

DENTAL HYGIENE PRACTICE (DHYG 2153.3A1,
DHYG 2153.5A1)

CREDIT

1 Semester Credit Hours (1hour lecture, 1 hour lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1227, DHYG 1219, DHYG 1235, DHYG 2301, DHYG 1207, DHYG 1260, DHYG 1311, DHYG 1339, DHYG 2261, DHYG 2331

Co-Requisite: DHYG 2262, DHYG 1315

COURSE DESCRIPTION

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Explain the Dental Practice Act governing the dental and dental hygiene profession.
- Evaluate ethical and moral issues affecting dental hygiene practice.
- Describe traditional and non-traditional dental hygiene practice settings.
- Prepare for employment.

INSTRUCTOR CONTACT INFORMATION

Instructor: Lisa Harrell, RDH, BS

Email: lrharrell@lit.edu

Office Phone: (409) 247-4884

Office Location: MPC 206

Office Hours: Mondays 1:00 pm – 4:00 pm; Tuesdays 7:00 am – 8:00 am;
Thursdays 10:00 am – 12:00 pm; Fridays 7:00 am – 8:00 am

REQUIRED TEXTBOOK AND MATERIALS

Kimbrough-Walls, Vickie J. and Lautar, Charla J, Ethics, Jurisprudence and Practice Management in Dental Hygiene, 3rd Edition, Prentice Hall, 2012. ISBN-13: 9780131394926
e-Textbook - ISBN-13: 9780137614325



**LAMAR INSTITUTE
OF TECHNOLOGY**

Approved: Initials/date

COURSE CALENDAR

DATE	LECTURE (10:00 – 10:50) LAB (11:00 – 11:50)	TOPIC	ASSIGNMENTS
Week 1	Lecture	Course Overview/Syllabus; Insurance Coding	Read: Course Syllabus Course Contract Due: Jan 31 Moral Compass Assignment Due: Feb 2
	Lab	Moral Philosophy & Reasoning	Read: Chapter 1
Week 2	Lecture	Ethical Principles & Core Values	Read: Chapter 2
	Lab	Sonicare Presentation	Cathy Stewart – Guest Speaker
	Board Vitals Pre-Test		Board Vitals National Board Pre-Test open 2/7 @ 8:00 am – 2/9 @ 10:00 pm
Week 3	Lecture	Informed Consent	Read: Chapter 3
	Lab	ADEX Dental Hygiene Webinar	Information being presented about the clinical board testing
Week 4	Lecture	TEST 1	Chapters 4,5,6, and Rules and Regulations Bring your computer (Respondus Browser)
	Lab	Journal Entry #1	Due: end of day today
Week 5	Lecture	Decision Making	Read: Chapter 4
	Lab	Jurisprudence	Read: Chapter 5
Week 6	Lecture	Social Issues	Read: Chapter 6
	Lab	Rules and Regulations	Class Activity
	SPRING BREAK		STUDY FOR NATIONAL BOARD
Week 7	Board Vitals Post Test		Board Vitals National Board Post-Test open 3/15 @ 8:00 am – 3/17 @ 10:00 pm
Week 8	Lecture	Rules and Regulations	
	Lab	Rules and Regulations	
	ADEX DEADLINE	REGISTRATION DEADLINE TODAY!!	

Week 9	Lecture	TEST 2	Chapters 4,5,6, and Rules and Regulations Bring your computer (Respondus Browser)
	Lab	Aspects of Practice Management	Read: Chapter 7
Week 10	Lecture	The Business of Dental Hygiene	Read: Chapter 8
	Lab	Seeking the Dental Hygiene Position	Read: Chapter 10
Week 11	Lecture	Team Placement Traveling Hygienist	Guest Speaker
	Lab	Planning for the Future	Read: Chapter 11
Week 12	Lecture	Resume Writing	Resume Assignment due by end of day 4/17
	Lab	Licensure Information	
Week 13	Lecture	Kristy Chen - Guest	Dental Force Temp Agency
	Lab	Test 3	Chapters 7, 8, 10, 11 Bring your computer (Respondus Browser)
Week 14	Lecture	Mock Interviewing	
	Lab	Mock Interviewing	2 nd E-Portfolio journal entry due
Week 15	Lecture	Mock Interviewing	
	Lab	Final E-Portfolio Due	Submit Conclusion
Week 16	Week of Final Exams	TBD	

ATTENDANCE POLICY

Absenteeism

In order to ensure the students in the dental hygiene program achieve the necessary didactic and clinical competencies outlined in the curriculum, it is necessary that the student complete all assigned lecture classes, clinical and laboratory hours. It is the responsibility of the student to attend class, clinic or lab.

The instructor expects each student to be present at each session.

It is expected that students will appear to take their exams at the regularly scheduled examination time. Make-up examinations will be given **only** if the absence is due to illness (confirmed by a physicians' excuse), a death in the immediate family, or at the discretion of the instructor.

If students are unable to attend lecture class, clinic or lab, it is **mandatory that you call the appropriate instructor prior to the scheduled class, clinic or lab time. An absence will be considered unexcused if the student fails to notify the course faculty prior to the start of class, clinic, or lab. Attendance through Blackboard Collaborate is considered an absence. The course instructor must be notified at least one hour prior to the beginning of class/lab if the student plans to attend through Blackboard Collaborate.**

The student is responsible for all material missed at the time of absence. Extenuating circumstances will be taken into account to determine if the absence is excused. Extenuating circumstances might include but are not limited to: funeral of immediate family member, maternity, hospitalization, etc. If the student has surgery, a debilitating injury, or an extended illness, a doctor's release will be required before returning to clinic.

a. Fall/Spring Semesters:

Dental hygiene students will be allowed **two excused absences** in any lecture, clinic or lab. Absences must be accompanied by a written excuse on the next class day. In the event that a student misses class, clinic or lab beyond the allowed absences, the following policy will be enforced:

2 absences = notification in Starfish

Beginning with the third absence, **2 points** will be deducted from the final course grade for each absence thereafter.

Two (2) points will be deducted from the final course grade for each unexcused absence.

b. Summer Sessions:

Regular class attendance is expected. Be sure to sign in on a regular basis to check for any additional assignment openings, and to be sure your coursework is being completed. Also, be sure to check your gradebook regularly for missing or inaccurate grades. Bring any grade questions to the instructor immediately upon noticing them.

Tardiness

Tardiness is disruptive to the instructor and the students in the classroom. A student is considered tardy if not present at the start of class, clinic or lab. It is expected that students will arrive on time for class, clinic or lab, and remain until dismissed by the instructor. If tardiness becomes an issue, the following policy will be enforced:

Tardy 1 time = notification in Starfish

Tardy 2 times = is considered an unexcused absence. (See the definition of an unexcused absence)

If a student is more than 15 minutes late to any class period, it will be considered an unexcused absence. **Students should plan on attending classes, labs and clinic sessions as assigned throughout the semester. Family outings, vacations and personal business should be scheduled when school is not in session and will not be considered excuses for missing assignments, examinations, classes, labs or clinic time.**

2. Examination and Quiz Policy:

Examinations will be based on objectives, lecture notes, handouts, assigned readings, audiovisual material and class discussions. Major examinations will consist of multiple choice, true/false, matching, short answer, and case study questions. No questions will be allowed during exams.

Students are expected to complete examinations as scheduled. Make-up examinations will be given ONLY if the absence is due to illness (confirmed by a physicians' excuse), a death in the immediate family, or at the discretion of the Instructor. All make-up examinations must be taken within two (2) weeks from the scheduled exam date. All examinations will be kept on file by the Instructor. Students may have access to the examination by appointment during the Instructor's office hours. Exams may be reviewed up to two (2) weeks following the exam date. **You may not copy, reproduce, distribute or publish any exam questions.** This action may result to dismissal from the program. A grade of "0" will be recorded for all assignments due on the day of absences unless prior arrangements have been made with the Instructor.

Students must use their personal equipment, such as computer, MacBook, laptop, iPad, to take their exams and must not use their classmates'. School computers may be used if personal equipment is not available. Respondus Lockdown Browser and Respondus Monitor will be used for examinations therefore, a webcam is required to take the exam. The student is required to show the testing environment at the beginning of the exam to assure the instructor that it is clear of any study materials. Failure to do so will result in a 10-point exam grade deduction. If you need online assistance while taking the test, please call Online Support Desk at 409-951-5701 or send an email to lit-bbsupport@lit.edu.

It shall be considered a breach of academic integrity (cheating) to use or possess on your body any of the following devices during any examination unless it is required for that examination and approved by the instructor: cell phone, smart watch/watch phone, electronic communication devices (including optical), and earphones connected to or used as electronic communication devices. It may also include the following: plagiarism, falsification and fabrication, use of A.I., abuse of academic materials, complicity in academic dishonesty, and personal misrepresentation. Use of such devices during an examination will be considered academic dishonesty. The examination will be considered over, the student will receive a zero for the exam and will receive disciplinary action. This policy applies to assignments and quizzes.

Students with special needs and/or medical emergencies or situations should communicate with their instructor regarding individual exceptions/provisions. It is the student's responsibility to communicate such needs to the instructor.

3. Mandatory Tutoring

If a student receives a failing grade on any major exam, the student will be required to meet with course instructor within 2 weeks of the failed exam. One on one concept review by appointment with the course instructor will be provided and/or written academic warning when a student is failing to meet minimal requirements in the classroom setting.

4. Academic Integrity

It shall be considered a breach of academic integrity (cheating) to use or possess on your body any of the following devices during any examination **unless it is required for that examination**: cell phone, smart watch/watch phone, electronic communication devices (including optical), and earphones connected to or used as electronic communication devices. It may also include the following: plagiarism, falsification and fabrication, abuse of academic materials, complicity in academic dishonesty, and personal misrepresentation.

Use of such devices during an examination will be considered academic dishonesty. The examination will be considered over and the student will receive a zero for the exam.

Students with special needs and/or medical emergencies or situations should communicate with their instructor regarding individual exceptions/provisions. It is the student's responsibility to communicate such needs to the instructor.

5. Disabilities Statement. The Americans with Disability Act of 1990 and Section 504, Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the American with Disability Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community.

If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 839-2018 or visit the office in Student Services, Eagles' Nest Building. You may also visit the online resource at <https://www.lit.edu/student-success/special-populations>.

6. Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Policies and Procedures*. The *LIT Policies and Procedures* may be accessed at <https://www.lit.edu/information/policies-and-procedures> or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Policies and Procedures* supersedes all other versions of the same document.

7. Technical Requirements (for Blackboard)

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

8. Leaving Class during Lecture

You should be prepared to remain in class for the entire class period. Any personal business should be taken care of prior to or after class. If a medical problem exists or an emergency occurs please inform the instructor.

9. Starfish

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or My LIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT. For more information click: <https://lit.edu/student-success/starfish>.

10. Late Work. Assignments will not be accepted if submitted after the due date.

Faculty has the authority to modify the above policies if unusual circumstances mandate a change. Please refer to the Student Handbook for a complete listing of program policies.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE REQUIREMENTS

Test

There will be 3 tests throughout the course of the semester. Please see course schedule for dates of tests.

Resume

Each student will develop a personal resume. See Appendix for Resume instructions and rubric.

E-Portfolio

Each student will complete their Dental Hygiene E-Portfolio this semester. See Appendix for Portfolio instructions and rubric.

Journal Entries

Students will be required to complete 2 journal entries that will be a part of the E-Portfolio.

Board Vitals Pre-Test

This exam is to help prepare the student for the National Board Examination which will be taken later in the Spring semester. This exam will help the student assess what areas to focus their studies on in preparation for the Dental Hygiene National Board. This exam is a requirement of the class and will not be calculated into the final course grade but will be counted as Complete/Incomplete toward the course requirements. There is not a grade assessed to this exam. The exam will be 200 questions and you will have 3 hours and 20 minutes to complete the exam. You can access the exam 2 ways: check your LIT email on the day of the test and click on the link or the exam can be accessed through the Board Vitals' website. www.boardvitals.com. The student will use their login and password to access the exam.

Board Vitals Posttest

This exam will be a follow-up to the Board Vitals Pre-test. This exam is to help students fine tune their preparation for the National Board Examination. This exam is a requirement for the class and the grade earned will count as 5% of the class grade. You can access the exam 2 ways: check your LIT email on the day of the test and click on the link or the exam can be accessed through the Board Vitals' website. www.boardvitals.com. The student will use their login and password to access the exam.

Moral Compass Assignment

The Moral Compass assignment is a requirement for this class. The student will reflect and write a paper based on the information and questions found in the Moral Compass Module in Blackboard. For more information about this assignment, see the appendix.

Mock Interviews

Students will be given an assignment this semester to participate in a virtual Mock Interview session. More information about this assignment can be found in the appendix and in Blackboard.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

3 Exams	45%
E-Portfolio Final Presentation	20%
Resume Assignment	15%
Mock Interview	10%
Moral Compass Assignment	5%
Board Vitals Post Exam	5%
2 Journal Entries	Complete/Incomplete

GRADING SCALE

The student must pass the course with 75% or higher to receive credit for DHYG 2153. Failure to complete course work will result in the grade of "F" being awarded for DHYG 2153 and dismissal from the DH program. Exclusions from this policy will be dealt with on an individual basis by the instructor.

- A = 92 - 100
- B = 83 - 91
- C = 75 – 82
- D = 60 - 74
- F = 59 and below

LIT does not use +/- grading scales

COURSE OUTLINE

- I. Insurance Coding
 - A. Proper Reimbursement
 - 1. Correct coding for procedures
 - 2. Maximizing benefits for patients
 - 3. Streamline billing process
 - B. Insurance Compliance
 - 1. Comply with federal and state regulations
- II. Introduction to Moral Philosophy and Moral Reasoning
 - A. Ethical Theories: A Survey of Moral Theories
 - 1. Utilitarianism
 - 2. Kantian Ethics
 - 3. Virtue Ethics
 - B. Social Philosophy
 - 1. Utilitarianism and Justice
 - 2. Liberalism and Rights
 - 3. Rawls's Theory of Justice
- III. Ethical Principles and Core Values
 - A. Ethical Principles
 - 1. Autonomy
 - 2. Confidentiality
 - 3. Societal Trust
 - 4. Nonmaleficence
 - 5. Beneficence
 - 6. Justice
 - 7. Veracity
 - 8. Fidelity
 - 9. Paternalism/Parentalism
 - 10. Utility
- IV. Informed Consent
 - A. Rights and Duties of Informed Consent
 - B. Evolution of Informed Consent
 - C. Exceptions to the Rule
 - D. The Ideal Context
 - E. Disclosure in the Office
 - F. Informed Consent and Research
 - G. Use of Photos and Other Recording Devices
 - H. Disclosure by Infected Health Care Providers
 - I. Patients' Bill of Rights
- V. Decision Making
 - A. Ethical Dilemma
 - B. Developing the Ability to Solve Ethical Problems
 - C. Steps of Decision Making
- VI. Jurisprudence
 - A. Criminal Law
 - B. Civil Law
 - C. Tort Law
 - D. Contract Law
 - E. Licensure
 - F. State Practice Act
 - G. Rules and Regulations Texas Occupations Codes
 - H. Louisiana Dental Practice Act
- VII. Social Issues
 - A. Workplace Legislation
 - B. Reporting Domestic Violence
 - C. Access to Care
- VIII. Aspects of Practice Management
 - A. Pros and Cons of Management Consultants
 - B. Management Styles
 - C. The Team Concept
 - D. Defining Staff Roles
 - 1. Cross Training
 - 2. Staff Meetings and Their Benefits
 - 3. Expectations and Public Relations
- VIII. The Business of Dental Hygiene
 - A. Maximizing Skills
 - B. CDT Insurance Coding
 - C. Continuing Care and Recare Systems
 - D. Time Management
 - E. Working with Other Dental Hygienists
 - F. Alternative Practice Settings
- IX. Seeking the Dental Hygiene Position
 - A. Working as a Temporary
 - B. Employment Resources
 - C. Preparing for Interviews
 - D. Beginning the New Job
- X. Planning for the Future and Career
 - A. The Basics of Investing
 - B. Spend Money Wisely
 - C. Insurance Coverage for Dental Hygienists
 - D. Professional Membership

COURSE OBJECTIVES

Insurance Coding

1. Ensure proper reimbursement
2. Improving patient care access
3. Enhance practice efficiency
4. Stay compliant with regulations
5. Professional growth
6. Advocate for the profession

Introduction to Moral Philosophy and Moral Reasoning

1. Define the terms ethics, deontology and teleology.
2. Distinguish between the ethical theory of utilitarianism and Kant's ethical theory.
3. Compare rule utilitarianism with act utilitarianism.
4. Contrast a right with a duty and a right with a privilege.
5. Discuss the role of social justice in determining ethical behavior.

Ethical Principles and Core Values

1. Identify the core values found in the Code of Ethics of the ADHA.
2. Compare other codes of ethics found in the dental hygiene profession.
3. Define the terms autonomy, confidentiality, societal trust, nonmaleficence, beneficence, justice, veracity, fidelity, paternalism, and utility.

Informed Consent

1. Discuss the criteria necessary for informed consent.
2. Relate conditions for not obtaining informed consent.
3. Compare the ethical principles found in codes of ethics, informed consent, patients' bill of rights, and other documents related to patient care.

Decision Making

1. Define the term ethical dilemma.
2. List the steps involved in ethical decision making.
3. Solve ethical dilemmas using a decision-making process.
4. Determine core values and principles used to solve an ethical dilemma.
5. Discuss the role of laws in determining alternatives for solving an ethical dilemma.

Jurisprudence

1. Compare the concepts of civil law with criminal law, using examples found in dental hygiene practice.
2. List the types and circumstances of supervision found in the Dental Hygiene Practice Act of Texas or the Louisiana Practice Act.
3. State the condition necessary for a contract between a patient and a dental hygienist regarding dental hygiene services.
4. Define and distinguish between the following terms:
intentional tort and unintentional tort; malpractice; negligence; libel; slander; assault; battery; implied contract and expressed contract

5. Discuss the rights of patients protected by law and duties of providers regulated by law from both the ethical and legal perspectives.
6. Explain the rules & requirements governing state license renewal for Texas and Louisiana.
7. Explain the make-up of the state board & how they are appointed for TX & LA.
8. Explain how to display a Dental Hygiene license.

Social Issues

1. Identify legislation that protects & aids the patient & the dental hygienist against discrimination in dentistry.
2. Describe how HIPAA protects patients' confidentiality.
3. Recognize the signs of abuse (child, spouse, elderly).
4. List barriers to access to care and reasons for disparities in oral health care.
5. Discuss the advantages and disadvantages of various reimbursement or insurance plans.

Aspects of Practice Management

1. Discuss the need for practice management in the dental office.
2. Identify different management styles.
3. Differentiate between oral health care and the business of oral health care.
4. Discuss the team concept.
5. Identify the benefits of cross training.
6. Differentiate types of staff meetings.
7. Differentiate between employer expectations and employee expectations.
8. Identify uses of public relations and image for the dental/dental hygiene practice.
9. Identify patient needs as they relate to dental hygiene.
10. Discuss how marketing relates to the dental/dental hygiene practice.
11. Identify advantages and disadvantages of profit centers.

The Business of Dental Hygiene

1. Describe the scope of the dental hygiene diagnosis.
2. Discuss business aspects for dental hygiene.
3. Discuss time management issues and plan a treatment hour.
4. Identify leadership traits.
5. Identify and understand CDT insurance coding
6. Define terms used in insurance coding

Seeking the Dental Hygiene Position

1. Recognize the scope of job searching.
2. Identify different employment opportunities for dental hygienists.
3. Discuss the process of interviews between employers and employees.
4. Identify the advantages and disadvantages of working interviews.
5. Identify contents and needs for office policy manuals.
6. Discuss benefits as they relate to the dental hygienist.
7. Apply negotiating skills related to employee benefits.

Planning for the Future and Career Longevity

1. Describe the differences between stocks, mutual funds, and IRAs.
2. Explain the meaning of portfolio.

3. Describe CD investments.
4. Explain liability insurance.
5. Explain disability insurance.
6. Identify the need for self-care and physical health.
7. Describe the benefits of professional membership.