



HARCUM COLLEGE

**DENTAL HYGIENE PROGRAM
STUDENT HANDBOOK**

2023/2024

Dear Student,

On behalf of the faculty and staff we would like to welcome you to the Dental Hygiene Program at Harcum College.

The course of study you are undertaking will be both demanding and challenging. I'm sure you will find this to be a rewarding experience.

A degree in Dental Hygiene will offer you excellent career opportunities. Upon completion of the two-year program, you will be eligible to take national and regional licensing boards.

During your two years at Harcum, you will study the theory and practice of dental hygiene along with basic science and liberal arts courses. The clinical component of the curriculum will span three semesters and will take place in a variety of settings, including Harcum College, Community Volunteers in Medicine, and other excellent clinical rotation sites. The Program has a strong emphasis on community service to Harcum College, professional dental organizations and the local communities.

This handbook is designed to provide you with the important information you will need while you are a student in the Dental Hygiene program. You are expected to read and abide by the information and policies written here. You will receive a Clinic Manual, which contains information and policies for the clinical educational experience. The College Catalog and College Student Handbook contain additional information and policies and can be accessed at www.harcum.edu. If you have any questions or concerns, please feel free to discuss them with your dental hygiene faculty or myself.

Sincerely,

A handwritten signature in black ink that reads "Jean Byrnes-Ziegler". The signature is written in a cursive style with a large, looped initial "J".

Jean Byrnes-Ziegler, RDH, MS
Dental Hygiene Program Director

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ACADEMIC CALENDAR

Fall Semester 2023

New Student Orientation	Thursday	July 20
All Payments Due	Friday	August 04
New Student Orientation	Thursday	August 17
Resident Students Report	Friday	August 25
Classes Begin at 8:30 am	Monday	August 28
Labor Day Holiday (College Closed)	Monday	September 04
Add/Drop Period Ends	Monday	September 11
Homecoming	Saturday	October 07
Mid Term Grades Due	Monday	October 16
Pre-Registration for Spring 2024	Mon – Fri	Oct. 23 – Oct. 27
Last Day to Withdraw with a “W”	Tuesday	October 31
Open Registration	Monday	November 06
Fall Open House	Saturday	November 18
Thanksgiving recess begins after last class	Tuesday	November 21
Residence Halls Close at 6:00 pm	Tuesday	November 21
Classes Resume at 8:30 am	Monday	November 27
Residence Halls Close at 6:00 pm	Friday	December 15
Last Day of Classes	Saturday	December 16
Final Grades Due by Noon	Monday	December 18

Spring Semester 2024

All Payments Due	Thursday	December 21, 2023
New Student Orientation	Friday	January 12
Resident Students Report	Sunday	January 14
MLK Day (College Closed)	Monday	January 15
Classes Begin at 8:30 am	Tuesday	January 16
Deadline for Incomplete Grade Change from Fall 2023	Monday	January 22
Add/Drop Period Ends	Monday	January 29
Mid Term Grades Due	Wednesday	March 13
Residence Halls Close at 6:00 pm	Friday	March 15
Spring Recess	Mon – Fri	March 18 – 22
Classes Resume at 8:30 am	Monday	March 25
Registration for Summer 2024	Mon – Fri	March 25 – 29
Pre-Registration for Fall 2024	Mon – Fri	March 25 – 29
Last Day to Withdraw with a “W”	Tuesday	April 02
Open Registration	Monday	April 08
Spring Open House	Saturday	April 06
Residence Halls Close (non-graduates) at 6:00 pm	Friday	May 03
Last Day of Classes	Saturday	May 04
Final Grades Due by Noon	Monday	May 06
Commencement	Saturday	May 11

MISSION STATEMENT OF HARCUM COLLEGE

Harcum College provides its students with an opportunity for outstanding academic, career, and life preparation. We teach, mentor, and prepare students for success in their chosen profession in an experiential environment utilizing a wide variety of modalities and technology. Harcum's emphasis on its core values of excellence, civility, empowerment, integrity, service, and respect for diversity assure that every member of our community is valued, supported, included, and equal.

HARCUM COLLEGE CORE CURRICULUM

The purpose of Harcum's core curriculum is to provide students with a body of knowledge and a set of skills that will lead to the growth of independent and lifelong learning. As Harcum students become immersed in a particular associate's degree program to acquire the knowledge and professional experience necessary for a successful career, the core curriculum provides the well-rounded education that the College considers essential.

The core curriculum is designed to develop the following general education student learning outcomes:

1. Employ effective oral and written communication skills in a variety of contexts.
2. Utilize information literacy skills in conducting academic research.
3. Apply critical thinking and mathematical reasoning to problem-solving.
4. Demonstrate comprehension of basic principles of science.
5. Display an appreciation of human achievement and aesthetic values.
6. Express an understanding of human behavior, individually and collectively.
7. Demonstrate the ability to participate responsibly in a complex global community.

DENTAL HYGIENE PROGRAM MISSION STATEMENT

The Dental Hygiene Program provides a comprehensive education designed to provide the students with the knowledge and skill to perform as a competent dental hygiene practitioner. The Program seeks to create an educational environment that facilitates the development of an ethical, self-directed, problem-solving dental health care professional that is prepared to function competently within the changing health care delivery system of the future.

DENTAL HYGIENE PROGRAM GOALS/STUDENT LEARNING OUTCOMES

Through the utilization of various educational principles and by providing a variety of on-site clinical and community-based experiences, the Dental Hygiene Program endeavors to facilitate the development of an individual who as an entry-level graduate with an Associate of Science in Dental Hygiene from Harcum College will be able to:

1. Provide comprehensive dental hygiene services to a diverse population based on the current standards of care.
(C.1, C.2, C.3, C.4, HP.1, HP.2, HP.3, HP.4, HP.5, HP.6)
 - Demonstrate proficiency in the performance of dental hygiene procedures and techniques based on the current standard of care, to include:
 - Assessment
 - Planning
 - Implementation
 - Evaluation
 - Documentation
 - Provide community oral health services in a variety of settings
2. Explain/demonstrate the importance of professional development within the changing environment of the health care profession.
(C.1, C.5, C.6, PGD.1, PGD.2)
 - Integrate student professional activities with their ongoing professional growth.
 - Prepare professional table clinics, attend continuing education courses and/or participate in community service projects.
 - Access professional and social networks and resources for professional growth. The student will recognize the benefit for active membership in the Professional Dental Hygiene Association, participation in community service projects, attendance at professional continuing education courses, and continued educational advancement.
3. Integrate knowledge from general education, basic science and dental hygiene courses.
(C.1, HP.3, HP.6, CM.3)
 - Demonstrate the integration of information from the physical, biological and dental science courses.
 - Integrate the principals of behavior sciences and dental sciences in determining the appropriate provision of comprehensive dental hygiene care.
4. Incorporate ethical and professional judgment into the practice of dental hygiene.
(C.1, C.2, C.5)
 - Integrate the principals of ethics and their personal values in providing dental hygiene care.
 - Demonstrate professional ethics and appropriate conduct as stated in the American Dental Hygiene Association Code of Ethics.
5. Demonstrate effective communication skills, written, oral and interpersonal.
(C.7, C.8, C.9, C.11)
 - Communicate effectively in written and oral assignments.
 - Establishes effective communication with individuals and groups from diverse populations.

6. Will apply critical thinking, problem solving and self-assessment skills in the decision of dental hygiene care.

(C.3, C.5)

- Provide dental hygiene care to promote patient health and wellness using critical thinking and problem solving.
- Continuously perform self-assessment as a means of promoting life-long learning and professional growth.

HARCUM COLLEGE DENTAL HYGIENE PROGRAM ESSENTIAL FUNCTIONS

The essential functions, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the dental hygiene curriculum. The essential abilities required by the curriculum are in the following areas: intellectual, motor, sensory, communication, environmental and the behavioral and social aspects of the performance as a dental hygienist. These are attributes that each student must possess and the use of a third party for the fulfillment of these attributes is not adequate.

Intellectual: The program requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, demonstrations, independent study, clinical experiences, written material, material presented through computer imaging and projected images. The student must have the ability to complete reading assignments and to search and evaluate scientific literature. The ability to comprehend three-dimensional relationships and understand the spatial relationship of structures is important. Further, the student must be able to complete computer-based assignments and use the computer for searching, recording, storing, and retrieving information. The student must have the ability to recall, comprehend, integrate, calculate reason, analyze, and synthesize. Problem solving skills are essential.

Motor/Sensory: Student must have fine motor function and the manual dexterity to provide dental hygiene care to the patients. Students must be able to negotiate and function in the clinical patient care environment. Functional vision, hearing and tactile sensation must be adequate to perform a clinical examination, including, gathering of information on texture, color, palpable changes, and fine changes on tooth surfaces. The student must possess the visual ability to assess and provide services in the oral cavity and interpret radiographs.

Communication: Students must be able to communicate clearly and effectively in both the academic and clinical setting. The student must demonstrate the ability to write coherently, using appropriate grammar, mechanics, punctuation, spelling, and diction. Written communication in the clinical setting must be complete, legible and accurate. The student must be able to verbally communicate in a professional manner with patients, faculty and other members of the dental care team.

Environmental: Students must be able to work in a clinical environment that is required to follow guidelines for infection control. This may include chemical solutions and aerosols for surface disinfection. Protective gloves, masks, eyewear and clinical attire must be worn.

Behavioral and Social: The student must be able to work in a cooperative professional manner with individuals of differing personalities and background. Being able to participate effectively as an integral part of a team is important.

**HARCUM COLLEGE DENTAL HYGIENE PROGRAM
GRADUATE COMPETENCIES**

The Dental Hygiene Curriculum at Harcum College is designed to prepare students to graduate as competent, entry-level dental hygiene practitioners. This document states the abilities expected of the graduating dental hygiene student, and states how each competency is measured and assessed throughout the program. As participating members of the health-care team, the dental hygienists plays an integral role in providing dental hygiene services to a variety of patient populations including pediatric, youth, adult, older adult, special needs, medically compromised and socially or culturally disadvantaged. The competencies required are based on the Accreditation Standards for Dental Hygiene Programs from the Commission on Dental Accreditation and the “ADEA Competencies for Entry into the Profession of Dental Hygiene,” developed by The American Dental Education Association, Section on Dental Hygiene.

Core Competencies (C)

These competencies include ethics, values, skills, and knowledge integral to all aspects of the profession. These are the foundation competencies.

COMPETENCY	COURSE	SKILL	METHOD OF ASSESSMENT	LEVEL
C.1 Apply the dental hygiene professional code of ethics in all endeavors.	DH 101/ DH 282	Knowledge of Professional Code of Ethics	Journaling Written Exam	Novice Competent
	All Clinical Courses	Clinical Application of Professionalism & Ethics	Clinic Eval	Novice-Competent
C.2 Adhere to state and federal laws, recommendations and regulations in provision of dental hygiene care.	DH 101/ DH111	Knowledge of OSHA Policies	Written Exam	Beginner
	DE 150	Knowledge of Radiation Safety	Written Exam Clinic Application	Novice Competent
	DH 282	Knowledge of PA Dental Law	Written Exam	Competent
C.3 Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.	DH 101	Research Assignment	Med Assessment	Novice
	DH 170	Recognizing Histological changes	Case Studies	Novice
	DH 190	Recognizing Pathology	Exam/Case Study	Competent

C.3 (continued)	DH 201	Evaluate Nutritional Status	Pt Nutritional Counseling	Competent
	DH 281	Planning of Community Project	Community Project	Competent
	DH 201	Scientific Research Posters	Poster/Rubic	Competent
	DH 280	Integration of Assessment into Total Pt Care	Perio Case Doc	Competent
	Clinical Courses	Dental Hygiene Care Planning	Clinical Eval	Novice-Competent
	DE 150	Radiographic Interpretation	Lab Exercise Clinical Pt Eval	Novice-Competent
C.4 Assume responsibility for professional actions utilizing evidence based decision making to evaluate treatment modalities and care based on accepted scientific theories and research as well as the accepted standard of care.	DH 271	Review of research in community dental health	Community Project	Beginner
	DH 101	Ability to evaluate evidence based information	Project	Beginner
	DH 201	Scientific Research Posters	Poster/Rubic Literature Review	Competent
	Clinical Courses	Dental Hygiene Care Plan	Clinical Eval	Novice-Competent
	DH 280	Individualized Treatment based on Research	Perio Case Doc Case Studies	Novice
	DH 280	Evidence Based Care	Test-Perio Case Doc	Competent
	DH 142	Research Project	Written Paper	Beginner

C.5 Continuously perform self-assessment as a means of promoting life-long learning and professional growth.	Clinical Courses	Self-Assessment of Skills	Self-Assessment of Pt care eval	Novice-Competent
			Self-Assessment of all Clinical Processes	Novice-Competent
			Student Self-Assessment Monthly report	Novice-Competent
	DH111/ DH202/210	Self-Assessment Reflections	Self-Reflections	Novice/Beginner
	DH 271	Self-Assessment	Self-Assessment Community Project	Beginner
	DH 280	Self-Assessment	Self-Assessment of lab Processes Perio Case Doc	Beginner
	DE 150	Radiographic Techniques	Self-Assessment Clinic Eval	Novice-Competent
C.6 Promote the values of the dental hygiene professions through service-based activities, positive community affiliations, and active involvement in local organizations.	Clinic Seminar Courses	Community Dental Health related Activities	Reflection Paper	Novice-Competent
	DH 110	Service Learning	Project	Novice
	DH 271	Community Dentistry Project	Presentation	Beginner-Competent
C.7 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.	DH 201	Scientific Research Poster	Posters/Rubrics	Competent
	All Clinic Courses	Patient/Fac/Peer/St aff oral and written communications	Clinical Eval	Novice-Competent
	DH 210	Oral and written presentations	Special Needs Project	Competent

C.7 (continued)	DH 280	Oral and Written Presentation	Perio Case Doc	Competent
C.8 Provide accurate, consistent and complete documentation for assessment, diagnosis, planning, implementation and evaluation of dental hygiene services.	DH 101	Assessment Skills	Task Analysis/Process	Novice
	DH 101	Documentation Skills	Exam	Novice
	DH 190	Use of descriptive terms	Case Doc Written Exam	Novice- Beginner
	Clinical Courses	Assessment, diagnosis, planning, implementation and evaluation	Clinic Eval/ Processes/Clinical Competency Exam	Novice- Competent
	Clinical Courses	Treatment Record	Clinical Eval	Novice- Competent
	DH 200	Calculating and recording anesthetic	Written Exam	Novice- Competent
	DH 270	Recognize medications	Exam	Novice
	DH 190	Differential Diagnosis	Case Studies	Beginner
C.9 Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all	DE 192	Documentation Skills	Written Exercise	Novice
	Clinical Courses	Dental Hygiene Care Plan	Clinic Eval	Novice- Competent
	DH 280	Treatment Planning	Case Study Exam Perio Case Doc Written Exams	Beginner Competent Beginner

parties involved in care planning.				
C.10 Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.	DH 101/ DH 202	OSHA Training/HIPAA Training	Test	Novice
	Clinical Courses	Patient care quality assurance protocol	Clinic Eval	Competent
C.11 Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.	Clinical Courses	Medical/Dental Consultations Patient referral for care	Clinic Eval	Novice
	DH 210	Consultation with Health care team	Written Paper	Competent
C.12 Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.	Clinical courses	Medical Protocol	Clinic Eval	Novice-Competent
	DH121	Medical Emergencies	Written exam	Novice

Health Promotion and Disease Prevention (HP)

Changes within the health-care environment require the dental hygienist to have a general knowledge of wellness, health determinants, and characteristics of various patient communities. The hygienist needs to emphasize both prevention of disease and effective health-care delivery.

COMPETENCY	COURSE	SKILL	METHOD OF ASSESSMENT	LEVEL
HP.1 Promote the value of oral and general health and wellness to the public and organizations within and outside the profession.	DH110 DH 202	Presentations for Health and Promotion	DHE Notebooks Bulletin Boards Research Posters	Beginner-Competent
	Clinic Courses	Individualized Health Promotion-DHE	Clinic Eval	Novice-Competent

HP.2 Respect the goals, values, beliefs and preferences of the patient while promoting optimal oral and general health.	Clinical Courses	Individualized Health Promotion-DHE Care Plan	Clinic Eval	Novice-Competent
	DH 202	Promotion of Health through Nutrition	Pt nutritional counseling	Beginner
	DH 280	Individualized Treatment	Perio Case Doc	Competent
HP.3 Recognize patients who may have a physiologic, psychological, and/or social disorders and refer for comprehensive patient evaluation.	DH 101	Medical History Assess	Lab Activity Written exam	Novice
	DH 190	Lesion Identification and referral needs	Case Studies	Novice
	DH 210	Identify physiologic, psychological and/or Special Needs	Research Project Written exam	Beginner - Competent
	DH 211	Special Needs Pt	Clinical Competency Exam	Competent
	Clinical Courses	Pt assessment and referral	Clinic Eval	Novice-Competent
HP.4 Evaluate factors that can be used to promote patient adherence to disease prevention and/or health maintenance strategies.	DH 101	Knowledge of Fluoride	Written exam	Beginner
	DH 201	Smoke Cessation	Written exam Clinic Project	Beginner
	DH 110	Behavior Change	Exam	Novice
	Clinical Courses	Risk Assessment/ Health Promotion Plans	Clinic eval	Novice-Competent
HP.5 Evaluate and utilize methods to ensure the health and safety of the patient and the dental hygienist in the delivery of dental hygiene care.	DH 101	Infection Control	Task Analysis	Novice
	DH 190	Identification of Infectious Disease	Written Exam	Beginner
	Clinical Courses	Infection Control	Clinic eval	Novice-Competent

HP.5 (continued)	DE 150	Radiation Safety	Exercise - Quality Assurance Written exam	Novice
	DH 203	Knowledge of Anesthesia Needle Safety	Written Exam Process	Novice
HP.6 Identify individual and population risk factors, and develop strategies that promote health related quality of life.	DH 280	Epidemiology	Test	Novice

Community Involvement (CM)

The Dental Hygienists must appreciate their role as health professionals at the local, state and national levels. This role requires the graduate dental hygienists to assess, plan, and implement programs and activities to benefit the general population. In this role, the dental hygienist must be prepared to influence others to facilitate access to care and services.

COMPETENCY	COURSE	SKILL	METHOD OF ASSESSMENT	LEVEL
CM.1 Assess the oral health needs of the community to determine action plans and availability of resources to meet the health care needs.	DH 271	Assessment of Oral Health Needs of a Community Site	Written paper Power point presentation	Competent
CM.2 Provide screening, referral, and educational services that allow patients to access the resources in the health care system.	DH 271	Planning and Implementation of Community Oral Health Project	Written paper	Competent

CM.3 Provide community oral health services in a variety of settings, including underserved populations.	Clinic Rotation	Comprehensive Dental Hygiene care at VA, CVIM	Clinic eval	Beginner-Competent
	DH 271	Implementation of Community Dentistry Projects	Written paper Power point Presentation	Competent
CM.4 Evaluate the outcomes of community-based programs and plan for future activities.	DH 271	Evaluation phase of Community Dentistry Projects	Written paper Power point presentation	Competent

Patient Care (PC)

The patient care competencies address the graduate's abilities to provide dental hygiene care. The dental hygienist's role in patient care is ever changing, yet central to the maintenance of health, the dental hygienists must use their skills to assess, diagnose, plan, implement and evaluate treatment.

COMPETENCY	COURSE	SKILL	METHOD OF ASSESSMENT	LEVEL
Assessment				
PC. 1 Systematically collect, analyze, interpret and document data on the general, oral and psychosocial health status of a variety of patients using methods consistent with medical/legal principles. Includes recognition of risk factors, relationships among medications and oral health of the overall patient care and treatment outcomes.	DH 101	Assessment Skills	Written Exam Processes	Beginner
	DH 190	Recognize pathologic changes and variations of normal	Case Study Written Exam	Beginner
	Clinical Courses	Comprehensive patient care— Assessment	Clinic eval- assessment	Beginner- Competent
	DH 270	Assessment of Medications	Written Exam	Beginner- competent
	DH 280	Collection of Data	Perio Case Doc	Competent
	DE 192	Intraoral Landmarks	Exam	Beginner

PC. 1 (continued)	DE 150	Exposing radiographs	Manikin evaluation	Beginner
Dental Hygiene Diagnosis				
PC.2 Formulate a dental hygiene diagnosis using evidence based critical analysis and interpretation of assessments to reach conclusions about the patients' dental hygiene treatment needs within the dental hygiene scope of practice.	DH 170	Treatment Selection Decisions	Case Study	Beginner
	Clinical courses	Dental Hygiene Care Plan	Pt care grade-Assessment	Beginner-Competent
	DH 270	Drug interactions	Case Study Exam	Novice
	DH 280	Pt Assessment needs	Case Study Exam	Competent
	DH 280	Dental Hygiene Care Plan	Perio Case Doc	Competent
	DH 200	Pain Management Assessment	Written Exam Clinic Eval	Novice-Beginner
	DE 150	Radiographic Interpretation	Lab exercises	Beginner
Planning				
PC.3 Collaborate with the patient, and/or health professionals, to formulate a comprehensive Dental Hygiene Care Plan that is patient-centered and based on current scientific evidence that is sensitive to the patients' culture, age, gender, language and learning style; including informed consent and referrals.	Clinical Courses	Dental Hygiene Care Plan	Clinic Pt eval	Beginner-Competent
	DH 280	Dental Hygiene Care Plan	Perio Case Doc	Competent
	DH 201	Interprofessional Communications	Interprofessional Activity	Novice
	DH 210	Interprofessional Communications	Special Needs Project	Competent

Implementation				
PC.4 Implement the Dental Hygiene Care Plan utilizing preventative and therapeutic services to optimize oral health and minimize risk. Assist in achieving oral health goals formulated in collaboration with the patient.	Clinical Courses	Comprehensive Dental Hygiene Care Plan	Clinic eval	Beginner-Competent
Evaluation				
PC.5 Evaluate and measure the effectiveness of the implemented clinical, preventive, and educational services, and goals, and modify as needed.	Clinical Courses	Comprehensive Dental Hygiene Care Plan	Clinic eval	Novice-Competent
	DH 280	Risk Assessment DHE-process-indices Reevaluation Case evaluation	Perio Case Doc	Competent
Documentation				
PC.6 Document complete and accurate recording of all collected data, treatment planned and provided services. Documentation includes recommendations and referrals, patient comments, treatment outcomes and patient satisfaction.	Clinical courses	Treatment record	Clinical eval	Novice-competent
	DH 200	Calculating and recording anesthetic amt	Written exam Clinic eval	Novice-competent

Professional Growth and Development (PGD)

Dental Hygienist must be aware of a variety of opportunities for professional growth and development. Some opportunities may increase clients' access to dental hygiene; others may offer ways to influence the profession and the changing health-care environment. A dental hygienist must possess transferable skills, e.g., in communication, problem-solving, and critical thinking, to take advantage of these opportunities.

COMPETENCY	COURSE	SKILL	METHOD OF ASSESSMENT	LEVEL
PGD.1 Identify alternative career options within health-care, industry, education and research.	DH 271	Knowledge of Public Health Careers	Exam	Beginner
	DH 282	Knowledge of a variety of DH careers	Exam	Competent
PGD.2 Access professional and social networks and resources for professional growth, to nurture collegial affiliations and to solicit and provide constructive feedback.	Clinical courses	Knowledge of technology resources	On-line continuing education assignments	Beginner
	DE 150	Ethical Scenario	Rubric	Novice
	DH 201	Informative Poster Session	Poster/Rubric	Competent
	DH 271	Knowledge of resources in Public Health field	Exam	Novice
	DH 280	Best Practice	Journal Article	Beginner
	DH 282	Knowledge of DH professional resources	Exam	Beginner
	SADHA	Professional Involvement	Sealant Day	Competent

RESPONSIBILITIES OF THE FACULTY

Education is a partnership between a faculty member and a student. In order for this partnership to succeed, there are responsibilities for which each is accountable. The following list designates the responsibilities of the faculty to the student:

- The faculty will develop and maintain a program curriculum that meets the standard established by the Commission on Dental Accreditation for Dental Hygiene Education.
- The faculty will provide the students with didactic instruction that includes a wide diversity of treatment philosophies, as well as the most current theories related to the clinical practice of Dental Hygiene.
- The faculty will provide the students with an opportunity to explore current theory and practice through research projects and "Hands-on" training of clinical skills.
- The faculty will assess the student's didactic knowledge and clinical skills on an ongoing basis to ensure that students meet the program requirements for entry-level clinicians.
- The faculty will conduct themselves in a manner that facilitates a collegial atmosphere and presents the students with positive role models.

RESPONSIBILITIES OF THE STUDENT

In order for a partnership to succeed, both parties must make an active effort. The faculty will expect each student to accept the following responsibilities.

- Regular and punctual attendance of classes is mandatory. In order to provide for the event of illness or other extenuating circumstances, students are allowed to miss one class per course credit. The course instructor must be notified of absence before class, or as soon as possible thereafter in the event of an emergency situation. Significant lateness (more than 10 minutes) or leaving the class before it is over may count as one absence. Any further absences will result in a final grade reduction of one full letter grade. Exceptions may be made in emergency situations only, and at the discretion of the instructor.

The student is responsible for making up missed work, obtaining handouts, class notes, and other information. If a student is absent on the day of a quiz/test/exam, the student must contact the instructor prior to the scheduled class time. Makeup quizzes/tests/exams are given at the discretion of the instructor. Failure to contact the instructor prior to quiz/test/exam will result in a grade of '0' for the quiz/test/exam.

- The student will complete and hand in all assignments on time as outlined in the course syllabi.
- The student will dress in a professional and appropriate manner for all classes. The student should follow guidelines stated in the course syllabi or clinic laboratory manuals for clinic attire.
- The student is responsible for abiding by all College and Dental Hygiene policies regarding academic performances and clinical education.
- The student will follow the appropriate chain of command when voicing concerns about the program. The chain of command is outlined below:
 1. The student will discuss the concern individually with the appropriate lecture or lab instructor. If the matter is not satisfactorily resolved the student may then go to the next level of administration, "2".
 2. The student may make an appointment to discuss the concern with the Program Director. The Program Director will set-up and attend a meeting with the student and the Instructor. If the matter is not satisfactorily resolved, the student may then go to the next level of administration, "3".
 3. The student may go to the Chief Academic Officer if matters cannot be resolved by the Program Director. This level of intervention may also include a group discussion with all appropriate parties.

"It is not the responsibility of your teachers to make it convenient for you to carry on with your life like it was before you enrolled in school. It is your responsibility to modify your life so that you can successfully complete the requirements of the program."

Bill Hendricson

DENTAL BUILDING POLICIES

1. No eating or drinking in any section of the dental building. No unprofessional conduct in the building. The dental building is a clinical site.
2. Clinic attire must be worn in the clinic at all times.
3. Phones at the front desk are not for student use. Students may use the college phones in the dental classroom for contacting patients and use personal cell phones for personal calls. Red Emergency phones are located in the building to contact security.
4. Cell phones are not allowed in the clinic.
5. We request that small children not be brought to classes, clinics or labs in the dental building. This is due to issues of safety, consideration to the learning environment, and to maintain a professional clinical environment. Since supervision of young children is necessary to avoid any issues with safety, it is expected that all dental students will adhere to this policy.
6. The photocopying machine in the dental building is not for student use. There are photocopying machines in the library. Students must check with Dental Clinic Manager prior to making any copies.
7. Students must check-in with the Dental Clinic Manager and sign-in prior to use of Dental Labs. Students are responsible for cleanup of the laboratory after use and must sign out with Dental Clinic Manager.

ACADEMIC POLICIES

Students are advised to refer to the Harcum Course College Catalog and College Student Handbook for a full description of all Academic Policies. Both documents can be found on-line at www.harcum.edu.

CLASS CANCELLATIONS

The College will, in extreme circumstances, delay or cancel classes and administrative office operations due to inclement weather or other emergency conditions. In the event that the College must cancel or delay the start of morning classes, the President will make that decision before 5:30am on the day in question. If the decision is made to delay opening, there will be either a one-hour delay or a two-hour delay.

- If there is a one-hour delay, classes will begin and offices will open at 10am.
- If there is a two-hour delay, classes will begin and offices will open at 11am.
- Notifications on the local radio and television stations, Harcum's phone, website, student-staff email and text message via the College's Emergency Notification System, will be made as quickly as possible.

Students are required to sign up for the Harcum's text-message/email Emergency Notification System. Students can choose to receive notifications about closings and other emergencies via text or email. To register, go to <https://www.e2campus.net/my/harcum>. See the Clinic Manual for additional clinic closure policies.

COURSE DROP / ADD

Registration is a process beginning with the student's first day to register and continuing through the end of the drop/add period. Once the semester begins, courses may be added or dropped during the course drop/add period each semester. The drop/add period is listed in the Academic Calendar. If a student drops a course before the end of the drop/add period the course will be removed from the student's registration and will not appear on the student's academic transcript. A student is not charged for a course dropped during the listed drop/add period on the Academic Calendar. A student's status may change from full-time to part-time which may affect eligibility for financial aid. Students need to remember that by dropping or adding a course their financial aid may be affected; therefore, students should contact the Financial Aid Office before decisions are made. No requests will be considered after the drop/add period ends. A student wishing to drop/add a course should provide notification to his/her program director/academic advisor. A student may either drop a course through the online registration system or request his/her program director drop the course. A request to a program director must be in writing prior to the drop/add deadline. Drop/add decisions may have implications for expected graduation dates.

ADMINISTRATIVE DROP

If a student does not attend a course during the entire drop/add period, the student will administratively be dropped from that course, and the student will not be charged.

COURSE WITHDRAWALS

After the course drop/add period has passed, students may withdraw from a course up to one week following the posting of midterm grades. See the Academic Calendar for specific withdrawal deadlines and applicable dates. Students must follow drop and withdrawal procedures and deadlines. Students who do not withdraw within the stated deadlines and in accordance with this policy will receive the grade earned for that course. Failure to attend class does not constitute a withdrawal; the student will receive the grade earned for the course unless a withdrawal form is completed and signed. A student who withdraws from a course receives a grade of "W". Students need to remember that any change in course load may affect a student's financial aid. Course withdrawal may also impact a student's eligibility for aid in subsequent years. Please reference the Satisfactory Academic Progress (SAP) Policy for more information. Students are required to notify their Program Director of their wish to withdraw from a course and also need to contact the Financial Aid Office for information. Students wishing to withdraw from course must notify their Program Director by the withdrawal deadline. The Program Director will initiate the withdrawal form and will obtain the information necessary to process the withdrawal.

GRADING SYSTEM

The Dental Hygiene Program does not use the standard grading system established by the College. **Please Note:** Students need a **minimum of 75%** to pass each of their Dental Hygiene Courses.

GRADE SCALE:

95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
75-76	C
70-74	C-
67-69	D+
63-66	D
60-62	D-
BELOW 60	F

Failure in the laboratory component requirements of a Dental Hygiene Course will result in failure of the entire course. Both laboratory and didactic portions of the courses must be successfully completed. Comprehensive grading requirements for individual courses will be listed in each course syllabi.

ACADEMIC NOTIFICATIONS

An academic notification may be issued electronically for students who are in danger of receiving a grade of less than "C". Academic notifications may be distributed in the first few weeks of a course indicating excessive absences or academic performance below the "C" level. A student who receives an academic notification should make an appointment to discuss his/her academic performance with the course instructor. An academic notification does not indicate the student will fail the course, but is meant to be a warning that the student's academic performance is not meeting the minimum program standards. A student can fail a course without receiving an academic notification if their performance does not meet the standards stated in the course syllabus. It is the student's responsibility to track their academic progress.

GRADE APPEALS

A student may appeal grading by a faculty member up to within two weeks of the semester following the assignment of the grade. The student must document in writing the reasons he or she considers the grade to be incorrect and present the documentation to the faculty member who will respond within ten business days. The student must present supporting evidence. If the faculty member denies the appeal, the student may appeal to the program director in writing within ten days. If this appeal is denied, the student may appeal to the Chief Academic Officer in writing who will respond within ten business days.

OTHER ACADEMIC GRIEVANCES

If a student has a cause for grievance in academic matters, the student is requested to meet with the faculty member involved. If an agreeable decision is not reached, the student should then request a meeting with the program director to discuss the matter. If further steps are necessary, the Chief Academic Officer should be consulted.

FINANCIAL AID APPEALS

All students have the right to file a written appeal and submit it to the Financial Aid Office. The Director of Financial Aid will review cases on an individual basis to determine if mitigating circumstances are responsible for poor progress. Mitigating circumstances may include, but are not limited to:

- Illness or injury of the student
- Death of a close family member

In addition, a student will be required to submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress (SAP), and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. If the appeal is approved, students will be placed on probationary status for one semester, and will be permitted to receive additional Title IV aid. Satisfactory academic progress will then be re-evaluated at the end of the next semester to determine if the student has met the requirements.

All circumstances must be documented. Students will be informed of the appeal outcome. Notification letters or emails will be sent to students who are making satisfactory progress after grades are reported for the spring semester.

ETHICS VIOLATIONS

Harcum College offers an effective reporting system to foster a culture of integrity and ethical decision-making through EthicsPoint, a comprehensive and confidential reporting tool to assist management and employees to work together in addressing fraud, abuse, and other misconduct in the workplace. For more information and access to EthicsPoint reporting, visit the link: [EthicsPoint](#)

You may use either of the following two methods to submit a report:

- Select the "**Make a Report**" link at the top of this web page.
- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: **855-795-3610**

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After **5-6** business days, use your report key and password to check your report for feedback or questions.

Harcum College is an organization with a strong commitment to compliance and ethics. Our written standards and policies contain general guidelines for conducting business consistent with the highest standards of conduct. Harcum College is committed to maintaining an

environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management with questions and concerns including instances where you believe violations of standards or policies may have occurred.

In some situations, you may prefer to use this hotline, hosted by a third party hotline provider, EthicsPoint. You may submit reports relating to violations of our written standards and policies, as well as asking for guidance related to compliance or ethics matters. The information you provide to EthicsPoint will be sent to us in a format that protects your confidentiality. We take all reports about compliance and ethics matters seriously and will look into each report and follow up when further action is appropriate.

EthicsPoint is NOT a 911 or Emergency Service:

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

TUTORING

Tutoring services are offered through the Tutoring Center which is housed in the Student Success Center on the first floor of the Academic Center. Tutoring is available in person and online. Tutoring sessions may be scheduled in advance or available on a “drop in” basis depending on the subject matter. All services are free to Harcum students. For more information, visit the SSC website at www.harcum.edu/ssc.

Students are responsible for tracking their own academic progress and can contact the Tutoring Center at any time to use the available resources. The Dental Hygiene Program Director is available to assist with any concerns regarding tutoring. It is the student’s responsibility to request tutoring.

ACADEMIC CONDUCT AND VIOLATIONS

The College Policy on academic conduct and violations is stated in the Harcum College Student Handbook. The Dental Hygiene program strictly enforces the college policies.

In addition to the College’s *Student Code of Conduct*, the following behaviors may result in disciplinary actions by the Dental Hygiene Program Director and/or faculty. Even a single incident of one of the following acts may result in dismissal. This may mean permanent separation from the Dental Hygiene Program and/or the College. These issues of professionally related conduct may include but are not limited to:

- A breach of confidentiality
- A breach of policy and/or procedure of any clinical site
- A behavior that jeopardizes a patient, student or Harcum College personnel
- Cheating, forging any signatures or misrepresenting any clinical work
- Any other unacceptable behaviors, based on the Dental Hygiene faculty judgment

Personal integrity is a goal Harcum fosters. Students should be guided by the fundamental ideals of honor and integrity in the personal conduct of their lives. The Harcum degree represents not only the fulfillment of academic requirements but also the development of character and personal conduct.

Members of an academic community have an unequivocal responsibility to present as their own work only, that which is truly theirs. Dishonest means of obtaining information in examinations or by duplicating the works of other students is a most serious offense and one, which strikes at the foundation of academic integrity. The responsibility of the faculty in this area is four-fold:

- To explain the importance of academic integrity
- To explain the consequences of academic dishonesty to those they teach.
- To minimize temptation by careful supervision of all assignments.
- To report all academic violations to the Chief Academic Officer, so that cumulative incidents may be recorded.

If an academic violation is reported or the question of plagiarism arises, it shall be handled first by the instructor with the individual student.

- **The penalties for violations are as follows and cumulative:**
- **First offense - failure in the test or assignment**
- **Second offense - failure in the course of instruction**
- **Third offense - expulsion from the College**

APPEALS FOR CONDUCT VIOLATIONS

Appeal of any penalty may be made to the Chief Academic Officer who will hear the student's plea in the presence of the instructor who reported the incident. The Chief Academic Officer will determine the guilt or innocence of the student. The Chief Academic Officer will keep records of all cases of academic violations and will carry out penalties as described above. The cumulative effect of violations is for the entire enrollment period to graduation and not merely for a semester or school year.

EXAMINATION PROCEDURES

Students are expected to follow explicitly all directions provided by the faculty or proctor regarding conduct during all examinations. Student should review individual course syllabi for examination policies. Students must take examinations at the scheduled time. Not taking an examination will result in a failure of the examination.

WRITING POLICY

Students should use great care when preparing all written work and must acknowledge the source of all ideas, language, diagrams, charts, etc. which are not their own work. A student who intentionally appropriates the work of another person and presents it without providing the source is guilty of plagiarism. When in doubt, students should consult with their instructors.

Written assignments are to be prepared according to the specifications provided by the instructor and should demonstrate the following conventions of academic writing: a focused thesis or central idea; development that supports and is unified around the thesis; coherence between paragraphs and ideas; and appropriate grammar, mechanics, punctuation, spelling, and diction. Research assignments are expected to conform to NLM guidelines for utilization and documentation of sources, with emphasis on bibliographic entries and in-text references.

PROFESSIONALISM

Enrolling in a professional program should reflect a serious commitment to professional behavior. Respect must be demonstrated toward fellow classmates, guest speakers and the instructors. Failure to comply with appropriate professional behavior will result in being asked to leave the class. This occurrence will be considered an unexcused absence. See attendance policy. Unprofessional or unethical behavior can result in dismissal from the Dental Hygiene Program.

CHEATING AND PLAGIARISM

Integrity is a very important part of the Harcum College ideals. All academic work submitted to fulfill course requirements is expected to be the result of each student's own thoughts, research and self-expression. Plagiarism (using all or part of a previously published or unpublished work that is not the student's own work without crediting the source) or any form of cheating (e.g. looking at someone else's paper, using crib sheets during an exam, falsifying information, talking and/or exchanging examination questions, permitting a test paper to be viewed by others) will result in a zero for the assignment and may subject the student to possible dismissal from the program.

ACADEMIC ACCOMMODATIONS

If you have a documented disability for which you are or may be requesting reasonable academic adjustments, you are encouraged to contact the Coordinator of Disability Services in the Academic Center, Room B6 (610-526-6036). This action must be accomplished at the beginning of the semester in order to be eligible for accommodations during the semester.

In the case of clinical courses, students should be aware that taking lab practical exams in a lab setting with the lab instructor and within specified time limits is considered a major component of the course and cannot be modified.

HARCUM'S STUDENT CODE OF CONDUCT

Freedom to teach and freedom to learn are inseparable aspects of academic freedom. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus and in the larger community. The preservation of this freedom is the responsibility of the Harcum College community.

Harcum College seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs, and aspirations
- Self-realization and participative career preparation
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments

The College accepts its responsibilities to provide an atmosphere conducive to learning and living; reasonable protection from physical harm; access to available educational facilities under proper supervision; security in the knowledge that qualified students may pursue an academic program without interruption throughout the year; the right to confidential non-academic guidance, and encouragement of self-identity, provided one does not infringe on the rights of others; free expression of grievances through appropriate channels; and a high standard of curricula.

Accomplishing these ideals requires a commitment from faculty, staff and students to adhere to standards of behavior that assure a safe, healthy and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College. This document sets forth those standards which uphold the ideals of the College's to which students must adhere

CODE OF CONDUCT VIOLATIONS

Appeals processes for a Student Code of Conduct violation can be found in the Student Handbook located on the Campus Life page of the Harcum Website.

CLASSROOM DISRUPTION

Conduct that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible to comply with an instructor's individual requests regarding appropriate classroom behavior as listed in the class syllabus.

HARCUM POLICY ON SUBSTANCE ABUSE

Refer to Harcum College Student Handbook for comprehensive policy for Alcohol Policy Violations and Drug Policy Violations. Regardless of age, Dental Hygiene students are not permitted to use alcohol or drugs at any time during any college or clinical activity. This includes lunch hours between clinic or laboratory sessions. Positive drug testing will result in dismissal from the Dental Hygiene clinical program.

DENTAL HYGIENE PROGRAM POLICIES

Listed below are the specific policies for the Dental Hygiene Program at Harcum College. If you have any questions, please contact the Director of the Dental Hygiene Program. Students are advised that policies may be revised, and an updated policy statement will be provided in an expedient manner.

ADMISSIONS

All students whether current Harcum students or transfer students, must meet the current admissions criteria for the Dental Hygiene program. Students currently attending Harcum College who wish to enter the Dental Hygiene program must submit appropriate materials to the Office of Admissions for consideration. Admissions criteria and curriculum are available at www.harcum.edu.

CHILD ABUSE CLEARANCE AND CRIMINAL RECORD CHECK

Prior to beginning the dental hygiene program students must completed the required medical and background check clearance. The clearances are done through an online system from Castle Branch. Information is available on the Harcum Web site at www.harcum.edu. All required information should be completed by July 15th. Students must report to the Dental Hygiene Program Director immediately if for any reason the clearance status would change during the time the student is enrolled in the program.

Copies of Child Abuse Clearance and Criminal Record Check must be kept in students' clinic notebook and available to rotation coordinators at all times.

A positive criminal check and/or a positive child abuse clearance will prevent students from entering the clinical portion of the dental hygiene program and therefore dismissal from the program.

ATTENDANCE

Regular and punctual attendance of classes is mandatory. In order to provide for the event of illness or other extenuating circumstances, students are allowed to miss one class per course credit. The course instructor must be notified of absence before class, or as soon as possible thereafter in the event of an emergency situation. Significant lateness (more than 10 minutes) or leaving the class before it is over may count as one absence. Any further absences will result in a final grade reduction of one full letter grade. Exceptions may be made in emergency situations only, and at the discretion of the instructor.

The student is responsible for making up missed work, obtaining handouts, class notes, and other information. If a student is absent on the day of a quiz/test/exam, the student must contact the instructor prior to the scheduled class time. Makeup quizzes/tests/exams are given at the discretion of the instructor. Failure to contact the instructor prior to quiz/test/exam will result in a grade of '0' for the quiz/test/exam.

DENTAL HYGIENE COURSE TRANSFER

All program specific courses for the Dental Hygiene Program must be taken at Harcum College. No Dental Hygiene courses may be transferred into the program.

GRADES

Students are required to achieve a "C" or higher in all science and dental hygiene courses and maintain a grade point average of 2.0 or higher throughout the program. A failing grade (C- or lower) or a grade of W/F in two dental hygiene or science courses on the first attempt will result in dismissal from the program. Re-entry into clinical courses is on a space available basis.

DISMISSAL

A student, who fails or receives "W" in any two Dental Hygiene, Dental Education, or Program Specific Science courses, defined as two different courses or failing the same course twice, will be dismissed from the Dental Hygiene Program. A student who maintains a G.P.A. less than 2.0 will be dismissed from the Dental Hygiene Program. Re-entry into clinical courses is on a space available basis and subject to approval of Program Director.

PERSONAL APPEARANCE POLICY

The student must dress in a professional and appropriate manner for all classes. The student must follow the guidelines for laboratory and clinic attire stated in the course syllabi, clinic or laboratory manuals. Standards for attire are based on the standards required to maintain appropriate safety and infection control in the dental setting. Personal hygiene is an important link in the prevention and spread of disease.

CLINIC DRESS CODE

1. Disposable gown for all clinical activities.
2. V-neck scrub top and pants purchased from designated supplier *
3. White uniform shoes or all white washable leather sneakers with white high socks or black uniform shoes or all black washable leather sneakers with black socks. Open-back shoes not advised. Ankles/legs may **not** be exposed.

PERSONAL APPEARANCE

1. Scrubs should be kept clean and neat at all times. Scrubs should be sized appropriately so that no skin is exposed.
2. Hair is to be pinned back, away from the face and off the collar, while in clinic facility. Facial hair must be kept short and covered by a beard mask, close to the face.
3. Fingernails are to be kept short and well-manicured. Clear polish only.
No acrylics, gels or tips.
4. Shoes should be kept clean at all times. Shoes should be designated for clinic use only.
5. Goggles or face shields are to be worn for protection of the eyes. Goggles should be washed regularly throughout the day.
6. Small plain smooth stud earrings (no jewels) are the only jewelry permitted. No rings, necklaces or bracelets. Watches must be kept under clinic gowns. No wearable electronic devices.
7. No facial piercings, no oral piercings.
8. Visible tattoos must be covered.
9. No sweaters will be permitted; however, solid **white or black** (depending on shoe color) cotton long sleeve jersey shirts may be worn under the uniform scrub top in winter, should be tucked in. (No thermal tops or turtle neck tops or tank tops).
10. No perfume or scented body lotion permitted.
11. Maintain personal hygiene (including any strong odors that patients may be sensitive to).
12. Smoking and gum chewing are not permitted during clinical hours.
13. No smart watches/devices may be worn or used in clinic.

THE ABOVE STANDARDS ARE REQUIRED IN ORDER TO MAINTAIN APPROPRIATE INFECTION CONTROL IN THE DENTAL SETTING. Personal hygiene is an important link in the prevention and spread of disease and provides for the safety of student operators, patients, faculty and staff.

*** If purchasing new scrubs in addition to the one purchased from the designated supplier, they must be identical in color and basic style**

MEDICAL AND BACKGROUND CLEARANCE

Prior to beginning the dental hygiene program students must complete the required medical and background check clearance. The clearances are done through an online system from Castle Branch. Information is available on the College Web Site, www.harcum.edu.

All students must meet all of the required medical clearance criteria which includes, but is not limited to:

1. Physical examination
2. QuantiFERON Gold Blood test
3. Drug urine screening
4. Updated/current immunizations
5. Titters for Hepatitis B, MMR and Varicella
6. Influenza and Covid-19 vaccination
7. Proof of medical insurance

All students must meet all of the required background clearance criteria which includes, but is not limited to:

1. Child abuse
2. Criminal background
3. FBI fingerprinting

The list of specific requirements for the dental programs are available on Castle Branch. The Castle Branch website should be accessed for forms and for uploading all documentation. Students **must** be cleared and hold current Health Care Provider CPR/AED certification prior to the start of the dental hygiene program. Students must keep copies of all required medical information and clearance to submit to clinical rotations.

CPR/AED CERTIFICATION

Proof of completion of an approved Health Care Provider CPR/AED course, such as American Red Cross or American Heart Association:

- All students must show proof of completion of an approved Health Professional CPR (Cardio- Pulmonary Resuscitation) course including adult, adolescent and child and AED prior to beginning the program.
- It is the students' responsibility to renew and maintain certification throughout their clinical education. Failure to do so will result in suspension from the clinical education assignments.

ACCIDENT AND HEALTH INSURANCE

All students are required to have Accident and Health Insurance. If a student is not covered under another plan (parent, individual, etc.) must purchase a policy prior to starting the program. Students participating in clinical education experiences, athletics and other activities do so at their own risk. The College provides reasonable supervision but will not be responsible for injuries, hospital charges or other expenses incurred by reason of such injuries.

The College is not responsible for any medical costs incurred by the student as a result of injuries during sports, intramural, classroom or laboratory activities, clinical educational activities, student activities, or in the residence halls.

ADDITIONAL REQUIREMENTS

Students are responsible for purchase of all required books, instruments, and uniforms. All travel to and parking at clinical sites is the responsibility of the student. If used textbooks are purchased, students should check on which edition is used by the online bookstore-Course Instructor. Complete instrument kits **must** be purchased from the bookstore. Uniforms **must** be purchased from the designated distributor. Dress code is defined in this handbook and in the clinic manual. Additional fees will be incurred in the clinical educational experience which includes clinical supplies available for purchase at the College Bookstore.

The college does have a patient population which is assigned to students. It is ultimately the students' responsibility to appoint patients to complete necessary requirements.

CELL PHONE/ELECTRONIC DEVICE POLICY

No cell phones are allowed in clinics or laboratories. Cell phones should be turned off during lectures and classroom activities. Smart watches or other electronic devices may not be worn or used during quizzes or examinations or other graded classroom, clinic or laboratory activities.

Course syllabi should be reviewed for cell phone/Electronic Device policy. There should be no texting during class time. Your attention should be given to the speaker.

EMAIL CONTACT POLICY

The Dental Hygiene Program will use the College email to contact and respond to students. Students are expected to review their College email for correspondence and notifications on a daily basis during the academic semesters.

SOCIAL MEDIA / NETWORKING

The use of social networking by students and health care professionals should be done with careful consideration. In order to avoid any potential biases, students are STRONGLY discouraged from initiating or accepting friend requests from anyone associated with the clinical experience. This includes but is not limited to clinical instructors, professional staff, patients, and/or family members of patients or staff. This allows students to be evaluated solely on clinical performance and not on personal information from social networking sites.

As both a professional ethic and legal requirement, students are expected to maintain patient confidentiality. Due to the public nature of social networking sites, privacy and professionalism may potentially be compromised. Students may not post anything that compromises patient confidentiality. This includes, but is not limited to, names, references to the clinical site or clinical staff, pictures of any part of the patient's body, and any information that may identify the patient. No photographs should be taken or posted of any

patients, staff or the facility. Students should refrain from posting any comments about their clinical experience, site, clinical instructor, patients, or any other staff member on their personal social networking profile. Failure to comply with the policy stated above may result in the student being removed from the program immediately.

STUDENT IDENTITY VERIFICATION

Students access online courses or learning management systems through the Harcum College portal. The portal requires secure access. Each student has a unique login and password. The new student registration information letter tells the student how to set up their individual access to the portal and their personal password. Each student has a unique identification number provided to them in their acceptance letter. Students register for courses through the secure portal and course selections are approved by the program director. Only students registered in the course have access to course information and they must log in using their user name and password. Posting, sharing or other disclosure of passwords or access codes is prohibited. Faculty and students are prompted to change their Harcum portal password twice a year.

DENTAL HYGIENE PROFESSIONAL ORGANIZATIONS

American Dental Hygienists Association Student Chapter

A goal of the Dental Hygiene Program is to create an environment that fosters professional development and lifelong learning. All students are required to become members of the student dental hygiene professional organization, the Student chapter of the American Dental Hygienists Association (SADHA). Yearly dues will be collected every fall. SADHA will sponsor many activities throughout the two-year program.

Sigma Phi Alpha – Chi Xi Chapter

Sigma Phi Alpha is the national honor society of the dental hygiene profession. Membership in Sigma Phi Alpha is comprised of elected dental hygiene educators and graduates from accredited dental hygiene programs with high scholastic achievement. The purpose of Sigma Phi Alpha is to promote, recognize, and honor scholarship, leadership, and service among dental hygiene students and graduates of dental hygiene programs. Harcum Chapter, Chi Xi, inducts two to three students per year. The chapter offers a Harcum Student Scholarship.

LICENSURE EXAMINATION

Harcum College is not responsible for any portion of the licensure testing. Students are advised that it is their own responsibility to prepare for the examinations. Passing licensure examinations is not mandatory for graduation from the Dental Hygiene Program.

The State of Pennsylvania requires that all graduates of Dental Hygiene programs apply and receive licensure prior to practicing as a dental hygienist. The requirements include successful completion of all licensure examinations. Graduates who expect to practice in other states are advised to contact the appropriate state licensing boards for complete information regarding registration/licensure.

For licensure all students must successfully pass the Dental Hygiene National Board Examination given by the American Dental Association, Commission on Dental Licensure Examinations. Information on the examination can be found at www.ada.org. The Harcum College Dental Hygiene Program Director will verify student eligibility to take the National Board examination on or after March 1st. Pennsylvania also requires applicants to the ADEX Dental Hygiene Examination, a clinical and computer-based examination given by the Commission on Dental Competency Assessments, www.cdcaexams.org, Harcum College is a site for the clinical examination.

ARTICULATION AGREEMENTS

The Dental Hygiene Program prepares the dental hygiene graduates for a variety of career opportunities including private dental practice settings and alternate settings for students wishing to continue their education. The Dental Hygiene Program has developed Articulation Agreements with institutions offering Dental Hygiene Bachelor Completing Programs.

PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION

The Harcum College Dental Hygiene Program maintains a full accreditation status from the Commission of Dental Accreditation of the American Dental Association. The Accreditation Standards for Dental Hygiene Education document is available to faculty and students in the Harcum College Library reserved section and upon request from the Dental Hygiene Program Director.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for 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.

The Dental Hygiene Program Director is available to discuss any concerns regarding the Harcum College accreditation compliance.

LEGAL LIMITATION ON QUALIFICATION FOR LICENSURE IN PENNSYLVANIA

The complete Dental Law # 216 is available online at the Pennsylvania State Board of Dentistry or from the Dental Hygiene Program Director.

If any student questions their eligibility for licensure in Pennsylvania, they should check directly with the Pennsylvania State Board of Dentistry. If any student questions their eligibility for licensure in other states they should contact the state dental boards in those individual states.

The Dental Law #216 of the State Board of Dentistry, Commonwealth of Pennsylvania in Section 4.1 Reason for Refusal, Revocation or Suspension of License or Certificate, states:

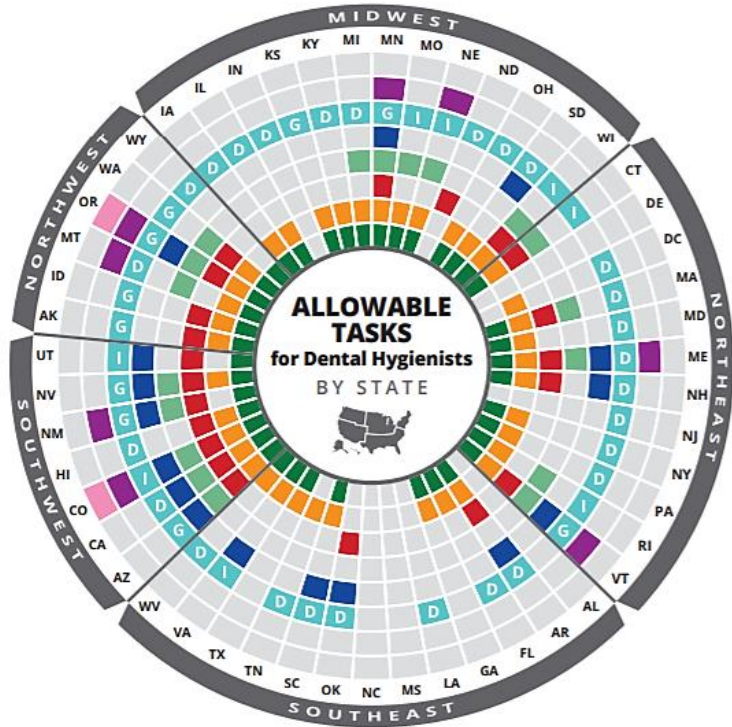
(a) The board shall have authority, by majority action, to refuse, revoke or suspend the license of any dentist or dental hygienist or certificate of an expanded function dental assistant for any or all of the following reasons:

For entire list review the Dental Law # 216.

(4) Having been found guilty of a crime or misdemeanor involving moral turpitude or having been found guilty of a felony in violation of the laws of this Commonwealth or any other state, territory or country. For purposes of this clause (4), the phrase "having been found guilty" shall include a finding or verdict of guilt, an admission of guilt or a plea of nolo contendere.

Additionally, Section 3 (c) prohibits the Board from issuing licenses to persons convicted of certain drug-related offenses.

VARIATION IN DENTAL HYGIENE SCOPE OF PRACTICE BY STATE



The purpose of this graphic is to help planners, policymakers, and others understand differences in legal scope of practice across states, particularly in public health settings.

Research has shown that a broader scope of practice for dental hygienists is positively and significantly associated with improved oral health outcomes in a state's population.^{1,2}

Dental Hygiene Diagnosis

The identification of oral conditions for which treatment falls within the dental hygiene scope of practice, as part of a dental hygiene treatment plan.

Prescriptive Authority

The ability to prescribe, administer, and dispense fluoride, topical medications, and chlorhexidine.

Local Anesthesia

The administration of local anesthesia.

LEVEL OF SUPERVISION

- D Direct:** The dentist is required to be physically present during the administration of local anesthesia by the dental hygienist.
- I Indirect:** The dentist is required to be on the premises during the administration of local anesthesia by the dental hygienist.
- G General:** The dentist is required to authorize the administration of local anesthesia by the dental hygienist but is not required to be on the premises during the procedure.

Supervision of Dental Assistants

The ability to supervise dental assistants when performing tasks within the dental hygiene scope of practice.

Direct Medicaid Reimbursement

The direct Medicaid reimbursement of dental hygiene services to the dental hygienist.

Dental Hygiene Treatment Planning

The ability of a dental hygienist to assess oral conditions and formulate treatment plans for services within the dental hygiene scope of practice.

Provision of Sealants Without Prior Examination

The ability of a dental hygienist working in a public health setting to provide sealants without prior examination by a dentist.

Direct Access to Prophylaxis from a Dental Hygienist

The ability of a dental hygienist working in a public health setting to provide prophylaxis without prior examination by a dentist.

Not Allowed / No Law

SCOPE OF PRACTICE IN PENNSYLVANIA

Pennsylvania Department of State Chapter 33, State Board of Dentistry

33.205. Practice as a dental hygienist.

- (a) *Scope of professional practice.* A dental hygienist may offer to perform or perform services that involve:
- (1) Placement of subgingival agents.
 - (2) Periodontal probing, scaling, root planning, polishing or another procedure required to remove calculus deposits, accretions, excess or flash restorative materials and stains from the exposed surfaces of the teeth and beneath the gingiva.
 - (3) Evaluation of the patient to collect data to identify dental hygiene care needs.
 - (4) The application of fluorides and other recognized topical agents for the prevention of oral diseases.
 - (5) Conditioning of teeth for and application of sealants.
 - (6) Taking of impressions of the teeth for athletic appliances.
 - (7) Administration of local anesthesia by regional injection in accordance with § 33.115 (relating to local anesthesia permit).

FUTURE CAREER OPPORTUNITIES

Working in a private dental office continues to be the primary place of employment for dental hygienists. For today's dental hygiene professional, there are many other career pathways to explore as well. There is a large opportunity for professional growth. How and where you work is up to you. Your dental hygiene education and experience will open doors to your career path.

Clinician:

Dental hygienists in a clinical role assess, diagnose, plan, implement, evaluate and document treatment for prevention, intervention and control of oral diseases, while practicing in collaboration with other health professionals. Examples of clinical settings include:

- Private dental practices
- Community clinics
- Hospitals
- University dental clinics
- Prison facilities
- Nursing homes
- Schools

Corporate:

Corporate dental hygienists are employed by companies that support the oral health industry through the sale of products and services. Leaders throughout the dental industry often employ dental hygienists due to their clinical experience and understanding of dental practice. Examples of corporate positions include:

- Sales representatives
- Product researchers
- Corporate educators
- Corporate administrators

Public Health:

Community Health programs are typically funded by government or nonprofit organizations. These positions often offer an opportunity to provide care to those who otherwise would not have access to dental care. Examples of public health opportunities include a variety of roles and settings:

- Clinicians, Administrators, Researchers
- State Public Health Officer
- Community Clinic Administrator
- Indian Health Service
- Head Start programs
- Local health departments
- National Health Service Corps
- School sealant programs
- Rural or inner-city community clinics

Researcher:

Research conducted by dental hygienists can be either qualitative or quantitative. Quantitative research involves conducting surveys & analyzing the results, while qualitative research may involve testing a new procedure, product, or theory for accuracy or effectiveness. Examples of research settings include:

- Colleges and universities
- Corporations
- Governmental agencies
- Nonprofit organizations

Educator:

Dental Hygiene educators are in great demand. Colleges and universities throughout the U. S. require dental hygiene instructors who use educational theory and methodology to educate competent oral health care professionals. Corporations also employ educators who provide continuing education to licensed dental hygienists. Examples of education positions may be full time or part time and include:

- Clinical instructors
- Classroom instructors
- Program directors
- Corporate educators

Administrator:

Dental hygienists in administrative positions apply organizational skills, communicate objectives, identify and manage resources, and evaluate and modify programs of health, education and health care. Examples of administrative positions include:

- Clinical Director, statewide school sealant program
- Program Director, dental hygiene educational program
- Dean of Health Sciences, educational institution
- Executive Director, state association staff
- Director, corporate sales

Entrepreneur:

By using imagination and creativity to initiate or finance new commercial enterprises, dental hygienists have become successful entrepreneurs in a variety of businesses. Entrepreneurial opportunities developed by dental hygienists include:

- Product Development and Sales
- Practice Management Company
- Employment Service
- CE provider or Meeting Planner
- Consulting Business
- Founder of Nonprofit
- Independent Clinical Practice
- Professional Speaker / Writer

PROFESSIONAL STANDARDS

All students in the Dental Hygiene Program are expected to read and abide by the Professional Standards established by the American Dental Hygienists Association.

CODE OF ETHICS FOR DENTAL HYGIENISTS

1. Preamble

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

2. Purpose

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

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

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

3. Key Concepts

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

4. Basic Beliefs

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

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral

disease and helping individuals achieve and maintain optimal health.

- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall healthcare and we function interdependently with other healthcare providers.
- All people should have access to healthcare, including oral healthcare.
- We are individually responsible for our actions and the quality of care we provide.

5. Fundamental Principles

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

Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspective of others before making decisions or taking actions affecting them.

Ethics

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

Community

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

Responsibility

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

6. Core Values

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

Individual Autonomy and Respect for Human Beings

People have the right to be treated with respect. They have the right to informed consent

prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

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

Societal Trust

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

Nonmaleficence

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

Beneficence

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

Justice and Fairness

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

Veracity

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

7. Standards of Professional Responsibility

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

To Ourselves as Individuals...

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

To Ourselves as Professionals...

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our 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 clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.
- Recognize that cultural beliefs influence client 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 of preventive oral care.
- Inform other healthcare professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other 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.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession...

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

To the Community and Society...

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

To Scientific Investigation...

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

- Conduct research that contributes knowledge that is valid and useful to our clients and society.

- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to ensure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct 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 findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

From the American Dental Hygienists' Association: Code of Ethics for Dental Hygienists, Chicago, 2019

**HARCUM COLLEGE DENTAL HYGIENE PROGRAM
ACKNOWLEDGEMENT SIGNATURE PAGE**

Student Name: _____

Graduation Year: _____

Initial Each Statement:

_____ I have received and read through the Dental Hygiene Program Student Handbook.

_____ I have received and read though the Welcome Packet sent to me via email.

_____ I have downloaded a copy of the Clinic Manual through DH101 on Canvas.

_____ I understand the expected protocol for dress code and Professionalism at all times in both lab and in clinic. I understand that breaking this code by being late, unethical or unprofessional at any time with classmates, faculty, staff or patients, or deviating from the required dress code policies will result in an Unacceptable (also known as "U") grade for the day, which will convert two losing two (2) points from my final course grade for each occurrence.

_____ I understand that patients are required to pay for their treatment before services are rendered in the dental clinic. If payment is not received, I will not be able to provide treatment to the patient that day. If an exception is made at the time of treatment, and payment is not received upon patient completion, the patient will not count towards my final requirements.

_____ I understand that failure to maintain my medical clearances via CastleBranch will result in my inability to participate in both lab and clinic. It is my responsibility to keep my clearances up to date at all times.

Student Dental Hygienist Signature

Date

**HARCUM COLLEGE DENTAL PROGRAMS
WORKFORCE CONFIDENTIALITY AGREEMENT**

The term “workforce member” includes but is not limited to employees, students, interns, volunteers, independent contractors and temporary staff of Harcum College Dental Programs.

I, _____, understand that I may, during my service to Harcum College Dental Programs, have access to, use, or disclose confidential health information. I hereby agree to handle such information in a confidential manner at all times during and after my employment. Therefore, I accept the following obligations:

- I will use confidential information/data only as needed and necessary to perform my duties as a staff member of this practice.
- I will not divulge, copy, release, sell, loan, review, alter or destroy any confidential information/data except in accordance with practice policies and procedures, and as property authorized within the scope of my professional duties.
- I will take reasonable care to properly secure confidential health information on my computer, on portable media devices and on paper, and will take steps to ensure that others cannot view or access the information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.
- I will not disclose my personal access codes to anyone without the express written permission of my supervisor, or record or post it in an accessible location, and will refrain from performing any tasks using another’s personal access codes.
- I will accept responsibility for all activities undertaken using my personal access codes.
- I will be responsible for my misuse or wrongful disclosure of confidential information and for my failure to safeguard confidential information/data.
- I will not download or copy any software or applications, nor will I store personal files or electronic information on any computers belonging to this practice without prior authorization from my supervisor.
- I will refrain from using all computers belonging to this practice for personal use without prior authorization from my supervisor.
- I understand that I have no right or ownership interest in any confidential information/data.
- I will promptly report to my supervisor any activities that I suspect may have compromised the confidentiality of information. The practice will make all attempts possible to keep good faith reports confidential; however, absolute confidentiality cannot be guaranteed.
- I understand this practice reserves the right to monitor and record all network and application activity, including e-mail, with or without notice, and therefore users should have no expectations of privacy in the use of this property.
- I agree to complete any training required by the practice, including but not limited to HIPAA Privacy and Security training.

- I understand that my obligations under this Agreement will continue after my affiliation with this practice ends.

I also understand and agree that my failure to abide by any of the obligations outlined in this Agreement and/or my violation of any terms of this Agreement may result in my being subject to appropriate disciplinary action, up to and including termination of employment or affiliation.

Workforce Member Name

Supervisor or Privacy Officer Name

Workforce Member Signature

Supervisor or Privacy Officer Signature

Date

Date