

**University of Arkansas for Medical Sciences
College of Health Professions
Department of Dental Hygiene**

STUDENT POLICIES AND PROCEDURES



2018 - 2019

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Students are advised to refer to the *College of Health Professions (CHP) Catalog* for information on college policies. The Department of Dental Hygiene ascribes to all CHP policies and procedures as outlined in the College Catalog. This document can be found web page:<http://healthprofessions.uams.edu/current-students/catalogs-and-handbooks/>

Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. Please be advised that Title IX resources can be found at <http://hr.uams.edu/other/title-ix/>.

Communicable Disease- Student Admission

Dental hygiene applicants are considered without regard to race, color, creed, age marital status, national origin, disability, or gender. Otherwise qualified applicants with an active communicable disease, including sero-positivity for Hepatitis B (HBeAg) and/or HIV, receive equal consideration. Applicants should know, however that the Arkansas State Board of Dental Examiners' Rules and Regulations mandate that a dental hygienist who is HBeAg seropositive or HIV seropositive must report this fact to the Board who may limit the type of procedures that the student may be able to perform. This potential restriction may preclude the dental hygiene student with an infectious disease from performing tasks/procedures essential to the completion of the requirements for graduation from the dental hygiene program.

Communicable Disease – Patient Treatment

Students in the dental hygiene program will provide treatment to patients after competency has been demonstrated. Faculty will provide direct supervision and consultation to oversee student and patient safety. To fully develop clinical skills, students must treat all scheduled patients. Treatment will be provided to all patients regardless of their race, color, sex, religion, national origin, handicap, or other human condition. If a student has a concern about treating a patient, the student should discuss this situation with the clinical supervisor. Refusal to treat a patient may be cause for dismissal from the program.

Dental Hygiene Attendance Policy

Absence: Class

Students are expected to actively engage in their education by attending and/or participating in class activities. If an absence occurs, the student is responsible for all material missed. Each instructor may have attendance criteria for their class. Any class, clinic or pre-clinic absence that occurs must be accompanied by a written excuse, such as a doctor's note or a note written by the student describing the circumstances (death in the family, family emergency etc.). The written excuse must be emailed or delivered in person to the department chairman within two days of returning to clinic/class. When absent from clinic the student will be required to make up the clinic time missed. Consult the clinic coordinator for your class to make arrangements.

- a. Unannounced quizzes cannot be made up; therefore, may affect your grade.
- b. Exams are not given in advance.
- c. If an absence occurs on an examination date, the decision to offer a make-up examination is at the instructor's discretion and steps are outlined in the course syllabus of that course. When a make-up examination is allowed, it may be an alternate form of the original examination and it will be scheduled at the instructor's convenience.
- d. It is the student's responsibility to contact instructors for any work/tests missed within two (2) days of returning to school, otherwise the work/tests cannot be completed and a grade of zero will be given.
- e. For the classroom: upon arrival sign the attendance sheet to document your attendance. Students may not sign for other students as this constitutes academic dishonesty which has ramifications that may involve dismissal from the dental hygiene program.
- f. When absent from clinic, students will contact the clinic coordinators; Ms. Turley/Ms. Tucker.
- g. When absent from class, students will contact Gloria Johnson and all course instructors.
- h. Notify the Department Chair in advance for any absence that is anticipated during the semester.
- i. Class absences in excess of 5 days per semester may result in dismissal from the program.

Absence: Clinic/Pre-Clinic

- a. Clinic/pre-clinic absences in excess of 5 days per semester may result in dismissal from the program.
- b. When absent from clinic/pre-clinic students will contact the clinic coordinators, Ms. Turley/Ms. Tucker, and the dental hygiene clinic receptionist.
- c. Under no circumstances will students leave the clinic area without permission of the section instructor.

PERFORMANCE REQUIREMENTS

In order to accomplish the objectives of the dental hygiene program, students must be able to meet the following performance requirements:

- Professional attitude during all phases of the dental hygiene program. If at any time during the program, it is determined that your attitude or actions are unprofessional, you will be counseled regarding the unacceptable behavior.
- Visual acuity with corrective lenses if necessary to identify oral tissue changes and evaluate treatment effectiveness.
- Hearing ability with auditory aids if necessary to understand the normal speaking voice without viewing the speaker's face and take/hear blood pressure with a stethoscope.
- Physical ability to sit for prolonged periods of time, perform repetitive wrist motion for instrumentation, and move from room to room or maneuver in limited spaces.
- Written and verbal communication skills to succinctly describe patient conditions, document findings in a patient record and implement oral health teachings.
- Manual dexterity to use a variety of instruments in the small, confined space of the oral cavity.
- Function safely under stressful conditions with the ability to adapt to an ever changing environment inherent in clinic situations involving patient care.
- Computer skills to use a variety of software programs and the Internet for research and course projects; power point utilized for presentations.

Professionalism Policy for the Department of Dental Hygiene

Professional conduct and professionalism are important in education and the health care professions. Individuals seeking service from professionals in health care or education must be able to trust their provider. This policy establishes standards of professionalism and professional behavior for students, staff, and faculty in the Department of Dental Hygiene.

The policy is meant to be consistent with University-wide policies regarding student, staff, and faculty conduct. It does not supersede any policy established by the University of Arkansas for Medical Sciences.

Fundamental Attributes of Professionalism

Professionalism in health care and education is based upon values that reflect the very special nature of the interaction between a provider and a patient, client, or family and between a teacher and student. Individuals confronting illness, social disruption, or other life-changing challenges are vulnerable. Individuals learning the knowledge, skills, and attitudes of a profession face many new challenges. Patients and students rely upon professionals to address their needs in an expert, professional manner. All who work with patients and their families and those who work with students are expected to act in accordance with the standards of professional conduct outlined below.

There are core values of professionalism that are universal and apply to those in health care professions and in education. These include, but are not limited to, moral values such as honesty, integrity, and trustworthiness; values that are specific to one's profession (*e.g.*, confidentiality),

to society (*e.g.*, commitment to excellence), to oneself (*e.g.*, self-reflection), and to humanistic values (*e.g.*, empathy and compassion).

Standards for Professional Conduct

Professional behaviors and professionalism are critical to the effective education of allied health students and the practice of their respective professions. All students, staff, and faculty in the College of Health Professions are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings. Examples of such behavior include, but are not limited to:

Honesty and integrity: Act with honesty or truthfulness

Professionalism and Professional Conduct

Demonstrate integrity or firm adherence to moral principles in academic matters and professional relationships.

Trustworthiness: Demonstrate dependability to carry out responsibilities; empathy and cultural diversity; differentiate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.

Demonstrate regard for differing values and abilities among peers, other health care professionals, and patients.

Demonstrate an ability to share someone else's feelings or experiences by imagining what it would be like to be in his/her situation (empathy).

Communication:

- a. Communicate effectively with faculty, staff, students, patients, and other professionals.
- b. Demonstrate confidence in actions and communications.
- c. Formulate written communications with professional content and tone.
- d. Ensure the confidentiality of communications that contain personal information.

Punctuality:

- a. Demonstrate punctuality in academic and professional environments.
- b. Adhere to established times for classes, clinic, laboratories, professional experiences, and meetings.
- c. Comply with established oral and written deadlines.
- d. Respond to requests (written, oral, e-mail, telephone) in a timely fashion.

Professional Behavior:

- a. Display professional behavior toward faculty, staff, students, patients, and other health professionals in all settings, including but not limited to the classroom, laboratory, and clinical settings.
- b. Show regard for persons in authority in classroom, clinic, laboratory, and clinical settings.
- c. Exhibit fitting behavior when representing the College of Health Professions in extracurricular activities and professional meetings.

Ethical standards:

- a. Demonstrate high moral standards to allied health education, practice, research, and service. These standards include, but are not limited to, telling the truth, maintaining confidentiality, and respecting individuals.

Social contracts:

- a. Conduct interactions with patients and their families in a professional manner.
- b. Relate to patients and their families in a caring and compassionate manner.
- c. Recognize instances when one's values and motivation are in conflict with those of the patient and his/her families, and proceed in a manner that is patient focused. If there is a conflict of values or motivations that you think may involve something illegal, unethical, or unprofessional, seek guidance from your supervisor, instructor, or chairman.
- d. Identify to one's supervisor any activity that is dangerous to the welfare of a patient or colleague.
- e. Demonstrate an attitude of service by putting others' needs above one's own.
- f. Comply with federal, state, university, school, and institutional requirements regarding confidentiality of information.

Negotiation, compromise, and conflict resolution:

- a. Demonstrate good skills of conflict resolution.
- b. Formulate constructive evaluation of others' performance.
- c. Display a positive attitude when receiving constructive criticism.

Lifelong improvement and professional competence:

- a. Produce quality work in academic and clinical settings.
- b. Take responsibility for learning.
- c. Demonstrate continuous professional development by identifying what should be learned and how one might assess his or her competence in new knowledge and skills.

Time management and decision-making:

- a. Utilize time efficiently.
- b. Demonstrate self-direction in completing assignments.
- c. Demonstrate accountability for decisions.

Appearance:

- a. Maintain a professional appearance when representing the College of Health Professions.
- b. Maintain personal hygiene and grooming appropriate to the setting.

Adherence to professional standards is an academic requirement for graduation from the College of Health Professions and a performance standard for staff and faculty. Failure to meet these standards will result in disciplinary action, which may include dismissal from the academic program and the college.

UAMS College of Health Professions

**Dental Hygiene Program
Child Maltreatment Reporter Training
Student Verification of Training Form**

Act 703 of 2007 (Arkansas Code Annotated § 6-61-133) states that for each degree program at an institution of higher learning in this state that is a prerequisite for licensure or certification in a profession in which the professional is a child maltreatment mandated reporter under the Child Maltreatment Act, the Arkansas Department of Higher Education shall coordinate with all institutions to ensure that before receiving a degree, each graduate receives training in 1) recognizing the signs and symptoms of child abuse and neglect; 2) the legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the act; and 3) methods for managing disclosures regarding child victims.

By signature below, student acknowledges that: I have been trained in 1) recognizing the signs and symptoms of child abuse and neglect; 2) the legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the act; and 3) methods for managing disclosures regarding child victims.

_____	_____
Student Name (please print)	Student ID Number
_____	_____
Student Signature	Date
_____	_____
Faculty/Advisor Signature	Date

UAMS Substance Abuse Policies

UAMS is committed to ensuring that employees, students, and faculty have the information and resources necessary to keep our campus free from drug and alcohol abuse. In accordance with the Drug Free Schools and Communities Act Amendment of 1989, UAMS policies prohibit the unlawful possession, use, and distribution of illicit drugs and alcohol on campus and provide for sanctions that may include termination of employment or dismissal from academic programs for individuals who violate this policy.

UAMS Substance Abuse Policy

UAMS Administrative Guide - Policy #: 4.4.06

Purpose: It is the goal of the UAMS to provide the highest quality health care, education and services available. To achieve this goal it is important that administrators, faculty, staff, and students be able to fulfill their respective roles without the impairment produced by intoxication or addiction to alcohol or other drugs. The unlawful manufacture, distribution, dispensation, sale, possession or use of any controlled substance (as defined in the UAMS Drug-Free Workplace Policy) by any employee or student of UAMS while on University property or on a University affiliated assignment will not be tolerated. Consumption of alcohol on University property will not be tolerated, except within approved areas by individuals over the age of 21 years. It is the policy of UAMS to provide a drug-free workplace. To support our goal of a drug-free environment, the UAMS drug testing program has been established and consists of (1) pre-employment drug testing, (2) for-cause drug testing, and (3) random drug testing.

Policy: 1. No employee or student of UAMS may report for their assignments and/or classes impaired by the use of alcohol or following the use of controlled substances. 2. Nothing in this policy will preclude the medical or research use of alcohol or controlled substances. Violators of this policy will be disciplined up to and including termination. 3. It is the underlying philosophy of the UAMS that addiction to alcohol and/or other drugs represents a disease state, and treatment of such problems is a legitimate part of medical practice. Employees or students with an addiction to drugs or alcohol are encouraged to seek help through the UAMS Employee Assistance Program (EAP) or Student/Employee Health Service. Individuals who seek help through the UAMS EAP or Student/Employee Health Service will not be punished for seeking such help. However, appropriate disciplinary procedures linked to performance criteria are not precluded by this policy.

CHP Substance Abuse Policy

If a faculty member or the director of Student Wellness Program (SWP) suspects a student of impairment due to substance abuse, the student will be required to submit to an immediate drug screen and will be referred to SWP services for evaluation. SWP will forward a report with treatment recommendations and the results of the drug screen to the Associate Dean for Student Affairs to be placed in the student's permanent record. The student must comply with the treatment plan recommended by SWP to continue in his/her respective program. A student who is identified under the CHP Substance Abuse Policy is subject to periodic random drug screening as long as he/she is a student at the University of Arkansas for Medical Sciences. Any subsequent drug screening that is reported as positive will result in the immediate dismissal of the student. The refusal of the student to submit to the drug screen or SWP evaluation and/or recommended treatment plan will result in immediate dismissal of the student.

**University of Arkansas for Medical Sciences
College of Health Professions
Dental Hygiene Student Instrument/Equipment Lease Agreement**

DATE _____

PARTIES University of Arkansas for Medical Sciences Department of Dental Hygiene hereby grants usage of certain dental equipment and supplies to _____, a _____ year dental hygiene education student (hereinafter referred to as STUDENT).

EQUIPMENT Dental hygiene equipment kits and handpieces (hereinafter referred to as KIT(S)) which are a part of the dental hygiene program. Each KIT(S) contains the items listed on an inventory sheet which specifies the items which are contained within a particular kit.

TERM This Use Agreement shall be for a term commencing the _____ day of _____ and ending on the final day of the UAMS academic calendar for the _____ school year.

EXTENDED TERM In the event that STUDENT shall need any part or all of the KIT(S) for summer or remedial clinic use (“extended term”) extending beyond the original term of this lease (above), the “extended term” shall terminate on the final day of such a clinic.

USE FEE AND DEPOSIT This Use Agreement is made for and in consideration of a use fee per semester (including an “extended term”, if applicable) of \$400.00 dollars, payable at the time of registration, In the event of breakage or lost items, STUDENT shall be required to pay these additional charges to UAMS Department of Dental Hygiene. The STUDENT will not be charged a lease fee for DHY 3145 Dental Hygiene Clinic – Summer.

RETURN OF THE KIT(S) STUDENT agrees to return the KIT(S) daily or at the direction of and at the time and place specified by the UAMS Department of Dental Hygiene. The KIT(S) shall be returned clean and free of defects, missing or unusable parts, and in the same condition as first obtained, reasonable wear and tear excepted. An inventory of the KIT(S) shall be conducted by the UAMS Department of Dental Hygiene to determine the condition of the KIT(S). In the event that STUDENT retention of the KIT(S) for an extended term is necessary, the STUDENT shall make the KIT(S) available for such an inspection and inventory as required by the UAMS Department of Dental Hygiene. STUDENT will be assessed a late charge of \$10.00 per day for each kit that is not returned on the due date.

If Student becomes disassociated from UAMS Department of Dental Hygiene for any reason (failure, suspension ,resignation, etc.), STUDENT further agrees to return the KIT(S) clean and free of defects, missing or unusable parts, and in the same condition as first obtained, reasonable wear and tear excepted. STUDENT agrees that no diminution or refund of the use fee shall be due to STUDENT in such a circumstance regardless of the point in time at which such a disassociation occurs.

LOSS OR
DAMAGES

In the event that the KIT(S) in its entirety or any portion thereof is not returned to the UAMS Department of Dental Hygiene on demand or is determined to be damaged in any fashion, the STUDENT agrees to pay to the UAMS Department of Dental Hygiene an amount sufficient to replace or repair the damaged or unreturned items. The replacement cost for any items not returned and for those items damaged beyond repair shall be established at the retail price for the exact same item on a current dental supply catalogue of national distribution. In the case of items not available through dental suppliers, the replacement cost shall be established by the actual cost incurred by the UAMS Department of Dental Hygiene to replace the item. The STUDENT agrees to pay these replacement costs whether or not the item(s) is (are) in fact replaced by the UAMS Department of Dental Hygiene.

RIGHT OF
UAMS
DEPARTMENT
OF DENTAL
HYGIENE TO
WITHHOLD
GRADES

STUDENT agrees that the UAMS Department of Dental Hygiene has the right to withhold from the STUDENT, or from any other person and/or organization, any and all final or interim grades, progress reports, certificates, or diplomas until any and all financial obligations of the STUDENT arising under this Use Agreement are paid in full.

OTHER

The UAMS Department of Dental Hygiene reserves the right to revise and/or amend this contract with 30 days' notice.

STUDENT warrants that he has read and understands this agreement and that his signature below attests to his intention to honor each and every portion of it.

Student Signature _____

Inclement Weather Policy

UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of our commitment to patient care, academics, and research, this campus never closes. When such conditions occur, the inclement weather alert will be invoked by the Chancellor of the University for the day the policy is to be effective. If the invocation states that the alert applies to day shift workers, then all CHP classes are canceled for that calendar day (day and evening). Canceled classes and examinations will be rescheduled by the department or course faculty at a later time, possibly at night or on weekends. Students assigned to clinical activities should follow the procedures specified by their respective departments. If the inclement weather policy has not been invoked but the road conditions where students live precludes safe travel, students should notify their Department Chairman of their inability to attend class. Students should then work with the course faculty to make up what was missed. If the alert is invoked sometime after the beginning of the workday, CHP classes scheduled after that alert are canceled. The following day after the weather alert, CHP classes should meet as scheduled unless another alert is invoked for that day. If the alert occurs on the day of CHP registration, the next available workday that is not another UAMS' College registration day will be used to register CHP students. The department chairman will notify students as to which day will be used for alternate registration. The inclement weather alert should be announced on KARN (AM 920), KUAR (FM 89.1), KARK (Channel 4), KATV (Channel 7), and KTHV (Channel 11).

Evaluation and Remediation

During the program, students will be enrolled in a number of courses that will provide basic information used in the profession. As students' progress, they will begin to accumulate information that is critical to the practice of dental hygiene. The faculty has developed the following policies in an effort to ensure students understand and retain the basic principles necessary for safe and competent clinical practice and for subsequent credentialing examination:

1. Each Dental Hygiene course is designed to be cumulative. Within a course, prior test materials may provide subsequent examination material. As students advance to higher level courses, the faculty will presume a thorough understanding of basic concepts taught in previous courses. Thus, these concepts may be tested again during higher level courses.
2. A formal remediation plan has been developed by the dental hygiene faculty to assist students in obtaining and retaining basic principles required for successful completion of coursework, as follows:

In-Course Remediation

The "trigger" for remediation while a course is in session will be a score of less than 75% on any exam or other "high-percentage" quiz/homework/project in a course. Remediation will be offered to ensure content knowledge or skill proficiency, but the student's original score will stand as the official grade. If accepted, a remediation plan will be developed by the course instructor and may include a 1) review of course content that was misunderstood by the student, 2) study and test-taking techniques used by the student and 3) a remediation plan. The remediation plan will define what will be required for "successful" remediation. Students will be required to make an appointment with the

Student Success Center. Action plans will be created to document the action required by the student. A copy of the action plan will be sent to the CHP Associate Dean for Academic Affairs. The student will receive a copy and a copy will be retained in his/her file.

In all cases, “successful” remediation constitutes the acquisition of defined knowledge and/or skills measured objectively in a manner and at a time to be determined at the discretion of the course instructor.

The student and course instructor must sign the remediation plan. A copy will be given to the student and a copy will be filed in the student’s program file. If a student declines to participate in the remediation plan, he/she must so indicate in writing on a form provided for that purpose. A copy will be given to the student and a copy will be filed in the student’s program file.

The following student and faculty expectations apply to remediation:

- Students can expect course instructors to make every effort possible to aid the student in remediation through one-on-one and/or small group tutoring or through the identification of university or additional resources that may be deemed appropriate
- Students are expected to closely adhere to the remediation details as provided in the remediation plan.
- Generally, students and faculty should expect that content knowledge and/or skill deficiencies will be remediated prior to sitting for the subsequent unit examination.
- Program faculty expect that students will not require excessive remediation within a single course or across multiple courses in the dental hygiene curriculum.
 - Greater than three (3) remediation triggers within a course is excessive.
 - Remediation occurring in more than three courses in the curriculum is considered excessive.
 - Students meeting both of these criteria will be placed on “probation”.
- Students are expected to adhere to the College of Health Professions (CHP) Policy on Professionalism and Professional Conduct, which can be located on the CHP website. These requirements can be found on the CHP website under “Current Students” and “Policies and Forms”.
- Course instructors have the right to terminate the remediation plan at any time if a student fails to meet deadlines, submits incomplete work, demonstrates unprofessional behavior or otherwise demonstrates a lack of dedication or attention to the goals of the remediation plan.

If a remediation plan has not been successfully completed by the end of the course and the course grade is at least 75%, the student will earn the grade he/she earned according to the grading scale. All clinical courses are designed to be cumulative also. A faculty member will request clinical remediation of any clinical procedure, which is observed to be performed at less than the minimal competency level.

Examination Protocol

Exams will be administered in a computer lab when possible. For all exams, students will place all personal belongings in the back of the classroom. This includes book bags, papers, purses, keys, cell phones (turned off), etc. Please sit with an empty chair between you and the next student, if possible. Upon submission of your completed exam, please quietly pick up your belongings and exit the room. Once the exam is turned in, you may not re-enter the room during the remainder of the testing time. Do not congregate outside of the classroom door and talk as it is disruptive to the students still taking the examination as well as classes in adjacent classrooms. See the CHP policy on *Academic Dishonesty*.

Makeup examinations are allowed for excused absences. Any class absence that occurs must be accompanied by a written excuse, such as a doctor's note or a note written by the student describing the circumstances (death in the family, family emergency etc.). It is the student's responsibility to consult the course instructor immediately upon his/her return to school. Failing to contact the course instructor within two (2) days of returning to school to make up the missed examination will result in a score of zero (0) for that examination. The instructor reserves the right to give a makeup examination in an alternate format from the original examination. This policy does not apply to missed quizzes. Makeup quizzes are only allowed at the discretion of the course instructor. Please consult individual course syllabi. Course assignments (including laboratory and clinical assignments) that are not turned in by the established deadline will be given a score of zero (0).

Grading Scales

The Department will adhere to the following grading scale.

Grading Scale

93 – 100	A
86 - 92	B
75 – 85	C
66 – 74	D
<66	F

Progression/Acceptable Grades

A grade of "F" or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A grade of "D" in the following professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program:

- DHY 2312 Dental Hygiene Theory
- DHY 2513 Dental Hygiene Pre-clinic
- DHY 2217 Dental Radiography I
- DHY 2517 Dental Hygiene Clinic I
- DHY 2223 Dental Radiography II
- DHY 3246 Local Anesthesia
- DHY 3531 Dental Hygiene Clinic II
- DHY 3541 Dental Hygiene Clinic III
- DHY 3245 Dental Hygiene Clinic – Summer

Extra Clinic Time

It is expected that students utilize their clinic time appropriately and make every effort to complete clinical requirements during regularly scheduled clinic time. Extra clinic sessions at UAMS will not be scheduled. This includes screening and preparation of clinical board patients. The exception is Guided Instruction (GI). When a student is placed in GI, or requests to attend the student will be scheduled in Friday clinic for additional instruction.

Student Supervision in the Clinic & Lab

- Students may not perform any procedure on anyone who is not a dental hygiene student (such as family, friends, etc.) without the direct supervision of faculty. Please be advised, clinic staff (clinical assistant, front desk receptionist, administrative assistants) are not faculty. *There are no procedures that are exempt from this state law.*
- Students may not work on each other during non-lab or non-clinic time (e.g. practice instrumentation, take radiographs, take impressions, etc.) without faculty present.
- When utilizing the clinic or lab during non-clinic time (such as to work in the lab, review radiographs, etc.), students must inform the laboratory assistant at UAMS or the administrative assistant. Do not start working in the lab without notifying the appropriate person that you are there. If students do not clean up after themselves, lab privileges for the entire class will be suspended – no one will be able to use the lab.
- All clinical procedures must be performed in the clinic area. “Clinical procedures” are those that are performed on a person (patient, self, other student) such as taking impressions or exposure of radiographs. Under no circumstances may students take impressions on anyone in the dental hygiene clinic lab or other non-patient care areas without faculty supervision. Students found performing clinical procedures in non-patient care areas will receive a grade reduction in professional judgment and infection control/safety. The procedure performed will not be counted toward clinic requirements. Students continuing to disregard this policy will be suspended from clinic (unexcused absences and NPs will accrue).
- When working on the model trimmers, students must wear appropriate PPE (eyewear & mask or face shield) and work in pairs. Under no circumstance should a student utilize the model trimmer without someone else in the lab. No exceptions. Students found not to be wearing appropriate PPE and/or working alone in the lab on the model trimmer will be suspended from lab privileges, the model on which the student was working will be confiscated and will not be counted toward clinic requirements.

Student Behavior & Dress

1. Turn off your cell phone when you come to class/clinic and put it away (not on the desk top but in your purse or backpack).
2. Be in class, seated, and ready to participate at the beginning of the class time.
3. Plan to spend the entire period in class unless you have cleared an exception with the instructor before class.
4. Expect to attend to bathroom and other needs before class and at breaks.
5. Keep an open mind and treat members of the class, guest speakers, and faculty/staff with respect.
6. Dress appropriately.

Cell Phones

Cell phones are to be turned off and put away while in class or clinic. Cell phones should not be left out on the desk tops or at the clinic units. Under no circumstance are students to be using any function of a cell phone to include phoning, text messaging, email, or web-surfing during class or clinic time. Students caught using a cell phone during class or clinic time will be asked to leave the class/clinic and will be counted as absent.

Breaks between Classes

Students are provided with a 10-minute break between each 50-minute class. Students are expected to take this break time to go to the restroom, get a drink, make a phone call, etc. A student who is late returning from a break may be counted as absent. Once class resumes, it is expected that students will not need to leave the classroom. Students exiting and reentering the classroom is disruptive to the faculty and the other students.

Talking in Class

Carrying on personal conversations during lecture is distracting and disrespectful to other students as well as the instructor and guest speakers. Students are expected to be courteous and respectful by refraining from whispering and talking to each other while someone else is addressing the class. A student who is told more than once to refrain from carrying on personal conversations during class will be asked to leave the classroom and will be counted as absent.

Bringing Children to Class - Do not bring children to class or clinic.

Dress

While there is no classroom dress code, it is expected that students dress appropriately. Short shorts, tight t-shirts, and plunging v-cut necklines are not appropriate dress. Close-toed shoes (no sandals or flip flops) **are required** in clinic and labs. Students will wear scrubs and lab jackets in radiography and dental material labs and pre-clinic. Hair must be pulled back and secured in a scrub cap. Students who are not appropriately dressed will be sent home and counted as absent.

Clinic Dress Code

Scrubs should follow the established scrub color guidelines for their role. A solid white, grey, or black crew neck or V-neck undershirt is permitted under scrub tops. Undershirts should not extend past the scrub shirt hem at the bottom. Scrub jackets may be worn in assigned scrub colors or white.

Hoods and pullovers are not allowed. Scrub jackets may be embroidered with the UAMS logo provided by UAMS Communications and Marketing. No other logos or graphics should be visible on scrub jackets. **Scrubs are worn for all labs and Pre-Clinic.** See the clinic manual for the full clinic dress code guidelines.

Non-Cognitive Performance Standards

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals. Failure to comply with the requirements of any of the following standards or other policies in the College of Health Professions Catalog may result in a conference with the department chairman, dean, or designee, to discuss the difficulty. Should the problems warrant immediate action, the department chairman, dean, or designee, may recommend the student be placed on probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions:

Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity: The student functions as a responsible, ethical, law-abiding adult.

Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

Inquisitiveness: The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has performance in his/her chosen health professions program as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: The student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance: The student's personal hygiene and dress reflect the standards expected of a professional health care provider.

Communication: The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality: The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy.

Professional Role: The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Civility: The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy.

Moral Standards: The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Ethics: The student conducts self in compliance with one's professional code of ethics.

Progression/Continuing in the Dental Hygiene Program

For a student to progress in the dental hygiene program from one semester to the next, including progression from one year to the next, each semester he/she must achieve a grade of "C" or higher in all professional courses as prerequisite to progression to subsequent course work. In addition, students are required to maintain a program grade point average (PGPA) of at least 2.0 with the following stipulations:

1. A **first semester** student who meets the specific course grade(s) and other dental hygiene program requirements but has **not** maintained a PGPA of 2.0 for all courses taken since entering the program **will** be allowed to progress **on probation** to the second semester. Since a student cannot be on probation for two consecutive semesters, however, a student on probation because of insufficient PGPA at the end of the first semester must raise his/her PGPA to at least 2.0 by the end of the next (probationary) semester in order to remain in the program. Students failing to do so will be dismissed from the dental hygiene program.

2. For a student who is in the **second or subsequent semester** of the program to continue to progress, he/she must maintain a PGPA of not less than 2.0 for all courses taken since entering the program, including both professional and concurrent courses. These students, therefore, are not eligible for probation if their PGPA falls below 2.0. Students who fail to meet this requirement will be dismissed from the dental hygiene program.

Dismissal/Withdrawal from the Dental Hygiene Program

Students who are dismissed from the Dental Hygiene Program for academic reasons or withdraw by their own decision and wish to be considered for readmission for a subsequent semester must reapply to the program as new applicants, adhering to all policies and requirements in effect at the time of their reapplication. Requirements for readmission are: Completing an application by the published application deadline. Providing any required information for admission that is not in the student's previous admissions file. Paying the admission fee. **Please see 2018-2019 CHP Catalog on the website for appeal procedure under section 7.2.** healthprofessions.uams.edu

ADHA Code of Ethics

Students will be held accountable to the ADHA Code of Ethics. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege is based. The Code is available on the ADHA website at www.adha.org.

Computer Usage

Computers and printers are available in the UAMS Learning Resources Center on the 5th floor of the Education II Building at UAMS. Students may NOT print anything other than documents related to patient care (such as digital radiographs, chartings, etc.) from the printers in the dental hygiene clinics. Please note, students found printing any non-clinic related materials from these printers will have their clinic privileges suspended (unexcused absences and NPs will accrue).

Computers at the podiums in the classrooms are not for student use. Students may not use these computers for personal use such as checking e-mail or Internet.

Students are not allowed to use electronic devices (laptops, I-Pads, I-phones etc.) in class. Each course instructor will determine if they will allow the use of electronic devices.

E-mail

Students are provided with a UAMS e-mail account. The University, College, and Dental Hygiene faculty and administration use student e-mail to disseminate information and establish communication with students. Students are responsible for checking their UAMS e-mail accounts regularly. Not being aware of announcements or updates because one's UAMS e-mail was not checked is not acceptable. If a student has a problem accessing his/her account, please call (501) 686-8555. It is your responsibility to maintain your UAMS mailbox and keep it cleaned out so messages can be received.

Social Networking

Please refer to the CHP policy on "Use of Social Networking Sites" in the college catalog.

As a student in the program, it is inappropriate to “friend” faculty or staff on Facebook or other social media. Once you complete the program, being a “Facebook friend” would be a great way to stay in contact, but until then, let’s not.

UAMS Branding & Copyright

Dental hygiene students like to make class t-shirts, hoodies, pullover, etc. While certainly encouraged, there are two rules: 1) the design must be submitted to the department chairman who will forward it to UAMS Communications and Marketing for their review; and 2) you need to ask the faculty and staff if they want to order.

Student Transportation, Parking, & Clinic Rotation Hours

Please be advised, you will need to have access to your own mode of transportation to clinical rotation sites. While carpooling with classmates is encouraged, students are assigned to clinical rotation sites without regard to whom they may carpool. Therefore, students will need to have their own source of transportation available.

Please be advised, the hours of attendance at clinical rotation sites may differ from the Dental Hygiene Clinics at UAMS. Students are expected to arrive at and depart from clinical rotations sites as advised by faculty at the rotation sites. This may require a student to arrive earlier or stay later at a rotation site than one would at the UAMS clinic.

Students at UAMS are asked to not park in the visitor/patient parking decks. Parking on campus is very limited, and these parking areas are needed by patients and their families. Please be respectful of this request. Student parking is provided at War Memorial Stadium, and a shuttle bus can transport you to campus.

Students may not switch clinical rotation assignments without first consulting the clinic coordinator (Mrs. Tucker/Ms. Turley). The request must be made in writing (e-mail is acceptable). Students are not allowed to make any changes in the UAMS clinic schedules without consulting the clinic receptionists. Students who make changes in the clinic schedules without receiving prior consent will have their clinic privileges suspended (absences and NPs will accrue).

CPR Certification

All students, faculty, and staff involved in the direct provision of patient care must be continuously certified in basic life support procedures, including healthcare provider cardiopulmonary resuscitation with an Automated External Defibrillator (AED). Students must present the Department Chairman with proof of CPR certification prior to beginning DHY 2521 Clinic I. CPR certification must be maintained throughout the student’s enrollment in the dental hygiene program. Students who do not maintain current CPR may not attend clinic (to include all rotation sites) until the certificate is renewed. Unexcused absences will accrue. It is the student’s responsibility to maintain his/her certification. The Department does not accept on-line CPR certification/recertification courses.

TB Skin Testing, Hepatitis B & Influenza Vaccine

It is a requirement that all students enrolled in the CHP receive an annual TB skin test. Students who do not present for a TB skin test (and have it read) will not be allowed to attend class and/or clinic until the test/vaccination is received. Unexcused absences will accrue.

UAMS requires the Hepatitis B and influenza vaccine for all employees, medical staff, students, and volunteers. The flu vaccine is provided at no charge to students (and employees) in mid-October. It is requested that students be vaccinated against influenza within 6 weeks from vaccine becoming available in the fall semester in order to attend clinic (including rotations). Students who do not receive the influenza (flu) vaccine will not be allowed to attend any clinic sessions (or rotations). Absences (and penalties) will accrue.

Health Insurance

Students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (*Policy 1260.1*) to have health insurance coverage at all times. The proof of personal health insurance process is required every semester in which a student is enrolled. The responsibility for obtaining health insurance coverage rests with the student. Students are urged to research for themselves the policy best suited to meet their individual needs.

Health insurance policies must meet minimum standards set forth by the Student Government Association and the Office of the Vice Chancellor for Academic Affairs. Coverage must meet the following criteria:

- Plan must provide at least \$100,000 in coverage (for each covered injury or sickness incident)
- Policy must have no major exclusions. Plan must include: major medical, pharmacy, emergency medical, mental health, and diagnostic x-rays/laboratory services
- Student must be covered the entire semester for which the waiver is requested
- Individual plan must have a policy year deductible of \$1,000 or less; a family/employer plan must have a policy year deductible of \$2,500 or less
- Plan must provide identification card or policy with student name and/or policy information allowing student insurance monitors to confirm eligibility
- Plan documents must be in English with currency amounts converted to U.S. dollars and an insurance company contact phone number in the U.S. must be provided

Full-time students must provide proof of adequate health insurance coverage by inputting insurance information into the UAMS online waiver system at www.uams.edu/studentlife. The waiver offers three (3) proof of coverage options:

1. **Proof of Purchase** – Students may purchase the university sponsored insurance plan: Academic Health Plans (AHP). For AHP benefits and enrollment information, call 855-247-2273 or visit www.academichealthplans.com/uams/2011-2012/ .
2. **Proof of Other Coverage** – If a student has personal health insurance, the individual or employer/family policy must meet UAMS required standards. To verify coverage, insurance information must be inputted into the on-line system.

3. **Appeal** – Once the student’s current personal health insurance information is entered into the waiver system, it will be analyzed to determine if it meets the minimal standards. If the policy does not meet required standards, students must revise their insurance policy **OR** purchase the university sponsored plan **OR** file an appeal with UAMS insurance administrators (501-686-5850).

UAMS Student Health Clinic provides quick and convenient healthcare to eligible UAMS students. Students pay a student health clinic fee and are eligible for these services. The benefits include:

- Free office visits
- Convenient clinic hours (M-F from 8am-4:30pm)
- Basic medical assessment and treatment of common acute illnesses and injuries
- Some lab services
- Men’s health & women’s health services (including pap smears)
-

To make an appointment, call (501) 686-6381. The Student Health Clinic is located on the terrace level of the Family Medicine Building at 521 Jack Stephens Drive. The clinic entry is on the east side (Cedar Street) of the building. Free parking is located behind the building and may be accessed from Cedar Street.

UAMS Student Wellness Clinic is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS. Students may seek help for depression, anxiety, grief, relationship conflicts, academic difficulties and numerous other issues interfering with their maximal functioning. Seeking care through the service is absolutely confidential. For short term treatment, there is no financial cost to students seeking care. The Student Wellness Clinic can be reached between 7:15 AM & 4:30 PM Monday through Friday. To schedule a confidential appointment, call (501) 686-8408. The Student Wellness Clinic is located at 201 Jack Stephens Drive, on the street level. Parking is available in front of the clinic in spots reserved for the ‘Student Wellness Program’ for the duration of the appointment.

UAMS Title IX Policy

The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The UAMS Title IX Coordinator can be contacted at (501) 526-5641. She is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. **You may also contact the UAMS Police Department, 501-686-7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.** The United States Department of Education’s Office of

Civil Rights (“OCR”) is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or ocr@ed.gov

HIPAA Compliance

All students must complete Health Insurance Portability and Accountability Act (HIPAA) training. Newly enrolled students must complete the “Required HIPAA Privacy & Security Training” within thirty days of enrollment in the CHP. Continuing students must complete the “HIPAA Annual Update” by July 1. Students who have not completed HIPAA training will not be allowed into any clinic course. The independent tutorials can be found at <http://hipaa.uams.edu/>.

Your Responsibility as a UAMS Dental Hygiene Student

You are about to begin a very challenging but rewarding time in your life as you pursue the educational requirements for a degree in dental hygiene and subsequent licensure as a registered dental hygienist. Obviously, you have put a great amount of time, thought, work, and money into getting to this point in your education. You have *chosen* dental hygiene as a career; therefore you will undoubtedly want to continue to work hard and diligently apply yourself as you progress through the dental hygiene program. The faculty are here to *help you* attain your goals and successfully complete your career objective, but please be advised, this is a *joint effort*. It is your responsibility to apply yourself, complete assignments and requirements, study for examinations, ask for assistance when needed, and follow departmental policies. *We assume that you want to be here. We certainly want you to be here!*

Please Be Advised...

- It is not the responsibility of your instructors to make it convenient for you to carry-on with your life just like it was before you enrolled in the dental hygiene program. *It is your responsibility to modify your life so that you can successfully complete the requirements of the program.* Although the faculty are certainly sensitive to your personal concerns such as employment, child care, commuting, and family needs, these are examples of issues that are ultimately your responsibility to manage while meeting the requirements of the dental hygiene program. For example, if your child’s school or daycare is closed, this is not an excuse for you to miss class or clinic. You will want to have alternate child care arrangements if the need arises.
- We want you to be successful and will assist you in this effort. However, acceptance into the dental hygiene program does not imply that you will complete the program and subsequently graduate. Additionally, completion of the program and subsequent graduation does not necessarily imply that you will be successful on your licensure examinations.

Please do not hesitate to discuss with the faculty any questions or concerns you might have regarding your responsibility as a student in the department of dental hygiene.

Students are advised to refer to the *College of Health Professions (CHP) Catalog* for information on college policies. The Department of Dental Hygiene ascribes to all CHP policies and procedures as outlined in the College Catalog. This document can be found web page: <http://healthprofessions.uams.edu/current-students/catalogs-and-handbooks/>



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES



UAMS ADMINISTRATIVE GUIDE

NUMBER: 11.4.10

DATE: 04/05/1996

REVISION: 01/18/02, 10/11/04, 9/01/07

SECTION: CAMPUS OPERATIONS

AREA: GENERAL AND OCCUPATIONAL SAFETY

**SUBJECT: PREGNANT EMPLOYEES WORKING WITH IONIZING
RADIATION**

PURPOSE

This policy is (1) to provide information, training, and options to employees so that they can make informed decisions in the best interest of themselves and their fetuses; and (2) to provide a mechanism whereby UAMS can manage or implement appropriate safety practices. No employee shall be discharged, transferred, or otherwise have her employment affected without her agreement solely because she is pregnant. On the other hand, employees can be required to perform the essential functions of their positions as a condition of continuing their positions.

SCOPE

This policy concerns employees who become pregnant who, in the course of their duties, are occupationally exposed to ionizing radiation (X-rays, gamma rays, or radioactive materials).

PROCEDURE

- (1) This policy shall be invoked when employees in one of the following categories become aware of their pregnancy:
 - (a) Any employee who receives (as demonstrated by film badge reports), or is likely to receive (as determined by the Radiation Safety Officer's (RSO) evaluation of duties) a radiation dose in excess of 50 millirems per month, averaged over a nine month period.
 - (b) Persons engaged in the following activities may be "at risk" as defined in (a) above:
 - 1) Physicians who conduct radiological procedures (radiologists, nuclear medicine physicians, cardiologists, orthopedists, etc.).
 - 2) Nurses who assist during radiological procedures or work in areas where these are performed frequently (O.R., ICU, nursery, etc.)
 - 3) Paramedical personnel (radiology, nuclear medicine, dentistry, radiation therapy, etc.)
 - 4) Students who are in training in any of the above areas
 - 5) Laboratory personnel working with radioactive materials or X-ray generators

- (2) Employees do not have to notify anyone of their pregnancy. However, an employee who decides to notify the hospital of her pregnancy or intended pregnancy has the following responsibilities:
 - (a) Notify her immediate supervisor OR the Radiation Safety Officer of her pregnancy.
 - (b) Assist her supervisor and the RSO in evaluating the level of risk to a fetus from her particular working conditions and in evaluation the reasonableness of modifications to her working conditions to reduce risk. She shall sign a Female Radiation Exposure Declaration Form acknowledging that she has officially notified her supervisor of her pregnancy and knows the possible risks to her fetus from ionizing radiation exposure.
 - (c) Notify her supervisor of any changes in her work or any problems in her pregnancy that may relate to exposure to radiation.
- (3) Employee's options:
 - (a) Resign from employment.
 - (b) Continue in employment in her current position.
 - (c) If the supervisor offers the employee an alternative position with less radiation risk, she may accept such position.
 - (d) Take a leave of absence for a period of time not exceeding the duration of the pregnancy.
- (4) Supervisor's responsibilities:
 - (a) Contact the RSO and schedule a conference with the employee.
 - (b) Implement any modifications in working conditions that the supervisor deems appropriate.
 - (c) Establish the duration and conditions of any leave of absence or transfer to another position allowed under other provisions of this policy.
 - (d) Provide the employee with information furnished by the Radiation Safety Officer regarding the nature of potential radiation injury associated with in utero radiation exposure and the regulatory limits established by the National Council on Radiation Protection.
- (5) Radiation Safety Officer's responsibilities:
 - (a) Develop information to be furnished to employees regarding the nature of potential radiation injury associated with in utero radiation exposure and the regulatory limits recommended by the National Council on Radiation Protection and established by Arkansas State Board of Health Rules and Regulations for Control of Sources of Ionizing Radiation. (This information is provided on pages 4-6 of this policy.)
 - (b) Advise the supervisor regarding the nature, the magnitude, and appropriate preventive measures associated with the employee's exposure to ionizing radiation.
 - (c) Provide dosimeters and keep the supervisor and employee advised of exposure readings.

SIGNATURE: _____ **DATE:** _____

**ACKNOWLEDGEMENT OF TRAINING:
DECLARATION OF PREGNANCY**

I understand that UAMS is obliged by applicable law to take the position that protection of the health of the embryo/fetus is the immediate and direct responsibility of the prospective parent(s). While the medical profession and the UAMS can support the parent(s) in the exercise of this responsibility, the UAMS cannot assume it for the parent(s) without, according to the courts, simultaneously infringing upon individuals' rights. I also understand that policies which, as a rule, inhibit a woman's activities in the workplace on the basis of fetal protection concerns, are improper under the law of the United States, unless a woman voluntarily requests more protective dose limits be applied to her or in cases in which sex or pregnancy actually interferes with the employee's ability to perform the job.

I have received training from UAMS concerning the radiological hazards of employment. I have also received training regarding the effects of radiation on an embryo/fetus (such as mental retardation and birth size, childhood cancer, radiation-induced genetic effects, and the radio-sensitivity of the embryo/fetus). I have had opportunity to ask questions concerning all aspects of the presentation. I understand that the National Council on Radiation Protection and Measurement has recommended a separate dose limit of 500 mrem (not to exceed 50 mrem/month) to the embryo/fetus from occupational exposure of the expectant mother for the term of the pregnancy. I understand that if I become pregnant, I have the option to formally choose to be considered a Declared Pregnant Female. If I do not formally declare my pregnancy, my radiation dose limits will continue to be the same as they were before I became pregnant (annual limit of 5000 mrem).

I understand that I may be excluded from certain jobs or tasks that would require high radiation exposure if I choose to be a Declared Pregnant Female. I understand that these declarations and lower limits, however are strictly voluntary and will be implemented by UAMS only upon request. I understand that I may change my declaration at any time by notifying my supervisor and signing a new declaration form.

Based on the above information, I believe I adequately understand the risks of radiation related to employment and the choices available to me.

CHOOSE ONE:

Initial yes for one of the classifications below; initial no for the other two classifications.

_____	_____	<u>Radiation Worker</u> . Based on the above information, I want to be classified as an occupational worker with exposure limits of 5000 mrem/calendar year.
yes	no	

_____	_____	<u>Declared Pregnant Female</u> . I currently am pregnant, and I voluntarily elect to choose the lower dose limit for the unborn child of 500 mrem for the gestation period, not to exceed 50 mrem per month.
yes	no	

Student/Employee's Social Security
No. _____

Student/Employee's
Name _____ Date: _____

Please Print

Student/Employee's
Signature _____

Signature

Department Chair
Name _____

Estimated date of
Delivery _____

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

**INFORMATION FOR FEMALE EMPLOYEES & STUDENTS
UNDER 50 YEARS OF AGE**

Possible Health Risks to Children of Women Exposed to Radiation During Pregnancy: Some recent studies have shown that the risk of leukemia and other cancers in children increases if the mother is exposed to a significant amount of radiation during pregnancy. According to a report by the National Academy of Sciences, the incidence of leukemia among children under 10 years of age in the United States could rise from 3.7 cases in 10,000 children to 5.6 cases in 10,000 children, if the children were exposed to 1,000 mrem of radiation before birth (a "mrem" is a measure of radiation). The Academy has also estimated that an equal number of scientific studies have shown a much smaller effect from radiation. The University of Arkansas for Medical Sciences wants women employees to be aware of any possible risk so that the women can take steps they think appropriate to protect their offspring.

As an employee, you may be exposed to more radiation than the general public. However, the Arkansas State Health Department has established a basic exposure limit for occupationally exposed adults of 5,000 mrem per year. No clinical evidence of harm would be expected in an adult working within these levels for a lifetime. Because the risks of undesirable effects may be greater for young people, persons under 18 years of age are permitted to be exposed to only 10 percent of the adult occupational limits. (This lower limit is also applied to members of the general public.)

The scientific organization called the National Council of Radiation Protection and Measurements (NCRP) has recommended that because unborn babies may be more sensitive to radiation than adults, their radiation dose as a result of occupational exposure of the mother should not exceed 500 mrem. Other scientific groups, including the International Commission on Radiation Protection, have also stressed the need to keep radiation doses to unborn children as low as practicable.

Thus it is the responsibility of your employer to take all practicable steps to reduce your radiation exposure. Then it is your responsibility to decide whether the exposure you are receiving is sufficiently low to protect your unborn child. The advice of your employer's health physicist or radiation protection officer should be obtained to determine whether radiation levels in your working areas are high enough that a baby could receive 500 mrem or more before birth. If so, the alternatives that you might want to consider are:

- (a) If you are now pregnant or expect to be soon, you could decide not to accept or continue assignments in these areas.
- (b) You could reduce your exposure, where possible, by decreasing the amount of time you spend in the radiation area, increasing your distance from the radiation source, and use shielding.
- (c) If you do become pregnant, you could ask your employer to reassign you to areas involving less exposure to radiation. If this is not possible, you might consider leaving your job. If you decide to take such steps, do so without delay.

The unborn child is most sensitive to radiation during the first three months of your pregnancy.

- (d) You could delay having children until you are no longer working in an area where the radiation dose to your unborn baby could exceed 500 mrem.

You may also, of course, choose to:

- (e) Continue working in the higher radiation areas, but with full awareness that you are doing so at some small increased risk for your unborn child.

The following facts should be noted to help you make a decision:

- (1) The first three months of pregnancy are the most important, so you should make your decision quickly.
- (2) At the present occupational exposure limit, the actual risk to the unborn baby is small, but experts disagree in the exact amount of risk.
- (3) There is no need to be concerned about sterility or loss of your ability to bear children. The radiation dose required to produce such effects is more than 100 times larger than the dose limits for adults.

(4) Even if you work in an area where you receive only 500 mrem per three-month period, in nine months you could receive 1,500 mrem, which exceeds the full-term limit suggested by the NCRP. Therefore, if you decide to restrict your unborn baby's exposure as recommended by the NCRP, be aware that the 500 mrem limit applies to the full nine-month pregnancy.

The remainder of this document contains a brief explanation of radiation and its effects on humans. As you will see, some radiation is present everywhere, and the levels of radiation most employees of UAMS receive are not much larger than these natural levels. Because the radiation levels in the area where you will be working are required by law to be kept quite low, there is not considered to be significant health risk to individual adult employees.

DISCUSSION OF RADIATION

The amount of radiation a person receives is called the "dose" and is measured in "mrems." The average person in the United States gets a dose of 1,000 mrem from natural sources (other than radon) every 12 years. The dose from natural radiation is higher in some states, such as Colorado, Wyoming, and South Dakota, primarily because of cosmic radiation. In these states the average person gets 1,000 mrem every eight years.

Natural background radiation levels are also much higher in certain local areas. A dose of 1,000 mrem may be received in some areas on the beach at Quarapari, Brazil, in only about nine days, and some people in Kerala, India, get a dose of 1,000 mrem every five months.

Many people receive additional radiation for medical reasons. The annual radiation dose averaged over the U.S. population from diagnostic X-rays is 40 mrem per year. The average dose from one chest X-ray is 10-20 mrem.

Radiation can also be received from natural sources such as rock or brick structures, from consumer products such as television and glow-in-the-dark watches, and from air travel. The possible annual dose from working eight hours a day near a granite wall at the Redcap Stand in Grand Central Station, New York City, is 200 mrem, and the average annual dose in the United States from TV, consumer products, and air travel is 2.6 mrem.

Radiation, like many things, can be harmful. A large dose to the whole body (such as 600,000 mrem in one day) would probably cause death in about 30 days, but such large doses result only from rare accidents. Control of exposure to radiation is based on the assumption that any exposure, no matter how small, involves some risk. The occupational exposure limits are set so low, however, that medical evidence gathered over the past 50 years indicates no clinically observable injuries to individuals due to radiation exposures when the established radiation limits are not exceeded. Thus the risk to individuals at the occupational exposure levels is considered to be very low. However, it is impossible to say that the risk is zero. To decrease the risk still further, licensees are expected to keep actual exposures as far below the limits as practicable.

The current exposure limits for people working with radiation have been developed and carefully reviewed by nationally and internationally recognized groups of scientists. It must be remembered that these limits are for adults. Special consideration is appropriate when the person

being exposed is, or may be, an expectant mother, because the exposure of an unborn child may also be involved.

PRENATAL IRRADIATION

The prediction that an unborn child would be more sensitive to radiation than an adult is supported by observations for relatively large doses. Large doses delivered before birth alter both physical development and behavior in experimentally exposed animals. A report of the National Academy of Sciences states that short-term doses in the range of 10,000-20,000 mrem cause subtle changes in the nerve cells of unborn and infant rats.

The report also states, however, that no radiation-induced changes in development have been demonstrated to result in experimental animals from doses up to about 1,000 mrem per day extended over a large part of the period before birth.

The National Academy of Sciences also noted that doses of 25,000-50,000 mrem to a pregnant human may cause growth disturbances in her offspring. Such doses substantially exceed, of course, the maximum permissible occupational exposure limits.

Public Notice of Competence in Dental Hygiene Procedures

A large number of patient care services are taught in the dental hygiene curriculum. The following table lists the competency to which each is taught. Skills taught to didactic, lab competency, or clinical observation levels require additional education and training prior to the development of clinical competency.

Definition of Terms:

Didactic Only: Material/techniques are covered within the classroom setting only. Limited ability to deliver the service is expected within the curriculum. Additional instruction and practice are necessary prior to the delivery of the service.

Lab Competency: Material/techniques are covered within the classroom and laboratory setting. Limited ability to deliver the service to a patient in the clinic is expected within the curriculum. Additional instruction and practice are necessary prior to the delivery of the service.

Clinical Observation: Observation experience provided at clinical or extramural sites. Additional instruction and practice are necessary prior to the delivery of the service.

Clinical Competency: Material/techniques are covered within the classroom, laboratory and clinical setting. Ability to deliver the service is expected within the curriculum and is evaluated through the use of process/product evaluations.

Procedure	Didactic Only	Lab Competency	Clinic Observe	Clinical Competency
Administration of Local Anesthesia				X
Air Polishing				X
Alginate Impressions				X
Application of Topical Anesthesia				X
Blood Pressure (vital signs)				X
Cleaning of Dental Appliances				X
Delivery of Nitrous Oxide		X		X
Dental Charting & Caries Detection				X
Desensitization				X
Emergency Management		X		
Extra and Intra Oral Examination				X
Finishing and Polishing Restorations	X			
Fluoride – varnish				X
Hand Instrumentation				X
Implant Maintenance	X			
Infection Control Protocol				X
Instrument Sharpening				X
Intra-Oral Camera				X
Placement of Locally-Delivered Antimicrobials				X

Medical & Dental Histories				X
Non-Surgical Periodontal Therapy				X
Nutritional Counseling				X
Patient Education				X
Periodontal Assessment				X
Periodontal Dressings	X			
Periodontal Exploring				X
Pit & Fissure Sealants				X
Plaque Index				X
Plaque and Stain Removal				X
Radiography –digital				X
Records Management				X
Study Models				X
Subgingival Irrigation	X			
Suture Removal	X			
Tobacco Cessation	X			
Tray Fabrication		X		
Treatment Planning				X
Ultrasonic Instrumentation				X

**University of Arkansas for Medical Sciences
College of Health Professions
Department of Dental Hygiene**

***Opportunity to Submit Third Party Comments
To the American Dental Association, Commission on Dental Accreditation***

The dental hygiene program at the University of Arkansas for Medical Sciences is accredited by the American Dental Association, Commission on Dental Accreditation. You have the opportunity to submit third-party comments pertaining to the standards for the dental hygiene program or policies and procedures used in the Commission's accreditation process. The Commission on Dental Accreditation will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653. Comments must pertain only to the standards for the program or policies and procedures used in the Commission's accreditation process.

**Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
800-621-8099
www.ada.org**

**University of Arkansas for Medical Sciences
College of Health Professions
Department of Dental Hygiene
Departmental Policies and Procedures Manual
Revised summer 2018**

My signature below indicates that I have received a copy of the *UAMS Department of Dental Hygiene Policies & Procedures and Clinic Manual*. Furthermore, I have carefully read each policy and statement, have had the opportunity to ask questions and for clarification, understand their meanings and my responsibility, and agree to abide by the principles set forth.

_____	_____
Signature	Date
_____	_____
Witness Signature	Date

By signature below, student acknowledges that: I have been trained in 1) recognizing the signs and symptoms of child abuse and neglect; 2) the legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the act; and 3) methods for managing disclosures regarding child victims.

_____	_____
Student Name (please print)	Student ID Number
_____	_____
Student Signature	Date
_____	_____
Faculty/Advisor Signature	Date

**I, _____ have read and understand the UAMS Substance Abuse Policies.
I understand that an outcome of a positive drug screen will constitute immediate suspension from the Dental Hygiene program.**

After signing this statement, please return it to the Department of Dental Hygiene administrative office. You will be provided with a copy of your signed statement. The original signed statement will be kept in your confidential student record in the administrative office.