Note: This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is

from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

The Student Handbook may be updated periodically and the newest version will take precedence.

Notice of Nondiscrimination (BOR Policy & Regulation 01.02.025)

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Gvil Rights Act of 1964 and Gvil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

University of Alaska Anchorage Director, Office of Equity and Compliance 3211 Providence Drive Anchorage, AK 99508

Phone: 907-786-4680 E-mail: uaa oec@alaska.edu

Website: https://www.uaa.alaska.edu/about/equity-and-compliance/

Section I Introduction

General information

The registered dental hygienist is a licensed oral health educator and dinical operator who, as part of the dental team, uses preventive, educational, and therapeutic methods which aid individuals and groups to attain and maintain optimum oral health. Dental hygienists can work as clinicians, educators, researchers, administrators, managers, preventive program developers, consumer advocates, sales and marketing managers, editors, and consultants. Clinical dental hygienists may work in a variety of health care settings such as private dental offices, schools, public health clinics, hospitals, managed care organizations, correctional institutions, or nursing homes.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Bachelor of Science degree is a four-year endeavor comprising one and a half years of science and general education courses and two and a half years of course work in dental hygiene. The program prepares graduates dinically and academically to take the National and Western Regional Examining Boards for licensure.

Once enrolled as a dental hygiene student, the student can anticipate a five-semester, 40-hour-perweek endeavor. Some evening classes and clinics are scheduled. Students practice skills on each other and must share personal medical and dental information.

Expenses beyond tuition generally include: activity fees, instruments, uniforms, lab fees, student organizations membership, graduation, pin, immunizations, cost of annual/biannual BLS class, licensure fees, student health insurance, malpractice insurance for the Western Regional Examining Boards, and miscellaneous supplies.

- 3. Critically evaluate scientific literature and research relevant to dental hygiene.
- 4. Collect, analyze, and record data on the

The COH is administered by Jeffrey Jessee, Vice Provost of Health Programs and Dean of the College of Health. Jeffrey Jessee reports directly to the Provost. The program director for the Dental Hygiene Program is Carri Shamburger, who reports to the director of the School of Allied Health. The program director is responsible for policy development and implementation and for maintaining accreditation standards for the program. The Qinical Director is Carri Shamburger. The dinical director is responsible for developing and maintaining policy and procedures for the UAA Dental Hygiene Qinic, including those that meet accreditation standards.

COMMUNICATION

Mailing address: UAA Dental Hygiene Program 3211 Providence Dr., AHS148 Anchorage, AK99508

Physical location:
UAA Dental Hygiene Program
3500 Sea Wolf Drive
Allied Health Science Building (AHS) Room 148

Carri Shamburger, Program Director/Assistant Professor/Program advisor 907-786-4344 cashamburger@alaska.edu

Jessica Ross, Assistant Professor 907-786-6926 jmross2@alaska.edu

Tammy Sanderson, Associate Professor 907-786-6925 trsanderson@alaska.edu

Open position, Dental Clinic Administrative Assistant 907-786-6960 jjbauzon@uaa.alaska.edu

Sydney Baranov-Kaderman, Dental Clinic Support Specialist 907-786-6943 sbaranov@alaska.edu

Matt Burgoon, Dental Hygiene Administrative Assistant 907-786-6929 msburgoon@alaska.edu

- 1. Students are responsible for notices posted on the bulletin boards or other areas within the Dental Suite.
- 2. Students are to use the designated phone in Dental Programs. Only emergency messages will be taken by the department secretary.
- 3. Questions pertaining to classes and/or clinic sessions should be addressed to course faculty.
- 4. Cell phones or other personal communication devices may not be used during lecture, lab, pre-dinic and clinical sessions without faculty permission. These devices are disruptive to the learning environment and may result in dismissal from class and/or the loss of points from final course grades for lack of professionalism. Emergency messages can be taken by the front desk 786-6960 or 786-6936.

Learning

Learning is expected to influence the values, beliefs, and behaviors of the individual. Within the context of professional education, learning is a goal-directed activity that is promoted when the individual has a clear understanding of the objectives of learning opportunities and when the individual takes

Communication Skills

- Communicate effectively in spoken and written English in a variety of formats
- Communicate information and explain procedures (e.g. teach patient, family, or groups)
- Interact with others (e.g. effective group participation)
- Advocate for patient
- Direct activities of others
- Use computer
- Employ therapeutic communication techniques
- Assess and respond to verbal and non-verbal communication

Critical Thinking Skills

- Identify cause-effect relationships
- Synthesize knowledge and skills
- Model accountability for learning by sharing knowledge with and learning from others

Emotional Stability and Behavior

- Differentiate and establish personal and professional boundaries (e.g. confidentiality/privacy)
- Provide patient with appropriate psycho/social support
- Deal with unexpected situations
- Maintain attention on tasks at hand
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g. grief, anger)
- Function effectively under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable way
- Maintain mature, sensitive and effective relationships with patients, students, faculty, staff, and other professionals under all conditions including highly stressful situations
- Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working 1 0 s Mi3e912 0 612 792 reW* nBT/F1 10.9

• Display mathematic competence

SECTION III ESSENTIAL BEHAVIORS

productive individual or team academic relationships. Students must demonstrate effective and

To schedule an advising session with the faculty advisor, contact the program administrative assistant for advisor information. 907-786-4346; uaa_dentalprograms@alaska.edu

Science Prerequisites

- BIOLA111/L Human Anatomy and Physiology I (4 credits)
- BIOLA112/L Human Anatomy and Physiology II (4 credits)
- BIOL A240 Microbiology for Health Sciences (4 credits)
- CHEM A103 Survey of Chemistry (3) and CHEM A103L Survey of Chemistry Laboratory (1 credit)
 OR CHEM A105 General Chemistry I (3) and CHEM A105L General Chemistry I Laboratory (If students have not already taken CHEM A105/L for another major, the program highly recommends students take CHEM A103/L)
- CHEM A104 Introduction to Organic Chemistry and Biochemistry (3 credits)) and CHEM A104L Introduction to Organic and Biochemistry Lab (1 credit)

Non-Science Prerequisites

- COMM A111 Fundamentals of Oral Communication, COMM A235 Small Group Communication,
 COMM A237 Interpersonal Communication, OR COMM A241 Public Speaking (3 credits)
- WRTG A111 Writing Across Contexts, WRTG A211 Writing and the Humanities, WRTG A212
 Writing and the Professions (recommended), WRTG A213 Writing and the Sciences, OR WRTG
 A214 Arguing Across Contexts (3 credits)
- PSY A111 General Psychology OR PSY A150 Lifespan Development (3 credits)
- SOCA101 Introduction to Sociology OR SOCA201 Social Problems and Solutions (3 credits)

Section IV General Policies

Academic Calendar

The Dental Hygiene Program is offered over five semesters beginning in Spring and follows the UAA Academic Calendar.

Summer classes are generally not required unless a student needs remediation in clinical skills. Students may elect to take general education or dental hygiene selective courses over the summer to facilitate on-time graduation.

Sample Course Sequencing

Prerequisite Year (prerequisite courses may be taken in a different order and over a longer time-frame as needed):

Fall (sample) 17 credits

- CHEM A103/L 4 credits
- BIOLA111 4 credits
- WRTGA111 3 credits
- SOCAXXX 3 credits (SOCA101 or SOCA201)
- PSYAXXX 3 credits (PSYA111 or PSYA150 or HSA220)

S'elective 1-6 credits

Fall 4th Semester in program 15 credits

Class	Credits	Notes
DH A310	3 credits	Oral Pain Control
DH A316	1 credit	Professional Dental Hygiene Practice
DH A324	2 credits	Community Dental Health I
DH A392C	1 credit	Clinical Seminar II
DH A395C	5 credits	Clinical Practicum II

S'electives 3 credits (or less if some taken in previous summer)

PROGRAM AND LICENSURE COST ESTIMATE

Dental Hygiene Program Estimated Projected Expenses @ 2019-2020 Levels of BSDH Curriculum Actual cost may vary Presequence

Pre-Program Spring 1st Fall 2nd (44 cr) Semester Semester (13 cr) (15 cr)

***Dental hygiene selective course expenses vary by course. This estimate includes the restorative

- b. Course petition process through the University of Alaska Anchorage office of the Registrar, the school or college, and Academic Affairs.
- 15. Grading standards for the Dental Hygiene Program are as follows:
 - a. 100-

7.

dangerous conditions or defective

- equipment to the instructor or sterilization specialist immediately.
- 8. The application for obtaining an Alaska dental hygiene license requires information concerning criminal convictions, hospitalization history regarding emotional or mental illness, drug addiction or alcoholism. The UAA dental program application also requires
 - responses are not automatic bars for consideration or selection to the Dental Hygiene Program, the applicant is advised to discuss these matters with the Dental Hygiene Program advisor and the Alaska Department of Occupational Licensing or a similar agency in any state in which applicants want to practice.
- Students are expected to use professional judgment while performing predinical and/or dinical procedures. Professional judgment requires that students integrate and synthesize knowledge of basic and dental sciences in addition to legal and ethical considerations.
- 10. For safety purposes, students are not permitted to work in the laboratory, predinic or dinic when under the influence of intoxicants, drugs or medication affecting psychomotor responses. Students suspected of substance abuse may be subjected to a drug test. Refer to the policy on Substance Abuse in this handbook.
- 11. Know the rights and responsibilities of a UAA Dental Hygiene Student as outlined in the UAA Catalog and Student Handbook (Code of Conduct), the Dental Programs Policy Manual and Clini
- 12. Each student will receive one copy of documents passed out in class. If you are absent or misplace your copy, it is your responsibility to obtain the information from a classmate. Extra copies of handouts will NOT be available through the faculty or secretary.
- 13. Student activities at minor activity (off campus) sites may count toward program accreditation requirements, but competencies cannot be completed except in on-campus dinics.

Infants and Children

Infants and children are not permitted in classes, audio conferences, laboratories or clinical settings, even when a parent is present and involved in a scheduled learning experience. Minor children may be scheduled as clinical patients, but another caregiver must be present to monitor the child before and after treatment. Children should not be left unsupervised in university or clinical facility hallways or lobby areas. Students who bring children to class will be asked to leave with the absence being treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her advisor or with the program director.

Pets and Service Animals

pets onto campus must first contact the

University Police Department. Pets are not permitted in any of the campus buildings without prior

classroom or laboratory settings. Students who bring pets to class will be asked to leave, with the absence being treated as unexcused.

Service animals are not pets and are not subject to the rules and policies pertaining to pets. Individuals with disabilities may bring their service animals with them anywhere they would allow the individual to go without the animal unless doing so would pose a danger to health or safety or cause undue burden. See the Disability Support Services website for darification.

Selection of Clinical Experiences

Students may register or sign-up for clinical experiences. We make every attempt to honor the sections/experiences that students select; however, there may be times when a student will need to be reassigned to a different clinical agency. A need to reassign can occur for various reasons related to the student, faculty or clinical facility. If the assignment was selected using the registration system, then we will use the registration date to select the student to be moved. The last student registered will be reassigned.

Computer Skills

clinical simulations. The tapes will not be used outside of the course without the express permission of all involved in the simulation.

• Confidentiality. You will be expected to keep individual student learning activities confidential,

before any student information is released. Requests for reference letters should be made at least two weeks before the letter is required to allow faculty adequate time to compose the letter.

Section V Conduct Policies

GENERAL CONDUCT

Each student is responsible for his/her conduct and for the results of his/her conduct.

- Students are expected and required to report to class in appropriate mental and physical condition. Refer to Substance Abuse Policy.
- 2. Attendance in class, lab, and clinic is expected and is required for course completion. Unexcused absences/tardies or early departures may result in a failing grade for the course. Excused

14. Cheating in any form is not tolerated in the Dental Hygiene Program. Refer to the UAA

UAA faculty members have developed a web page, which includes resources regarding Academic Integrity and Honesty. The site includes material designed to help students understand what plagiarism means and how it can be avoided. Students are required to complete the Academic Integrity Tutorial before orientation.

The following examples constitute forms of conduct prohibited by the Student Code of Conduct and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior:

Cheating, Plagiarism, Or Other Forms of Academic Dishonesty

Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities, such as:

- Presenting as their own the ideas or works of others without proper citation of sources
- Utilizing devices not authorized by the faculty member
- Using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member
- Providing aid permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge)
- Submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member
- Acting as a substitute or utilizing a substitute
- Deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course
- Fabricating or misrepresenting data
- Possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration
- A
- Offering a monetary payment or other remuneration in exchange for a grade
- Violating the ethical guidelines or professional standards of the Dental Hygiene Program.

Forgery, Falsification, Alteration, Or Misuse of Documents, Funds, Property, Or Electronic Records

- Forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents;
- Misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office;
- Misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or other resources such as:
 - a. Possession of fake or altered identification;
 - b. Unauthorized duplication of any university key or key card;
 - c. Lending keys or key cards to individuals not authorized to possess them;

As students, you will want to represent the University and the School in a fair, accurate, and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be

quad or want it published on the front of the Wall Street Jou

Be aware that you can be held personally and legally responsible for your publicly made opinions and comments, even on personally maintained sites and pages. This not only applies to the confidential information covered by HIPPA and FERPA, but also to any proprietary information from either the University, its community clinical stakeholders, or other organizational partners.

Policy

Do not post proprietary information or content about the university, staff, students, clinical
facilities, patients/ clients, or others with whom one has contact in the role of a University of
Alaska Anchorage Dental Hygiene student.

Policy, a student is formally notified that their behavior has been unacceptable, that they must reflect to understand their behavior, seek guidance, and, most importantly, they must change the behaviors associated with the documented infraction(s). If the behavior does not change and there are additional infractions of a similar nature, then the student could face course failure and/or program dismissal.

Behavior in Clinical Agencies. Students are guests in clinical agencies, who are expected to follow the policies and procedures of the agency, to follow the direction of the supervising dentist or dental hygienist, to engage cooperatively and professionally on a clinical unit, and to follow the direction of the UAA instructor. If problems arise, clinical agencies have the right to ask a student to be removed from the agency. If a student is asked to be removed from a clinical agency for cause, for unprofessional or unethical behavior, disruptive behavior, ineffective communication, or any behavior that has the potential to reduce the safety of others, then the student could be given a notice of unprofessional behavior. The Dental Hygiene Program will attempt to find another placement for the student; although, the student should be aware s/he may not be able to complete the course.

Gifts to And from Students

Students are strongly discouraged from accepting gifts from patients and families. Health care agencies have ethical guidelines for their employees regarding the acceptance of gifts and students should follow these guidelines. Although not strictly forbidden in the ADHA Code of Ethics, the concern for professional boundaries, appropriate relationships with patients and provision of professional care support the non-acceptance of gifts from patients. Students should consider cultural norms and the unique situation to decide the corre

Procedure When Substance Abuse Is Suspected

The following behaviors may indicate substance abuse by a student: change in behavior, chronic lateness, missed assignments, erratic or uneven performance in clinical or classroom settings, chronic alibiing (excuse-making), possible odor of alcohol on breath.

A faculty member who suspects substance abuse by a student is advised to discuss the behavior that led to the suspicion with the Program Director. When indicated, consultation with faculty members with special expertise in substance abuse may be sought. When indicated, the faculty member will initiate a conference with the student. At the conference:

- The suspicion of substance abuse and supporting evidence will be conveyed to the student.
- The potential and professional consequences of substance abuse will be conveyed to the student.
- The student is given the opportunity to respond verbally and in writing.
- Options for substance abuse treatment or, if indicated, other forms of counseling will be discussed with the student.
- A summary of each conference with a student regarding the possible substance abuse will be
 written. The faculty member and the student shall sign the original. The student's signature shall
 be construed to mean that the conference occurred and that the summary accurately describes
 the conference content and outcomes (original placed in the student's file, a copy to the
 student). Conference Summaries regarding possible substance abuse shall be retained in the
 student's file until graduation and at that time removed and destroyed.

Procedure When Student Appears Under Influence

•

- A description of the conference and its outcomes, including any plan that is developed to
 prevent similar situations in the future or a refusal by the student to participate in the
 development of such a plan.
- The original Conference Summary will be signed by the faculty member, the student and, if appropriate, the Program Chair. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes (original to be placed in the student's file with a copy going to the student).
- Conference Summaries regarding possible substance abuse shall be retained in the student's file
 until graduation and at that time shall be removed and destroyed.

Drug Screening

Students may be required by the assigned dinical agency to undergo a drug-screening test on or before

aware of the following:

 Avoid Poppy Seeds before Drug Screening. There have been several instances when students ingested poppy seeds (e.g., Costco poppy seed muffins) prior to a drug screening test that

- Tuberculosis: freedom from active tuberculosis infection must demonstrated by one of the following:
- Initial negative indicated by 2-step tuberculin skin test (TST) (also known as the Purified Protein Derivative or PPD test), documented OR
- Quantiferon Gold TB Test, documented
- Hepatitis B immunity demonstrated by the following, based on recommendations from the CDC:

If it has been less than 5 years since the completion of the three dose hepatitis B series, you should:

- Have a hepatitis B titer drawn
- •

to a health care provider with a specific form to guide the provider. Student will discuss precautions required in the dinical setting, as well as any further treatment or testing. Student should also understand any prophylaxis, follow up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

Recurring Requirements

- Annual Tuberculosis Skin Testing (or PPD) must demonstrate tuberculin status.
- TST/PPD is negative no further action needed
- TST/PPD is positive, then the following is required:
- Proof of negative chest x-ray followed by annual health examination by an approved health
- 10-year booster Td (Tetanus, Diphtheria) a booster is required every 10 years after the initial vaccine (must remain current throughout the Dental Hygiene Program)

Recommended Immunizations/Screening

•

No jewelry may be worn during preclinic, laboratory, or dinical classes for infection control and safety purposes.

Professional appearance dictates that tattoos must be covered during predinic and dinical sessions.

Students are not permitted to work in clinic when under the influence of intoxicants, drugs, or medications affecting psychomotor responses. Students suspected of substance abuse may be subjected to a drug test.

You should know all legal implications that affect you. Do not perform any procedure or operate any equipment unless you are given permission to do so by faculty.

Oinical dental hygiene requires the ability to sit for long periods of time, good to excellent eye-hand coordination, and excellent fine hand motor skills.

Dental hygienists are exposed to bacteria and viruses. In order to protect the patient, students, faculty and staff from disease, infection control standards will be strictly enforced. Refer to DH A220 Introduction to Preventive Dentistry and the Clinic Handbook for specific criteria.

Any student with an infectious disease or condition is not to enter the dinic until receipt of a memo from their physician stating their condition is no longer transmissible is presented to the dinical faculty

	Storage, handling, disposal of contaminated
	sharps
	Examination of oral cavity
	Suture removal
	Debridement and soft tissue curettage
	Sharpening contaminated instruments
	Ultrasonic (aerosol with saliva/blood
	contaminants)
Dentist	Examination of oral cavity
	Handling of sharps, surgical instruments
	Debridement and soft tissue curettage
	Handling of contaminated instruments
	High speed (aerosol with saliva/blood
	contaminants)
	Root canal procedures (exposure to exudate,
	blood and saliva)
Sterilization Specialist	Process contaminated instruments
	X-ray processor maintenance
	Handling, disposal of x-ray solutions
	Handling and disposal of sharps
	Exposure to toxic chemicals, aerosols

Front Desk Specialist: Administrative duties usually do not involve contact with bloodborne pathogens unless cross trained with sterilization specialist (see below)

Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Annual training will be presented to employees. New issues of importance are discussed at periodic staff meetings. Content will include the University of Alaska Anchorage Dental Program exposure control plan and information on Bloodborne pathogens and hazardous materials. Documentation will include:

- The dates of the training sessions
- The information provided at the sessions
- The names and qualifications of the people providing the training

This information will be retained for three years. Employers must consider the use of safer needle devices when they conduct their annual review of their exposure control plan. Safer sharps are

Compliance Methods

Standard precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At the UAA Dental Clinic facility, the following engineering controls will be utilized:

- Disposable, puncture resistant, properly labeled sharps containers which are disposed of through a licensed contractor
- Use of equipment with integrated safety features
- Use of cassettes for instrument handling and sterilization
- Use of appropriate PPE (Personal Protective Equipment)
- Use of Dental Dam during restorative procedures
- Use of guards for administrating anesthesia
- Use of face shields to limit exposure to aerosols

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Daily - Clinical Supervisor or Sterilization Coordinato TJETQq0.00000912 0 612 792 reW* nBT/F1 10.98 Tf1 0] Te3

- High Volume Evacuation (HVE) when appropriate
- Scoop or one-handed recapping of needles

•

Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- Finding out, by reasonable attempt, whether or not the source individual is infected with HBV, HIV, or any other Bloodborne disease (department expense).
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

contracted health care professional when an employee is terminated. These medical records must be made available to the employee and the Alaska Department of Labor upon request. Written and signed employee releases or court orders are required for all other access. These records will include information as prescribed under federal and state laws.

Training records

The Qinic Director will maintain training records for at least three years from the date of training. The following records on employee training will be retained:

- The dates of the training sessions
- The information provided at the sessions
- The names and qualifications of the people providing the training

Unusual Occurrences

The School of Allied Health has an unusual occurrence policy that provides a mechanism for the reporting of unusual occurrences involving students while in the clinical setting. Examples of unusual occurrences include medication or decision errors, patient falls and student injuries. Unusual occurrences are reported on the UAA School of Allied Health Unusual Occurrence Form within 24 hours of the occurrence. These reports are used to document the event and safety hazards as a basis for student counseling. Whenever an unusual occurrence form is completed at a clinical agency, the UAA School of Allied Health unusual occurrence formtTm0 g0 G(()] TJETQ EMC / P <</ MQD 4-BDC q0.00000912 0 612 7aBTnt

Note: the following list not exhaustive.

- Patient falls or injuries
- Student injuries or potentially injurious events
- Instructor injuries
- Equipment damage
- Administrative errors

Applies to The Following People

- Students engaged in clinical practice within the context of their studies.
- Faculty and staff members performing within the context of their UAA employment.

Philosophy

Unusual occurrences provide opportunities to students, faculty and institution/agency staff to identify and prevent potentially dangerous situations in the clinical setting. They also present a learning opportunity to individuals involved in the occurrence.

The role of the faculty member is to promote and facilitate student learning. Additionally, the faculty

a. Develop a plan for interrupting the pattern and for preventing future unusual occurrences; plans will be in writing and retained in the student's file.

Section VII Dispute and Complaint Resolution Policies

as discussed in the current edition of the UAA Student Handbook & Planner.

According to the UAA Student Handbook, challenges to academic decisions or actions should be referred to the dean/campus director or designee. In the case of Dental Hygiene students, the challenges or complaints are referred to Vice Provost/Dean Jeff Jessee College of Health. The contact information for Dean/Vice Provost Jessee is shown below.

Jeffrey Jessee, Vice Provost Health Programs & Dean College of Health Professional Studies Building, Rm 205D E-mail: jeff.jessee@alaska.edu Phone: 907-786-6057

The Academic Dispute Resolution Procedure is in the UAA Catalog here: https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/academicrightsofstudents/

Section VIII Student Records Policies

Policy Regarding Maintenance of Student Educational Records

Student files are kept by the School of Allied Health to facilitate pre-major advising, admission to the major and faculty advising within the Dental Hygiene Program. The primary purpose of the files is to contribute to the educational development of students and to comply with various yearly statistical reports required by administrative units. Maintenance of these files complies with the UAA Policy on the application of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For additional information on the Federal law, see the UAA General Course Catalog or the UAA Student Handbook. Download the Student Handbook at: UAA Student Handbook University of Alaska Anchorage

Maintenance of Active Student

application and other forms requested by UAA or School of Allied Health, such as birth date, gender; ethnic background, marital status and income (see copy of School of Allied Health confidential form).

Retention of Student Files

Student advising records are maintained as active files until graduation, at which time they will be transferred to a separate but equally secure location and kept for five years. Copies of faculty letters of reference and program verification forms may be added to the files of graduated students. At the end of five years after graduation, documents in the individual files will be shredded, including health requirement documents.

The files of students who do not continue enrollment in the Dental Hygiene Program after being admitted to the major will be kept in an inactive status for not more than seven years unless the student was dismissed from the program. Though the student may be required to reapply to UAA and to the BSDH program, retaining the file will facilitate advising for re-entry and appropriate placement within the Dental Hygiene Program. Student information will remain in the computer database indefinitely, listed under the status of attrition along with reason for leaving if known. Records of students who were dismissed from the program will be kept indefinitely in a secure location.

Records of students who transfer out of Dental Hygiene to a non-dental hygiene major may be forwarded to the academic department responsible for the new major upon request after all Dental Hygiene specific documents have been removed (i.e. School of Allied Health application, letters of reference, correspondence related to the Dental Hygiene Program and clinical evaluations and summaries of advising conferences). Dental Hygiene specific documents will be placed in a separate file with student name and retained in an inactive status for not more than seven years. Student information will also remain in the computer database indefinitely, listed under the status of attrition/career change.

Upon graduation, student information in the computer database will be transferred to a perpetual alumni database. In addition to the transferred information this database will contain graduation date, NCLEX results, employment status and employment site and other graduate follow-up data that may be collected. As with the active student database, this information will be utilized for statistical purposes and for maintaining contact with alumni.

Exceptions To The Retention Policy

The files of students who have been dismissed from the Dental Hygiene Program for reasons of academic failure, dishonesty or other disciplinary actions may be kept indefinitely in a secure 8 Tf 2 ruf stq0.o8.54 Tmc91

scholarships through the College of Health/School of Allied Health. Limited scholarships from professional organizations are available exclusively to UAA Dental Hygiene students. Click the link for more information about applying for institutional scholarships. Note that all UAA scholarships will require completing the application process and some will require supplemental information (e.g., an essay).

Student Health Services
Student Health and Counseling Center

- Assists students with course selection and registration process.
- Refers students with the appropriate COH faculty advisor.
- Attends and promotes OOH majors at college and career fairs.
- Builds collaborative and working relationships with the Anchorage School District's staff, other
 educational resources, and the greater Anchorage community to promote and recruit
 prospective students to the College of Health at UAA.

Testing Services

Testing services provides a professional testing environment that supports student retention and success by offering examinations for students and the community that assist with academic and professional advancement. The testing center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA). All testing appointments must be scheduled online, 24 hours in advance of the test date to ensure all students/testers have a reserved workstation. Find more information at uaa.alaska.edu/testing

Disability Support Services

If a student experiences a disability that may result in a barrier to his/her academic experience and requires reasonable accomm

Disability Support Services (DSS) as soon as possible. DSS is located on the University of Alaska Anchorage

Multicultural Center

One of the missions of the UAA Multicultural Center is to improve the overall quality of life for all

personal reference lists. The library has plans to move from RefWorks to a new citation management program called How that should be available sometime in 2016.

For more information, please visit: http://www.refworks.com/refworks2/?groupcode=RWUAA

accruing as soon as a book is overdue and continue until it is checked in by library staff. There are

Section XI UAA Dental Hygiene Program Competencies

Competency Evaluating Assessed in Outcome Goal

Mechanism

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.

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 own 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 health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all dients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional dient 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 health care providers when their needs are beyond our ability or scope of practice.
- Educate dients about high-quality oral health care.
- Recognize that cultural beliefs influence dient decisions.

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 and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care 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.

- Secure appropriate institutional committee approval for the conduct of 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 finding 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 darity when uncertain.
- Oritically 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.

Section XIII UAA Dental Hygiene Program Ethics and Professionalism Policy

Ethical and professional conduct for UAA Dental Hygiene students is guided primarily through three

_

- 1. The ADHA Code of Ethics for Dental Hygienists (Appendix II) acts as a guideline for dental hygiene professional conduct and actions. Although it is expressed in a written form, the spirit of the code is most important. Honesty, integrity and selfless service are intrinsic to the character of a dental professional. The general welfare of the patient is our primary obligation: care and quality of treatment must come before expediency. Personal accountability and responsibility are expected of both faculty and students affiliated with UAA.
- 2. The UAA Dental Hygiene program professionalism guidelines in this handbook and listed below define expectations from program faculty and staff.
 - a. Active participation and attentiveness during lecture, lab, and dinic. The unauthorized use of computers, cell phones, or other devices during lecture/lab/or dinic to e-mail, text, or surf the internet is considered unprofessional behavior unless the student has documentation of disability. Consequence of such behavior may include dismissal from class with an unexcused absence. Unexcused absences are considered unprofessional behavior.
 - b. Maintaining a respectful attitude of academic integrity towards faculty, staff, visitors, peers and patients.
 - c. Utilizing communication skills that are appropriate and effective in relating to patients, peers and faculty.
 - d. the dental profession.

e.

- f. Complying with the departmental dress code as stated in the dinic manual and Student Handbook. Attendance in scheduled labs and dinics is prohibited if not in compliance with dress code.
- g. Protecting the health and safety of the public when performing health care functions.
- h. Engaging in professional contact with the public while suffering from a contagious or infectious disease involving serious risk to public health constitutes unprofessional conduct.
- 3. The UAA Code of Conduct also provides guidance on unacceptable student behavior. The following list highlights violations relevant to the UAA Dental Hygiene program, though those not mentioned are still subject to disciplinary action. Violations of the UAA Code of Conduct are referred to the Dean of Students office..
 - a. Plagiarism from others or self-plagiarism: (using a paper, project or lab work from one course for credit in another).
 - b. Cheating through communication, copying or allowing another student to copy an exam, unauthorized use of notes during exam, changing answers after an exam has been returned or obtaining an examination in advance without the knowledge or consent of instructor.
 - c. Unauthorized access, altering, or using unauthorized information on UAA computers.

Third offense (Can be first offense for cheating or stealing): Letter of dismissal will be given to the student given in person and signed (preferred) and/or sent through official university communication

The UAA Academic Dispute Resolution Procedure described in the UAA Student Handbook is available to students who disagree with a disciplinary action by the UAA Dental Hygiene Program.

This certifies that I have received, read, and understood the UAA Dental Hygiene Program Ethics and Professionalism Policy and agree to abide by it.

Print Name	
Sgnature	
Date	
THIS FORM MUST BE SIGNED AND RETURNED TO FACULTY BY January	18, 2022

EVIDENCE OF UNDERSTANDING

Note: Due by January 18, 2022

Code of Ethics for Dental Hygienists, and the UAA Dental Hygiene Ethics and Professionalism Policy. I Students Rights, Freedoms and Responsibilities (including Code of Conduct) as stated in the UAA Student Handbook. I understand the contents and agree that I will adhere to the specified policies and procedures. In cases where I do not follow the policies and procedures, I am willing to abide by the consequences identified in the Dental Hygiene Program Student Handbook, Department course outlines and the University of Alaska Anchorage Catalog.

Printed name	 	 	
Sgned		 	
Date			