

**TAFT COLLEGE
DENTAL HYGIENE PROGRAM**

POLICIES & PROCEDURES

TAFT COLLEGE DENTAL HYGIENE PROGRAM
ACADEMIC POLICIES AND PROCEDURES

Academic Policies and Procedures Committee:

The Academic Policies and procedures Committee reviews petitions regarding academic policies and procedures. These petitions include permission to withdraw from a course after the deadline, extension of the period for completing work for an incomplete grade, and approval to attempt to receive credit for a course by examination. Information regarding petitions is available in the Counseling Center.

Attendance Requirements:

Students are expected to attend all sessions of each class in which they are enrolled. Since regular attendance is one of the most important factors contributing to student success in college work, the student will contribute to his/her own welfare by eliminating all unnecessary absences. Frequent absences will be reflected in the grade.

Instructors are responsible for recommending that a student be dropped from a class for excessive absences. A student is considered to be excessively absent when his/her commutative absences exceed the total number of hours that the class meets during one week.

Individual instructors may establish more stringent regulations at their discretion.

However, if they do, each student involved is to be given a written notice of explanation by the instructor at the beginning of each semester. Otherwise, the general attendance policy applies.

Faculty members should give full consideration to excusing students from classes to participate in scheduled college activities such as athletics and field trips. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from an class or classes in which they no longer wish to be enrolled. Non-attendance DOES NOT release the student from this responsibility.

TAFT COLLEGE DENTAL HYGIENE PROGRAM

Student Code of Conduct:

Taft College has specified those standards of student behavior which it considers essential to its educational mission and its community life. These regulations are designed to represent reasonable standards of conduct. The Student Code of Conduct governs THE BEHAVIOR OF STUDENTS AND GUESTS ON CAMPUS AND AT College sponsored activities. Violations of the code may subject individuals to disciplinary action, which complies with the requirements of due process.

The following violations for which students are subject to College discipline include, but are not limited to:

1. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college;
2. Forgery, alteration, or misuse of college documents, records, or identification;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on or off college premises;
4. Physical abuse of any person on district owned or controlled property or a college sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person;
5. Use, possession, or distribution of narcotic or dangerous drugs, on district owned or controlled property or at any college sponsored event;
6. Disorderly, disruptive, lewd, indecent, or obscene conduct or expression on expression on college owned or controlled property or at college sponsored or supervised functions;
7. Failure to comply with directions of college officials acting in the performance of their duties; or failure to identify oneself for just cause when requested to do so by college officials acting in the performance of their duties;
8. Possession or use of alcoholic beverages on district owned or controlled property, or at college sponsored events, or appearances on campus or at college sponsored events while under the influence of alcohol;
9. Possession or use of unauthorized firearms or other dangerous weapons on district owned or controlled property.

Removal must be immediately reported in writing to the President or Vice President of Students.

Academic Honesty:

The administration, faculty and staff at Taft College believe that students are entitled to the finest education that the college can provide. At the same time, a student's achievement must include the realization that there are standards of academic honesty that must prevail. Each student should exert every effort to maintain these standards.

Academic dishonesty is defined by this college as any illegitimate act by any student, such as plagiarism or falsifying documents that would gain that student an advantage in grading, graduating from the college, or qualifying for entrance into any academic program. It is a serious breach of student conduct and will be treated as such by administrators, instructors, staff members, and students of the college. Penalties for such conduct, depending on its severity, may range from a simple reprimand to an action which results in expulsion from the college. All flagrant instances of academic dishonesty will be reported to the Dean of Instruction and/or the Dean of Student Services, and appropriate measures will be taken by those officers of the college to correct the problem.

Drug Free Campus:

At Taft College, it is recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. Decreased productivity of members of the community, serious health problems, and strained social interactions are all possible products of such abuse. Problems associated with the illicit use and abuse of substances have a pervasive impact upon an academic community and are not associated with a singular socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs.

The foundation of the philosophy concerning alcohol and drug abuse of Taft College is a firm commitment to an educational program which provides adequate information and counseling to make informed and responsible decisions concerning the use of any controlled substance. The college is committed to a healthy environment for learning and living.

The policy of the Board of Trustees of the West Kern Community College District regarding the prohibition against illegal drugs and alcohol for employees reads as follows:

“Illegal drug and alcohol use is highly detrimental to the workplace and to the efficiency and productivity the district desires to promote. The use, possession, distribution or sale of illegal drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while on the district premises, while representing the district on district business or while operating a vehicle on duty. Violation of this policy will result in disciplinary action, possibly including discharge.”

Student Grievance Policy:

The student is encouraged to pursue academic and occupational studies and other college sponsored activities that will promote his/her intellectual growth, career aspirations, or personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. When a student feels that he/she has been subjected to unfair and improper action or denied his;/her rights by a member of the academic community, he/she can seek redress according to the following procedures. Grievance actions may be initiated by a student against another student, an instructor, and administrator, or a member of the classified staff.

The following actions are grounds for student grievance:

Grievance Category #1 – Grading

Prejudiced or capricious decision in the academic evaluation of a student's performance.

Grievance Category #2 - All Other Grievances Except Grading Including But Not Limited To:

1. Acts or threats of intimidation or harassment.
2. Acts or threats of physical aggression.
3. Arbitrary actions or imposition of sanctions without proper regard to due process.
4. Violation of student rights and responsibilities,
5. Grievances under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, national origin, sex or handicap by federally funded education institutions.

See the Dean of Student Services or the Dean of Instruction for procedures.

Smoking on Campus:

Because of fire and health hazards involved, the Board of Trustees has established the following smoking regulations: Smoking is prohibited in all buildings, under no circumstances may wastebaskets or trash cans be used for ashtrays.

Nondiscrimination Notice:

Taft College does not discriminate on the basis of race, color, national origin, gender, disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, national origin, sex, handicap, or age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Title IX Coordinator or Section 504 Coordinator

The college recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the district's compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education

Policy on Prohibition of Sexual Harassment:

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the California Fair Employment and Housing Act, and also by Board Policy of the Trustees of the West Kern Community College District.

Asepsis Requirements/Policy:

All dental hygiene students are expected to utilize infection control procedures to establish and maintain the chain of asepsis in accordance with current policies and protocol in the dental hygiene clinic, radiology and other classes and while utilizing radiology equipment.

Critical Errors:

Critical errors for each specific Performance Evaluation are listed in Section III Performance Criteria. Students may also receive critical errors in clinic while performing procedures other than Performances Evaluations. Critical errors can also be given to students outside of clinic based on Professionalism.

In the event that a student receives a critical error, they will be required to meet with their faculty advisor and the director to discuss the critical error. At that meeting, the faculty will make suggestions to prevent such errors in the future.

If a student receives **3 Critical Errors** in any one semester, or receives an accumulated total of **7 Critical Errors** over the course of the 2 year program, they will be dismissed from the Taft College Dental Hygiene Program.

TAFT COLLEGE DENTAL HYGIENE DEPARTMENT Remediation Policy

Academic Remediation

Any dental hygiene student who performs below 75% on any examination while in the dental hygiene program will be issued an Early Alert informing the student of their substandard performance. The course instructor is to issue the form and make comments. The student is expected to sign the form and return it to the Dental Hygiene Office Manager. The form is then given to Program Director for signature and filed in the student's confidential file.

If a second Early Alert is issued to the student for the same course, the student is then placed on Academic Probation. Students on academic probation will be notified by the Program Director. The student is informed that an average score of 75% is required to successfully complete any dental hygiene course. Failure of this course or any other dental hygiene course could result from dismissal from the Taft College Dental Hygiene Program.

During the academic probation period, the student is expected to fulfill the terms of their probation as outlined by the course instructor, faculty advisor, and program director. The terms of the academic probation may include any or all of the following:

1. Meetings with the course instructor.
2. Meetings with their faculty advisor.
3. Meetings with the program director.
4. Professional referrals.
5. Contracts.
6. Other as indicated.

Removal from Academic Probation will occur once the student has shown a grade improvement to 75% or above in the course.

Clinical Remediation

Any dental hygiene student who fails to complete a minimum of 75% of the designated Requirements/Performance Evaluations will receive an Incomplete for the clinic course.

Any student who fails to fulfill attendance requirements, complete assigned clinic rotations, demonstrates professional behaviors and attitudes will receive an Incomplete for the clinic course.

Any dental hygiene student who fails to attain an average of 75% on their Daily Clinic Grade will receive an “F” for the clinic course and be dismissed from the Taft College Dental Hygiene Program.

Any student who receives an Incomplete for a clinic course will be placed on clinical probation. Students on clinical probation will be notified by the Program Director. Students are informed that an average of 75% is required to successfully complete any dental hygiene course. Failure of a clinical course or any dental hygiene course could result in dismissal from the Taft College Dental Hygiene Program.

During the clinical probation period, the student is expected to fulfill the terms of their probation as outlined by the course instructor, faculty advisor, and program director. The terms of the clinical probation may include any or all of the following:

1. Meetings with the clinical instructors.
2. Meetings with their faculty advisor.
3. Meetings with the program director.
4. Professional referrals.
5. Contracts
6. Deadline to complete Requirements/Performance Evaluations.
7. Make up missed clinic rotations or missed clinic days.
8. Demonstrate professional behaviors and attitudes.

Removal from Clinical Probation will occur once the student has completed Requirements/Performance Evaluations, missed rotations, missed clinics or has shown an improvement in professional behaviors and attitudes and a grade of a “C” will be assigned for the clinic course.

If the student fails to meet the terms of the Clinic Probation, he/she will be dismissed from the Taft College Dental Hygiene Program.

BASIC LIFE SUPPORT CERTIFICATION

All students, faculty and support staff involved in providing direct patient care must maintain current certification in healthcare provider cardiopulmonary resuscitation (CPR) with an Automated External Defibrillator (AED).

GUIDELINES FOR PROFESSIONAL APPEARANCE

As a health care professional, it is important that you present your patients and peers with a positive image of those qualities representative of a dental hygienist. Part of this image is reflected in your personal appearance and dress. Patients often form a first impression based on the physical appearance of their clinician and develop more trust in a person who looks clean, neat and professional. As a dental hygienist, you are also a role model to other health professionals and members of the community.

To assist you in developing an appropriate professional appearance, the following guidelines have been established and are to be used in the various educational settings during your dental hygiene education.

CLASSROOM

While it is important to be comfortable in the classroom, the following attire is considered inappropriate in this professional setting:

- a. Tube tops or halter tops. Thin strap top/camisole style
- b. Strapless tops or dresses
- d. Bare feet or slippers
- d. Running shorts, or short shorts, or boxer shorts, and
- e. **no facial piercing.**

Blue jeans are acceptable if clean and in good repair.

LABORATORY, CLINIC, RADIOLOGY

1. Uniforms

- a. Laboratory: Lab coats should be worn to each lab session
- b. Clinic: Students wear selected clinic uniforms and lab coats with name pins during all clinic sessions.
- c. Radiology: Students may wear selected clinic uniforms and a lab coat with name pins.

2. **Personal Hygiene:** Each student should be a positive model of personal health through oral hygiene and appropriate personal hygiene habits daily. Since some patients are allergic to perfumes or scented preparation, please keep this in mind while in the clinical or radiology setting.
3. **Fingernails:** Fingernails are to be trimmed short enough to be flush with the top of the finger pad and only clear nail polish may be worn. Fingernails must be short in order to apply principles of correct instrumentation and to protect the clinician from breaks in asepsis due to over-stretched gloves.
4. **Hair:** Hair should be kept clean and neat at all times. Long hair must be up and back. Medium hair must be short enough that it does not fall forward on the patient and/or obscure the vision of the dental hygiene student.
5. **Jewelry:** The following jewelry may be worn:
 - a. A plain band for married students, no stones.
 - b. A watch with a second hand.
 - c. Modest necklaces and/or small earrings.
6. **Glasses/Face Shields:** Face shields must be worn to protect eyes and face from injury while working in the lab. Glasses or face shields will be worn for all intraoral procedures.
7. **Shoes:**
 - a. **Laboratory:** Closed-toed comfortable shoes are required to protect your feet from injury if materials are dropped or spilled.
 - b. **Clinic:** Low heeled, closed toed, white clinic shoes or white leather sport shoes (tennis, walking, or running) are required - no canvas shoes are allowed.
 - c. **Radiology:** Clinic shoes or closed-toed comfortable shoes are required.
8. **Hose:** White or flesh colored hose, all plain (no designs) may be worn with approved clinic uniform and clinic shoes.

Socks: Knee-high, solid color white or same color of uniform pants may be worn with the approved clinic uniform and clinic shoes. Heavy athletic socks (sweat socks) are not appropriate.
9. In the event of cold temperatures in clinic, wear warm underclothing. A T-shirt or turtleneck may be worn under the clinic top, but will not substitute for a uniform top. The T-shirt/turtleneck must be plain white with no design.

Taft College Dental Hygiene Department

Dismissal Policy

Should any dental hygiene student fail to successfully complete a dental hygiene course they will be dismissed from the Taft College Dental Hygiene Program. A student has successfully completed a course when they have achieved a grade of “C” or better. If a student receives a grade of “D” or “F”, they will be dismissed from the Taft College Dental Hygiene Program.

Should any dental hygiene student receive 3 Critical Errors in any one semester or a cumulative of 7 Critical Errors over the course of the program they will be dismissed from the Taft College Dental Hygiene Program.

Appeal of Dismissal

A student who feels he/she has reason(s) to be exempt from the dismissal policy must submit a “petition for Appeal of Academic or Progress Dismissal Status” to the Academic Policies and Procedures Committee.

Reinstatement

If a student fails a course during the first semester, the student is dismissed from the Taft College Dental Hygiene Program. If the student wishes to return the following year, he/she must re-apply for admission, providing he/she still meets the minimum requirements for admission.

If a student fails a course during the second, third or fourth semester, the student is dismissed from the Taft College Dental Hygiene Program. A student who has been dismissed may be reinstated after a lapse of one year by petitioning the Admissions and Attendance Committee. The petition must include sufficient evidence to indicate the likelihood of academic success for the reinstatement to be granted.

In unusual circumstances, a student may be reinstated without any lapse by petitioning the Admissions and Attendance for a hearing.

If the request is granted, the student must repeat the course that he/she failed and also repeat DNTL 2024, DNTL 2134, and DNTL 2243, depending on the semester he/she is repeating.

**TAFT COLLEGE
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Policy on Repeating a Course

If a student fails a course during the first semester, the student is dismissed from the Taft College Dental Hygiene Program. If the student wishes to return the following year, eh/she must re-apply for acceptance providing he/she still meets the minimum requirements for admission.

If a student fails a course during the second, third, or fourth semester, the student is dismissed from the Taft College Dental Hygiene Program. If the Student wishes to return the following year, the student must submit a formal request to return to the program. If the request is granted the student must repeat the course or courses that he/she failed and also repeat DNTL 2024, DNTL 2134 and DNTL 43, depending on the semester that he/she is repeating



STUDENT CONFIDENTIALITY STATEMENT

The undersigned understands that all medical information acquired as a result of his/her providing patient treatment services in the Taft College Dental Hygiene Clinic is confidential and that the undersigned is prohibited from disclosing that information to any person or persons not involved in the care or treatment of the patients, in the instruction of students, or in the performance of administrative responsibilities at the Taft College Dental Hygiene Program.

The undersigned agrees to protect the confidentiality of patient information as required by law at all times both during and following his/her relationship with Taft College Dental Hygiene Program.

Conversations between physicians, dentists, dental hygienists, and other healthcare professionals relating to a patient receiving care or between the undersigned and a patient are also protected by law and may not be discussed.

The undersigned recognizes that the sources of medical information include; medical records, financial information applications, insurance information, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, and x-ray requests and results and all must be kept strictly confidential.

The undersigned understands that a breach of this patient confidentiality may terminate the individual's relationship with the Taft College Dental Hygiene Program.

Date: _____

Student

Date: _____

Faculty Member

TAFT COLLEGE DENTAL HYGIENE PROGRAM

Health Screening/Immunization Policy

All dental hygiene students are required to be screened for tuberculosis prior to their first semester of enrollment in the Taft College Dental Hygiene Program. The following documentation will serve as proof of screening:

- Documentation of negative PPD within one year prior to enrollment;
- Documentation of INH therapy for prophylaxis for at least 6 months;
- Documentation of negative chest x-ray for students with positive PPD skin test;
- Documentation of chest x-ray showing inactive tuberculosis for students previously treated for active tuberculosis.

Required Immunizations

All dental hygiene students are required to have the Hepatitis B vaccine (3 injections series) prior to treating patients beginning their second semester in the Taft Dental Hygiene Program. The following documentation will serve as proof of compliance:

- Documentation verifying the datae that each injection in the 3 dose series was given;
- Documentation verifying that the hepatitis B vaccine (3 dose series) has been given within 5 years prior to enrollment;
- Documentation of a blood test for the antibody to the hepatitis B surface antigen (anti-HBS) to indicate that the student has the proper level of antibodies to render them immune.

Recommended Immunizations

It is recommended (not required) that all dental hygiene students receive the following immunizations:

- Tetanus-diphtheria booster (within the last 10 years)
- Measles, Mumps, Rubella (MMR)
- Polio (complete series)
- Hepatitis A (2 dose series)
- Chicken Pox (2 dose)
- Meningococcal Meningitis Vaccine

TAFT COLLEGE DENTAL HYGIENE DEPARTMENT

POLICY FOR THE CONTROL & USE OF IONIZING RADIATION

The following policy has been developed in the interest of establishing a consistent standard concerning the use of ionizing radiation within the dental hygiene department. The primary goal of this policy is to assure the safe and effective use of ionizing radiation and to minimize, as much as possible, any potential risk from adverse biological effects to patients, students, faculty, and staff.

1. Deliberate exposure of an individual to dental diagnostic radiographic procedures for training or demonstration purposes shall not be permitted unless there is a documented diagnostic need for the exposure by a member of the dental hygiene faculty.
2. The operator or dental auxiliary shall not hold the film in place for the patient during the exposure. The use of the film-holding devices, bite tabs, or other aids are appropriate to position the film during exposure.
3. The operator must stand behind the barrier provided for each x-ray cubicle in the dental clinic at Taft College and directly observe the patient during each exposure.
4. Neither the tube housing, nor the position indicating device (PID) should be hand held during the exposure. If the equipment is unstable, report the problem to a dental hygiene technician.
5. Only lead lined, open-ended (PID'S) will be used in order to minimize scatter radiation.
6. When cylindrically collimated x-ray machine is being used, the circular beam striking the face should not be more than 2.75 inches in diameter.
7. Only film with ANSI (ASA) speed group rating of "D" or faster shall be used.
8. Each dental x-ray machine should contain filtration of 1.5mm of aluminum equivalent if operation at less than 70 kilovolt peak (Kvp), and 2.5mm of aluminum equivalent if operation at 70 Kvp or above.
9. Lead apron and thyroid collar will be used on all x-ray patients in the Taft College Dental Hygiene Department as an additional precaution to prevent unnecessary radiation exposure to the body of the patient.

10. Periodic radiation protection surveys and inspections will be made by the radiation safety officer of the State of California. All recommendations by the radiation safety officer concerning collimation, filtration, beam alignment, roentgen output, radiation leakage, etc., will be implemented immediately.
11. Prescribed exposure and processing techniques will be followed: If the films are too dark in density, the exposure technique and/or processing procedure for that particular machine will be evaluated and corrected.
12. It is general policy of the school that all newly admitted patients should have an adequate, full mouth radiographic survey (FMX) prior to diagnosis and treatment in the school's clinic. The following conditions are stipulated.
 - a. Dental exposure of the patient to x-radiation shall be kept at the minimum level consistent with clinical requirements of each individual patient. The limits on exposure, in each case, will be determined by the professional judgment of a dental hygiene instructor. Some new adult patients may be diagnosed for treatment using posterior bitewings, and specified additional periapical views.
 - b. If recent radiographs are available from private dentist or another institution, they will be requested and reviewed by a dental hygiene instructor. Only those additional views needed to complete a suitable diagnostic survey will be taken.
 - c. Partially edentulous patients will receive a combination of periapical radiographs as deemed appropriate by a dental hygiene instructor.
 - d. Child patients, under 12 years of age, will receive bitewings and individually selected periapical views if indicated. An alternative, pediatric FMX, containing fewer films than the adult survey, may be taken. The type of radiographic survey used will be determined by the professional judgment of a dental hygiene instructor.
 - e. Discretionary x-ray examinations of pregnant women will be delayed until after the termination of the pregnancy. FMX and/or bitewings will not be taken until after delivery.
13. Subsequent follow-up (recall) radiographic examinations of dental hygiene patients (FMX, panoramic, bitewings) will be based on the diagnostic need of the patient, as determined by a dental hygiene instructor, after a thorough health history review and oral examination of the patient.

The radiographic examination is a diagnostic procedure; the frequency and extent of each radiographic examination will be determined by the professional judgment of a dental hygiene instructor in the Taft Dental Hygiene Program. No radiograph will be taken of a patient at Taft College Dental Hygiene Program unless ordered by a dental hygiene instructor.

TAFT COLLEGE BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Facility Name: Taft College

Date of Preparation: April 1996; update, February 2009 and June 2015

In accordance with the Cal/OSHA Bloodborne Pathogens Standard, the following exposure control plan has been developed for the Taft College Dental Hygiene Clinic:

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize student, faculty, staff and patients exposure to blood or certain other body fluids.
2. Comply with the Cal/OSHA Bloodborne Pathogens Standard, CCR-T85193.

B. Exposure Determination

“Occupational Exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of a dental hygiene student or staff member performing their instructional obligations. At this facility the dental hygiene faculty, staff and students are in this category.

C. Implementation Methodology

Cal/OSHA also requires that this plan include the methods of implementation for the various requirements of the standard. The following complies with this requirement.

1. Compliance Methods

Standard Precautions will be observed at this facility in order to prevent or minimize contact with blood or Other Potentially Infectious Materials (OPIM). All blood will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to faculty, students and staff at this facility. In situations where occupational or clinical exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this clinic facility the following engineering controls will be utilized:

Sharps disposal containers
Eyewash stations

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

Weekly, by dental hygiene staff members

Hand washing facilities are available to the dental hygiene faculty, staff and students who incur exposure to blood or other infectious materials.

Clinic supervisors shall ensure that after the removal of personal protective gloves, students shall wash hands and any other potentially contaminated skin area immediately with soap and water.

2. Universal Sterilization

Universal sterilization is an instrument processing method in which all reusable instruments and handpieces are sterilized between use on patients. If an item cannot be sterilized or cannot withstand the conditions of sterilization it shall not be re-used and will be discarded after use on one patient.

“Sterility assurance” will be practiced showing that the sterilization process used kills bacterial endospore by frequent biological and chemical monitoring of all sterilization equipment and devices.

3. Work Area Restrictions

In the dental hygiene clinic where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, dental hygiene students, faculty and staff members are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

4. Contaminated Equipment

The dental hygiene faculty, and staff is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be decontaminated immediately after use.

5. Personal Protective Equipment (PPE)

All personal protective equipment will be provided by the dental hygiene student. This PPE includes protective gloves, eye wear, masks and specified uniforms. Such clothing and equipment must be worn anytime the student might reasonably be anticipated to be exposed to blood or other potentially infectious material.

6. PPE Cleaning, Laundering and Disposal

Laundry facilities are available for dental hygiene students and must be used.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible.

Gloves

Gloves will be worn at all times when students are treating patients.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated, or if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the gloves is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

7. Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn any time a dental hygiene student is rendering service to patients.

8. Housekeeping

Decontamination will be accomplished by utilizing the following materials:

Bleach solution (concentration bleach to water 1-10)

EPA registered germicide – Sani-Cloth Plus EPA#9480-6

All equipment and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

All contaminated work surfaces will be decontaminated after completion of dental hygiene procedures and immediately after any spill of blood or other possible

infective material as well as the end of the clinic session if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles which may be contaminated shall be inspected and decontaminated on a regularly scheduled basis.

Any broken glassware which may be contaminated will not be picked up directly with hands, a mechanical means, (brush, dust pan, tongs or forceps) shall be used.

9. Regulated Waste Disposal

Disposable Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom and properly labeled.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonable anticipated to be found.

The containers shall be maintained upright throughout use, replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be properly labeled to identify its contents.

Other Regulated Waste

It is not anticipated or expected for this facility to generate any regulated waste. However, in the event regulated waste is generated it shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste bag or container must be labeled and color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable State and local regulations.

10. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and with a minimum of agitation. Such laundry will be placed and transported in appropriate or color coded container at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

Laundry at this facility will be cleaned in on-campus facilities.

11. Labels and Signs

The Vice President of Administrative Services shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials. However, it is not anticipated that labels and signs will be necessary as those conditions requiring labels and signs are unlikely to exist. The label shall be fluorescent orange or orange-red.

12. Information and Training

The dental hygiene student will receive special training on Bloodborne Pathogens, the use of Standard Precautions, and on infectious diseases through the 2 year dental hygiene curriculum.

This information and training will specifically address:

- a. Bloodborne pathogens and infectious disease. For more information log on to <http://cdc.gov/ncdid/dhqp/healthDis.html>
- b. Epidemiology and symptoms of infectious diseases;
- c. Modes of transmission of Bloodborne Pathogens;
- d. Explanation of the West Kern Community College District Bloodborne Pathogen Exposure Control Plan and a method for obtaining a copy.
- e. The recognition of tasks and procedures that may involve exposure;
- f. Instruction on the use of Standard Precautions when providing services for all students and patients,
- g. Methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- h. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's.
- i. An explanation of the basis of selection of PPE's.

- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious material.
- k. Procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- l. An explanation of the signs, and color coding systems for contaminated waste.

13. Record Keeping

Medical Records

The Vice President of Administrative Services is responsible for maintaining medical records related to student or staff exposure as indicated below. These records will be kept in the district Business Office.

Medical records shall be maintained in accordance with T8 California Code of Regulation Section 3204. These records shall be kept confidential and not disclosed without student, faculty, or staff's written consent and must be maintained for at least the duration of enrollment or employment plus 30 years. The records shall include the following:

- a. The name and social security number of the student, faculty, or staff member.
- b. A copy of the student's HBV vaccination status, including the dates of vaccination and ability to receive vaccination.
- c. A copy of all results of examination, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the students, faculty, or dental hygiene staff member duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.
- e. A confidential copy of the healthcare professional opinion.

Training Records

The director of dental hygiene is responsible for maintaining the following training records. These records will be kept in the district Business office.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

14. Availability

The student records shall be made available to the student or to his designated representative for examination and copying upon request in accordance with T8 CCR-GISO Section #3204.

15. Evaluation and Review

The Vice President of Administrative Services is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

**TAFT COLLEGE DENTAL HYGIENE PROGRAM
EXPOSURE CONTROL AND NEEDLESTICK PROTOCOL**

1. **If exposure to a patient's blood or saliva occurs immediately wash exposure with antibacterial soap and warm water and follow the steps outlined below.**
2. All needlesticks, punctures, and cuts occurring during the course of treating patients or while cleaning instruments should be treated as potentially infectious. The following incidents need to be considered contamination exposures:
 - a. accidental needlestick
 - b. cut or puncture with a non-sterile instrument
 - c. splatter of debris into open unprotected skin
 - d. splatter of debris into eyes
3. Do not make any judgment concerning the seriousness of the injury yourself. Instead immediately administer first aid treatment by:
 - a. Cleansing wound with antibacterial soap and warm water.
 - b. Disinfecting the wound with betadine, iodophor, or bleach.
4. Report the injury to your clinical instructor who will assist you in reporting the exposure and obtaining emergency care.
5. After reporting the incident to your clinical instructor and/or the director, the student (and patient, if agreed) should report the exposure to Dr. Tang at 765-4124 immediately following the incident. Dr. Tang will perform the appropriate testing required and will bill Taft College. The CDC guidelines for post exposure protocols will be followed.
6. The health care provider will advise you as to what actions need to be taken next. They may provide counseling, testing and treatment, if indicated. The following is a list of recommended tests to assist you and your health care provider in deciding what actions to take:
 - a. Obtain the patient's permission for blood testing and arrange for pretest counseling.
 - b. Have a sample of the patient's blood drawn the same day as the exposure, if possible. The blood should be tested **for Hepatitis B surface antigen (HBsAG) and antibody to the Human Immunodeficiency Virus (anti-HIV).**
 - c. The student who was exposed should also have blood drawn to test for **antibody to the Hepatitis B surface antigen (anti-HBS) and antibody to the Human Immunodeficiency Virus (anti-HIV)** the same day as the

exposure. If the patient and/or the student received a Hepatitis B vaccine and was post-tested to prove seroconversion and immunity, then Hepatitis testing is not needed.

7. The patient and the student should be informed of the signs and symptoms associated with Hepatitis B and anti-HIV seroconversion and given the opportunity for future clinical evaluation. The following is a list of treatment recommendations based on blood test results:

a. Hepatitis blood test results and treatment recommendations:

Patient's Antigen Status: Recipient of Exposure: (student)

- | | |
|-------------------|--|
| 1. HbsAG negative | 1a. Administer Hepatitis B vaccine if not already received. |
| 2. HbsAG positive | 2a. No treatment necessary if: <ol style="list-style-type: none">1. Student is anti-HBs positive.2. Student has had Hepatitis B vaccine with proven laboratory seroconversion. |
| | 2b. If student is anti-HBs negative and had the Hepatitis B vaccine then administer: <ol style="list-style-type: none">1. 1 additional dose of Hepatitis B vaccine, and2. 1 dose of Hepatitis B immune globulin (HBIG) within 48 hours of exposure if possible. (0.6ml/kg IM) |
| | 2c. If student is anti-HBs negative and has not had the Hepatitis B vaccine then administer: <ol style="list-style-type: none">1. 1 dose of Hepatitis B immune globulin (HBIG) within 48 hours of exposure2. Hepatitis B vaccination series within 7 days of exposure. |

b. HIV blood test results and treatment recommendation:

<u>Patient's Antigen Status:</u>	<u>Recipient of Exposure:</u> (student, staff, etc.)
1. Diagnosed AIDS, HIV positive, refuses testing, or status cannot be determined.	1a. HIV positive: Post-test counseling and medical evaluation
	1b. HIV negative: Post-test counseling and repeat testing 6, 12, and 24 weeks.
2. HIV negative	2a. HIV positive: Post-test counseling and medical evaluation
	2b. HIV negative: Post-test counseling and optional follow up at 12 and 24 weeks.

Hepatitis E Exposures: Post-exposure prophylaxis is not recommended.

- Perform baseline and follow-up testing for anti-HCV and an alanine aminotransferase (ALT) 4-6 months after exposures.
- Perform HCV RNA at 4-6 weeks if earlier diagnosis of HCV infection desired.
- Confirm repeatedly reactive anti-HCV enzyme immunoassays (EIAs) with supplemental tests.

Drug therapy should be initiated as soon as possible after a potential exposure to HIV. Duration of therapy should last 4 weeks and include the following drugs:

- zidovudine (AZT) 200mg by mouth three times per day
- lamivudine (3TC) 150mg by mouth twice a day
- Add indinavir 800mg by mouth three times per day, if the source patient has been taking AZT 3TC.

Policy on Student Pregnancy

I, _____, a student in the Taft College Dental Hygiene Program understand that I have the option whether or not to inform the Program Director of a pregnancy. I have received and understand instructions regarding potential risk, declaration, and mutual responsibilities if pregnancy occurs during the program.

Policy

The philosophy of the Taft College Dental Hygiene Program is to provide all students a safe environment for clinical experience and training. Furthermore, students in procreative age and/or diagnosed pregnant are assigned and monitored in an environment in accordance with the safety Standards of the State and Federal Departments of Public Health and the National Bureau of Standards.

Procedure

In accordance with State and Federal regulatory agencies, female students have the option whether or not to inform Program officials of pregnancy.

A student who has chosen to declare her pregnancy will be allowed to choose one of the following options for the completing the program. With notification of the Program director in writing, the student may change from one option to another any time during the pregnancy as long as all the Program objectives, courses and competencies are all completed.

Options:

1. Continuing the Program without modification or interruption. This means the student would agree to attend and complete all classes, clinical assignments and competencies in a manner consistent with her peers within the guidelines set forth by individual instructors and Taft College. This would include radiographs, nitrous oxide, anesthesia and clinical enrichment activities.
2. Continuing the Program with modifications of assignments. This means the student would have the choice to delay course assignments, clinical assignments and/or competencies, in areas of radiology, nitrous oxide, and local anesthesia.
3. Students may take a 1-year leave of absence from both the didactic and clinical portion of the program.

Stipulations:

For all the previous options, the declared pregnant student must follow the following stipulations:

1. Student will sign the Declared Pregnancy Statement.
2. Student will present a letter from the attending physician releasing the student to continue in the Program.
3. Student will meet with Radiology Instructor, Local Anesthesia and Nitrous Oxide Instructor, Clinical Faculty, and the Program Director to discuss options and protective measures.

4. Student will not be present inside a radiology room when any radiation exposure is made.
5. Student will not be in close proximity to another student that is administering nitrous oxide in clinic.
6. Student will wear a minimum of 2 dosimeters, one at abdomen level and the other at the level of the collar. The abdomen level dosimeter will be recorded as “abdomen dose” and will be monitored for the entire gestation.

If monitoring records demonstrate the unborn child has received in excess of 5 millirem per month and/or 45 millirem, the student will be immediately removed from the clinical or classroom setting and reassigned to an area in which radiation exposure is not a factor.

***The student may revoke her declaration of pregnancy at any time. Withdrawal of the pregnancy declaration must be in writing and given to the program director.**

Printed Name

Student Signature

Date

**Taft College Dental Hygiene
Declared Pregnant Student Statement**

I, _____, in accordance with current state and national regulations, choose to declare that I am pregnant. My estimated date of conception was _____. My estimated date of deliver is _____.

As a declared pregnant student, I shall observe the pregnancy policy adopted by Taft College Dental Hygiene in accordance with the regulations of the National Bureau of Radiologic Health and the State of California Department of Public Health.

I choose to follow option _____ in the pregnancy policy with the understanding I can change options or revoke my declaration of pregnancy by notifying the Program Director in writing.

I understand that during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupation exposure of the expectant mother should not exceed 50 millirem. I understand that if records show the unborn child has received 45 millirem at any time during pregnancy, I will be removed from the radiology course or prohibited from completing clinical requirements and/or competencies until after the baby is born.

Student Signature

Date

Receipt of Declaration acknowledged:

Program Director

Date