical sessions (am or pm) will result in a review of student performance by faculty.

II. PROFESSIONALISM/PROGRAM STANDARDS

A. For the health, safety and comfort of students, clients, staff and faculty, students are required to maintain the Program Standards as listed below and in the Clinic/Lab Manual. This includes the following:

1. Be punctual and in attendance at each clinic session.
2. Be appropriately attired and groomed.
3. Maintain OSHA Standards.
4. Interact with clients, peers, and faculty/staff in a professional manner.
5. Promote team relationships
6. Manage clinic time in a manner which will allow optimum learning.
7. Complete treatment/s within a reasonable time.
8. Maintain complete and accurate records.
9. Keep the reception desk informed of all schedule changes and client progress.
10. Perform clinic duties/site rotations when scheduled.
11. Perform daily operatory maintenance as specified.
13. Complete clinic requirements by due dates.
14. Meet with faculty periodically to review your progress.

B. In the event that program standards are not maintained, the faculty may request the student to cease activity.

1. An evaluation of the situation will be made as to whether the situation can be immediately remedied or if additional intervention is needed before allowing the student to continue.
2. If remediation is needed, a remediation request will be made by the faculty and 3 copies made.
   a. A copy of this form will be kept by the student.
   b. The original copy will be given to the clinical faculty at the end of the day
   c. One copy will go to the DH 122 faculty.

***Professionalism will be graded!***

III. GRADING
A. **Progressing**

DH 181 is a graded course. Your grade will be determined by the percentage of points that you earn in the following categories. The grading scale follows.

1. **Professionalism**
   
   100

2. **Rotations**
   
   SA refer to clinic manual for duties (25 points)
   Peer Observation (5 points)
   Assisting (5 points)
   
   35

3. **Record Keeping**
   
   4 graded charts (10 points each)
   Clinical Performance Forms (26 pts)
   
   66

4. **Radiology**
   
   1 competency FMX (20 pts)
   3 adult FMX (10 pts @)
   1 pedo FMX (10 pts)
   3 BWX (5 pts @)
   1 Extra Oral (10 pts)
   
   85

5. **Adjuncts**
   
   Completed by April 2
   Completed by April 16
   Completed by April 30
   
   100

6. **Clients**
   
   1 Level I competency
   2 Level II competencies (2 @ 50 pts ea)
   
   25

   Client points
   
   124 and above

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### Grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
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<tbody>
<tr>
<td>A=</td>
<td>100-93</td>
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<tr>
<td>B=</td>
<td>85-92</td>
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<tr>
<td>C=</td>
<td>75-84</td>
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<tr>
<td>D=</td>
<td>60-74</td>
</tr>
<tr>
<td>F=</td>
<td>&lt;60</td>
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</table>

1. **A Passing Grade** is earned when:
   a. All DH 181 clinical and radiographic competencies are completed.
   b. All client requirements are completed.
   c. Sufficient points are received for a passing grade.
   d. All adjuncts are completed.
   e. In the opinion of the clinical faculty, program standards are consistently met.

2. **Incomplete Grade** may be given at the discretion of the faculty.
   a. All DH 181 clinical competencies must be successfully completed.
   b. 75% of the DH 181 client requirements must be completed successfully (Does not include competencies).
   c. In the opinion of the clinical faculty program standards are consistently maintained by the student.
   d. In the opinion of the clinical faculty, incomplete adjunct requirements can be successfully completed within 45 working days of DH 183.
   e. In the opinion of the clinical faculty the student demonstrates potential to finish the incomplete patient requirements within 45 days of the beginning of DH 183.

3. **Failing Grade**
   a. The criteria listed for a Passing grade are not completed and insufficient points are earned.
   b. The student is solely responsible for any impact a failing or incomplete grade will have on advancement in the Dental Hygiene Program (i.e., financial aid, graduation, Western Regional Examination Board, Alaska State Licensing).

4. **Academic Warning**
   a. Each student’s progress will be evaluated by the clinical faculty.
b. The faculty will meet as a group to discuss the student’s work.
c. If, in the opinion of the majority of the faculty, a weakness is discovered, the student will be
notified by the lead faculty.
d. An improvement plan will be developed.
e. Progress will be monitored and re-evaluated at the next faculty meeting.

5. Probation
a. Plans developed for improvement have not been met.
b. Terms for probation will be developed by the clinical faculty in accordance with UAF
policy.
c. If terms of probation are not met a grade of “F” will be earned.

6. Demerits
a. The student will lose points for professionalism in this course if inappropriate behavior
consistently occurs.
Examples:  
- dress code infractions
- being late to clinic
- leaving clinic early
- inappropriate/incomplete client care
- aseptic technique infractions
- incomplete record keeping practices
- attitude
- language
- team work

b. Infractions from the above list will result in:
   1st offense: verbal and written warning
   2nd offense: 5 points deducted from student professionalism score.

IX. SPECIFIC REQUIREMENTS

1. Minimum client and adjunct requirements are listed below.
2. To earn a grade higher than "C", you will need to see more clients than are minimally required.
3. COHC (Comprehensive Oral Hygiene Care) is required for all clients.

A. Competencies (3)

Level I - one student partner
Level II - two outside clients

1. Level I (student partner)
   a. On a student partner (1st year student may sit only once.).
   b. On assigned date (see below).
   c. Complete within 3 hours (1 ½ hours exams; 2 hour instrumentation practical evaluation).
   d. A grade of 75% must be achieved.
   e. Must be completed by April 2.
      If a student receives less than 75% for this competency, the faculty will review the student’s
work. A plan of action developed by the faculty will be presented to the student.

Selected clients may be scheduled after passing Level I Competency Exam and with instructor approval.

2. Level II (2 outside clients)
   a. Prior to Competency II
      1) Complete 2 Perio Case Type (PCT) II-III clients with medium calculus.
      2) Notify clinical faculty as only 3 competencies may be done during a clinic period.
      3) Have a client of a PCT II or III with moderate calculus appointed for the day/s you
         wish to do the competency.
   b. Day of exam
      1) Have a clinic competency form available.
2) Alert the faculty
3) Begin your client treatment on time.
4) Perform COHC within 3 hours
   a) Part I (sections I-VI): 1 ½ hours
   b) Part II (selected portions of sections VII-XII): 1 ½ hours
   c) Each section must be performed to a proficiency level of 80%.
   d) The faculty completes the form.
   e) Procedures are done as part of COHC. They are not done alone.
   f) Task analysis forms may be used to assess skills.
   g) Part I and Part II may be performed at different appointment times; and on different clients. The charting must be done on a PCT Class II or II; the scaling must be done on a client with moderate calculus.
5) Both Level II competencies must be completed by: **April 30, 4:00 pm.**
6) Competencies will count as a client requirement.

B. Client Requirements

1. Client Total
   a. You will need to do a minimum of 15 clients with 4 quadrants or the equivalent of 60 quadrants of treatment.
   b. A minimum of the Periodontal Case Types (PCT) listed below is required.

<table>
<thead>
<tr>
<th>PCT</th>
<th>Required Minimum</th>
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<tbody>
<tr>
<td>N - I</td>
<td>5 = 20 q.</td>
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<tr>
<td>II - III</td>
<td>6 = 24 q.</td>
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<tr>
<td>Any of the above</td>
<td>4 = 16 q.</td>
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</table>

c. Of these clients
   1) 5 should be under the age of 18 years.
      a) Minimum
         2 3 - 12 years
         1 13 - 17 years
         2 Adult age group

2) Calculus types
   Light - 5 clients
   Medium - 3 clients
   Heavy - 0 clients

3) Clients
   a) PCT Calculus
      \[\begin{array}{ccc}
      L & M & H \\
      N/I & 1 & 1 & 2 \\
      II & 2 & 3 & 3 \\
      III & 3 & 4 & 5 \\
      IV & 5 & 6 & 7 \\
      V & 7 & 8 & 9 \\
      & & & points
      \end{array}\]
   b) Clients of a higher PCT may be counted as a PCT of a lesser category.

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<thead>
<tr>
<th>PCT</th>
<th>V</th>
<th>IV</th>
<th>III</th>
<th>II</th>
<th>I</th>
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<td>8q</td>
<td>16q</td>
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c) First year students are encouraged to treat clients exhibiting no more than PCT III. Clients in PCT IV & V needing root planing and/or with heavy/tenacious calculus will be referred to second year students.

C. **Calculus Charting**

1. Two (2) quadrants on a client with medium calculus.
2. Chart prior to accretion removal in blue.
3. Degree of proficiency (minimum standards):
   a. CI N- I- 1 quad - 56% of calculus detected.
   b. CI II-III- 1 quad - 70% of calculus detected.

D. **Calculus Equivalents**

1. Clients exhibiting higher calculus categories may, at the discretion of the instructors, be counted as a lesser calculus category to accommodate students needs.
2. **Calculus Conversion Chart**

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<th>Classification of Calculus</th>
<th>Heavy</th>
<th>Medium</th>
<th>Light</th>
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<td># of Quads</td>
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3. For a satisfying learning experience in first year, students are encouraged to work with clients with medium & light calculus.
4. Clients exhibiting moderate/heavy to heavy calculus will be referred to second year students.

E. **Client grading** criteria for Non-Competency Clients

1. The student presents client for a faculty check for scaling, stain or plaque removal when the student feels the work is complete.
2. Scaling evaluation sheets are required for this inspection.
3. Students may identify areas of calculus and stain which are difficult to access and/or are very tenacious.
4. Faculty discretion will determine if the accretions can or can not be removed.
5. Students are required to remove residual calculus found after the scaling evaluation prior to polishing.

F. **Tissue Trauma**

1. If two or more areas are traumatized.
   a. First time: verbal and written warning.
   b. Second time: remediation outside of clinic time is required and loss of 5 professionalism points.
   c. Failure to acknowledge instructions from faculty to correct technique will result in NO credit for quadrant/s in which trauma occurs.

G. **Time** Recommended TOTAL clinical completion time for **adult** clients (over 18 years).

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<td>Class III</td>
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Recommended total clinical time for Class Normal and I **pedodontic** clients

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H. Radiographs

1. Requirements
   a. One (1) Competency at 80% proficiency; must be a patient 18 years or older, 1 retake; FX and BWX. Surveys must consist of 18-20 PA’s.
   b. Two (2) FM, including BWX, (adult) to include competency; Surveys must consist of 18-20 P.A.’s
   c. One 7 (8) Vertical BWX (adult). May take 3 or 4 vertical anterior bitewings.
   d. One (1) FMX (pedo-under 12 years); as prescribed. If an extra oral film is prescribed, it does not count as the extra oral film required below.
   e. 4 sets of BWX
   f. 1 Extra Oral (Pan) Film, adult or youth

2. Procedure
   a. Specific radiographic procedures are in the Clinic/Lab Manual. Knowing these procedures is your responsibility.
   b. Level of proficiency: For non competency radiographs, a 75% with no more than 3 retakes per set is required for passing.
   c. Radiographs must be processed, critiqued and turned in to lead faculty no later than one week after exposure to receive credit. NO EXCEPTIONS!! The x-ray submission schedule below is strictly enforced.
   d. Critique includes:
      1. Proper mounting of films including client’s name and date of exposure on the mount. Films will not be evaluated, but will be returned and considered incomplete if the clients name and date of exposure are not written on the mount.
      2. Student evaluation of:
         • technique
         • radiographic anatomy
         • pathology; record on client’s chart (samples of the above are in the Clinic/Lab Manual.
      3. Clinical dentist’s evaluation for pathology with chart entries and signatures.
   e. Referral slips: complete and signed by dentist as needed.

3. Radiographic Competency
   a. Not on a classmate
   b. At any clinic session. Two student maximum upon agreement of student and faculty.
   c. May be used as a FMX requirement
   d. 80% proficiency with one retake only; to be graded by lead faculty.
   e. See Clinic/Lab Manual for specific directions.

I. ADJUNCTS

1. Completion dates:
   - April 2----------------20 pts
   - April 16-------------10 pts
   - April 30--------------5 pts

2. Requirements
   - 4 sealants; 1 each quadrant
   - 2 marginations with knife (performed to lab competency in DH 122)
   - 1 removable appliance cleaned
   - 2 teeth desensitized
   - 2 amalgam polishes
   - 1 diet analysis with results recorded in client’s Daily Record.
   - 1 set clinic photos
   - 1 set study models

3. Procedure
a. Each adjunct must be
   1) Completed to laboratory proficiency prior to client treatment
   2) Part of COHC on a clinic client NOT on a classmate; NO EXCEPTIONS!!
   3) Done to 75% proficiency for credit to be given. Task analysis sheets may be used at
      the discretion of faculty.

b. Unacceptable Technique (less than 75% proficiency)
   1) Student will be required to receive remediation in DH 122 prior to clinical application.

c. Recording
   1) To be recorded on the Clinical Performance Form of the client on which the treatment
      is performed.
   2) Must be initialed by the faculty on the day the service is performed or NO CREDIT
      will be given.

4. Points for adjuncts completed beyond those required:
   a. Additional points may be added to the total point score by completing adjuncts beyond those
      required.
   b. Additional points:
      
      =
      
      1 point each
      1 point each
      0.5 points
      0.5 points per tooth
      1 point
      1 point
      10 points
      5 per set
      0.5 per film
      2 per film

   c. Additional points do not replace any other requirements. These points are given only in
      recognition of work beyond meeting all requirements.

X. CLINICAL PROGRESS CHECKS
   A. Conferences
      1. Clinical faculty will request individual conferences regarding clinical performance at least once a
         semester.
      2. Students may also schedule individual conferences.
      3. Conferences are approximately 30 minutes in length.
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**Clinic Manager Rotations**

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<td>3. Peer Assisting</td>
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<td>4. Peer Assisting</td>
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<table>
<thead>
<tr>
<th>“No Patient Time” Activity</th>
<th>Date</th>
<th>Hours</th>
<th>Activity</th>
<th>Faculty Signature</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Team Work</th>
<th>Date</th>
<th>Name 2nd year</th>
<th>Hours-Tasks Performed</th>
<th>Client’s Name</th>
<th>List Maintenance or SPT appts</th>
<th>Faculty Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 client</td>
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# TEAM WORK

<table>
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<tr>
<th>Date</th>
<th>Name 2nd Year Student</th>
<th>Hours - Tasks Performed</th>
<th>Client’s Name</th>
<th>List Maint. or SPT appts</th>
<th>Inst. Sign.</th>
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</thead>
<tbody>
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## PROFESSIONALISM

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<thead>
<tr>
<th>Date</th>
<th>Violation</th>
<th>Warning</th>
<th>Points</th>
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## ABSENT

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<tr>
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<th>Time</th>
<th>Reason</th>
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<table>
<thead>
<tr>
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<th>SUMMARY</th>
<th>STUDENT</th>
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<tr>
<td></td>
<td>Points Poss.</td>
<td>Points Rec.</td>
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<tr>
<td>PROFESSIONALISM</td>
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<td>Wk of July 2</td>
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<td>ROTATIONS (35)</td>
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<td>SA</td>
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<tr>
<td>Rad</td>
<td>5</td>
<td></td>
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<tr>
<td>Peer Assist</td>
<td>5</td>
<td></td>
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<tr>
<td>(if appl.)</td>
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<tr>
<td>RECORD KEEPING (66)</td>
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<td>Charts</td>
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<td>Clinic Per. Form</td>
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<td>TOTAL POINTS</td>
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<td>RADIOGRAPHHS (85)</td>
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<tr>
<td>3 FMX - Adult</td>
<td>30</td>
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<tr>
<td>1 FMX - Pedo</td>
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<td>3 BWX</td>
<td>15</td>
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<td>1 Extraoral</td>
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Patient Requirements

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<tr>
<th>Minimum: 15 pts/60 quads</th>
<th>Total Completed:</th>
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<tr>
<td># of Perio CT</td>
<td>Calculus</td>
</tr>
<tr>
<td>A (Y P opt)</td>
<td>N/I</td>
</tr>
<tr>
<td>Require Specific</td>
<td>1</td>
</tr>
<tr>
<td>Completed</td>
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<td>Grade Scale</td>
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<tr>
<td>100 – 92.5</td>
<td>A</td>
</tr>
<tr>
<td>92.4 – 83.5</td>
<td>B</td>
</tr>
<tr>
<td>83.4 – 75</td>
<td>C</td>
</tr>
<tr>
<td>74 – 60</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>
CLINICAL COMPETENCY

SELECT the appropriate adult patient for your course.

Patient selection:
181 Periodontal class I-II
283 Periodontal class III-IV
285 Periodontal class III-V

DIRECTIONS: For each of the tasks indicated, the evaluating instructor will assign a score and place their initials adjacent to the score.

EVALUATION: A passing score is determined by the course in which you are enrolled. The maximum score is 100% per section. Procedure must be completed within the time allowed for credit or it must be repeated. A passing score is determined by the level of competency which you are required to achieve.

181 - 75%; 283 - 80%; 285 - 85%.

<table>
<thead>
<tr>
<th>TASK</th>
<th>SCORE</th>
<th>FACULTY INITIAL</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>I. MEDICAL HISTORY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. ComPLEtes &quot;consent to treat&quot; form</td>
<td>0 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Completes medical/dental histories (includes emergency contact and signatures)</td>
<td>0 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Indicates medical alert information in Daily Record</td>
<td>0 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Records vital signs</td>
<td>0 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Alerts faculty to any condition/s that may affect treatment</td>
<td>0 2</td>
<td></td>
<td></td>
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<tr>
<td>6. Records date of last dental exam, x-rays</td>
<td>0 1</td>
<td></td>
<td></td>
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<tr>
<td>7. Gets &quot;OK to proceed&quot;</td>
<td>0 1</td>
<td></td>
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<tr>
<td>8. Reason for patient visit</td>
<td>0 1</td>
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<tr>
<td>9. Performs the above within 10 minutes</td>
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<tr>
<td>Plus 1 if performed in less than 10 minutes</td>
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</tbody>
</table>

Start time: ________
End time: ________
Total ________
(14 points possible)
II. EXTRA ORAL/ INTRA ORAL EXAM

1. Accurately examines extra oral structures 0 2 _________
2. Records EO data 0 2 _______
3. Accurately records intra oral data
   a. structures 0 2 _________
   b. gingival tissues 0 3 _______
   c. habits 0 2 _______
4. Records I.O. data 0 2 _______
5. Accurately assesses and records Oral Hygiene habits and recommendations 0 2 _______
6. Completes within time allowed (15 minutes); Plus 1 (less than 5 min) _______

End time: _______

Total _______
(15 points possible)

III. PERIODONTAL ASSESSMENT

1. Accurately describes gingival color, texture and contour 0 3 _______
2. Accurately probes and records probing 0 3 _______
3. Accurately assesses bleeding, exudate, and changes in probing depth 0 2 _______
4. Accurately measures MGJ 0 2 _______
5. Accurately assesses MGJ involvement 0 2 _______
6. Accurately records furcation involvement 0 2 _______
7. Accurately records mobility 0 1 _______
8. Accurately records fremitis 0 1 _______
9. Accurately assess stain, plaque, and calculus 0 5 _______
10. Assesses and records gingival margin (recession) 0 2 _______
11. Completes within time

Start time: _______

Total _______
(15 points possible)
allowed (30 Minutes)  
Plus 1 if less than 10 min.  
End Time: _______

Total ________  
(23 points possible)

IV. DENTAL ASSESSMENT  
Start time: ______

1. Accurately assesses and records  
oclusion, overjet, overbite  
restorative conditions  
abrasion, attrition, erosion  
caries  

0 3  
0 4  
0 3  
0 2

2. Completes within time (20 minutes)  
plus 1 – less than 5 min.  
End time: _______

Total ________  
(23 points possible)

V. ASSESSMENT  

1. Accurately assesses:  
periodontal classification  
describes perio. condition  
contributing factors  
dental condition

0 4  
0 4  
0 4  
0 4

Total ________  
(12 points possible)

VI. PLAN (treatment)  

1. Accurately itemizes all  
procedures to be performed  
(exams, x-rays, scaling,  
polishing, fluoride, adjuncts)

0 5

2. Accurately indicates sequence  
of procedures (# of Appts)

0 1

3. Accurately indicates items to  
be used and how delivered

0 1

4. Accurately assesses adjuncts  
needed

0 2

5. Indicates items to be referred---  
reads and completes referral form

0 2

6. Obtains signatures for  
treatment plan

0 2

End time: _______

Total ________  
(13 points possible)
VII. SCALING  

Start Time: ________

1. Detects and removes calculus

<table>
<thead>
<tr>
<th>number of areas missed</th>
<th>location of missed</th>
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<tbody>
<tr>
<td>0</td>
<td>50</td>
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<tr>
<td>1</td>
<td>48</td>
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<td>44</td>
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<td>4</td>
<td>42</td>
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<td>5</td>
<td>40</td>
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<tr>
<td>6</td>
<td>38</td>
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2. Completes within time (60 minutes)

End time: _______

Total (50 points possible)

VIII. POLISHING (Plaque and stain removal)  

Start Time: ________

<table>
<thead>
<tr>
<th>number of areas missed</th>
<th>location of missed</th>
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<tbody>
<tr>
<td>0</td>
<td>20</td>
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<tr>
<td>1</td>
<td>18</td>
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<td>16</td>
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<td>5</td>
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2. Completed within time (30 minutes)

End time: _______

Total (20 points possible)

IX. TISSUE MANAGEMENT

For each area of tissue damage one points will be deducted.

<table>
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<tr>
<th>number of areas missed</th>
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<td>9</td>
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<td>8</td>
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<tr>
<td>3</td>
<td>7</td>
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</tbody>
</table>
X. FLUORIDE APPLICATION

1. Selects appropriate method of application 0 1

2. Uses correct method of application 0 1

3. Records procedure 0 1

Total: ______ (10 points possible)

XI. RECORD KEEPING

1. Documents procedures completed 0 2

2. Documents referral and completes referral form 0 1

3. Obtains signature/s 0 1

Total: ______ (3 points possible)

XII. PROFESSIONALISM

1. Uniform: clean, wrinklefree 0 1

2. Hair, makeup, jewelry, follow recommended guidelines 0 1

3. Relates to patient and faculty in professional manner 0 1

4. Manages appointment time well 0 1

5. Exercises good clinical judgement 0 2

Total: ______ (6 points possible)

ALL SECTIONS AT OR ABOVE COMPETENCY LEVEL yes____ no____
Course Process Evaluation Form  
Interacting with the Patient

Name ______________________

| C = criterion met | I = criterion improvable | X = criterion not met |

Self Evaluation | Observer Evaluation
| 1 | 2 | 3 | 1 | 2 | 3 |

**Auxiliary's Nonverbal Behavior**

1. Auxiliary's tone of voice was warm and well-modulated. 
   ___ ___ ___ ___ ___
2. Auxiliary maintained comfortable eye contact with the patient. 
   ___ ___ ___ ___ ___
3. Auxiliary smiled warmly at the patient. 
   ___ ___ ___ ___ ___
4. Auxiliary's posture was relaxed but poised. 
   ___ ___ ___ ___ ___
5. Auxiliary was an active listener, made appropriate sounds, nodded looked alert and interested. 
   ___ ___ ___ ___ ___

**Auxiliary's Verbal Skills**

6. Auxiliary pronounced patient's name correctly and used it appropriately. 
   ___ ___ ___ ___ ___
7. Auxiliary drew out patient by asking leading questions. 
   ___ ___ ___ ___ ___
8. Auxiliary allowed the conversation to develop naturally. 
   ___ ___ ___ ___ ___
9. Auxiliary focused attention on the patient's concerns and needs when giving instructions. 
   ___ ___ ___ ___ ___
10. Auxiliary informed patient before carrying out new step in the procedure. 
    ___ ___ ___ ___ ___
11. Auxiliary complimented patient on his cooperation. 
    ___ ___ ___ ___ ___
12. Auxiliary answered patient's questions honestly and in simple, non-technical language. 
    ___ ___ ___ ___ ___
13. Auxiliary explained procedures in terms of a common but non-threatening experience. 
    ___ ___ ___ ___ ___
    ___ ___ ___ ___ ___
15. Auxiliary allayed patient's anxiety by diverting his attention, mirroring his feelings, or offering reassurance. 
    ___ ___ ___ ___ ___
Clinical Diary

Student’s Name _______________________________

Date of Treatment ______________________________

Patient’s initials __________

Circle the session

Morning

Afternoon

Evening

What aspect of this patient did you find interesting? (Examples: patient management, oral complications, medications, etc.).

How did you handle the above situation?

What were your treatment goals for this session?

Were your goals met? Explain why or why not.

What about this session made you feel good?

What about this session could you improve?

Were there any ethical or legal issues involved in your treatment or decision making? If so, please explain.

Describe team work that was involved in the session. Evaluate the effectiveness of that team work if team work was utilized
O'Leary's Plaque Index (red pencil)

Total # of Tooth Surfaces with Plaque X 100 = % Score ______

4X # of Teeth Present
DENTAL HYGIENE – CLINICAL PERFORMANCE RECORD

Student: _______________________________________ Patient: ________________________________
(Last, First)      (Last, First)

Periodontal Case Type  Calculus ☐ 62+ ☐ Adult ☐ Youth ☐ Pedo ☐ Sp Needs
Gen I II III IV V L M H

APPOINTMENT PLAN: Place letters in the boxes below according to the appointment when they will be performed.

A. Exam  D. Fluoride  G. Sealants _____________  J. Risk Assessment
B. Scaling/Rt planing  E. X-rays  H. Adjunct _____________  K. Re-evaluate
C. Deplaquing/Polish/Cleanse  F. Panalipse  I. Referral

APPOINTMENT ONE TWO THREE FOUR FIVE SIX
APPT. PLAN

TASK Competency A Date Faculty Patient COMMENTS
MED/DENT HX
EO/IO
HARD TISSUE EXAM
PERIODONTAL EXAM
PROFESSIONALISM
DEBRIDEMENT
TREATMENT PLAN REVIEWED
FLUORIDE
RX: Pano FMX 7VBW 4VBX HBW O PA
ADJUNCT
PATIENT COMPLETE

Competency B

• Sign up for scaling competency B using appropriate patient selection
• Use good time management
• Identify 14-18 easily detectable calculus deposits
• Mark areas in blue pencil
• Instructor approves areas before scaling
• After scaling is completed, instructor marks remaining areas in red
• C=Calculus (up to 6pts per area missed) T=Tissue Trauma (7 pts per area) P=Plaque/Polishing (1-3 areas missed = 5 pts)
• Competency for DH 181= 75%  DH 283= 80%  DH 285= 85%

Calculus _____ (errors) X _____ (pts) =
Plaque / Polish _____ (errors) X _____ (pts) =
Tissue Trauma _____ (errors) X _____ (pts) =

Final Score 100 - =

Complete Date Instructor Complete Date Instructor
SC POL SC POL

Complete Date Instructor
SC

Complete Date Instructor
SC
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