

PROGRAM GUIDE

School of Health & Community Services (HCS) Dental Hygiene

2021-2022



Table of Contents

WELCOME STUDENTS:

Welcome from Executive Dean, Associate Dean.....	3
Welcome from Executive Vice President, Academic	4

PROGRAM SPECIFIC INFORMATION:

Contact Information for Executive Dean, Associate Dean, Office Staff, Program Coordinator	5
Program Information	6
- Program Description	6
- Program Learning Outcomes	7
Program Specific Academic Policies	15
Program of Studies	24
Health Guidelines and Policies	27

ADDITIONAL IMPORTANT INFORMATION:

Durham College Mission, Vision and Values	30
Academic Advising – Student Advisor	30
Academic Integrity	30
Access and Support Centre (ASC)	30
Coaching	31
Important Dates	31
Academic Grading and Progression	31
Student Academic Learning Services (SALS)	31

Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, and timetable or campus location at any time. Please consult the [Durham College website](#) for the most current information.

June 2021

Welcome Students

A Message from the Dean and Associate Dean

On behalf of the faculty and staff of the School of Health & Community Services, it is a pleasure to welcome you to Durham College.

We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.

We are pleased you have chosen Durham College. We look forward to working with you.

Sincerely,



Ralph Hofmann, M.A., B.Sc., ACP
Interim Executive Dean,
School of Health & Community Services

Sincerely,



Gillian Dunn, RDH, BPE
Associate Dean,
School of Health & Community Services

A Message from the Vice President, Academic

I am so pleased to welcome you to Durham College (DC). Whether you are a returning student, getting back into the swing of things, or this is your first year of college, and you are just beginning this next stage of your educational journey, it is an exciting time.

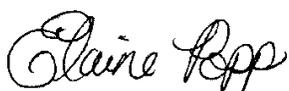
As a leading post-secondary destination, DC offers a comprehensive range of exceptional academic programs and student services. Our students develop the professional and durable skills required to realize meaningful careers and make a difference in the world.

DC continues to lead the way. We do this through our continued development of initiatives to support students in their transition to college, delivering excellence in teaching and learning, our focus on providing opportunities for experiential learning, and our expansion of technology-enabled learning opportunities. Our goal is to inspire students to create success for themselves and their communities through the best in innovative and transformative education.

As this new semester begins, it is also important to acknowledge that our world is changing at a rapid pace. By choosing to study with DC this year, you've demonstrated a willingness to adapt and grow with our evolving environment, which will help you move forward with your studies and life. We are all learning and experiencing things in new ways, and I encourage you to keep that momentum. Get to know your faculty members, your program coordinator, your student advisor and your associate dean. These individuals can provide you with valuable information and resources to support your studies and career planning. Make the most of the enriching and rewarding opportunities available to you.

You have made a fantastic decision to join us at DC. We look forward to supporting you and participating in your academic journey. We are confident that you will soon see why DC is one of Canada's top colleges.

Have a successful academic year!

A handwritten signature in cursive script that reads "Elaine Popp".

Dr. Elaine Popp
Executive Vice President, Academic

School of Health & Community Services

Dental Hygiene Program Faculty & Staff

Interim Executive Dean	Ralph Hofmann	Ext. 3285	ralph.hofmann@durhamcollege.ca
Associate Dean	Gillian Dunn	Ext. 2727	gillian.dunn@durhamcollege.ca
Administrative Coordinator	Shari Kinney	Ext. 2375	shari.kinney@durhamcollege.ca
Student Advisor/Placement Officer	Haya Esaad	Ext. 6589	haya.esaad@durhamcollege.ca
Administrative Assistant	Sara Horruzey	Ext. 2944	sara.horruzey@durhamcollege.ca
Dental Technologist	Julie Pickell	Ext. 2764	julie.pickell@durhamcollege.ca
	Catherine Hayes	Ext. 2837	catherine.hayes@durhamcollege.ca
Program Coordinator	Jennifer Kellett	Ext. 2033	jennifer.kellett@durhamcollege.ca

The above individuals may be contacted by dialing directly 905.721.2000, followed by the appropriate extension.

School of Health & Community Services Office

Location: SW106 - Gordon Willey Building

Telephone: 905.721.3080

Fax: 905.721.3189

Website: <http://www.durhamcollege.ca/academic-schools/school-of-health-community-services>

Health & Wellness Centre

G127 (Main Campus) 905.721.3037

Access and Support Centre

SW116 (Main Campus) 905.721.3123

Coaching and Support Centre

SW116 (Main Campus) 905.721.3147

Dental Hygiene Program Information

Mission Statement

“To create a student-centred learning environment that fosters lifelong learning, and graduates a professional who provides evidence-informed, culturally sensitive care, working interprofessionally with other health care providers while upholding the CDHO Standards of Practice and Code of Ethics.” Revised May 2018

Dental Hygiene Program Description

This program offers an integrated approach of curricula to clinical practice. The dental hygiene process of care is foundational to the clinical experience with the integration of academic studies emphasizing acquisition of critical thinking skills, while fostering a collaborative approach to care, upholding standards of practice, applying caring values and ethical principles.

A variety of community field placements provide students with further experiences to gain the knowledge, abilities and attitudes that are necessary to be effective care providers.

The various community experiences within the Dental Hygiene program provide the student with the opportunity to gain knowledge, abilities and practical experience within the dental hygiene field from community practices. These experiences prepare students to practice collaboratively and interprofessionally with health care professionals in a variety of practical settings. There will be clinical observations, oral health care screenings, interprofessional workshops, and oral health instructional opportunities in long term care facilities as well as with hospital care providers. The students determine oral health and overall needs of population groups and deliver education to targeted groups within the community. Dental Hygiene students, under the leadership and authorization of attending Durham College Dental Hygiene faculty, are able to perform onsite Dental Screenings and administer Dental Hygiene treatment at some placement sites. Field placement opportunities will occur in semesters four and six.

The goal of the Dental Hygiene program is to prepare the graduate to be an entry level practitioner in the Dental Hygiene profession. The graduate will be prepared to meet the standards of practice as outlined by the CDHO and the MAESD vocational program learning outcomes. The credential of the Dental Hygiene program, is an advanced diploma as approved by the Ministry of Training, Colleges and Universities.

The Dental Hygiene program is committed to the promotion of personal and professional Continuous Education.

Accreditation

Durham College Dental Hygiene program has been granted national accreditation status by the Commission on Dental Accreditation of Canada.

Accreditation provides ease of portability with other provinces and facilitates registration in Ontario.

Dental Hygiene

Dental Hygiene is a self-regulated profession. Dental hygienists are responsible and accountable for their practice and to the public. Graduates must successfully complete the national board exam to be registered in Ontario and any additional registration requirements as per the College of Dental Hygienists of Ontario.

Protection of the public and quality of care through appropriate consultation between the dental hygienist, the client, and other health care professionals is a primary focus.

Statements of Philosophy

Introduction

The Dental Hygiene program holds as our philosophy a set of beliefs and values that are based on: research based curriculum, teaching process, learning experience, methodology of delivery and evaluation, dental hygiene practice and clients. The following paragraphs describe the beliefs and values inherent to our program.

Curriculum

The program is mapped to meet the most current theories and practices. Faculty are committed to yearly revision of course outlines to ensure an up to date, evidence based curriculum.

The following documents provide a basis for curriculum revision: Outcomes as published by the Ministry of Education and Training, as well as, the National Dental Hygiene Competencies for Entry-to-Practice published by the Canadian Dental Hygiene Association, and the CDHO Standards of Practice.

Feedback and input regarding all aspects of the program are valued and encouraged throughout the program. Opportunity to share ideas among all participants in the learning process is seen as important for the growth of staff, faculty, learners and the program; therefore course evaluations will be completed at the end of each course. In addition, student focus groups are held every semester to facilitate student success and contribute to the growth and development of the program.

Teaching

Faculty will strive to:

- Imbue professionalism, respect, and accountability.
- Model and endorse the required commitment to life-long learning that includes formal and informal study intended to maintain competence and high quality service.
- Help learners build on their strengths by using shared experiences, talents and abilities.
- Model sound learning processes by supporting and encouraging learners and each other in the process of learning.
- Involve learners in the process of seeking knowledge.

Learning

- Learning is a life-long process of personal and professional growth, as well as the realization of one's human potential.
- Learning is an active, participatory, and continuous process.
- Learning builds on prior experiences, stimulates reflection on experience, fosters the formulation or reformation of the meaning of experience and contributes to self-esteem, self-knowledge and self-empowerment.
- Learners are adults viewed as individuals with unique backgrounds and specific needs.
- Learners bring valuable prior knowledge and past experience to the learning situation.
- Learners need opportunity to participate in, and share responsibility for determining their learning.
- Learners are empowered when they participate in a liberated, creative, and collaborative learning process. In order for the learner to develop the ability to critically think, reflect and integrate new information, the learner must engage in active dialogue with the fellow classmates, faculty and oral health care providers.
- Teaching-learning is a dynamic process that occurs in formal and informal context.

Methodology of Delivery and Evaluation

To challenge and stimulate a learner's achievement, high standards and expectations are seen as essential. A variety of approaches in program delivery and evaluation are aimed at maximizing a learner's opportunity for success. Learning is enhanced when high value is given to various ways of gathering knowledge. Knowledge is derived from an understanding of self, others, practice, theory and research, all of which interconnect in the generation and application of knowledge with practice. Evaluation methods should; ensure quality, encourage critical thinking, be based on reflective practice, be frequent and ongoing. Evaluation should create meaning and be significant to the learning experience.

Dental Hygiene Practice and Clients

Dental Hygiene practice requires knowledge of theory, caring practice, critical reflection, and collaboration with clients and other health care professionals. The dental hygienist as a primary oral health provider applies theory to practice to promote health and healing, while employing moral and ethical reasoning. All clients will be served in a professional manner, upholding the right of the client to choice of treatment. Clients are treated in a confidential, safe, and respectful manner. The promotion of sound oral health and total well-being will be a primary focus for the client, faculty, staff and the learners. The clinical environment will meet the highest standards of practice to provide quality care for the public.

Dental Hygiene Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. Practice in a professional and competent manner within the defined scope of practice and consistent with current regulations and standards of practice.
2. Evaluate clients' oral health status using determinants of health and risk analysis to identify needs, justify treatment decisions and provide appropriate referrals to other health care professionals as required.
3. Design, implement and evaluate a range of primary, interceptive, therapeutic, preventative and on-going oral health care services to meet the unique needs of clients.
4. Analyze oral health issues in need of advocacy, identify networks and promote actions that will support change and facilitate access to care.
5. Identify, select, implement and evaluate quality assurance standards and protocols which contribute to a safe and effective working environment.
6. Establish and maintain professional and interprofessional relationships which contribute to client care safety and positive health care outcomes.
7. Facilitate the development of specific oral health attitudes, knowledge, skills, and behaviors in clients by selecting and utilizing principles of teaching and learning.
8. Develop and present a model for a DH practice that addresses relevant business principles, current legislation and standards of practice.

Dental Hygiene Program Goals

The goal of the Dental Hygiene program is to prepare a graduate who is able to practice competently within her/his defined scope of practice in the dental hygiene profession. To accomplish this, the program will:

1. Establish a climate for a positive learning experience.
2. Deliver a curriculum which reflects the current needs of the dental hygiene profession.
3. Encourage students to strive for excellence.
4. Encourage students to be involved in the learning experience and to value this process.
5. Role model excellence to inspire students to emulate these behaviours.
6. Emphasize the importance of attendance, commitment, and perseverance as a means to achieve success.
7. Encourage personal, warm and supportive interactions with the teaching team and with fellow students.
8. Create unity and pride in the program and in the dental hygiene profession.
9. Encourage an appreciation for the value of peer and self-evaluation.
10. Recognize, reward, and celebrate behaviors contributing to success.
11. Encourage honest and open communication.
12. Deliver excellent instruction and learning experiences.
13. Provide clearly defined information regarding standards, regulations, policies, procedures, curriculum, and evaluation methods.
14. Encourage co-operative work and sharing of responsibilities in the learning experience.
15. Assess student progress continually and suggest remedial activities, if required.
16. Foster increasing independence in the learner.
17. Encourage a desire for lifelong learning.

Profile of the Dental Hygiene Graduate

The graduate, as an entry level dental hygiene professional meets the National Dental Hygiene Competencies. The abilities include the following:

Core Abilities: The dental hygienist as a:

- Professional
- Communicator and Collaborator
- Critical Thinker
- Advocate
- Coordinator

Dental Hygiene Services: The dental hygienist as a:

- Clinical therapist
- Oral health educator
- Health Promoter

Career Opportunities for the Dental Hygienist

A variety of career opportunities exist for the dental hygienist such as:

Clinical Dental Hygiene - Employee	Clinical Dental Hygiene - Self-Employed
<ul style="list-style-type: none"> • Dental Practice • Long-Term Care • National Defence/Canadian Forces • Research • Publishing • Administration • Computer Software, Web Design • Staff Placement • Government Regulation and Policy • Change Agent 	<ul style="list-style-type: none"> • Public Health • Hospital • Education • Sales • Dental Insurance • Consulting • Dental Laboratory Work • Law and Dental Hygiene • Consumer Advocacy • Volunteering • Independent Dental Hygiene Practice

Dental Hygiene Program Awards

Students who demonstrate excellence in clinical skills as well as academics are eligible for the following awards:

- Durham College Dental Hygiene Award of Achievement – overall program achievement in didactic and clinical courses
- Hufriedy Golden Scaler Award for Clinical Excellence – focus on clinical skills
- Sunstar Butler Preventive Dental Award for Outstanding Achievement in Dental Hygiene – focus on client care and rapport
- Dentsply Award of Excellence - awarded to the highest achieving student throughout the program in all areas, demonstrating evidence informed practice decisions, professionalism and who is a team player demonstrating leadership ability

Professional Organizations

National Dental Hygiene Certification Board (NDHCB) www.ndhcb.ca

1929 Russell Rd, Suite 322

Ottawa, ON, K1G 4G3

613-260-8156

All graduating dental hygiene students must write the National Dental Hygiene Certification Examination (NDHCE) to qualify for registration in Canadian jurisdictions, with the exception of Quebec. This examination is often offered several times a year (usually one in May). Their website will offer the most up to date information and helpful information to apply and prepare for the exam.

The College of Dental Hygienists of Ontario (C.D.H.O.) www.cdho.org

175 Bloor Street East, North Tower, Suite 601

Toronto, ON, M4W 3R8

1-800-268-2346

The College of Dental Hygienists of Ontario is the regulatory body governing the dental hygiene profession in Ontario. To practice in Ontario, a dental hygienist must be registered with the College of Dental Hygienists of Ontario. Prior to registration, the applicant must successfully complete the Jurisprudence Education Module, available online through CDHO. Applicants must also attain a notarized, criminal record report (within one year of the application), then complete the application for registration and pay the required registration fee.

The Ontario Dental Hygienists' Association (O.D.H.A.) www.odha.on.ca

201 - 3425 Harvester Road
Burlington, ON, L7N 3N1
(905) 681-8883 OR 1-800-315-ODHA

Student membership to the Ontario Dental Hygienists' Association is free and includes professional liability insurance once you are registered, valid until December 31, of that calendar year. A list of additional benefits will be included in the ODHA student membership and can be found on their website. Students are encouraged to join the Association and become active in supporting their profession as a student member.

Canadian Dental Hygienists' Association (C.D.H.A.) www.cdha.ca

96 CentrepoinTE Drive
Ottawa, ON, K2G 6B1
Phone: 613-224-5515 / Fax: 613-224-7283
Email: info@cdha.ca

A list of benefits of membership may be attained on their website. The CDHA is involved in the research and publication of National Dental Hygiene Competencies for Entry to Practice, and serves as a collective voice for Canadian dental hygienists. Practicing dental hygienist is encouraged to apply for membership, to support their profession. Students can join the CDHA free of cost and have access to online resources.

Beliefs about the Teaching/Learning Process

The following are our beliefs about the teaching-learning process:

- A teacher is accountable to the student and the dental programs to provide an environment conducive to learning.
- The environment for learning is vital in that it should be supportive and provide direction for learning. Respect for the individual and her/his learning needs, will promote a positive environment where learning can take place.
- Learning is a dynamic and continuous process which is manifested by growth and change in behaviour.
- Behavioural objectives, clearly stated and encompassing all learning domains (cognitive, psychomotor and affective) enhance the learning process.
- A student is accountable for active participation in the teaching-learning process. As a student progresses through the dental program, she/he should expect to assume increasing responsibility for learning.

- In keeping with our program philosophy and the professional requirement for life-long learning, the teacher fosters increasing independence in the learner.
- Students benefit from constructive feedback which is provided both immediately and regularly in an atmosphere of trust. An emphasis on positive reinforcement for appropriate behavior is essential to its success.
- Evaluation is an integral part of the teaching-learning process. Based on clearly stated objectives, it describes the student's progress and achievement of goals. Self-evaluation by the student is an essential element of evaluation. The teacher will provide both formative and summative evaluation.
- Formative evaluation provides feedback to learners about their progress in achieving the established objectives and occurs continuously throughout the learning experience. It serves a diagnostic purpose as it informs students of areas where further learning is necessary.
- Summative evaluation measures final outcomes or results and determines learner achievements as they relate to the learning objectives. It is concerned with how learners have changed.

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to <http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>.

Program Specific Academic Policies & Procedures

Program Policies

All Regulations and Policies as outlined in the Durham College Academic Policies and Procedures are in effect, plus the following which are specifically related to the Dental Hygiene program.

Mobile Devices

All electronic devices must be **off** and stored away during all classes and clinics/labs.

NOTE: At no time may a student post anything related to faculty, staff, other students, clients, class or clinic on social media. No photos, videos or audio recordings may be taken in any class without permission and knowledge by the instructor and students.

Attendance

Because of the relationship between theoretical knowledge and clinical practice, it is essential that students participate in all learning activities provided. Failure to attend class/clinic may result in gaps in knowledge, grade reduction and potential safety hazards for the client. Therefore, **full** attendance is expected for both class and clinic. Refer to individual course outlines for specific attendance requirements.

Throughout the school year, you will be expected to perform clinical skills on fellow students and the public. Working in partnerships with your classmates, and practicing newly learned skills with and on fellow students, prior to treating clients, is a significant component of the learning process.

Students who are not prepared to work collaboratively in the client role with their fellow students will not be able to achieve the learning outcomes of the Clinic courses. If there is a medical reason which may prevent you from participating, you will need to submit a medical certificate verifying this, prior to beginning your program.

Students can expect that one or more of the evaluation components or criteria for all practicum courses (including lab and radiography courses), will involve timed elements. The timed element of the evaluation component or criteria **cannot** be waived or extended for safety considerations.

If extenuating circumstances occur and you must be absent from class, please notify the appropriate professor by telephone voice-mail or e-mail before 8:00 a.m. on the day of absence. Failure to notify may result in loss of opportunity to a) hand in assignments without penalty, b) write tests, c) obtain handouts, d) complete practice sessions.

IN CASES OF ILLNESS, A MEDICAL CERTIFICATE MAY BE NECESSARY. Please refer to Health Policies and Guidelines for additional information. To avoid disruption students are expected to be punctual. Students may not be allowed into the classroom or leave the classroom when lecture is in process.

In keeping with the student's rights and responsibilities as well as professional guidelines and conduct, any student, faculty or staff deemed to be under the influence of any substance, will be removed from theory classes or clinical sessions immediately.

Policies for Tests and Examinations

****Tests may occur outside of class hours. This will be noted on individual Course Outlines.**

A test schedule outlining all tests for the semester will be distributed at the beginning of each semester.

For all tests, examinations and assignments, a deduction of 1/2 mark per error will be made for incorrect spelling of terminology, to a maximum of 10% of the value of the paper. All marks will stand.

Students will be required to present their student I.D. card for all tests and for all formal exams. If an I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test or exam. Please ensure that you bring your **DURHAM COLLEGE STUDENT I.D.** card to *all* tests and exams.

Supplemental Policy

To support student success, a student who is unsuccessful in **one course** that would otherwise prevent them from progressing into the next semester **may** be eligible to write a two hour, comprehensive, supplemental exam for that course. To be eligible for the supplemental, the student must have achieved a minimum grade that is within 5% of the passing grade.

If the student is successful on the supplemental, the grade given will be a passing grade only, (50% or 70%, depending on the course), regardless of the grade attained on the exam. For health and safety reasons, supplemental opportunities will **not** be provided in Clinic practice courses.

Students who are unsuccessful in more than one course in a semester, will not be eligible for this opportunity. **This opportunity will be available only once over the entire program.**

Late Arrival

Students will not be admitted to the room after the first student to complete the test leaves the room. Students arriving past the established deadlines should report to the course instructor, not to the test/examination room. No time extensions will be granted for late arrivals.

Missed Tests

A student who misses a test must notify his/her professor prior to the test.

In order for any student to be given the opportunity to write a missed test, they need to inform the professor by 8am on the date of the missed test, and inform the individual professor of the **first day of return**. The request to write an alternate test must outline the reason for missing the test and the arrangements required to write the test. Any supporting documentation must be attached (for example, a medical report, police report, eye witness account). A student, who complies with the test policies, **may be given the opportunity to write a modified version of the test. Under extenuating circumstances and at the discretion of the Associate Dean, the weight of the missed test may be added to another evaluation item. This decision will be made upon consideration of appropriate documentation within 2 business days by the Associate Dean.**

Any student missing **more than 2 tests per semester** may not be granted this privilege.

If eligible, students may be scheduled to write a make-up test in the test centre. Scheduling will be done by the course instructor and will be held as soon as possible after the original test date, subject to test center open session availability. Make-up tests will be scheduled during an evening or on a weekend.

Missed Labs and Clinics (Radiography Practice, Dental Materials and Clinic)

Student's must contact the instructor on the day of an absence, prior to the lab or clinic session, in order to be eligible to have the opportunity to make up missed practical evaluations. Absence for illness or unavoidable/unforeseen circumstances only will be accepted to make up a practical evaluation and documentation of the absence will be requested. The student must make arrangements with the instructor on the **first day back following the absence** or he/she will be **ineligible** for a make-up evaluation.

Assignments

You will be notified at the beginning of each course regarding the plan for evaluation of student progress.

It is important that assignments be handed in to the appropriate professor on the date specified. All assignments are due at the beginning of class on the specified due date. Late assignments will lose 10% per day (including weekends). Assignments will not be marked, if submitted one week past the due date. If you are experiencing any difficulty with assignments, speak to your professor in **advance** of the due date.

It is the responsibility of the student to get all assignments in on time and to submit them directly to the instructor of the course.

If the deadline is not met, it will also be the student's responsibility to contact the instructor and to arrange for a time when the instructor will be available to accept the assignment.

It is the student's responsibility to **keep a copy** of each assignment that is submitted.

If the student will be absent on the due date, he/she can negotiate with the instructor for an **earlier submission date**. It is the student's responsibility to contact the instructor to arrange for this change.

Clinical Manuals

These manuals provide a comprehensive overview of clinical procedures and protocol. They will be distributed the first week of classes.

Evaluation Criteria

These manuals provide a comprehensive overview of the clinical evaluation system.

Staff Availability

All dental programs staff and faculty encourage open communication with students. Appointments are available based on the individual teacher's timetable. Teachers may be contacted by voice mail, e-mail or in person after class.

Equipment Responsibility

Dental students are responsible for all assigned equipment. Due to the expense of this equipment, lost or damaged equipment will be replaced or repaired at the student's expense.

Dental Records Policy

Durham College is committed to the collection, use and/or disclosure of personal information in a responsible manner in keeping with Personal Health Information Protection Act (PHIPA) and the Freedom of Information and Protection of Privacy Act (FIPPA). The safety, retention, protection and transfer of personal information in keeping with the Prescribed Records Regulations of the CDHO, within the Regulated Health Professions Act (RHPA), are upheld by Durham College. No verbal or written personal, medical or dental information will be given to anyone outside of the dental facility without a client's written permission. Appropriate care in the destruction of personal information will be exercised to prevent unauthorized access to the information provided in the client's records.

Radiation Safety

Durham College has a designated Radiation Protection Officer who oversees in collaboration with the Dental Technologist, the Radiography Quality Assurance program. The Radiation Protection officer and Dental technologist ensure all x-ray units are serviced and maintained regularly, that operators are trained in the equipment being used, dosimeters are distributed and monitored to all persons involved in Radiography, and ensure the maintenance of the Quality Assurance program records.

Radiation Protection Badges

Each student must show his/her S.I.N. number and pay a non-refundable \$20.00 rental fee (included in tuition fee) before a Radiation Protection badge can be issued. The radiation badge must be returned to the department at the end of the academic year. An additional fee will be charged for a lost badge.

Cardiopulmonary Resuscitation Certification and Standard First Aid

A current Canadian Heart and Stroke Foundation C.P.R. certificate, Basic Rescue Level C as well as Standard First Aid, will be completed and students are required to maintain certification throughout the program. It is important to note that Durham College Dental Hygiene students must adhere to the Durham College Dental program policy of recertifying CPR annually.

Student may not attend or participate in the Dental Hygiene or Dental Assisting Clinics or attend Community Placement until a valid Level C certificate and completion of Standard First Aid has been submitted. Failure to provide this documentation will result in your program being delayed and may result in failure or withdrawal.

In order to attend Clinic practice sessions, students must complete mandatory training modules including WHMIS, AODA, Workplace Violence and Harassment Prevention and Health and Safety Training Certificate. These training modules can be found on DC Connect.

Entry Immunization

All required entry immunization and pre-practicum documentation must be submitted to Synergy Gateway https://cpp.smartsimple4.biz/s_Login.jsp our 3rd party documentation collection and verification partner by the specified deadline for each semester / year in the program. Deadline dates will be communicated to students through email in 1st year and through DC Mail email in the remaining semesters. Exceptions to these dates are non- negotiable due to liability and safety regulations.

Please visit the Campus Health Centre to request assistance in completion of these forms. Completion of the form may require more than one visit. The Campus Health Centre is located in the Campus Recreation & Wellness Centre (CRWC), G-1030. Hours of operation are 8:00 am - 6:30 pm. Monday to Thursday and 8:00 am to 4:00 pm on Friday. 905-721- 3037
www.durhamcollege.ca/campushealthcentre

Immunization status must be kept up to date throughout all six semesters of the Dental Hygiene program in order to attend clinic practice sessions and field placements. A one-step Tb test must be done annually, it is the student's responsibility to keep this up to date.
All required documents must be submitted through Synergy and updated as indicated.

Criminal Reference Check

A student registered in any health program at Durham College is required to provide a current Criminal Reference Check with vulnerable sector screening that is current to within three months of the start of the community placement. Students should apply at a local police station and indicate volunteer status and remember to complete the vulnerable sector component of the application.
NOTE: This will be a requirement in semesters 4 and 6 of the Dental Hygiene program.

Procedures and regulations for obtaining criminal record search documents are controlled by the RCMP and the Government of Canada. These procedures and regulations may change at any time without notification. Durham College will endeavor to notify students of any changes when they come to our attention. As of March 1, 2011 the following reflects the current procedures and regulations of the RCMP with regard to Vulnerable Sector Verifications.

The RCMP identified a means to enhance vulnerable sector checks to make the searches more rigorous. In the interest of public safety, the enhancements were quickly implemented to protect vulnerable members of society.

As a result of the enhancement, a Vulnerable Sector Verification now requires the submission of fingerprints whenever the gender and date of birth of an applicant match to an existing pardoned sex offender record. This is not an accusation of criminality, but a requirement for a thorough verification to confirm identity and protect personal privacy. This process will take at least four months.

This is an excerpt from the RCMP web site <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>.

Dental Hygiene Program Re-admission Policy

Promoting student success is an integral part of our program beliefs. Occasionally a student is unable to successfully complete all of the program requirements necessary to graduate. When a student is permitted to repeat a semester of the program because of a failing grade, he/she will be required to repeat the courses as well as other courses that are co-requisite subjects. Other courses may need to be repeated if the student has not achieved sufficient academic success to warrant a credit standing and/or does not have the required G.P.A. of 2.0 necessary to graduate. The following guidelines for advanced standing/re-entry admission to the Dental Hygiene program are to be followed by all applicants and are the student's responsibility.

1. Students applying to re-enter Semester I of any program must submit their application form through the Ontario College Application Service (OCAS).
2. Students applying to re-enter the program in Semester II, III, IV, V or VI must meet with their Student Advisor and complete an application for Return to Full Time Studies. Acceptance will be based on seat availability and therefore, cannot be guaranteed.
3. All required program and college fees must be paid by the returning student upon notification of acceptance into the program.
4. The student must meet all medical requirements of the program.
5. Should program standards or content change, additional course work may be required.
6. Students may repeat the program only **ONCE** as demand for program seats exceed availability.

Students who have previously been in the Dental Hygiene program and are requesting re-entry or advanced standing to any semester of the Program will be considered for admission subject to the following conditions:

1. Seat availability.
2. Minimum G.P.A. of 2.0 (60%) overall academic average (excluding failed subjects) in the semester prior to the failed semester. In the event that more students apply for re-admission than there are seats available, preference will be given to the student(s) with the higher G.P.A.
3. Satisfactory clinic practice performance in the semester prior to the requested entry level. Preference will be given to students who have consistently maintained a passing Clinic grade.
4. If a student who has previously been in the Dental Hygiene program re-applies after one year or more has passed since the student was enrolled in a clinical practice course, the student will be required to complete a clinical competence refresher course at the student's expense prior to re-entry into the Dental Hygiene program.

NOTE: Dental Credits will only be accepted if earned within the last four (4) calendar years. Notification will be made by phone as soon as seats are available. The applicant is responsible for providing the School of Health & Community Services office, as well as the Admission Department, with his/her current phone number and address. Seats will be forfeited by those applicants who cannot be contacted within three (3) days of the seat availability list being finalized. The college reserves the right to restrict the number of students admitted to repeat the program in any given academic year.

Promotion Criteria

Re-entry students will be placed on probation until such time as they have successfully completed the failed subjects/portion of the program.

Details of Transferability – Dental Hygiene

Transferability between programs is subject to capacity of recipient program and specific college requirements as identified below.

Name of College

Entry to Semester 2	Determined by individual assessment courses already completed and program of study of the recipient college. Note: sequencing of courses may vary between programs which may prevent transfer into Semester 2.
Entry to Semester 3	Advanced standing into Semester 3 based on block transfer from any accredited Dental Hygiene Community College program for any student who has successfully completed all required Dental Hygiene courses in the first 2 semesters of the program.
Entry to Semester 4	Determined by individual assessment courses already completed and program of study of the recipient college. Note: sequencing of courses may vary between programs which may prevent transfer into Semester 4.
Entry to Semester 5	Advanced standing into Semester 5 based on block transfer from any accredited Dental Hygiene Community College program for any student who has successfully completed all required Dental Hygiene courses in the first 4 semesters of the program.
Entry to Semester 6	Determined by individual assessment courses already completed and program of study of the recipient college. Note: sequencing of courses may vary between programs which may prevent transfer into Semester 6.
Additional Requirements	Residency Requirement: 25% of the program requirements must be taken at the recipient college. Clinical Competency: The final clinical course must be taken at the recipient college General Education & Communication.

Transfer students are responsible for fulfilling all general education and communication credits of the recipient college prior to graduation.

Dental Hygiene (DENT)

Weekly
Breakdown

Course Name	Mod	Code	Prerequisites	Corequisites	Lec Hrs	Lab Hrs	FP/Alt Hrs
DENT-SEM1							
OROFACIAL ANATOMY I		ANTY 1508			2	0	
ANATOMY & PHYSIOLOGY I		BIO 1502			1	0	2
INTRODUCTION TO DENTAL MATERIALS		DENT 1517		DHPR 1506	0	2	
DENTAL HYGIENE PRACTICE I		DHPR 1506		DHTH 1505, MICR 1511	1	4	
DENTAL HYGIENE THEORY I		DHTH 1505		DHPR 1506	2	0	
MICROBIOLOGY & INFECTION CONTROL		MICR 1511		BIO 1502, DHPR 1506, DHTH 1505	3	0	
PROFESSIONAL COMMUNICATIONS		PCDH 1500			2	0	1
INTRODUCTION TO THE PROFESSION OF DENTAL HYGIENE		PDH 1500		DHPR 1506, DHTH 1505	2	0	
RADIOGRAPHY THEORY 1		RAD 1500			3	0	
					16	6	3
DENT-SEM2							
OROFACIAL ANATOMY II		ANTY 2508	ANTY 1508, BIO 1502	DHPR 2506	2	0	
ANATOMY & PHYSIOLOGY II		BIO 2502	BIO 1502		1	0	2
DENTAL HYGIENE PRACTICE II		DHPR 2506	DENT 1517, DHPR 1506, PCDH 1500	ANTY 2508, DHTH 2505	1	4	
DENTAL HYGIENE THEORY II		DHTH 2505	DHPR 1506, DHTH 1505, PDH 1500	DHPR 2506, PREV 2500	3	0	
GENERAL ELECTIVE CREDIT		GNED 0000			3	0	
HISTOLOGY & EMBRYOLOGY		HIST 2512	ANTY 1508, BIO 1502		3	0	
PREVENTIVE DENTAL HYGIENE		PREV 2500	MICR 1511, PCDH 1500	DHPR 2506, DHTH 2505	3	0	
RADIOGRAPHY THEORY II		RAD 2502	CLIN 1501, RAD 1500	RAD 2503	1	0	
RADIOGRAPHY PRACTICE		RAD 2503	RAD 1500	RAD 2502	0	2	
					17	6	2

Dental Hygiene (DENT)

Weekly
Breakdown

<i>Course Name</i>	<i>Mod Code</i>	<i>Prerequisites</i>	<i>Corequisites</i>	<i>Lec Hrs</i>	<i>Lab Hrs</i>	<i>FP/Alt Hrs</i>
DENT-SEM3						
ADVANCED DENTAL MATERIALS	DENT 3517	DENT 1517, DHPR 2506	DHPR 3506	0	2	
DENTAL HYGIENE PRACTICE III	DHPR 3506	DHPR 2506, PREV 2500, RAD 2503	DENT 3517, DHTH 3505, PERI 3510	0	6	
DENTAL HYGIENE THEORY III	DHTH 3505	DHTH 2505	DHPR 3506, PERI 3510	4	0	
GENERAL ELECTIVE CREDIT	GNED 0000			3	0	
HEALTH CARE IN CANADA	HCIC 3500			2	0	
HUMAN PATHOPHYSIOLOGY	HPTH 3502	BIO 2502	PHAR 3501	2	0	
PERIODONTICS	PERI 3510	ANTY 2508, HIST 2512	DHPR 3506	2	0	
PHARMACOLOGY	PHAR 3501		HPTH 3502	3	0	
				16	8	
DENT-SEM4						
COMMUNITY HEALTH	DENT 4512	HCIC 3500	DHPR 4506	3	0	
DENTAL HYGIENE PRACTICE IV	DHPR 4506	DHPR 3506, PERI 3510, PHAR 3501	DHTH 4505	0	6	
DENTAL HYGIENE CLINIC THEORY AND ADVANCED PERIODONTAL	DHTH 4505	DHTH 3505	DHPR 4506	3	0	
NONREPTS	NUTR 4511	BIO 1502, BIO 2502	DHPR 4506	2	0	1
ORAL PATHOLOGY	PATH 4510	HIST 2512, HPTH 3502, MICR 1511, PERI 3510	DHPR 4506	3	0	
POPULATIONS & DIVERSITY	PODI 4500	PREV 2500		3	0	
STATISTICS AND RESEARCH METHODS	STAT 1501		DHPR 4506, DHTH 4505	3	0	
				17	6	1

Dental Hygiene (DENT)

Weekly
Breakdown

Course Name	Mod	Code	Prerequisites	Corequisites	Lec Hrs	Lab Hrs	FP/Alt Hrs
DENT-SEM5							
BUSINESS PRINCIPLES REGULATED HEALTH PROF		BUPR 5501	DHTH 4505		2	0	
ADVANCED CLINIC PRACTICE		DHPR 5506	DHPR 4506, PATH 4510	DHTH 5505, ORTH 5510	0	9	
CLINIC THEORY V		DHTH 5505	DHTH 4505	DHPR 5506	1	0	
EVIDENCE INFORMED PRACTICE		EVBP 5500	DHPR 4506, STAT 1501		3	0	
GENERAL ELECTIVE CREDIT		GNED 0000			3	0	
HEALTH POLICY/ADVOCACY		HPAV 5512	DENT 4512, HCIC 3500		3	0	
DENTAL HYGIENE IN ORTHODONTICS		ORTH 5510	DHTH 4505	DHPR 5506	2	0	
					14	9	

DENT-SEM6

CLINICAL CASE PRESENTATIONS		CASE 6505	DHPR 5506	DHPR 6506	2	0	
DENTAL HYGIENE ADMINISTRATION AND SOFTWARE		DHAD 6501	BUPR 5501		2	1	
CONSOLIDATION OF CLINICAL PRACTICE		DHPR 6506	DHPR 5506	CASE 6505	0	9	
HEALTH PROMOTION AND COMMUNITY EXPERIENCE		HPRO 6512	HPAV 5512	INPR 6500	1	0	4
INTERPROFESSIONAL PRACTICE		INPR 6500	DENT 4512	DHPR 6506, HPRO 6512	1	0	2
PROFESSIONAL PRACTICE & JURISPRUDENCE		JUPR 6510		DHPR 6506	2	0	
					8	10	6

NOTES:

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.

GNED - Courses with this Subject Code are "General Education" subjects, GNED 0000 you are required to choose a 'General Education Elective' that is SPEC 0000 - when displays as a pre-requisite you are required to have passed all previous courses and have a GPA of 2.0. COOP - the co-op work term (spring/summer).

MOD1/MOD2 - course is delivered over a portion of the semester.

Health Policies and Guidelines

Certain protective health measures such as entrance physical examinations, up to date immunization, criminal reference checks, CPR certification and/or special tests are expected of all students, the professor and staff prior to an experience in the agency.

Please refer to the Practicum Guide for further details and for submission instructions.

1. Entry Immunization Form

All required entry immunization and pre-practicum documentation must be submitted to Synergy Gateway https://cpp.smartsimple4.biz/s_Login.jsp our 3rd party documentation collection and verification partner by the specified deadline for each semester / year in the program. Deadline dates will be communicated to students through email in 1st year and through DC Mail email in the remaining semesters. Exceptions to these dates are non- negotiable due to liability and safety regulations.

Please visit the Campus Health Centre to request assistance in completion of these forms. Completion of the form may require more than one visit. The Campus Health Centre is located in the Campus Recreation & Wellness Centre (CRWC), G-1030. Hours of operation are 8:00 am - 6:30 pm. Monday to Thursday and 8:00 am to 4:00 pm on Friday. 905-721-3037
www.durhamcollege.ca/campushealthcentre

Completion of an “Informed Consent for Immunization Exemption” must be provided to your placement officer if you are requesting exemption from any immunizations on the EIF form. These forms are only available through an appointment in the Campus Health Centre. Immune status is required via blood titre levels and any record of past vaccinations must be supplied for the exemption status to be processed. TB testing is mandatory.

2. Tuberculosis Surveillance (TB skin testing)

All first year students and new entry students are required to provide proof of TB status as a part of the Entry Immunization Form. A two-step TB skin test is required. If a two-step TB skin test has been completed in the past, proof of this testing must be provided as well as a current yearly one step. If you are a known positive conversion, proof of a negative chest x ray which is less than 1 year old, must be submitted along with documentation of the positive test result.

3. Influenza Immunization (Flu vaccination)

For placements in long term care facilities, students may be required to have had vaccination for influenza. Please ensure you are immunized and keep a record for your placement agency. If a student has not had an influenza immunization and a flu outbreak occurs in the agency and/or on the unit the student is assigned to, the student may be required to stay away from the practicum area until the flu outbreak is over.

4. Illness

Durham College has a responsibility to the practicum agencies concerning infection and disease control. As a student, you are responsible for assessing your ability to attend practicum/field placement. When reporting off due to illness, comply with the established policy for each agency. If illness or injury occurs while in a practicum segment, contact your practicum/placement officer for further direction.

Contact your healthcare professional or make a medical appointment through the Campus Health Centre for clearance to attend placement if you suspect you have:

- Contact with a communicable disease
- Gastrointestinal symptoms of diarrhea persisting for longer than 24 hours
- Respiratory symptoms such as a persistent fever of greater than 38 degrees and a new or worsening cough or shortness of breath

5. Management of Persons with Exposure to Blood or Body Fluids

Definition of "Exposure": exposure encompasses situations such as a break in integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other body fluids to which Routine Practices apply.

- a) If an exposure occurs, immediately apply first aid measures.
 1. Wash the area with soap and water
 2. If eyes(s) splashed, rinse with tap water or saline with eye(s) open
 3. If mouth is affected, spit out suspected fluid and rinse with water
 4. If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contact
- b) Reporting and post-exposure management.

Students should report exposures immediately after they occur, as certain interventions that may be appropriate, for example prophylaxis against Hepatitis B, must be initiated promptly to be effective.

The exposed student should:

1. Notify their immediate supervisor (i.e.: practicum professor)
2. Follow the policy of the agency in which the exposure occurred
3. If no policy exists, report to emergency department of local hospital to determine risk level, treatment, counselling and suggested follow-up
4. Complete the Durham College Accidental-Injury form. Relevant information includes the following:
 - Date, time, location (agency) of exposure
 - Job duty being performed by student/staff at the time of exposure
 - Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact
 - Description of source of exposure
5. Details about any referral for assessment/treatment
6. Follow – up counselling and ongoing evaluations by a physician can be arranged if the student does not have a physician

6. Travel Outside Canada

Please be aware that upon returning from travel outside of Canada, if unwell, you are advised to consult with your healthcare professional or make a medical appointment through the Campus Health Centre.

Durham College Mission, Vision and Values

Guiding the overall direction of the college, the Strategic Plan outlines Durham College's (DC) mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver exceptional teaching and learning opportunities that support the success of our students and faculty. The college's strategic plan is available on the [college's website](#).

Academic Advising – Student Advisors

Student Advisors are committed to student success and are available to support you through your college experience.

They can help you:

- Identify education and career goals, and support the creation of academic plans to achieve those goals.
- Make decisions regarding full-time/part-time studies.
- Select courses and identify equivalent credits.
- Change programs, transfer to another program or explore pathways to further education.
- Develop academic success plans in the event of failed courses or a low grade point average (GPA).
- Ensure progression and graduation requirements are met.
- Access other college support services.

To view contact information for your Student Advisor, visit the [Student Advisors website](#).

Academic Integrity

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the DC community. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish the quality of our scholarship and reputation.

To ensure the highest academic standards, students are accountable for the work they produce, and work submitted must be the product of a student's own efforts. The [Academic Integrity Policy and Procedure](#) provides a comprehensive explanation of DC's expectations regarding academic integrity.

Access and Support Centre

The Access and Support Centre (ASC) provides services to students who are temporarily at-risk or identified with an exceptionality, to ensure equal access to all aspects of the academic environment. The ASC provides accommodations to meet students' individual needs through assistive technology and coaching.

Working in collaboration with faculty and other service areas, the ASC team provides opportunities for academic success for all students.

For more information on services available, please visit the [ASC website](#).

Coaching

DC is pleased to offer International Coaching Federation certified wellness coaches to partner with students and facilitate growth, action and movement towards the goals and outcomes they want to achieve. Coaching is not counselling, therapy or academic advising. Coaching is student-focused and provides a safe, non-judgemental space to explore and work through what is getting in the way of being their best possible self. The more students put into coaching, the more they get out of it.

Wellness coaches support students by encouraging self-awareness, growth, change, and success. Focusing on student development and helping students achieve their full potential, wellness coaching involves identifying goals, strengths, barriers, motivations, expectations, and underlying beliefs. Coaches actively listen, ask thought-provoking questions that encourage self-reflection and work with students to take actions to move forward. For more information, please visit the [Wellness Coaching website](#).

Important Dates

DC strives to keep you informed of all important dates throughout the academic year. Students should check the [college's website](#) or [MyCampus](#) to view 2021-2022 key dates including deadlines for fee payment, web registration, and adding or dropping courses as well as grade release dates. Please review [MyCampus](#) regularly for updates and reminders on important dates.

Academic Grading and Progression

Please refer to the ACAD 112 – [Academic Grading Policy and Procedure](#) document for a complete overview of grading practices and ACAD 127 – [Academic Progression Policy and Procedure](#) to clearly understand the requirements necessary for a student to progress through an academic program.

Evaluation: Academic courses are evaluated using a variety of methods including tests, essays, labs, assignments, assessments, in-process activities, group work and/or examinations. The evaluation criteria for each course are noted in its course outline. Students are responsible for becoming familiar with evaluation criteria at the beginning of each semester.

Academic Standing: Students who are not progressing satisfactorily according to the Academic Progression Policy and Procedure or the criteria published in their respective program guides may be placed on Probation, Academic Suspension, Academic Withdraw or Permanent Withdrawal.

Students must have a program G.P.A. between 1.8 to 1.99 to continue under academic probation.

Student Academic Learning Services

The Student Academic Learning Services Centre (SALS) helps DC students to achieve their academic goals. Academic supports include: peer tutoring, learning and writing skills services, English language services, and content-specific supports for math, accounting, biology, and chemistry. Students also have access to fully online support, located on the [DC Connect](#) landing page. After logging in, look for the green arrow to register for SALS ONLINE academic resources to view videos, resources and quizzes to support your learning.

Please email SALS at sals@durhamcollege.ca, or visit the [SALS website](#), for information on accessing services, scheduling an appointment, registering for workshops or signing up for peer tutoring.