

Welcome to the University of Alaska Anchorage (UAA) Dental Hygiene Program!

The faculty and staff of the UAA Dental Hygiene Program are delighted to welcome all new students. We are pleased you chose our program and hope your educational journey with us will be rewarding and fulfilling.

This handbook is designed to answer questions you may have about the program. Your progress will depend on your ability, diligence, and desire to succeed. At the same time, your attitude, skills, professional habits, and work quality will shape your success in dental hygiene. Ultimately, your success is in your hands.

We aim to provide a supportive environment that is both enjoyable and challenging. If school-related issues arise, do not hesitate to consult your instructor.

As a condition of enrollment and continuation in the program, students must adhere to the following:

- The University's **Student Code of Conduct** (found in the UAA Catalog)
- The program's **Policies and Procedures** (attached)
- The American Dental Hygienists' Association **Code of Ethics** (Appendix II).

Our **Ethics and Professionalism Policy**, included at the end of this handbook, integrates these documents and outlines the professional behavior expected of all students.

Preclinic and clinical policies and procedures are established to ensure comprehensive patient care's ethical and legal delivery. Compliance with these policies is mandatory. Students are responsible for reviewing the handbook and signing the **Evidence of Understanding Form** on the last page. This signed form must be submitted at your dental hygiene program's orientation. Failure to do so will result in withdrawal from the program, and the position will be offered to an alternate.

This handbook is a vital resource for understanding the various aspects of your degree program. Please familiarize yourself with its contents and use it alongside the UAA Course Catalog. We encourage you to engage with faculty and fully utilize their expertise.

The UAA Dental Hygiene Program offers both challenges and rewards. We wish you success as you advance in your dental hygiene career.

Note: This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage, to the extent there is a conflict between this handbook and the university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

The Student Handbook may be updated periodically, and the newest version will take precedence.

Notice of Nondiscrimination (BOR Policy & Regulation 01.02.025)

The University of Alaska does not discriminate based on race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246 and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy affects employment policies and actions and the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action, i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability, providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

University of Alaska Anchorage
Director, Office of Equity and Compliance
3211 Providence Drive
Anchorage, AK 99508
Phone: 907-786-4680
E-mail: uaa_oec@alaska.edu
Website: <https://www.uaa.alaska.edu/about/equity-and-compliance/>

For sex discrimination claims or other inquiries concerning the application of Title IX of the Education Amendments of 1972 and its implementing regulations, individuals may contact the University's Title IX Coordinator or the Assistant Secretary in the U.S. Department of Education Office of Civil Rights:

UAA Title IX Coordinator
3890 University Lake Drive, Suite 108, Anchorage, AK 99508
Phone: 907-786-4680
E-Mail: uaa_titleix@uaa.alaska.edu
Website: www.uaa.alaska.edu/about/equity-and-compliance/

Students, parents, employees, and applicants may file a complaint with the U.S. Department of Education within 180 calendar days of the alleged discriminatory act regarding employment or educational discrimination.

Office for Civil Rights, Seattle Office
U.S. Department of Education 915 Second Ave., Room 3310
Seattle, WA 98174-1099
Phone: 206-607-1600
TDD: 800-877-8339
E-mail: OCR.Seattle@ed.gov
Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment or educational discrimination, individuals may file a complaint with the State of Alaska:

Alaska State Human Rights Commission
800 A Street, Suite 204
Anchorage, AK 99501-3669
Anchorage Area: 907-274-4692 Anchorage Area TTY/TDD: 907-276-3177
Toll-Free Complaint Hot Line (in-state only): 800-478-4692 TTY/TDD Toll-Free Complaint Hot Line (in-state only): 800-478-3177
Website: www.humanrights.alaska.gov <http://www.alaska.edu/titleIXcompliance/nondiscrimination>

Accreditation

The Bachelor of Science in Dental Hygiene Program at the University of Alaska Anchorage, School of Preventive and Therapeutic Sciences, is accredited by the Commission on Dental Accreditation (CODA). In 2022, the program underwent its accreditation renewal and received approval with reporting requirements.

Contact Information:
Commission on Dental Accreditation 211 East Chicago Avenue
Chicago, Illinois 60611
800.621.8099 or 312.440.4653
Website: <https://www.ada.org/en/coda>

Required Posting:

The University of Alaska Anchorage (UAA) Dental Hygiene Program is accredited by the Commission on Dental Accreditation (CODA). Students enrolled in the program can file a complaint with CODA if they believe the program does not meet the Commission's educational standards. Complaints must be signed; however, signatures are removed before forwarding the comments to the program. Complaints should address only the program's compliance with accreditation standards, or the policies and procedures used in CODA's accreditation process.

CODA reviews complaints related to a program's adherence to accreditation standards. While CODA ensures the quality and continuous improvement of dental and dental-related education programs, it does not mediate individual disputes or serve as an appeals court for patient treatment, admissions, appointments, or student and faculty promotions or dismissals.

For more information, including accreditation standards and CODA's complaint submission policy, contact CODA at:

- **Address:** 211 East Chicago Avenue, Chicago, IL 60611-2678
- **Phone:** 1-800-621-8099 (ext. 4653)

The Alaska State Board of Dental Examiners approves the UAA Dental Hygiene Program

Contact Information:

Alaska State Board of Dental Examiners Licensing Examiner

Telephone: (907) 465-2542

Fax: (907) 465-2974

E-mail: boardofdentalexaminers@alaska.gov

Website: <https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofdentalexaminers.aspx>

P.O. Box 110806

Juneau, AK 99811-0806

Section I: Introduction

General information

A registered dental hygienist is a licensed oral health educator and clinical practitioner who, as part of the dental team, employs preventive, educational, and therapeutic methods to help individuals and groups achieve and maintain optimal oral health. Dental hygienists may work in various roles, including clinician, educator, researcher, administrator, manager, preventive program developer, consumer advocate, sales and marketing manager, editor, or consultant. Clinical dental hygienists often work in diverse healthcare settings such as private dental practices, schools, public health clinics, hospitals, managed care organizations, correctional facilities, or nursing homes.

The Commission accredits the Dental Hygiene Program on Dental Accreditation (CODA) of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. The program awards a Bachelor of Science degree, which requires four years to complete: one and a half years of science and general education courses, followed by two and a half years of focused dental hygiene coursework. The program prepares clinically and academically graduates to sit for the National and CDCA/WREB/CITA (CWC) Examining Boards for licensure.

Once admitted, dental hygiene students should expect a rigorous five-semester program requiring approximately 40 hours per week of coursework, including occasional evening classes and clinics. Students will practice clinical skills on one another and are required to share personal medical and dental information.

In addition to tuition, students should budget for additional expenses such as activity fees, instruments, uniforms, lab fees, membership in student organizations, graduation-related costs, pins, immunizations, Basic Life Support (BLS) courses, licensure fees, student health insurance, malpractice insurance for the Western Regional Examining Boards, and other miscellaneous supplies.

Mission and Objectives

The mission of the UAA Dental Hygiene Program is to educate students in dental hygiene to the Bachelor of Science degree level. The educational objectives of the Dental Hygiene Program are to produce graduates who:

1. Have the technical skills and professional demeanor to perform occupational-related procedures.
2. Demonstrate academic and clinical proficiency necessary to succeed on national and regional examinations.
3. Are prepared to perform occupational-related procedures in various settings.
4. Meet the occupational requirements of employers.
5. Prepare students for graduate education.

Program Outcomes and Competencies

After this program, students can:

1. Provide and document dental hygiene care legally and ethically.
2. Exhibit professional behavior, including time management, risk management, and respect of patients and co-workers.
3. Critically evaluate scientific literature and research relevant to dental hygiene.
4. Collect, analyze, and record patients' general and oral health status data.
5. Use critical decision-making skills to develop a dental hygiene diagnosis. This will provide a basis for interventions within the scope of dental hygiene practice and determine the need for referral to appropriate health professions as needed.
6. Formulate a dental hygiene care plan, including a planned sequence of educational, preventive, and therapeutic services based on the dental hygiene diagnosis in collaboration with the patient and other health care providers.
7. Deliver preventive and therapeutic care to achieve and maintain oral health utilizing established infection control procedures, pain control measures, and ergonomic practices.
8. Evaluate the effectiveness of the implemented services and modify as needed.
9. Promote the profession of dental hygiene through service and affiliations with professional organizations.
10. Assess, plan, implement, and evaluate complex community oral health projects to diverse populations.

Graduates of the University of Alaska Anchorage Dental Hygiene Program are well-equipped to practice in diverse settings, with a particular focus on environments reflecting Alaska's unique demographic, geographic, climatic, and cultural diversity.

Current Structure

The Dental Hygiene Program is housed in the School of Preventive and Therapeutic Sciences within the College of Health (COH). The College was formed in July 2011 when health programs from CTC was combined with the College of Health and Social Welfare. In addition to the COH, other major units at UAA include the College of Arts and Sciences (including the School of Education), the College of Business and Public Policy, the Community and Technical College, and the College of Engineering.

The COH houses many academic and research units listed below:

- Alaska Center for Rural Health - Alaska's AHEC
- Center for Human Development (CHD)
- Department of Health Sciences
- Department of Human Services
- Institute for Circumpolar Health Studies
- Interprofessional Health Sciences Simulation Center
- Justice Center
- National Resource Center for American Indians, Alaska Natives, and Native Hawaiian Elders
- Occupational Therapy Program
- Office of Health Programs Development
- Pharmacy Program
- Physical Therapy Program

- School of Allied Health
- School of Preventive and Therapeutic Services
- School of Nursing
- School of Social Work
- Washington, Wyoming, Alaska, Montana, and Idaho (WWAMI) School of Medical Education

The College of Health (COH) is led by Dean Deborah Craig, who reports to the University of Alaska Anchorage's Provost. The Dental Hygiene Program is directed by Carri Shamburger, who reports to LeeAnne Carrothers, the Assistant Dean of the School of Preventive and Therapeutic Sciences. The program director oversees policy development and implementation, ensures compliance with program accreditation standards, and manages the UAA Dental Hygiene Clinic.

Communication

Mailing address:

UAA Dental Hygiene Program 3211 Providence Dr., AHS 148
Anchorage, AK 99508

Physical location:

UAA Dental Hygiene Program 3500 Sea Wolf Drive
Allied Health Science Building (AHS)

Faculty:

Carri Shamburger
Program Director/Professor
Program advisor
907-786-4344
cashamburger@alaska.edu

Laura Stoddard
Assistant Professor
907-786-6983
lstoddard@alaska.edu

Kristine Hartlieb
Term Assistant Professor
907-786-6926
kdhartlieb@alaska.edu

Erik Mutterer
Term Associate Professor
907-TBD
ejmutterer@alaska.edu

Staff:

Hanna Persson
Dental Clinic Administrative Assistant
907-786-6960
uaa_dentalclinic@alaska.edu

Rochelle Hanschen,
Dental Clinic Support Specialist
907- 786-6943
rhansche@alaska.edu

Brittany Rosenburg
Dental Hygiene Administrative Assistant
907-786-6929
berosenberg@alaska.edu

1. Students are responsible for notices posted on the bulletin boards or other areas within the Dental Suite.
2. Students are to use the designated phone in Dental Programs. The department administrative assistant will only take emergency messages.
3. Questions about classes and/or clinic sessions should be addressed to course faculty.
4. Without faculty permission, Cell phones or other personal communication devices may not be used during lecture, lab, pre-clinic, and clinical sessions. These devices disrupt the learning environment and may result in dismissal from class and/or the loss of points from final course grades for lack of professionalism. The front desk can take emergency messages at 786-6960 or 786-6936.

Learning

Learning plays a vital role in shaping an individual's values, beliefs, and behaviors. In the context of professional education, learning is a goal-oriented process that thrives when individuals clearly understand the objectives of learning opportunities and take responsibility for achieving these objectives. Professional maturity is reflected in an individual's growing ability to actively participate in defining their learning goals and experiences.

Effective learning begins when it aligns with the learner's expectations and builds on their knowledge. It is further enhanced when educational experiences are organized logically, promoting continuity, and individual learners' unique needs and strengths are recognized and utilized.

Professionally relevant learning connects to practical experiences and equips individuals with tools applicable in diverse situations. It is forward-thinking and designed to be transferable to new and varied contexts.

Faculty members are responsible for guiding students in acquiring the knowledge and skills necessary for entry into dental hygiene practice. They actively engage with students in the teaching-learning process, serving as role models of critical thinking, accountability, and professionalism. They also assist students in developing the ability to evaluate their ongoing learning needs and create strategies to meet them through structured activities.

Faculty's primary responsibilities in teaching-learning include identifying the knowledge and competencies required at each level of education, establishing minimum performance standards, and evaluating student progress to ensure these standards are met.

Lifelong learning is an essential component of professional dental hygiene practice. Dental hygienists are responsible for maintaining current knowledge and competence in their field through continuing education courses, professional journals, and collaboration with peers.

SECTION II: ESSENTIAL ABILITIES AND FUNCTIONS FOR DENTAL HYGIENISTS

The following are abilities and functions expected of dental hygienists and dental hygiene students:

Gross Motor Skills

- Possess full manual dexterity, including the functioning of both arms, wrists, hands, and fingers.
- Provide standing support to patient
- Manipulate equipment above shoulders (e.g., dental light)
- Reach below the waist (e.g., plug-ins)
- Assist transfer of patient (e.g., wheelchair to dental chair)
- Always maintain patient/client safety

Fine Motor Skills

- Pick up objects (e.g., handpiece, instruments)
- Grasp small objects (e.g., instruments, sealant syringe tips, burs, needles)
- Write and type
- Grip, pinch, pick, or otherwise work with fingers (e.g., dental instruments, gloving, small equipment)
- Controlled manipulation of instruments and syringes in a safe manner to avoid patient injury
- Squeeze (e.g., tubes, syringe)
- Put on caps, gown, gloves, and mask
- Apply pressure to remove calculus and cement

Tactile Abilities

- Detect vibrations (e.g., pulses, nerve responses, tremors).
- Perceive temperature variations (e.g., room temperature, skin).
- Discern differences in surface characteristics (e.g., oral tissues).
- Identify variations in size and shape through touch (e.g., palpation, assessments).

Interpersonal Skills

- Effectively resolve interpersonal conflicts.
- Demonstrate respect for differences among clients, families, and co-workers.
- Build and maintain rapport with clients, families, and colleagues.
- Treat others with courtesy and respect.
- Foster and sustain effective working relationships.

Communication Skills

- Communicate effectively in spoken and written English across various formats.
- Convey information clearly and explain procedures (e.g., educate patients, families, or groups).
- Engage and collaborate effectively with others (e.g., participate in group activities).
- Advocate on behalf of patients.
- Provide direction and guidance to others.
- Utilize computer technology proficiently.

- Apply therapeutic communication techniques.
- Interpret and respond appropriately to verbal and non-verbal communication cues.

Critical Thinking Skills

- Identify cause-effect relationships
- Synthesize knowledge and skills
- Model accountability for learning by sharing knowledge with and learning from others

Emotional Stability and Professional Behavior

- Establish and maintain clear personal and professional boundaries, including adherence to confidentiality and privacy standards.
- Provide patients with appropriate psychosocial support tailored to their needs.
- Respond effectively to unexpected situations with composure and professionalism.
- Maintain focused attention on assigned tasks.
- Efficiently manage multiple responsibilities simultaneously.
- Navigate and professionally regulate strong emotions, such as grief or anger.
- Perform effectively under stress and adapt to rapidly changing or unpredictable environments.
- Cultivate mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals, even in highly stressful conditions.
- Demonstrate emotional and mental resilience to fully utilize intellectual abilities and exercise sound judgment in clinical settings.
- Complete all responsibilities promptly and efficiently.
- Reflect on and recognize how personal values, attitudes, beliefs, emotions, and experiences influence perceptions and relationships.
- Modify behavior to foster productive and collaborative individual or team relationships.
- Exhibit respectful, professional, and effective interactions in diverse academic, clinical, and community environments.

Analytical Thinking

- Comprehend, reason, integrate, analyze, evaluate, and problem-solve
- Gather data
- Transfer knowledge from one situation to another
- Assess and respond to changes in the patient's condition
- Evaluate outcomes (e.g., effectiveness of care)
- Prioritize care
- Use short and long-term memory
- Organize tasks to completion
- Think critically

Physical Endurance

- Sustain repetitive movements (e.g., BLS, instrumentation)
- Remain continuously on task for several hours while sitting, standing, or moving
- Work entire day

Physical Strength

- Possess sufficient physical strength to move independently (with a walker, cane, or crutches if necessary) to a position where dental care can be provided.
- Lift and transfer up to 25 pounds, such as assisting a patient.
- Move and carry equipment and supplies weighing approximately 10–40 pounds.
- Utilize upper body strength for tasks such as delivering BLS.
- Maintain adequate hand grip strength for dental instrumentation and fire extinguisher operation.

Hearing

- Detect faint bodily sounds like those used to measure blood pressure.
- Develop proficient skills in percussion and auscultation techniques.
- Recognize and respond to alarms across various frequencies (high and low).

Visual

- Possess normal or corrected visual acuity for observing oral conditions and performing patient assessments.
- Exhibit advanced hand-eye coordination necessary for precise motor control.
- Differentiate colors, such as patient secretions or color-coded records.
- Recognize variations in color intensity (e.g., bluish complexion, redness of blood).
- Detect subtle changes in radiographic density.
- Visualize a patient's teeth from 20 inches.
- Perceive objects at distances both near (up to 20 feet) and far.
- Utilize depth perception for tasks such as administering injections.
- Maintain effective peripheral vision.
- Recognize and respond promptly to visual alarms.

Smell

- Recognize odors emanating from patients.
- Identify the presence of smoke.
- Detect gases or unpleasant odors.

Reading

- Read and understand written documents (i.e., patient charts, professional literature)
- Use anatomical design/diagrams correctly
- Display mathematic competence
- Read digital displays
- Read graphic printouts (e.g., vital signs, numbers)

Motor Function

- Measure time (e.g., duration)
- Count rates (e.g., pulse)
- Use measuring tools (e.g., probes)
- Read Measurement marks (e.g., scales)

- Add, subtract, multiply, divide
- Use a calculator
- Write numbers in records
- Maintain client /patient records

Reasonable Accommodations for Disabilities

The Dental Hygiene Program ensures that students with disabilities have equal access to its services, programs, activities, education, and employment opportunities through reasonable accommodations. The program collaborates closely with UAA Disability Support Services (DSS) to facilitate this process. DSS serves as the primary resource for students with sensory, physical, or psychological disabilities—whether permanent or temporary—who wish to request accommodations.

Students seeking reasonable accommodations must follow the established procedures for requesting and receiving them. It is strongly recommended that students contact DSS before the start of the program to document their disability and determine eligibility for services. While accommodation requests can be initiated anytime, accommodations cannot be applied retroactively, making timely requests essential.

The University has specific policies regarding the required documentation to substantiate disabilities and a clear process for requesting accommodations. DSS can conduct many aspects of this process over the phone for distance-learning students. To learn more about establishing services through DSS, please contact:

UAA Disability Support Services (DSS)

Disability Support Services

Rasmuson Hall 105 3211 Providence Drive

Anchorage, AK 99508

Phone (907) 786-4530

Fax (907) 786-4531

<https://www.uaa.alaska.edu/students/disability-support-services/contact.cshtml>

All students, including those with disabilities, must fulfill the program's essential functions and meet all program outcomes, with reasonable accommodations as applicable. The Dental Hygiene Program collaborates with students and Disability Support Services (DSS) to ensure reasonable and appropriate accommodations are provided. However, it is essential to note that the program is not obligated to implement accommodations that would fundamentally alter its essential functions or technical standards.

SECTION III: ESSENTIAL BEHAVIORS

In addition to the University of Alaska Anchorage Student Conduct Code, Board of Regents' Policy, and University Regulation, students must abide by the following specifications for academic behaviors and abilities to be admitted, continue, and graduate from the Dental Hygiene Program.

Professional Conduct

Students are expected to exemplify compassion, integrity, honesty, responsibility, and tolerance. They must adhere to the UAA Student Code of Conduct, the Dental Hygiene Program and course policies, and the Code of Ethics for Dental Hygienists. Additionally, students must demonstrate the ability to reason ethically and apply or conduct research related to dental hygiene following established guidelines for protecting human subjects.

Academic Integrity

The profession of dental hygiene demands the highest standards of conduct from its members. Dental hygienists must be knowledgeable, honest, ethical, responsible, accountable, respectful, and trustworthy. Upholding these values is critical to the integrity of the profession.

Faculty expect students to embody professionalism in all aspects of their academic work. Violations of academic integrity are a direct contradiction of the profession's core values and are completely unacceptable. Such behavior undermines the trust and responsibility inherent in the field and will not be tolerated.

Faculty have a profound obligation to the program, the profession, and our patients to ensure that graduates exemplify the highest moral, ethical, and professional standards. Therefore, any proven academic dishonesty will be addressed following the UAA Dental Hygiene Program Ethics and Professionalism Policy and may result in dismissal from the program. This strict stance reflects the critical importance of maintaining the integrity of the dental hygiene profession.

Communication

Students must communicate effectively and professionally with other students, staff and faculty members, professionals, and others relevant to their programs of study. Expressing ideas and feelings must be clear and appropriate for a professional setting. Students must demonstrate a willingness and ability to give and receive feedback.

Cognition

Students must be able to adequately reason, analyze, integrate, synthesize, and evaluate in the context of their programs' activities.

Relationships and Emotional Abilities

Students must have the emotional ability to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs of study. Students must possess the emotional ability required to fully utilize intellectual abilities, exercise sound judgment, and timely completion of responsibilities in their programs of study. Additionally, students must maintain mature, sensitive, and effective relationships with patients, students, faculty and

staff members, and other professionals under all circumstances, including highly stressful situations. Students must be able to demonstrate empathy for the conditions and circumstances of others and appropriately communicate that empathy. Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and change behaviors when they interfere with productive individual or team academic relationships. Students must demonstrate effective and respectful relationships with the diverse academic, professional, and community environments relevant to their programs of study.

Section IV: Dental Hygiene Admission Procedures

Admission to the entire major in the Bachelor of Science in Dental Hygiene (BSDH) program is competitive. Students apply after completing prerequisite coursework and the Test of Essential Academic Skills (TEAS). The application must be completed on the program's website by the deadline to be considered for selection.

1. Applicants must first gain admission to the University of Alaska Anchorage (UAA) as degree-seeking students. When applying through UA Online, students should select the Bachelor of Science in Dental Hygiene (BSDH) as their intended major. Initially, students will be admitted as BSDH pre-majors. Upon acceptance into the BSDH program, their status will be updated to reflect full major admission.
2. Applicants must complete all prerequisite courses (listed below) with a minimum grade of "C," as documented on their UAA transcript by the application deadline. For prerequisite coursework completed outside the UA system, official transcripts must be submitted to UAA's Office of the Registrar for evaluation, typically during the UAA application process outlined in step #1. Unless explicitly approved by a faculty advisor, all prerequisite coursework must align with the specified courses.
3. Submit current ATI Test of Essential Academic Skills for Allied Health (ATI TEAS) scores. The ATI TEAS may only be taken once every six months, and the minimum qualifying score for the dental hygiene program is 60. Be sure to select UAA Anchorage as your institution so that we may receive your scores. Contact the UAA Testing Center (786-4525) for information about ATI TEAS administration.
4. Complete the online BSDH Dental Hygiene program application on the program's website.
5. For the application process, submit the contact information for three (3) professional references. References should be individuals in a supervisory role, such as an employer, teacher, or volunteer supervisor. Applicants will include their references' names and contact information within the online application.
6. Complete the academic advising requirement. Applicants are required to review the Dental Hygiene Advising PowerPoint and the BSDH Advising Syllabus and take the Advising Quiz. Taking the online quiz sends an email to the program to indicate that a student has reviewed and understood the material or that the student has taken the quiz and will make an appointment with a dental hygiene program advisor to address areas the student did not understand. Regardless of the level of understanding demonstrated through the quiz, all students are strongly encouraged to meet with a UAA Dental Hygiene faculty advisor for an application consultation before the end of the spring semester. This meeting ensures the student fully understands the program's policies, requirements, expectations, and the application process. Contact the program administrative assistant for advising appointment information to schedule an advising session with the faculty advisor at 907-786-6929, uaa_dentalprograms@alaska.edu, or cashamburger@alaska.edu.

Science Prerequisites

- BIOL A111/L Human Anatomy and Physiology I (4 credits)
- BIOL A112/L Human Anatomy and Physiology II (4 credits)
- BIOL A240 Microbiology for Health Sciences (4 credits)

- CHEM A103 Survey of Chemistry (3) **and** CHEM A103L Survey of Chemistry Laboratory (1 credit)
- OR CHEM A105 General Chemistry I (3) **and** CHEM A105L General Chemistry I Laboratory (If students have not already taken CHEM A105/L for another major, the program highly recommends students take CHEM A103/L)
- CHEM A104 Introduction to Organic Chemistry/Biochemistry (3 credits) **and** CHEM A104L Introduction to Organic/Biochemistry Lab (1 credit)

Non-Science Prerequisites

- COMM A111 Fundamentals of Oral Communication, COMM A235 Small Group Communication, COMM A237 Interpersonal Communication, **OR** COMM A241 Public Speaking (3 credits)
- WRTG A111 Writing Across Contexts, WRTG A211 Writing and the Humanities, WRTG A212 Writing and the Professions (recommended), WRTG A213 Writing and the Sciences, **OR** WRTG A214 Arguing Across Contexts (3 credits)
- PSY A111 General Psychology **OR** PSY A150 Lifespan Development (3 credits)
- SOC A101 Introduction to Sociology **OR** SOC A201 Social Problems and Solutions (3 credits)

Section V: General Policies

Academic Calendar

The Dental Hygiene Program is offered over five semesters, beginning in the spring semester, and follows the UAA Academic Calendar.

Summer classes are generally not required unless a student needs remediation in clinical skills. Students may elect to take general education or selective courses in dental hygiene over the summer to facilitate on-time graduation.

Sample Course Sequencing

Prerequisite Year (prerequisite courses may be taken in a different order and over a longer time frame as needed):

Fall (sample) 17 credits

Class	Credits	Notes:
BIOL A111/L - 4 credits	4 credits	
CHEM A103/L	4 credits	
MATH AXXX	3 credits	A121, or A151, or A152, or A155, or A251, or an ALEKS Overall Test score of 65% or higher
WRTG A111	3 credits	
PSY AXXX	3 credits	PSY A111 or PSY A150 or HS A220

Spring (sample) 18 credits

Class	Credits	Notes
CHEM A104/Chem A104L	4 credits	
BIOL A112/BIOL A112L	4 credits	
BIOL A240/BIOL A240L	4 credits	
COMM AXXX	3 credits	COMM A111 or COM A235 or COMM A237 or COMM A241)
SOC A101 or SOC A201	3 credits	

Fall (after application and selection in August; may be taken earlier, but are not required for selection) 15 credits

Class	Credits	Notes
DN A203	3 credits	Should be taken by the start of the third year
WRTG A212	3 credits	Or other 200-level WRTG GER; must be taken by the start of the third year
STATS A200	3 credits	Must be taken by the start of the fourth year
Humanities GER	3 credits	See list of qualified courses in DegreeWorks
Elective	3 credits	See list of courses in DegreeWorks

Spring: 1st semester in program 13 credits

Class	Credits	Notes
DH A201	2 credits	Oral Embryology and Histology
DH A200	2 credits	Basic Instrumentation for Dental Hygienists
DH A220	2 credits	Introduction to Preventive Dentistry
DH A204	2 credits	Anatomy of the Orofacial Structures
Fine arts GER	3 credits	See list of qualified courses in DegreeWorks
Humanities GER	3 credits	See list of qualified courses in DegreeWorks

Note: BSDH Selective/elective credits may be taken in different sequences but must be completed by the end of the last semester in the program to graduate on time.

Fall 2nd Semester in the program 15 credits

Class	Credits	Notes
DH A110/L	4 credits	Dental Radiography
DH A203	3 credits	Assessment Procedures in Dental Hygiene
DH A222	3 credits	Adjunctive Techniques for Dental Hygienists
DH A292E	1 credit	Preclinical Seminar
DH A311	2 credits	Periodontics
DH A365	2 credits	Pharmacology for Dental Hygienists

Spring 3rd Semester in the program 13 credits

Class	Credits	Notes
DH A160	3 credits	Materials in Dentistry
DH A292D	1 credit	Clinical Seminar I
DH A295D	4 credits	Clinical Practicum I
DH A302	1 credit	Advanced Instrumentation for Dental Hygienists
DH A314	2 credits	Pathology of the Oral Tissues
DH A321	2 credits	Current Periodontal Therapies

Summer (Optional but recommended)

Electives	1-6 credits	Upper Division
-----------	-------------	----------------

Fall 4th Semester in program 15 credits

Class	Credits	Notes
DH A310	3 credits	Oral Pain Control
DH A316	1 credit	Professional Dental Hygiene Practice
DH A324	2 credits	Community Dental Health I
DH A392C	1 credit	Clinical Seminar II
DH A395C	5 credits	Clinical Practicum II
Electives	3 credits Upper Division	Less if some were taken in the previous summer)

Spring 5th Semester in the program—18 credits

Class	Credits	Notes
DH A392D	1 credit	Clinical Seminar III
DH A395D	6 credits	Clinical Practicum III
DH A424	3 credits	Community Dental Health II (GER integrative capstone)
Electives	8 credits – Upper Division	Less if some were taken in the previous summer

A total of 120 credits is required for the degree, 42 of which must be upper division.

PROGRAM AND LICENSURE COST ESTIMATE

Estimated Dental Hygiene Program Projected Expenses - BSDH Curriculum

Actual cost may vary—The pre-program column includes the first three “pre” semesters in course sequence

	Pre-Program (44 cr)	Spring 1 st Semester (13 cr)	Fall 2 nd Semester (15 cr)	Spring 3 rd Semester	Fall 4 th Semester	Spring 5 th Semester	Totals
Resident tuition & Student fees	https://www.uaa.alaska.edu/students/costs/index.cshtml						
Lab fees (includes instrument kits & loupes)	\$529**	\$2,753*	\$1,583	\$1,554	\$1,193	\$2,279	\$9,891
BLS/CPR	~\$80 every 2 years				~\$80 every 2 years		~\$160
Textbooks	Varies	Varies	Varies	Varies	Varies		Varies
Immunizations (Available at the Student Health Center at a reduced cost)	Varies	Varies	Varies	Varies	Varies	Varies	Varies
Student Accident/Illness Insurance (no longer available through UAA)	N/A	Varies	Varies	Varies	Varies	Varies	Varies
Uniforms, shoes	N/A	\$200	\$0	\$0	\$0	\$0	\$200
Parking	\$350/yr	0	\$350/yr	0	\$350/yr	0	\$1,400

	r						
Other miscellaneous supplies	N/A	\$150	\$150	\$150	\$150	\$150	\$750
Total estimated cost for residents:							\$49,497
*Non-Resident tuition (~\$751-795/credit first year)	\$34,716	\$10,257	\$12,995	\$11,707	\$19,422	\$19,422	\$108,519

General education course expenses vary by course.Dental hygiene selective course expenses vary by course. This estimate includes the restorative course, an option but not required.*

Additional costs for third-year students (varies year to year):

- National Board (written exam) (~\$600 in 2024)
- CDCA/WREB/CITA (Local Anesthesia) – check the website for current testing fees. Licensure Testing for CDCA-WREB-CITA ([CWC](#))
- CDCA/WREB/CITA (Clinical Hygiene) – check the website for current testing fees. [Licensure Testing for CDCA-WREB-CITA \(CWC\)](#)
- CDCA/WREB/CITA (Restorative) – check the website for current testing fees. [Licensure Testing for CDCA-WREB-CITA \(CWC\)](#)
- State of Alaska licensing fees after graduation and the successful completion of all clinical testing can be found online at [Board of Dental Examiners, Professional Licensing, Division of Corporations, Business and Professional Licensing \(alaska.gov\)](#)

Advising and Academics

1. **Course Objectives:** Each course includes specific objectives provided to students.
2. **Class or Clinic Questions:** Students should direct any questions regarding a specific class or clinic to the designated faculty member for that course or clinic.
3. **Faculty Appointments:** Faculty workloads may require students to schedule prearranged appointments to meet. Consult faculty to arrange a meeting.
4. **Class Meetings:** May be scheduled at the request of students or faculty.
5. **Counseling Services:** Contact the Advising and Counseling Center at 786-4500 for additional counseling support.
6. **Academic or Clinical Performance Below "C":** If a student's academic or clinical work falls below a "C" (failing grade), the faculty will review it and make recommendations.
7. **Course Prerequisites:** Dental Hygiene courses are sequenced, and students must complete prerequisite courses before registering for subsequent courses.
8. **Minimum Passing Grade:** Students must achieve at least 75% in each Dental Hygiene course in the designated sequence.
9. **Instrumentation and Clinical Competencies:** Competencies must be passed at the required level for each course to progress in the program. At the end of the semester, faculty may recommend a mandatory remediation course to strengthen clinical skills, regardless of the student's overall course grade.

10. **Student's Responsibility:** Students are responsible for seeking assistance from faculty if academic, professional, or personal issues interfere with their progress.
11. **Degree Requirements:** Students are responsible for contacting UAA's Registrar's Office regarding degree requirements.
12. **Assignment Deadlines:** Assignments must be submitted by the specified due dates. Late submissions are typically not accepted.
13. **Make-Up Examinations:** These are not offered unless specified in the syllabus for a specific course.
14. **Challenge Exams:** Challenge exams are unavailable for Dental Hygiene (DH-prefix) courses. Alternatives for receiving credit include:
 - **Transfer Credit:** From an accredited institution through the UAA Registrar's Office.
 - **Course Petition Process:** Through UAA's Registrar, relevant school or college, and Academic Affairs.
15. **Grading Standards:**
 - **100-93 = A:** An honor grade indicating originality, independent work, and mastery of the subject.
 - **92-84 = B:** Great performance, better than average but not outstanding.
 - **83-75 = C:** Satisfactory or average level of performance.
 - **Below 75 = F:** Failing; no credit toward graduation.
 - Letter grades are assigned per UAA policy, and a passing grade is required for credit toward graduation.
 - An "F" affects the GPA and requires the course to be repeated with a "C" or better to earn credit. Faculty will determine if the student may continue the program based on prior academic and clinical performance and conduct. Courses may only be repeated once.
 - **Incomplete Grade (I):** Issued when conditions beyond the student's control prevent course completion, provided the completed work is a "C" or better. An Incomplete Grade Contract must be submitted to the School of Preventive and Therapeutic Sciences Director.
 - **P (Pass):** Indicates passing work ("C" or better) under the Pass/No Pass option and does not count toward the GPA.
 - **NC (No Credit):** Assigned when insufficient progress or attendance prevents evaluation.
 - **Deferred Grade (DF):** Deferred indicates that course requirements cannot be completed by the end of the semester. It will be used for courses that cannot be completed in a semester (projects, research, internships, etc.).

These policies are designed to uphold the academic and professional standards of the Dental Hygiene Program while supporting student success.

Student Responsibilities

1. Inform the Dental Hygiene Program administrative assistant of changes to your current address, telephone number, cell phone number, and e-mail address. This includes contact information during all semesters and semester breaks.
2. Students enrolled in the Dental Hygiene Program must provide transportation to all off-campus assignments.
3. Students must purchase specified uniforms and specialized small equipment (e.g., blood pressure cuffs).
4. Students must provide adult and child patient care to satisfy clinical requirements.
5. Injured students enrolled in the Dental Hygiene Program are responsible for all associated medical

costs. Students are required to maintain personal medical insurance while enrolled in the Program. The Program or UAA employees assume no responsibility for illnesses and injuries experienced by the student while enrolled in the Dental Hygiene Program.

6. The student is responsible for repairing or replacing equipment, instruments, and materials damaged during use.
7. Patient care requires extra responsibility for patient and student safety. Students must immediately report any potentially dangerous conditions or defective equipment to the instructor or sterilization specialist.
8. The application for obtaining an Alaska dental hygiene license requires information concerning criminal convictions, hospitalization history regarding emotional or mental illness, drug addiction, or alcoholism. The UAA dental program application also requires information concerning disciplinary actions taken at any university or college. While “yes” responses are not automatic bars for consideration or selection to the Dental Hygiene Program, the applicant is advised to discuss these matters with the Dental Hygiene Program advisor, the Alaska Department of Occupational Licensing, or a similar agency in any state where applicants want to practice.
9. Students are expected to use professional judgment while performing preclinical and/or clinical procedures. Professional judgment requires that students integrate and synthesize knowledge of basic and dental sciences in addition to legal and ethical considerations.
10. For safety purposes, students are not permitted to work in the laboratory, preclinic, or clinic when under the influence of intoxicants, drugs, or medication affecting psychomotor responses. Students suspected of substance abuse may be subjected to a drug test. Refer to the policy on Substance Abuse in this handbook.
11. Know the rights and responsibilities of a UAA Dental Hygiene Student as outlined in the UAA Catalog and Student Handbook (Code of Conduct), the Dental Programs Student Handbook, The Clinic Manual, and the American Dental Hygienists’ Code of Ethics (Section XII).
12. Copies of these documents are available and posted online for you.
13. Student activities at minor activity (off-campus) sites may count toward program accreditation requirements, but competencies can only be completed in on-campus clinics.

Infants and Children

Infants and children are not allowed in classes, audio conferences, laboratories, or clinical settings, even when accompanied by a parent participating in a scheduled learning experience. Minor children may be scheduled as clinical patients; however, an authorized caregiver must be present to supervise the child before and after treatment. Children must not be left unsupervised in university or clinical facility hallways or lobby areas.

Students who bring children to class will be required to leave, and the absence will be recorded as unexcused. If this policy creates a significant hardship, students are encouraged to discuss their situation with their advisor or the program director.

Pets and Service Animals

According to the UAA Catalog, “Anyone wishing to bring pets onto campus must first contact the University Police Department. Pets are not permitted in any campus buildings without prior

permission”. Consistent with UAA policy, pets will not be permitted in School of Preventive and Therapeutic Sciences classroom or laboratory settings. Students who bring pets to class will be asked to leave, with the absence being considered unexcused. Service animals are not pets and are not subject to the rules and policies about pets. Individuals with disabilities may bring their service animals with them anywhere they would allow the individual to go without the animal unless doing so would pose a danger to health or safety or cause undue burden. See the Disability Support Services website for clarification.

Electronic Communication Devices

Cellular phones and audible electronic devices must be turned off during classes, audio conferences, laboratory sessions, and clinical laboratory sessions unless explicitly permitted by the instructor or clinical agency. If a device audibly rings or violates this policy during a scheduled learning experience, the student may be asked to leave and not return for the remainder of the day. Any resulting absences will be recorded as unexcused.

Students experiencing significant hardship due to this policy should discuss their situation with their instructor or the program director.

Support for Nursing Mothers

The Dental Hygiene Program is committed to supporting students who are breastfeeding. Upon request, the program will provide a private, designated space for students to use a breast pump. This space will include comfortable seating, access to hand cleanser, and a “Do Not Disturb” notice for privacy.

While accommodations are made for breastfeeding, program policy prohibits bringing infants or small children into classes. Please note that the Dental Hygiene Program cannot refrigerate or store breast milk.

Students requesting a private room to use a breast pump should inform the program at the beginning of the semester. Students will be expected to schedule times for breast pumping/nursing in advance to allow staff to arrange space and minimize disruptions to staff and faculty activities. Students must ensure that the condition and contents of the room are not disturbed.

This policy applies to students on the Anchorage campus. The Dental Hygiene Program does not control the facilities at clinical sites. In some cases, space in facilities outside of Anchorage may be limited. Students are expected to ensure that breastfeeding/nursing does not interfere with their clinical/educational activities or other students' clinical/educational activities.

Pregnancy

Under the Department of Education’s (DOE) regulations implementing Title IX of the Education Amendments of 1972, all public and private educational institutions that receive federal financial assistance “shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, based on such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom.” (34 CFR 106.40 (1)). As needed, please see the program director for more details on the College of Health’s pregnancy policy

Transportation

Students must provide their own transportation to and from campus and assigned clinical sites. Students assigned to clinical learning experiences on military bases must carry identification and provide proof of automobile liability insurance.

Selection of Clinical Experiences

Students may register or sign up for clinical experiences. We try to honor the sections/experiences that students select; however, there may be times when a student will need to be reassigned to a different clinical site. This can occur for various reasons related to the student, faculty, or clinical facility. If the assignment was selected using the registration system, we will use the registration date to select the student to be moved. The last student registered will be reassigned.

Computer Skills

Before beginning the Dental Hygiene Program, students are strongly urged to gain essential skills in keyboarding, computing, and using key software programs (e.g., Word and PowerPoint). They should also learn to use the UAA e-mail system and Blackboard.

Competence in Microsoft Word will enable the student to utilize the word processing software loaded onto the computers in the Dental Programs suite. UAA e-mail and Blackboard are required for all dental hygiene courses.

Distance Education

The dental hygiene program courses use the Blackboard Curriculum Management System to support course activities. Secure log in using individual students' UA log-in ensures student privacy and verifies that the user is a student enrolled in the course. Examinations are proctored. Courses that are delivered primarily online include an eLearning fee. Please see the UAA website for the current fee.

<https://www.uaa.alaska.edu/students/costs>

Personal Computers

Access to a personal computer with internet access is strongly encouraged for all students enrolled in the Dental Hygiene Program. The Consortium Library has desktop computers available for student use and laptops for 24-hour checkout. UAA has wireless internet available, which allows students to use a personal computer on campus. Students should be aware of computing policies to help them use their computers and submit their work efficiently. Students should use the current version of Microsoft Office for coursework and assignments.

UAA now provides access to Office 365, which allows students to install the full version of Microsoft Office on their PC or Mac free of charge. Contact the Information Technology staff if you have questions.

We have experienced instances when campus computers have been infected with viruses that significantly impacted our operations. Students must help us minimize this risk and try to keep their home computers free of viruses and malware. If a personal computer is infected and documents are shared, the entire UAA network is vulnerable.

What do I need to do to keep my home computer secure?

Using a personal computer for your university assignments requires installing and maintaining current antivirus and anti-malware software. Update the software and scan frequently. New viruses and malware surface continually. Ensure your external drives are also checked. At a minimum, students should install an anti-virus program and Malwarebytes, available from UAA. Go to UAA Software Downloads to access these programs.

What if my personal computer needs to be repaired?

The University provides a Help Desk to assist with technical questions. If your home computer requires more extensive service, such as addressing a virus or other malfunctions, you will need have it serviced. The UAA IT Services department, an authorized service provider for Apple and Dell, offers repair services to students for a fee. For more information, visit the Service and Repairs section on the UAA website.

UAA provides students with access to multiple software programs for free download. There are software options for you to reduce the susceptibility of your personal computer to malware and viruses. You also have access to Office 365, which allows you to install the full version of Microsoft Office for PC or Mac. Click the link below for more information. <https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/our-services/hardware-software/software/software/index.cshtml>

Equipment in Classrooms

The Dental Hygiene Program classrooms have equipment installed to improve students' learning experience. The equipment includes computers, projectors, document cameras, and assorted cables. Because of the specific requirements to properly maintain equipment and the cost of repairs, only faculty and UAA technical staff are permitted to access and use the classroom equipment. Students are prohibited from using or tampering with classroom equipment without faculty supervision. Technical difficulties should be addressed to the School of Preventive and Therapeutic Sciences or local technical staff.

Clinical Simulation

Dental Hygiene students may engage in simulated clinical scenarios, a high-impact teaching method designed to enhance learning and skill development. Some simulations involve manikins, while others feature actors portraying patients. These controlled settings allow students to practice providing care and observe the outcomes of their dental hygiene actions (or inactions).

Lockers

Lockers and locks are provided for junior and senior Dental Hygiene students in the locker rooms in the Dental Suite. Sophomore Dental Hygiene students have access to lockers on the second floor of the AHS building. Locker assignments are made at the beginning of the semester.

Locker assignments made in the Fall semester are valid for the entire academic year for junior and senior students. Sophomore students will only receive locker assignments when they start their junior year.

Students with lockers must:

- Remove all food items from the locker at the end of each week to prevent rodent infestation.
- Empty the locker and return the lock at the end of the spring semester.
- If the locker is not emptied and/or the lock is not returned, the stored items will be discarded, and the student account will be charged a fee.

Soliciting Funds, Donations, and Use of The UAA Logo/Patch

Dental Hygiene students may occasionally seek support from community members through fundraising or in-kind donation requests for school-related activities, such as board reviews. Students or groups may only use the UAA Dental Hygiene Program name for such solicitations if they are working with a faculty advisor and have received explicit permission from the Dental Hygiene Program.

All funds or items donated for Dental Hygiene activities must be coordinated with a faculty advisor and used solely for the purposes communicated to prospective donors.

If a student engages in an activity that has not been requested or endorsed explicitly by the Dental Hygiene Program (e.g., a class party, student travel or tuition expenses, etc.), then the student may not wear a UAA ID badge or patch when requesting donations; additionally, students cannot use the UAA name or logo on a mailing/flyer/document or e-mail without express permission from the Director of the School of Preventive and Therapeutic Sciences.

Requesting A Reference from a Faculty Member

Students may occasionally request a faculty member to serve as a reference or provide a letter highlighting their performance as students. Before a faculty member can prepare or send the reference letter, students must complete the UAA Reference Letter Request—FERPA Release and Release of Liability form (to be developed). This form must be fully completed, signed, and submitted to the faculty member before processing the request and any student information is released. Requests for reference letters should be made at least two weeks before the letter is required to allow faculty adequate time to compose the letter.

Section VI: Conduct Policies

GENERAL CONDUCT

Each student is accountable for their actions and the outcomes of those actions.

1. **Mental and Physical Readiness:** Students must attend class in an appropriate mental and physical condition. For guidance, refer to the Substance Abuse Policy.
2. **Attendance:** Attendance in class, labs, and clinics is mandatory for course completion. Unexcused absences, tardiness, or early departures may result in a failing grade. Excused absences include:
3. **Illness:** Absence due to an illness requires a doctor's written note for faculty dismissal.
4. **Family Emergency:** Students must notify the program director directly if they will be absent. No make-up labs are offered.
5. **Timely Completion of Assignments:** All course activities, requirements, and assignments must be completed on time unless prearranged with a faculty committee. Failure to complete work will result in faculty review to determine whether an Incomplete (I) or Fail (F) grade will be assigned.
6. **Confidentiality:** The dental team must uphold strict ethical and legal standards regarding patient confidentiality. Patient conditions or personal information must only be discussed when necessary for care. Last names must not appear in written case studies or discussions. Safeguarding patient privacy is a shared responsibility.
7. **Focus on Learning:** Maximize your learning by avoiding interruptions from external interests, such as phone calls or unrelated activities. Your success depends on you actively participating in your education.
8. **Professionalism in Clinical Areas:** Clinical spaces are dedicated to learning experiences, and their value depends on your attitude and engagement. Address concerns privately with course faculty. Unprofessional behavior may result in disciplinary action as outlined in the UAA Factfinder and the Ethics and Professionalism Policy (Section XIII).
9. **Gifts and Tips:** Politely decline any patient gifts or tips. If you have questions, discuss them with the program director.
10. **Clinical and Externship Assignments:** Follow assigned clinical, extramural, and externship activities and assignments. Do not change assignments without faculty approval. Collaborate with staff during assignments and tactfully explain any limitations to patient treatment due to your student status.
11. **Respect for Property:** Treat clinic areas, University property, and others' personal belongings with care and consideration.
12. **Respect for Others:** Show respect toward peers, staff, patients, faculty, and all members of the University community.
13. **Professional Behavior:** Arguments or disruptions in clinical, preclinical, or lecture courses are considered unprofessional and will not be tolerated.
14. **Communication:** Communicate maturely and responsively with students, patients, peers, and faculty.
15. **Conflict Resolution:** Address disagreements directly with the involved party. If unresolved, follow UAA grievance procedures. You may take the situation to the program director to help mediate if needed.
16. **Academic Integrity:** Cheating of any kind is strictly prohibited. Violations will be addressed according to the UAA Catalog/Factfinder and the UAA Dental Hygiene Program Ethics and Professionalism Policy (Section XIII). Examples of academic dishonesty include, but are not limited to:

- Unauthorized completion or misrepresentation of clinical/preclinical requirements outside the Dental Program facility.
 - Copying, sharing, or posting test/quiz content without faculty approval.
 - Forging faculty or patient signatures.
 - Sharing or receiving exam, quiz, or course activity content without faculty permission (except for approved supplemental clinic notes).
 - Submitting assignments or written work generated by artificial intelligence (AI) without explicit faculty approval. Students are encouraged to seek clarification from faculty if they are uncertain about what constitutes academic dishonesty, particularly regarding the use of AI or other emerging technologies in their coursework.
 - Violations listed in the Student Code of Conduct in the UAA Catalog/Handbook.
17. **Professional Conduct:** Professional language, behavior, and attire are always expected.
18. **Forms of Address:** Address faculty and patients as “Professor,” “Mr.,” “Mrs.,” “Ms.,” or “Dr.” in the clinic unless otherwise specified. Always introduce your patient to the faculty member working with you in the clinic.
19. **Printed Materials:** Any materials representing the Dental Programs Department must receive departmental approval before distribution.

Readmittance Into the Dental Hygiene Program

The following policy applies to Dental Hygiene students who fail to complete the required sequence of studies in dental hygiene and seek re-admittance.

- If the student has not completed the first year of the dental hygiene program, the student must reapply to the program. If the student has progressed to the second year and fails to complete the required sequence of studies, readmission will be based on space available in clinical and preclinical courses and requires faculty approval. Priority is given to the students who have not interrupted their course of study.
- Students who need to repeat a course must have instructor approval. Courses with a DH prefix may only be repeated once.
- It is highly recommended that any student considering suspending their studies speak with the Dental Hygiene Program Director before taking final action. Before readmission, the student MUST meet with a Dental Hygiene Program advisor to outline a course of study.
- If additions are made to instrument kits, readmitted students are responsible for purchasing the additional items.

UAA Student Code of Conduct

Students are expected to adhere to the UAA Student Code of Conduct (Code), which outlines standards for students to act honestly and responsibly and respect others. According to the Code of Conduct, violations will result in referral to the UAA Dean of Students for investigation and subsequent disciplinary action as appropriate.

The UAA Student Handbook contains the Code of Conduct and procedures for enforcing it.

UAA faculty members have developed a web page that includes resources on academic integrity and honesty. The site consists of material designed to help students understand plagiarism and how it can be avoided. Students are required to complete the Academic Integrity Tutorial before orientation.

The following examples constitute conduct prohibited by the Student Code of Conduct. They are not

intended to define prohibited conduct in exhaustive terms but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior:

- Presenting as their own the ideas or works of others without proper citation of sources
- Utilizing devices not authorized by the faculty member
- Using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member
- Providing aid without the faculty member's permission to another student or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge)
- Submitting work done for academic credit in previous classes without the knowledge and advance permission of the current faculty member
- Acting as a substitute or utilizing a substitute
- Deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course
- Fabricating or misrepresenting data
- Possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration
- Altering grade records of their own or another student's work
- Offering a monetary payment or other remuneration in exchange for a grade
- Violating the ethical guidelines or professional standards of the Dental Hygiene Program.

Cheating, Plagiarism, Or Other Forms of Academic Dishonesty

The university may initiate disciplinary action and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities, such as:

- Plagiarism and Self-Plagiarism: Submitting a paper, project, or lab work from one course for credit in another without proper authorization.
- Unauthorized Use of Devices: Utilizing devices not explicitly approved by the faculty member for academic tasks.
- Improper Use of Sources: Using unauthorized sources, including but not limited to text, images, computer code, and audio/video files, without faculty approval.
- Providing or Receiving Unauthorized Aid: Assisting another student without the faculty member's permission or receiving unapproved assistance from anyone, regardless of their knowledge.
- Reuse of Previous Work: Submitting work completed for academic credit in previous classes without prior knowledge and explicit permission from the current faculty member.
- Substitution in Academic Work: Acting as a substitute for another student or utilizing a substitute in any academic activity.
- Deception of Faculty or University Representatives: Using deceit to affect grades or gain admission to a program or course.
- Fabrication or Misrepresentation of Data: Creating or altering data dishonestly for academic purposes.
- Misuse of Assessment Materials: Possessing, buying, selling, obtaining, or using assessment materials before their administration without authorization.
- Grade Alteration: Tampering with grade records for personal or another student's benefit.
- Improper Exchange for Grades: Offering monetary payment or other forms of remuneration in exchange for a grade.

- **Ethical Violations in the Dental Hygiene Program:** Breaching ethical guidelines or professional standards, including acts that compromise patient care or professionalism.
- **Unauthorized Actions Related to Examinations:** Altering answers after an exam or quiz has been graded and returned, capturing electronic quizzes or tests through screenshots for personal use or sharing, and obtaining assessments in advance without explicit instructor permission.
- **Unauthorized Distribution of Assessment Materials:** The unauthorized distribution of test or quiz questions, whether through sharing digital copies, discussing them verbally, or any other means, undermines the integrity of the academic process. Such actions are not only prohibited but also carry significant consequences. Maintaining academic integrity is essential to fostering a fair and equitable learning environment for all students.
- **Compromising Patient Safety:** Engaging in activities that jeopardize patient health or well-being, such as unsupervised patient treatment, treating patients under the influence of drugs or alcohol, providing drugs or alcohol to patients, or any inappropriate, unethical, or harmful actions related to patient care.
- **Abuse and Intimidation:** Engaging in verbal, written, or physical abuse, including the use of profanity, bullying, threats, intimidation, or violence towards individuals or property.
- **Illegal or Criminal Acts:** Committing illegal activities, including theft, assault, or vandalism.

Maintaining academic integrity and adhering to professional standards are essential to fostering a fair, equitable, and ethical environment for learning and patient care. Violations of these guidelines are taken seriously and may result in significant consequences.

Forgery, Falsification, Alteration, or Misuse of Documents, Funds, Property, or Electronic Records

- Forgery, falsification, alteration of records or deliberate misrepresentation of facts on university forms and documents.
- Misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office.
- Misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or other resources such as:
 - a. Possession of fake or altered identification.
 - b. Unauthorized duplication of any university key or key card.
 - c. Lending keys or key cards to individuals not authorized to possess them.
 - d. Misusing university computer resources by intentionally making, receiving, accessing, altering, using, providing, or in any way tampering with messages, files, electronic storage devices, programs, passwords, or other computer users without their permission (as further defined in Board of Regents' Policy 02.07)
 - e. Use or possession of copyrighted material, including, without limitation, software, graphics, text, photographs, sound, video, and musical recordings without the express permission of the owner of the copyright in the material or other legal entitlement to use the material
 - f. Falsely representing oneself as an agent of the university, incurring debts or entering contracts on behalf of the university; or
 - g. Unauthorized entry into, presence on, or use of property that has not been reserved or accessed through appropriate university officials.

Students are expected to meet course and program academic expectations for functioning safely,

responsibly, professionally, and ethically in the didactic and clinical setting. Failure to meet University and/or course standards for ethical and professional behavior may result in a grade penalty, course failure, and/or program dismissal.

Student Rights, Freedoms, and Responsibilities

For a discussion of student rights, freedoms, and responsibilities, see the [UAA Student Handbook](#) on the website of the Dean of Students office.

Professional and Academic Ethics

Dental Hygiene Program faculty and students will act ethically and legally, as set forth by the American Dental Hygienists' Association (ADHA) and the Alaska State Dental Practice Act. The UAA Dental Hygiene Program expects all faculty and students to follow the ADHA Code of Ethics.

Consequences for unprofessional or unethical behavior on the part of dental hygiene students may result in more serious consequences than recommended by the Dean of Students office because of the high standards of the dental hygiene profession.

Dental hygiene education assists the student in acquiring the psychomotor, cognitive, and affective behaviors necessary to become a dental hygienist competent enough to function within the dental profession. To this end, the faculty and Program Director are responsible for planning learning experiences designed to assist the student in becoming a competent dental auxiliary. In addition, students must exhibit behaviors consistent with those required to function effectively as part of the dental team.

Professionalism is characterized by the attitudes, behaviors, and methods that reflect a high standard of practice and distinguish a professional from an amateur. Dental program students are expected to uphold the professionalism that dental professionals require. This includes, but is not limited to, the following:

- Active participation and attentiveness during lectures, labs, and clinics. The unauthorized use of computers, cell phones, or other devices during lecture/lab/or clinic to e-mail, text, or surf the internet is considered unprofessional behavior. Consequences of such behavior may include dismissal from class with an unexcused absence.
- Maintaining a respectful attitude of academic integrity towards faculty, staff, visitors, peers, and patients.
- Utilizing communication skills that are appropriate and effective in relating to patients, peers, and faculty.
- Conducting oneself in a manner considered appropriate legally and ethically by members of the dental profession.
- Assuming responsibility for one's academic and professional development.
- Complying with the departmental dress code in the clinic manual and Student Handbook. Attendance in scheduled labs and clinics is prohibited if not in compliance with dress code.
- Protecting the health and safety of the public when performing health care functions. Engaging in professional contact with the public while suffering from a contagious or infectious disease involving serious public health risks constitutes unprofessional conduct.
- Tardiness and unexcused absences are viewed as unprofessional behavior.

- Professional conduct (language, action, dress) is always expected of all students.
- Treatment standards for patients should meet the standard of care for the local area.

Procedure for Evaluation of Professional Conduct

Professional judgment is evaluated during all didactic, preclinical, and clinical procedures and may be assessed at other times during the educational process. The faculty will use personal judgment in assessing students' professional conduct. Student conferences may be held each semester or at the faculty's(s') discretion to review the use of professional judgment and advancement through the program. A student receiving three written notifications for unprofessional/unethical behavior (as stated in the UAA Dental Hygiene Program Ethics and Professionalism Policy, Section XIII) during his/her time in the program may be dismissed.

Social Media Policy

Purpose:

The Dental Hygiene Program supports using social media to reach audiences important to the University, such as students, prospective students, faculty, and staff. The University's presence or participation on social media sites is guided by university policy. This policy applies to Dental Hygiene Program students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. The distribution of sensitive and confidential information is protected under HIPAA and FERPA, whether discussed through traditional communication channels or social media.

General Information:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. They are commonly thought of as a group of Internet-based applications built on the ideological and technological foundations of the Web that allow the creation and exchange of user-generated content.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to protect individual, professional, and university reputations.

As students, represent the University and the School fairly, accurately, and legally while protecting the institution's brand and reputation.

When publishing information on social media sites, remember that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communication with your audience, you have less control over how others will use the materials you post. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad, or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Be aware that you can be held personally and legally responsible for your publicly made opinions and comments, even on personally maintained sites and pages. This applies to the confidential information covered by HIPPA and FERPA and any proprietary information from the University, its community clinical stakeholders, or other organizational partners.

Policy

- Do not post proprietary information or content about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a University of Alaska Anchorage Dental Hygiene student.
- Do not use copyrighted photos or written content without properly citing the source or gaining permission from the source before use. Remember, people's images require permission; you may not video, audio, or photograph professors or fellow students for personal or social media use without their consent.
- It is your responsibility to protect confidential, sensitive, and personally identifiable information. Do not discuss your clinical experiences outside of the academic setting and always follow HIPAA and FERPA guidelines.
- Confidential or personally identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage. Students must not video, audio, or photograph patients/clients without written permission from the patient/client and the facility. Remember, even if you do not post a name or a photo, others may recognize the patient's characteristics.
- Be aware of your association with the University of Alaska Anchorage in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.
- Identify your views as your own when creating a personal site or commenting on other sites. When posting your point of view, you should neither claim nor imply you are speaking on the University of Alaska Anchorage's behalf or that of our clinical sites and partners unless you are authorized to do so in writing. We recommend using your e-mail account, rather than your university account or one provided by a community partner when you create social media accounts.
- Do not use the University of Alaska Anchorage, the Dental Hygiene Program, or community partner marks on personal social media sites, such as logos and graphics. Do not use the University of Alaska Anchorage's name or those of community partners to promote a product, cause, political party, or candidate.
- Use of the UAA or Dental Hygiene Program marks (logos and graphics) for school-sanctioned events must be approved (posters, flyers, postings) by the administration. Do not use marks of community partners for any reason unless you obtain permission in writing from their Administration.
- Do not identify your connection to the University if you plan to disparage the University or its community partners.
- If your online activity or posts disparage the University or its community partners' reputation, brand, sponsors, leadership, employees, or services, do not refer to or identify your connection with the University. Be aware of libel and slander laws and seriously weigh the risk of engaging in online activities that might cross those legal lines and leave you vulnerable to a civil lawsuit. Many (almost all) organizations are prepared to defend their reputations vigorously, but your status as a student contains no inherent legal protection.
- Maintain professionalism in all online interactions as a School of Preventive and Therapeutic Sciences student. Perception is reality—your online presence reflects on you and the School of Preventive and Therapeutic Sciences and the Dental Hygiene Program. The boundaries between public and private, personal and professional, are often blurred in social networks.
- Represent yourself in a manner consistent with the values and standards of the Dental Hygiene

Program. Avoid any content or behavior that would be unacceptable in a professional setting, including ethnic slurs, personal insults, obscene language, pornographic images, or bullying.

- Remember, you are solely responsible for the content you post and the image it conveys about your professionalism and affiliation with the program. Ensure that your online presence aligns with the expectations of professional conduct.
- Be smart about protecting yourself, your privacy, and confidential information.

Consequences

- FERPA violations will go to the University for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by the University and/or clinical agency.
- Students who violate patient/client privacy or share confidential or unprofessional information will be subject to disciplinary action, including failure in a course and/or dismissal from the program.
- Students who do not adhere to standards of professional conduct will be subject to disciplinary action.
- Each student is legally responsible for his/her actions and for their postings. Students are subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students are also liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Professional Conduct and Violation Consequences

Dental Hygiene students must adhere to the UAA Student Code of Conduct, the Dental Hygiene Program/course policies, and the ADHA Code of Ethics. In addition, dental hygiene students must adhere to the policies and procedures of the assigned clinical agencies and function professionally during course-related clinical experiences. If students do not follow pertinent policies and codes or their behavior is considered disruptive in the clinical setting, they may be subject to discipline based on the UAA Dental Hygiene Program Ethics and Professionalism Policy (Section XIII). Under this

Under the policy, students are formally notified that their behavior has been unacceptable, that they must reflect to understand their behavior, seek guidance, and, most importantly, change the behaviors associated with the documented infraction(s). If the behavior does not change and there are additional infractions of a similar nature, then the student could face course failure and/or program dismissal.

Behavior in Clinical Agencies. Students are guests in clinical sites and are expected to follow the policies and procedures of the site, follow the direction of the supervising dentist or dental hygienist, engage cooperatively and professionally on a clinical unit, and follow the direction of the UAA instructor. If problems arise, clinical agencies have the right to ask a student to be removed from the agency. If a student is asked to be removed from a clinical agency for cause, for unprofessional or unethical behavior, disruptive behavior, ineffective communication, or any behavior that can potentially reduce the safety of others, then the student could be given notice of unprofessional behavior. The Dental Hygiene Program will attempt to find another placement for the student, although the student should be aware that they may not be able to complete the course.

Gifts to and from Students

Students are strongly discouraged from accepting gifts from patients and families. Healthcare agencies have ethical guidelines for employees regarding accepting gifts, and students should follow them. Although not strictly forbidden in the ADHA Code of Ethics, the concern for professional boundaries, appropriate relationships with patients, and provision of professional care support the non-acceptance of patient gifts. Students should consider cultural norms and the unique situation to decide the correct course of action when presented with a gift. Generally, a thank you card, a small treat, or a token of appreciation is acceptable, but any monetary gift or value gift should not be accepted.

Gifts to instructors are discouraged based on the same ethical principles that guide the student-patient relationship. Instructors can be appreciated through small tokens or, most appropriately, through thank you cards or letters of appreciation.

Substance Abuse Policy

A description of the conference and its outcomes, including any plan developed to prevent similar situations in the future or a refusal by the student to participate in the development of such a plan.

- The faculty member, the student, and, if appropriate, the Program Chair will sign the original conference summary. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes (the original will be placed in the student's file, with a copy going to the student).
- Conference Summaries regarding possible substance abuse shall be retained in the student's file until graduation, at which point they shall be removed and destroyed.

Drug Screening

The assigned clinical agency may require students to undergo a drug screening test on or before the first day of their clinical experience. The test may be at the student's expense. Students should be aware of the following:

- Avoid Poppy Seeds before Drug Screening. There have been several instances when students ingested poppy seeds before a drug screening test that resulted in a positive test. When this happens, the individual must go to a commercial lab for further testing (at the individual's expense). The test varies in cost and can take 3 to 5 days to obtain the results. We recommend the following:
 - a. Avoid products containing poppy seeds for four (4) days before a drug screening test. This includes poppy seeds in bagels, muffins, breads, cakes, and poppy confectionary bars.

If a substance abuse test result is positive, the student will be denied access to the clinical setting per this handbook.

Section VII: Clinical Policies

Documentation of Health Status

Students enrolled in the Dental Hygiene Program must provide documentation of the following health status requirements. All must be completed, or the series initiated if multiple doses, by orientation.

Initial Vaccine Requirements

Rubeola, Mumps, and Rubella: immunity must be demonstrated by one of the following:

- MMR 2-dose series, documented
- Blood test showing immunity to Rubeola, Mumps, and Rubella
- Varicella (Chickenpox): immunity must be demonstrated by one of the following:
 - a. Varicella two-dose series, documented
 - b. Blood test showing immunity to Varicella
- Tdap (Tetanus, Diphtheria, Pertussis): immunity must be demonstrated by:
 - a. Tdap vaccine as an adult, documented
 - b. NOTE: Pregnant healthcare workers need to get a dose of Tdap during each pregnancy.
- Tuberculosis: freedom from active tuberculosis infection must demonstrated by one of the following:
 - a. Initial negative indicated by 2-step tuberculin skin test (TST) (also known as the Purified Protein Derivative or PPD test), documented OR
 - b. QuantiFERON Gold TB Test, documented
- Hepatitis B – immunity demonstrated by the following, based on recommendations from the CDC:
 - a. If it has been less than 5 years since the completion of the three-dose hepatitis B series, you should:
 - Have a hepatitis B titer drawn
 - A positive response indicated immunity. Submit official documentation. The requirement is met.
 - b. A negative response indicates no or low immunity. Procedure is:
 - Start a second hepatitis B series of three additional vaccine doses followed by 2nd titer.
 - Dose #4 – immediately
 - Dose #5 – One month later
 - Dose #6 – Five months after dose five
 - 1-2 months after dose six, receive a titer
 - c. A positive response indicated immunity. Submit official documentation. The requirement is met.
 - d. A negative response after six total doses indicates a non-responder and not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although student must accomplish the following:
- Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the UAA Student Affairs Office. The student will be referred to a healthcare provider with a specific form to guide the provider. The student will discuss precautions required in the clinical setting and any further treatment or testing. The student should also understand any prophylaxis and follow-up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

If it has been more than 5 years since you completed the three-dose hepatitis B series, you should:

- Receive one dose (4th dose) of hepatitis B vaccine followed by a hepatitis B titer 1-2 months later
- A positive response indicated immunity. Submit official documentation. The requirement is met.
- A negative response indicates no or low immunity.
- Complete the second hepatitis B series of additional vaccine doses followed by 2nd titer.
- Dose #5 right away.
- Dose #6 five months after receiving dose #5
- 1-2 months after dose six, receive a titer
- A positive response indicated immunity. Submit official documentation. The requirement is met.
- A negative response after six total doses indicates a non-responder and not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although student must accomplish the following:
 - a. Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the UAA Student Affairs Office. The student will be referred to a healthcare provider with a specific form to guide the provider. The student will discuss precautions required in the clinical setting and any further treatment or testing. The student should also understand any prophylaxis and follow-up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

Recurring Requirements

- Annual Tuberculosis Skin Testing (or PPD) must demonstrate tuberculin status.
- TST/PPD is negative, no further action is needed
- TST/PPD is positive, then the following is required:
- Proof of negative chest x-ray followed by annual health examination by an approved health provider (medical doctor, osteopath, nurse practitioner, or physician's assistant).
- 10-year booster Td (Tetanus, Diphtheria): a booster is required every 10 years after the initial vaccine (must remain current throughout the Dental Hygiene Program)

Recommended Immunizations/Screening

- Human Immunodeficiency Virus (HIV) Screening – results are not required and should not be turned in.
- Annual Influenza (Flu) vaccination
- Meningitis vaccination

Declining Immunizations

The primary purpose of vaccinations is to protect the student clinician from infectious diseases. Students unable or unwilling to obtain one or more of the required vaccinations must complete and submit a vaccination declination form, which may be obtained from the Program Director.

Basic Life Support

Students must provide documentation of current certification in infant, pediatric, and adult basic life support (BLS), one- and two-man rescue, and automatic external defibrillator (AED). Certification as a BLS instructor is acceptable. Heart Saver and American Red Cross courses for the public are **NOT** sufficient. Courses approved by the American Heart Association, or the American Heart Association are required

by state statutes/regulations. Certification must remain current throughout the entire program. Proof of certification is due at orientation.

Professional Background Checks for Licensure and Clinical Site Rotations

Students enrolled in the Dental Hygiene Program seek a professional dental hygienist license. State Dental Boards are guided by statutes and regulations that govern the licensure requirements for dental professionals. The State of Alaska has a list of barrier crimes/conditions that may impact an applicant's ability to obtain a dental hygiene license. According to Sec. 08.32.014 of the Alaska State Dental Statutes, an applicant for a license to practice dental hygiene shall...provide evidence to the board that the applicant:

- Is not the subject of an adverse report from the National Practitioner Data Bank or the American Association of Dental Boards Clearinghouse for Board Actions related to criminal or fraudulent activity or dental malpractice.
- Is not impaired to an extent that affects the applicant's ability to practice as a dental hygienist.
- Has not been convicted of a crime that adversely reflects on the applicant's ability or competency to practice as a dental hygienist or that jeopardizes the safety or well-being of a patient.

Some clinical sites require criminal background checks for dental hygiene students. Background checks will be required to participate in clinical rotations, and financial cost is the students' responsibility (~\$82 each).

Applicants and students concerned about infractions or crimes that may impact their eligibility/ability to obtain/maintain licensure as registered dental hygienists should contact the Alaska State Board of Dental Examiners.

Health Insurance and Student Illness or Injury

Students are required to maintain personal health insurance throughout their enrollment in the Dental Hygiene Program. The UAA Student Health Services website provides information on the UAA website about governmental and lower-cost options. Please note that insurance is generally only available for purchase during Open Enrollment, Nov. 1-Dec. 15, with some exceptions.

The University or the clinical agency does not cover expenses incurred from injuries or illnesses sustained or contracted during clinical learning experiences. Such expenses are the responsibility of the student.

Students can use the Student Health Center for minor injuries or illnesses sustained in the program.

Latex Allergy Policy

Latex products are standard in healthcare environments. Some individuals are sensitive or allergic to latex, and sensitivities and allergies to latex can develop or become more serious with repeated exposure to latex. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. The University of Alaska Anchorage College of Health has established guidelines to provide information about latex exposure to College of Health program applicants, students, faculty, and staff.

Latex-free environments are seldom available in clinical or academic settings. Therefore, an individual

with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to the latex residue of others working in the area or to the latex in the equipment, models, and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex, including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors, and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any individual who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation before enrollment in any College of Health program. All such assessments are at the individual's expense.

For all matters related to one's health, the individual should take the utmost precautions to reduce the risk of exposure and allergic reactions. This may include the individual carrying an epi-pen or other precautions as advised by the individual's health care provider. It is the responsibility of the individual to understand and acknowledge the risks associated with continued exposure to latex during a clinical education and healthcare career and to consult with the individual's healthcare provider regularly. Individuals are expected to meet all their program's essential requirements and technical standards with or without reasonable accommodation.

To minimize the presence of latex in the College's lab facilities, UAA College of Health provides latex-free and powder-free gloves in all College lab facilities. If a clinical agency site does NOT offer latex-free gloves, the College will give latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities:

- Replace all gloves used by faculty and students with nitrile or vinyl gloves.
- Maintaining an inventory of all products/equipment and supplies in learning labs and in clinical simulation labs that contain or could contain latex.
- Purchasing latex-safe supplies and equipment whenever possible.

To request a reasonable accommodation for a disability, including a latex-related condition, students should contact UAA Disability Support Services at (907) 786-4530, and employees and guests should contact the ADA/Section 504 Coordinator at (907) 786-1425 or mlyerkes@uaa.alaska.edu.

Professional Liability Insurance

All students enrolled in the Dental Hygiene Program are covered by student professional liability insurance through the University of Alaska Statewide Risk Management.

Student Name Tags

All UAA Dental Hygiene students are required to always wear a UAA Dental Hygiene name tag in any clinical area. One name tag will be issued to each student in the first semester. Students should contact the Sterilization Specialist to report a lost name. A fee will be charged to replace the student's name tag.

Personal Protection and Infection Control Overview

- Student appearance reflects the individual and the School of Preventive and Therapeutic Sciences. During clinical experiences, students must maintain a professional, neat, and well-groomed appearance. All students must adhere to the dress code in clinical situations, including having their UAA student name tag always displayed.
- Students work with hazardous equipment, materials, and devices in an environment contaminated by bacteria and viruses. They are instructed in safety protocols in courses. For the health and safety of students and others, infection control safety and grooming policies are strictly enforced.
- Proper clinic attire is required for all clinical and laboratory sessions.
- Jewelry may not be worn during preclinic, laboratory, or clinical classes for infection control and safety purposes.
- Professional appearance dictates that tattoos must be covered during preclinic and clinical sessions.
- Students are not permitted to work in the clinic when under the influence of intoxicants, drugs, or medications affecting psychomotor responses. Students suspected of substance abuse may be subjected to a drug test.
- You should know all the legal implications that affect you. Do not perform any procedure or operate any equipment unless you are permitted to do so by faculty.
- Clinical dental hygiene requires sitting for long periods, good eye-hand coordination, and exceptional fine hand-motor skills.
- Dental hygienists are exposed to bacteria and viruses. To protect the patient, students, faculty, and staff from disease, infection control standards will be strictly enforced. For specific criteria, refer to DH A220 Introduction to Preventive Dentistry and the Clinic Handbook.
- Any student with an infectious disease or condition is not to enter the clinic until a memo from their physician stating their condition is no longer transmissible is presented to the clinical faculty or faculty, which determines the student's presence will not adversely affect others.
- Protective glasses, face masks, and surgical gloves are required. Due to the nature of providing oral hygiene therapy, excellent vision at approximately an arm's length distance for 3-4-hour sessions is required. An eye examination (within the last year) before the first day of classes is recommended. Safety glasses are required during all preclinical, laboratory, and clinical sessions. For students wearing contact lenses, it is highly recommended that the lenses be removed during clinic/preclinic and lab sessions and that regular glasses be used with safety glasses. The student's ophthalmologist or optometrist should be consulted if there are questions as to whether contact lenses must be used or if framed glasses should be used. UAA and the UAA Dental Hygiene Program staff and faculty assume no responsibility for any ocular damage or injury.
- Maintain an up-to-date Medical/Dental History in your file. Inform the program director of any relevant changes.
- A Current Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) certification in Cardiopulmonary Resuscitation/AED for infants, children, and adults is

required. First-year students must present proof of certification at orientation, and certification must be kept current until graduation.

- At orientation, proof of a current (one year or less) dental examination and a care plan addressing diagnosed oral disease will be provided. New students are required to have a dental prophylaxis at UAA's Dental Hygiene Clinic early in the first semester of the program. There is no charge for full dental hygiene majors.
- Professional liability insurance is maintained throughout the student's enrollment in Dental Hygiene courses. Premiums are part of course lab fees, and insurance purchases are handled through the program.
- Students may be required to undergo drug testing for clinical rotations and may be denied clinical experience necessary for graduation if their drug test results are positive.
- Students may be required to have background checks for off-campus rotations. If the site does not approve them to participate in course activities, they may be denied clinical experience necessary for graduation.

Bloodborne Pathogens and Exposure Control Plans

The following exposure control plan has been developed in accordance with the OSHA bloodborne pathogens standard, 29 CFR 1910.1030.

Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to using personal protective equipment (i.e., employees are considered exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:

- Dental Assistant
- Dental Hygienist
- Dentist
- Scheduling Coordinator
- Sterilization Coordinator

Students enrolled in this educational facility are not considered employees protected under OSHA Regulations. However, for training and safety purposes, students are required to maintain the same standards as employees. (The exception is that students purchase and launder their clinical attire following strict protocol to minimize the spread of bloodborne pathogens.)

In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed to clearly understand which employees in these categories are considered to have occupational

exposure. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification	Tasks/Procedures
Dental Assistant	Prepare local anesthesia with an armamentarium
	Storage, handling disposal of contaminated sharps
	Assist with suturing or a surgical procedure.
	Examination of the oral cavity
	Storage, handling, and disposal of contaminated sharps
	Examination of the oral cavity
	Suture removal
	Debridement and soft tissue curettage
	Sharpening contaminated instruments
	Ultrasonic (aerosol with saliva/blood contaminants)
Dentist	Examination of oral cavity
	Handling of sharps, surgical instruments
	Debridement and soft tissue curettage
	Handling of contaminated instruments
	High speed (aerosol with saliva/blood contaminants)
	Root canal procedures (exposure to exudate, blood and saliva)
Sterilization Specialist	Process contaminated instruments
	X-ray processor maintenance
	Handling disposal of X-ray solutions
	Handling and disposal of sharps
	Exposure to toxic chemicals, aerosols

Front Desk Specialist: Administrative duties usually do not involve contact with bloodborne pathogens unless cross-trained with a sterilization specialist (see below).

Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Annual training will be presented to employees. New issues of importance are discussed at periodic staff meetings. Content will include the University of Alaska Anchorage Dental Program exposure control plan and information on Bloodborne pathogens and hazardous materials. Documentation will include:

- The dates of the training sessions
- The information provided at the sessions
- The names and qualifications of the people providing the training

This information will be retained for three years. Employers must consider using safer needle devices when conducting their annual exposure control plan review. Safer sharps are considered appropriate

engineering controls, the best strategy for worker protection. This provision will allow the code to be more performance-based and keep up with technological changes.

Frontline employees will be involved in selecting safer devices, which will help ensure that workers using the equipment can input into purchasing decisions.

Compliance Methods

Standard precautions will be observed at this facility to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material 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 employees at this facility. Personal protective equipment shall also be used where occupational exposure remains after the institution of these controls. At the UAA Dental Clinic facility, the following engineering controls will be used:

- Disposable, puncture-resistant, properly labeled sharps containers which are disposed of through a licensed contractor
- Use of equipment with integrated safety features
- Use of cassettes for instrument handling and sterilization
- Use of appropriate PPE (Personal Protective Equipment)
- Use of Dental Dam during restorative procedures
- Use of guards for administering anesthesia
- Use of face shields to limit exposure to aerosols

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

- Daily – Program Director or Sterilization Coordinator
- Annually - Non-managerial health care workers and clerical/administrative staff receive awareness training

Handwashing facilities are also available to employees exposed to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, handwashing facilities are in:

- Patient Operatories
- Sterilization Laboratory
- Restrooms
- Combination Lecture/Laboratory

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages should not be kept in refrigerators, freezers, shelves, cabinets, or on counters or benchtops where blood or other potentially infectious materials are present.

All procedures will be conducted to minimize splashing, spraying, splattering, and generating droplets of

blood or other potentially infectious materials. Methods which will be employed at this facility to accomplish this goal are:

- Preprocedural mouth rinse to limit bioburden
- Proper handwashing techniques
- High Volume Evacuation (HVE) when appropriate
- Scoop or one-handed recapping of needles
- Utilizing the safest fulcrum for instrument sharpening techniques

Contaminated Equipment

Equipment contaminated with blood or other potentially infectious materials shall be examined before servicing or shipping and decontaminated as necessary unless decontamination is not feasible.

Personal Protective Equipment

All personal protective equipment used at this facility will be provided free of charge to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to employees in the following manner:

- Disposable gloves (nitrile), face masks, face shields, disposable gowns, and lab coats are available in the supply room
- Protective eyewear is provided
- Lab coats are provided

The Director has seen that these supplies have been ordered and has disbursed them.

- Gloves: Gloves will be provided for all procedures, including oral examinations, surgical, restorative, hygiene, and endodontic procedures. Various glove compositions will be provided based on employee/procedural needs.
- Protective eyewear: Surgical procedures if a splash is anticipated.
- Face Shield: Conditions involving aerosols (blood and saliva contaminants)

UAA will clean or dispose of all personal protective equipment at no cost to employees, and the employer will make all repairs and replacements at no cost to employees.

All garments penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed before leaving the work area. The following protocol has been provided to facilitate leaving the equipment at the work area:

- Disposable PPE will be discarded in properly labeled biohazard containers
- Contaminated protective eyewear will be decontaminated and returned to the supply room

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be

available in the supply room and the individual operating rooms. The Clinical Coordinator will verify that the supplies are appropriate and have current expiration dates. Gloves will be used for procedures as indicated above.

Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn or punctured or when their ability to function as a barrier is 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.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can reasonably be anticipated. Situations at this facility which would require such protection are as follows:

- An emergency in which there may be arterial bleeding
- All hygiene procedures to include debridement and soft tissue curettage
- All dental procedures to include surgical, endodontic, and restorative

The OSHA standard also requires appropriate protective clothing, such as lab coats, gowns, clinic jackets, or similar outer garments. The following situations require that such protective clothing be utilized:

- An emergency in which there may be arterial bleeding.
- When special clothing is needed and used, it must be changed/launched or discarded as soon as possible.
- This facility will be cleaned and decontaminated with approved disinfection methods.
- Decontamination will be accomplished by utilizing the following materials:
- Bleach in 1:10 solution.
- Lysol Disinfectant 1 oz./gallon.
- Microstat2 disinfectant or similar product

All contaminated work surfaces will be decontaminated after procedures are completed and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Instruments will be autoclaved.

UAA Facilities shall inspect and decontaminate all non-biohazard bins, pails, cans, and similar receptacles regularly scheduled daily. All biohazard containers are disposable and processed by contract.

Any broken glassware that may be contaminated will not be picked up directly with the hands. The following procedure will be used:

- Gloves will be worn
- Broken glass will be swept up with cardboard or heavy paper into a small box or container
- The container or cardboard will then be discarded into a biohazard waste container

If blood is spilled on a carpet, contact UAA Facilities. Their personnel will utilize a quaternary acid restroom cleaner.

If blood is spilled on a tile surface or floor:

- Don gloves.
- Spray the area with a 1:10 bleach solution.
- Let the bleach solution stand for 1 to 2 minutes to disinfect.
- Use gloves and paper towels and wipe up the blood drops on the floor.
- Discard disinfected towels and gloves in regular trash (they are no longer a biohazard).
- Wash hands thoroughly

If a pool of blood is on the floor, contact UAA Facilities.

Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in properly labeled sharps containers in the facility. Sharps containers are in:

- Dental Clinic and Sterilization area
- Laboratory
- Dental Classroom

Regulated waste other than sharps shall be placed in appropriate containers in the Dental Clinic.

Contaminated waste/biohazards are disposed of through a licensed contractor.

Laundry Procedures

UAA supplies and launders smocks, scrubs, and lab coats at no cost to the employee. Disposable products are also available and are properly disposed of after use.

Hepatitis B Vaccine

Note: Dental Program Students are required to pay for their vaccinations

All employees identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost to the employee. The vaccine will be provided within 10 working days of their initial assignment involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing, which shows the employee to have sufficient immunity.

Employees may decline to accept the HBV vaccination. An employee who refuses to take the vaccination must sign a statement indicating that he or she has been allowed to receive the vaccination but has declined.

Employees who initially decline the vaccine but later wish to have it may have it provided at no cost. The Program Director will track whether the vaccine is offered or the waivers are signed. The vaccine will be administered by the Student Health Center or through UAA contract service.

Postexposure Evaluation and Follow-up (Students must pay for their postexposure evaluation and follow-up; however, they are advised and supported regarding these procedures.)

When the employee incurs an exposure incident, it should be reported immediately to the Program Director, the Dean of Student Affairs, and the Director of Environmental Health and Safety. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up

following the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- Finding out, by a reasonable attempt, whether the source individual is infected with HBV, HIV, or any other Bloodborne disease (department expense).
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- The testing results of the source individual will be made available to the exposed employee, who will be informed about the applicable laws and regulations concerning disclosure of the source individual's identity and infectivity.

If the source individual refuses to be tested, tests positive, or already knows that he or she has the HBV virus, the Dental Program Clinic Director will take these steps:

- Make sure the employee is evaluated clinically and by HIV antibody testing as soon as possible.
- Advise the employee to get medical attention if he or she experiences any flu-like symptoms or other illness within 12 weeks following the exposure. Offer repeat HIV testing to exposed employees at 6 weeks, 12 weeks, and 6 months after the exposure. These medical procedures are offered at no cost to the employee through UAA's contract service and must be approved by the UAA EHS Director (907-786-1351).

If the patient has been exposed or potentially exposed to HBV, follow-up procedures will depend on whether the worker has received the HBV vaccination and the HBV status of the source patient.

The department must provide the contracted referral health professional with the following information to facilitate the evaluation:

- The employee's name and employee number
- The supervisor's name, title, and phone number
- A description of the employee's job duties as they relate to the exposure incident
- A description of how the exposure occurred
- A description of the route of exposure
- What safeguards were available
- Accident investigations
- A record of whether the employee has been vaccinated for HBV
- All other medical records on the employee that could relate to the exposure incident.

After evaluating the incident and examining the employee, the healthcare professional will provide an opinion on the need and the employee's ability to receive an HBV vaccination or other treatment. The opinion must be provided to the employee within 15 days of the evaluation. All diagnoses must remain confidential unless the employee files a Workers' Compensation claim.

Employees who do not respond to Hepatitis B immunization or have not been immunized must be offered HBIG prophylaxis after any exposure or probable exposure to Hbs AG-positive blood or body

fluid. Employees who have been exposed to HIV-positive blood or body fluids must be offered the currently acceptable and available prophylaxis treatment following the Centers for Disease Control (CDC) recommendations. Employees declining prophylaxis must do so in writing. This prophylaxis section applies to all employees regardless of their status under the Bloodborne Pathogen regulations if the exposure occurred during the course and scope of their employment.

After the exposure incident, the employee will receive appropriate counseling concerning precautions. The employee will also be informed about potential illnesses to be alert for and to report any related experiences to the appropriate personnel.

The Program Director is designated to ensure that the policy outlined here is effectively carried out and to maintain records related to this policy.

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- When the employee is sent to obtain the Hepatitis B vaccine.
- Whenever the employee is sent to a health care professional following an exposure incident.

Health Care Professionals Shall Be Instructed to Limit Their Opinions To:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation, and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer does not reference any personal medical information.)

Employees must be protected from exposure to bloodborne diseases by being informed of the hazards. The UAA Dental Program has a communication program that provides appropriate training and information to employees initially upon assignment and annually thereafter. In addition, employees must be retrained if conditions change. The UAA Dental Program has a communication program that:

- Uses a system of labels and signs to warn of hazards
- Uses information and training to educate employees on how to work safely around bloodborne pathogens

Labels and Signs

Hazards are identified by posting labels on refrigerators, freezers, and other containers that hold blood or other potentially infectious materials. These labels:

- Show the word “Biohazard” and the biohazard symbol
- Are fluorescent orange or orange-red
- Are attached to the container by string, wire, or adhesive in such a way that they cannot come loose
- Ensure all primary and secondary containers of potentially infectious wastes (refrigerators, cabinets, boxes, etc.) are appropriately labeled with biohazard symbols or use red plastic bags instead of labeling.
- Ensure that X-ray units are labeled with radiation labels.

- Ensure that waste that has been decontaminated is relabeled as decontaminated.

Training

Training for Dental Hygiene students is part of DH A220 Introduction to Preventive Dentistry.

The UAA Dental Program provides a mandatory training and education program for all employees who face potential exposure to bloodborne diseases. The training will be documented, making sure that all employees sign a form indicating that they have completed and understand the training and that they also understand that using the PPE, engineering controls, and work practice procedures is a condition of their employment. The training program is designed so employees learn the following:

How HIV, HBV, and other bloodborne diseases can be transmitted.

- The symptoms of HIV, HBV, and other bloodborne diseases, and what behaviors put employees at risk of contracting these diseases.
- What an exposure control plan is, how it works, and where employees can access a written copy of the UAA Dental Program Exposure Control Plan.
- Where an employee can access a copy of the OSHA standard.
- How to recognize job tasks that involve exposure to infectious material.
- The limits of and how to use universal standard precautions; engineering controls, work practice controls, and personal protective equipment, including information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE, and why the particular PPE has been chosen.
- The benefits and safety of the HBV vaccination and the fact that it is free of charge.
- How to report an exposure incident and what to do when one occurs.
- What do the post-exposure evaluation and follow-up examination involve?
- How does the hazard labeling system work, and what does the biohazard symbol mean?

During training, there will be opportunities for questions and answers and the trainer must know the subject matter. Healthcare workers who routinely work with bloodborne pathogens must receive additional specialized training. EHS/RMS has a training video package and other materials to assist the UAA Dental Program with its training needs.

Recordkeeping

Records will be kept on every employee exposed to infectious or potentially infectious materials while on the job and for all employee training sessions.

Medical records

Note: Not applicable to students

The licensed health care professional will maintain the employee's confidential medical records for the duration of employment plus thirty years. The UAA Dental Program is responsible for notifying the contracted healthcare professional when an employee is terminated. These medical records must be available to the employee and the Alaska Department of Labor upon request. Written and signed employee releases or court orders are required for all other access. These records will include information as prescribed under federal and state laws.

Training records

The Program Director will maintain training records for at least three years from the training date. The following records on employee training will be retained:

- The dates of the training sessions
- The information provided at the sessions
- The names and qualifications of the people providing the training

Unusual Occurrences

The School of Preventive and Therapeutic Sciences has an unusual occurrence policy that provides a mechanism for reporting unusual occurrences involving students in the clinical setting. Examples of unusual occurrences include medication or decision errors, patient falls, and student injuries. Unusual occurrences are reported on the UAA School of Preventive and Therapeutic Sciences Unusual Occurrence Form within 24 hours of the occurrence. These reports document the event and safety hazards as a basis for student counseling. Whenever an unusual occurrence form is completed at a clinical agency, the UAA School of Preventive and Therapeutic Sciences unusual occurrence form should also be completed.

Purpose of Policy

- Provide a mechanism for reporting unusual occurrences according to the policies and procedures of the institution/agency in which UAA Dental Hygiene students gain clinical experiences.
- Document a safety or environmental hazard that may result in injury, damage or loss to a client or an institution/agency.
- Preserve evidence in the event of legal action against the student and/or University.
- Provide a basis for counseling the student involved in the unusual occurrence.
- Allow for tracking unusual occurrences to recognize patterns of individual behaviors or system/process limitations.
- Facilitate counseling, remediation, and decision-making related to unusual occurrences regarding student progression within the Dental Hygiene Program.
- Facilitate the implementation of corrective actions to foster a safe environment for patients, students, faculty, and staff.

Definition

An unusual occurrence is:

- Any situation that actually or potentially results in injury to persons or damage to property in the clinical setting.
- Any situation involving a student that is not congruent with the operational or safety standards of the clinical agency.

Examples of Unusual Occurrences

Note: the following list is not exhaustive.

- Patient falls or injuries
- Student injuries - or potentially injurious events
- Instructor injuries

- Equipment damage
- Administrative errors

Applies to the Following People

- Students engaged in clinical practice within the context of their studies.
- Faculty and staff members performing within the context of their UAA employment.

Philosophy

Unusual occurrences provide students, faculty, and institution/agency staff opportunities to identify and prevent potentially dangerous situations in the clinical setting. They also present individuals involved in the occurrence with a learning opportunity.

The role of the faculty member is to promote and facilitate student learning. Additionally, the faculty member bears a responsibility for protecting clients from harm. When a conflict between the two responsibilities exists, the protection of the client takes precedence over the responsibility of teaching the student.

It is the faculty member's responsibility to create an environment that encourages students involved in unusual occurrences to report them and participate in analysis and planning to prevent future occurrences of a similar nature. It is the joint responsibility of the student and faculty member to demonstrate professional accountability in reporting unusual occurrences and in implementing the policies and procedures of the clinical institution/agency and the UAA School of Preventive and Therapeutic Sciences regarding unusual occurrences.

The program director has several responsibilities regarding unusual occurrences: to review and track them and to work with program faculty to implement corrective actions.

Procedure for Unusual Occurrences Involving Students

When an unusual occurrence involving a student of the UAA School of Preventive and Therapeutic Sciences is identified by the student, affiliate faculty, or faculty member, the following steps should be carried out:

- The student and faculty member (and/or affiliate faculty, if applicable) shall immediately implement the policy of the institution/agency regarding unusual occurrences.
- Within 24 hours following the incident, the student and instructor (and affiliate faculty, if applicable) shall jointly complete the "UAA Preventive and Therapeutic Sciences Unusual Occurrence Form."
- The original form shall be forwarded through the Program Director to the Director of the Preventive and Therapeutic Sciences and retained by the Director of the School of Preventive and Therapeutic Sciences indefinitely.
- The supervising faculty member shall review the form before the next clinical day to determine whether a pattern of unusual occurrences is developing.
- If it is apparent that such a pattern is developing, the supervising faculty member, the student, and the Program Director shall meet to develop a plan for interrupting the pattern and preventing future unusual occurrences; plans will be in writing and retained in the student's file.
 - a. Discuss the potential consequences of repeated unusual occurrences with the student.
 - b. If no developing pattern is apparent, the supervising faculty member and the student (and externship site affiliate faculty, if applicable) shall meet to discuss plans for preventing future

unusual occurrences.

When a staff member notes an unusual occurrence involving a student while the student and the faculty member are in the clinical area, the staff member shall notify the instructor immediately. The faculty member and the student shall implement steps 1 through 3 above.

When a staff member notes the unusual occurrence involving a student after the student and faculty member have left the clinical area, the staff member shall:

- Implement the policy of the institution/agency regarding unusual occurrences.
- Notify the lead instructor or Program Director, who will notify the faculty member of the incident by telephone as soon as possible.
- The student and faculty member shall implement Steps 1-3 above within one working day following notification.

Potential Consequences of Repeated Occurrences Involving a Student

The faculty of the School of Preventive and Therapeutic Sciences and the staff of clinical facilities recognize that unusual occurrences may occur because of circumstances that may or may not be within the control of the involved student. In general, the response of faculty and institutional/agency staff will be to study unusual occurrences to develop preventive action. However, when a pattern of unusual occurrences within the student's control is apparent and when remedial action is not practical in reversing that pattern, protection of patients requires action on the part of the School of Preventive and Therapeutic Sciences. Depending upon the severity and frequency of unusual occurrences, the potential consequences may include any one or more of the following:

- Remedial study assignments related to the circumstances of the unusual occurrence
- Remedial assignments through an online tutorial or simulation laboratory
- Remedial coursework
- Dismissal from the course and award of a failing grade with an option for re-enrollment in a future offering of the course, contingent upon satisfactory completion of remedial assignments and on a space-available basis
- Dismissal from the course and award of a failing grade with no option for re-enrollment in a future course offering. This consequence includes dismissal from the Dental Hygiene Program. (This penalty is automatically applied if it is apparent that the student has deliberately concealed an error or occurrence or has made dishonest statements about the event.)

Note: Dismissal from a course with or without the option of re-enrollment in a future offering of the course shall occur only in situations in which the student's behavior leads the faculty member to believe that the student is not likely to seek appropriate assistance or follow direct instructions such that patient safety is impacted. Such actions shall be subject to the Grade Appeals Policy outlined in the UAA Catalog.

Section VIII: Dispute and Complaint Resolution Policies

The School of Preventive and Therapeutic Sciences follows the UAA Policy “Student Dispute/Complaint Resolution Procedure,” discussed in the current edition of the UAA Student Handbook & Planner. According to the UAA Student Handbook, challenges to academic decisions or actions should be referred to the dean/campus director or designee. For Dental Hygiene students, the challenges or complaints are referred to Dean Deborah Criag, College of Health. The contact information for Dean Craig is shown below.

Dr. Deborah Craig, Dean of the College of Health Professional Studies Building

E-mail: dicraig@alaska.edu

Phone: 907-786-6057

The Academic Dispute Resolution Procedure: [Student Complaints and Disputes | Dean of Students Office | University of Alaska Anchorage](#)

Section IX: Student Records Policies

Policy Regarding Maintenance of Student Educational Records

The School of Preventive and Therapeutic Science keeps student files to facilitate pre-major advising, admission to the major, and faculty advising within the Dental Hygiene Program. The primary purpose of the files is to contribute to student's educational development and comply with various yearly statistical reports required by administrative units. Maintenance of these files complies with the UAA Policy on applying the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For additional information on the Federal law, see the UAA General Course Catalog or the UAA Student Handbook. Download the Student Handbook at [UAA Student Handbook < University of Alaska Anchorage](#).

Maintenance of Active Student Records

A file for each student pursuing the Dental Hygiene Program is kept securely. It contains all admission documents: application to the UAA Dental Hygiene Program, admissions test scores, references/letters of recommendation, and selection documents. Additionally, the advising file may contain documentation of vaccination, CPR certification, and background check, as well as petitions, progress reports, letters or statements of disciplinary action, scholarship award letters, financial aid appeal letters, and references prepared by the School of Preventive and Therapeutic Sciences faculty and/or staff. While copies of health, CPR certification, and background check records must be maintained throughout the student's enrollment in clinical coursework, they are returned to the student upon request after the final clinical class.

A separate confidential computerized database is maintained. It contains the following: name, current address, phone number, e-mail address, assigned advisor, and current clinical class enrollment. In addition, this database may contain personal information submitted on the UAA Dental Hygiene application and other forms requested by UAA or School of Preventive and Therapeutic Sciences, such as birth date, gender; ethnic background, marital status and income (see copy of the School of Preventive and Therapeutic Sciences confidential form).

Retention of Student Files

Student advising records are maintained as active files until graduation when they are transferred to a separate but equally secure location and kept for five years. Copies of faculty letters of reference and program verification forms may be added to the files of graduated students. At the end of five years after graduation, documents in the individual files, including health requirement documents, will be shredded.

The files of students who do not continue enrollment in the Dental Hygiene Program after being admitted to the major will be kept inactive for not more than seven years unless the student is dismissed from the program. Though the student may be required to reapply to UAA and the BSDH program, retaining the file will facilitate advising for re-entry and appropriate placement within the Dental Hygiene Program. Student information will remain in the computer database indefinitely, listed under the attrition status and reason for leaving if known. Records of students dismissed from the program will be kept indefinitely in a secure location.

Records of students who transfer out of Dental Hygiene to a non-dental hygiene major may be

forwarded to the academic department responsible for the new major upon request after all Dental Hygiene specific documents have been removed (i.e., School of Preventive and Therapeutic Sciences application, letters of reference, correspondence related to the Dental Hygiene Program and clinical evaluations and summaries of advising conferences). Dental hygiene-specific documents will be placed in a separate file with the student's name and retained inactive for no more than seven years. Student information will remain in the computer database indefinitely, listed under attrition/career change status.

Upon graduation, student information in the computer database will be transferred to a perpetual alumni database. In addition to the transferred information, this database will contain graduation dates, NCLEX results, employment status, employment site, and other graduate follow-up data that may be collected. As with the active student database, this information will be utilized for statistical purposes and to maintain contact with alumni.

Exceptions to the Retention Policy

The files of students dismissed from the Dental Hygiene Program for academic failure, dishonesty, or other disciplinary actions may be kept indefinitely in a secure location.

Maintenance of Confidentiality

In keeping with the Family Educational Rights and Privacy Act (FERPA), students can expect that information in their School of Preventive and Therapeutic Sciences files will be confidential. Files may be accessed only by those School of Preventive and Therapeutic Sciences personnel involved in advising, instructing, or assisting students in an official capacity or filing or maintaining the database.

Random student records may be reviewed to assess how the school implements its published policies and procedures by individuals officially designated as Program Evaluators by regulatory or accrediting bodies. When such reviews occur, they will be conducted in the presence of an official of the School of Preventive and Therapeutic Sciences. Outside reviewers will be prohibited from making any notations that include identifying information.

Tests or other coursework being returned to students are also considered confidential. A student must provide written permission if s/he wishes to have such documents picked up by another person.

Information in the computerized database will be available to faculty and designated staff on a “need-to-know” basis. Specific information to document that students have met the conditions established in the School’s Memorandum of Understanding/Agreement with a facility/agency may be provided to an authorized facility representative on demand or upon request. Examples of situations when a clinical agency may require such documentation include reviewing the facility/program for continuing accreditation (e.g., Commission on Dental Accreditation site visit).

Agencies and/or the state have requested students’ immunity to certain conditions or their tuberculin status in the face of outbreaks of these conditions. Whenever possible, we contact the students to inform them of outbreaks and whom to contact to contain the epidemic and ensure they receive the required care and follow-up.

Information in the computerized database is also utilized to compile statistical reports (e.g., to State and national accreditors), prepare grant applications, and submit progress reports to granting institutions. No

personal data identifying the individual student will be disclosed to a third party without the student's written permission.

Review Of Student Advising Files

Students have the right to review the contents of their own School of Preventive and Therapeutic Sciences Student Advising File. If a student wishes to review his/her student File, s/he should submit a written request to the university Registrar identifying the records requested for review. The university must respond to the request within 45 days. After the request has been processed, the student will review the File in the presence of a school official. A student may not remove any materials from the File.

School of Preventive and Therapeutic Sciences personnel may not copy or forward any information that has not originated within the School of Preventive and Therapeutic Sciences to a third party. This includes but is not limited to transcripts, application materials, letters of recommendation in the student's application packet and occurrence reports forwarded directly to the School of Preventive and Therapeutic Sciences from a clinical site.

No other party may view the contents of a student's file without the student being present unless the student has provided written permission to the School of Preventive and Therapeutic Sciences. A signed permission form must be placed in the file to document access. Such third-party review will only be provided in the presence of designated School of Preventive and Therapeutic Sciences personnel and will require valid photo identification.

It is strongly recommended that students keep copies of all letters and reports provided to them by faculty. Copies of documents originated within the School of Preventive and Therapeutic Sciences and placed in the student file may be provided to a student upon written request.

Maintenance of Applicant Records

Advising files for students interested in pursuing a Dental Hygiene degree and those accepted to UAA as a Dental Hygiene pre-major are kept in a secure location. The hard copy may contain the same documentation as that of the active Dental Hygiene major. This file will be utilized for advising, individual student program planning, and admission to the Dental Hygiene Program. UAA confidentiality policies will govern all student information in a pending/applicant file.

Upon receipt of the "Certificate of Admission" to the pre-major and accompanying documents from the UAA Enrollment Services Office, the School of Preventive and Therapeutic Sciences will consider the student to be in a pre-major status. Once the student submits application materials or the program provides pre-major advising, student information will be kept in secure.

Applicant records will be maintained if the student is enrolled in prerequisite or co-requisite coursework and continues to utilize the advising services of the School of Preventive and Therapeutic Sciences/College of Health. After three years of inactivity, an applicant file may be destroyed.

Maintenance of Course Records

The School of Preventive and Therapeutic Sciences maintains copies of current course records. It is strongly recommended that students/graduates preserve a copy of the Dental Hygiene Program Student Handbook and all course syllabi. It may also be advisable to retain copies of graded work completed in specific courses, especially for local anesthesia (e.g., injection sheets, case presentations, etc.), as

credentialing bodies often need verification of course activities, such as the number of injections performed and, employers may want to see your experience and abilities.

Records Maintained

Curricular Designs: Only currently approved curriculum information is maintained. This includes general course information (course title, number, level, credits, lecture/lab, etc.), course descriptions and outlines, and course student learning outcomes.

Course Syllabi and Handbooks: Copies of course syllabi and handbooks prepared each semester will be maintained securely according to the semester in which they were taught. These will be kept according to the UAA record retention policy.

Student Handbook: For students currently in the program, a copy of the Dental Hygiene Student Handbook will be maintained each year.

Section X: Student Services and Resources

Financial Aid

Financial assistance is available through the UAA Office of Student Financial Assistance through federal and state loans and grants (Alaska and Stafford Student Loans, Pell Grant, etc.) and grants through private organizations.

Scholarships

Dental Hygiene students have opportunities to defray the cost of their education. General scholarships are available to all UAA students who apply for any degree program. There are also scholarships through the College of Health/School of Preventive and Therapeutic Sciences. Limited scholarships from professional organizations are available exclusively to UAA Dental Hygiene students. Click the link for more information about applying for institutional scholarships. Note that all UAA scholarships require completing the application process, and some require supplemental information (e.g., an essay).

Student Health Services

Student Health and Counseling Center

A student health and counseling center is available on several campuses. The campus health center provides primary health services for physical and mental health conditions, education, and support to maintain a healthy lifestyle. In many cases, the center is a source of low-cost primary health care services with referrals for specialized treatment. The center may also bill your insurance. The UAA Student Health and Counseling Center is open weekdays during the regular academic year. For more information, call 907-786-4040 or go online to: www.uaa.alaska.edu/studenthealth/.

Psychological Services Center

The Psychological Services Center at UAA in Anchorage offers low-cost therapy and counseling to families, couples, and individuals of all ages for various problems. Clinical psychology students in the last phase of study for the master's or doctoral degree see patients under the supervision of licensed psychologists from the psychology faculty. A fee schedule is based on each individual's ability to pay. For more information, call 907-786-1795.

Counseling & Support Services

The UAA Student Affairs Counseling & Support Services provides short-term personal counseling for concerns affecting academic success, such as stress, situational crises, and life changes. Other services include student advocacy, workshop presentations, and referrals. These counseling services are provided at no charge to UAA students. For more information, call 907-786-6158.

Academic Resources

Wolf Cards

Your Wolf Card is your student identification card, a U-Pass card for the Anchorage/Valley bus system, your library card, and a card that provides access to services and resources on campus. The UAA student identification number is shown on the back of the card. The Wolf Card can also pay for items sold on campus, such as meals, snacks at vending machines, and merchandise at the campus bookstore. You can

use your credit or debit cards to add money to your Wolf Card as needed. For more information, visit the following link: <https://www.uaa.alaska.edu/wolfcard/>.

Student Advising & Advocacy

The Office of Student Advising and Advocacy in the College of Health is dedicated to matters centered upon student success. Our primary goal is to increase students' retention, quality, and graduation rates within the College of Health. Functions of the COH Office of Student Advising and Advocacy include:

- Provides focused support for students requiring entry-level and PRPE courses.
- Acquaints students with how to locate and effectively utilize resources at UAA.
- Assists students with course selection and registration process.
- Refers students with the appropriate COH faculty advisor.
- Attends and promotes COH majors at college and career fairs.
- Builds collaborative and working relationships with the Anchorage School District's staff, other educational resources, and the greater Anchorage community to promote and recruit prospective students to the College of Health at UAA.

Testing Services

Testing services provide a professional testing environment that supports student retention and success by offering examinations for students and the community that assist with academic and professional advancement. The testing center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA). All testing appointments must be scheduled online 24 hours before the test date to ensure all students/testers have a reserved workstation. Find more information at uaa.alaska.edu/testing

Disability Support Services

If a student experiences a disability, it may hinder his/her academic experience and require reasonable accommodations. In that case, the student must disclose their disability to Disability Support Services (DSS) as soon as possible. DSS is located on the University of Alaska Anchorage – Anchorage (UAA) main campus in Rasmussen Hall 105 and can be reached by phone at 786-4530 or by email at aydss@uaa.alaska.edu. Students at outlying campuses can contact the Disability Support Coordinator (usually within the student counseling department) at their local campus. It is important to request accommodations early enough for DSS to adequately consider your request before it is needed for your class(es). Reasonable accommodations will be approved once students have provided appropriate documentation.

Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers, and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. For more information on the program, go to <http://www.uaa.alaska.edu/dss/>.

Writing Center

The UAA Reading & Writing Center, located in SMB 118, provides reading and writing assistance to UAA students at all levels and all disciplines. Certified and formally trained tutors help those seeking to improve their reading, writing, and study skills. See more at:

<https://www.uaa.alaska.edu/academics/community-and-technical-college/departments/learning-commons/writing-center/index.cshtml>.

Native Student Services

Native Student Services (NSS) provides quality support to native and rural students. The NSS Center offers academic advising, scholarship information, assistance, and resource support. You can find out more at <http://www.uaa.alaska.edu/nss/>.

Multicultural Center

One of the missions of the UAA Multicultural Center is to improve the overall quality of life for all underrepresented minority students (URMs) on the campus by developing and implementing educational, cultural, and social programs that will assist the students in obtaining satisfactory grades, reaching self-determined academic goals, and successfully graduating. See more at:

<http://www.uaa.alaska.edu/multicultural/#sthash.rvx8f75w.dpuf>.

Student Ombudsman

Student Government provides a Student Ombudsman to serve as a neutral party, confidentially address student concerns, and assist students in resolving their university-related complaints.

University Police

UAA police officers provide special services unique to the University setting. Those services include maintaining the security of university buildings, providing crime prevention classes to students, staff, and faculty, providing escorts on the University campus, unlocking vehicles and rooms, and jumpstarting vehicles. The department is open 24 hours a day, 365 days a year. For more information, call 907-786-1120 or check online at <http://www.uaa.alaska.edu/upd/>.

Safety From Sexual Violence (Title IX)

Members of the university community, guests, and visitors have the right to be free from sexual violence. All campus community members are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all matters of Sexual Harassment, Sexual Assault, and Sexual Violence seriously. If you have concerns or need to report an incident, don't hesitate to contact the Director of the Office of Campus Diversity & Compliance, University Lake Building, Room 108, 3890 University Lake Drive, Anchorage, Alaska 99508. The contact number is (907) 786-1424. More information is available on the UAA Website at <http://www.uaa.alaska.edu/deanofstudents/title-ix.cfm>.

Facilities

Dental Suite Computers

The Dental Suite has a multi-media room and clinic with computers with access to the Eagle Soft Dental Practice program, UpScale Assessment, and MS Office. Computer use is primarily for course assignments and clinical chart notes, which are prioritized over personal use. The Multi-Media room use rules are:

- Use quiet tones.
- NO eating or drinking in the Multimedia room.
- The Multimedia room should be used to work on projects or exams related to coursework only.

- Printing from Multimedia room computers is restricted to approved dental program material and does NOT include class notes or PowerPoint lectures.
- The door to the Multimedia room must remain open at all times during student use unless specifically closed by a faculty or staff member.
- The Multimedia room may be used to give quizzes or exams; student testing is a priority over other types of student work.
- Please turn cell phones to vibrate- no talking on cell phones while in the Multimedia room.
- Outside guests are not allowed in the Multimedia room.

Campus Computer Labs

There are currently 50 computer labs on the Anchorage campus. While many of the labs are restricted to department-affiliated individuals, at least 12 unrestricted labs are located across campus for use by any UAA student. Most of these computer labs are currently underutilized. See <http://www.uaa.alaska.edu/computerlabs/anchoragecampus/index.cfm> for locations.

Consortium Library

The Consortium Library is your gateway to all the library resources and services, both print and online (electronic). You can search most electronic resources on campus or elsewhere by connecting to the homepage at <http://consortiumlibrary.org>. Use your university username and password as prompted. For help, call the UAA Information Technology Services Help Desk (Local: 907-786-4646; Toll-Free: 877-633-3888). Wireless Internet and data ports, and electrical outlets are located throughout the library. Click the link below for more information about visiting the library and the hours of operation. https://consortiumlibrary.org/about/visit_us.php#hours

General reference librarians are available on the library's main floor to answer general questions about sources and searching. Search the Library's website for books, journal articles, and Internet resources. They offer handy access to Blackboard, Interlibrary Loan, and Reserves, as well as a variety of other links ranging from style manuals and electronic Purchase Request Forms to the Learning Resource Center's Media Library catalog.

General Information and Audio Tour

Go to the "Visit Us" page on the Consortium Library website for general information. An audio tour of the library (estimated 20 minutes) can be checked out at the Circulation Desk or listened to online. It is an excellent introduction to the Library's collections and services.

For more information, please visit: https://consortiumlibrary.org/about/visit_us.php.

Alaska Medical Library

The Alaska Medical Library is a unit within the Consortium Library in Anchorage, located on the 2nd floor near the health collections. The medical library office is open 8-5 Monday through Friday, although students should make an appointment for in-depth research or help with database searching. One-on-one assistance is provided as needed, whether face-to-face or via distance. They provide a valuable service, supporting faculty and students in healthcare disciplines to optimize their use of the library and its services. For more information, please visit: <http://www.consortiumlibrary.org/aml/>

Research Support

The Consortium Library's website offers some excellent links under Research Help to help with

searching the Internet, steps in doing research, and a variety of writing guides, including bibliographic style. Please visit: <https://consortiumlibrary.org/research>.

The library offers a free citation management software program called Flow. This program assists students in managing bibliographies by exporting citations from library databases and adding them to personal reference lists. For more information, please visit <http://www.refworks.com/refworks2/?groupcode=RWUAA>.

Books

The online catalog is the Library Catalog, and it includes the collections of the Consortium Library, UAA's extended campus libraries, the Anchorage Municipal Libraries, the Alaska Resources Library and Information Services (ARLIS), and the Anchorage Museum of History and Art. You can "place a hold" on any circulating item in the system and have it delivered to the Consortium Library for pickup.

Full-Text Articles

Use the "Find Articles – by Journal" option on the Consortium Library website to locate full-text articles in print holdings (current health science journal subscriptions) and online journals from multiple vendors. Use the Check Library for Full-Text link within the article databases to find full-text articles even when a full-text option is not displayed. This URL will take you to the Journals A-Z feature: <http://www.consortiumlibrary.org/articles/journals.php>. Library staff will scan articles from journals in the print collection and deliver the item to any student via the Interlibrary Loan and Document Delivery online form.

Distance Students

Library staff will check out and mail books to students living outside the Anchorage and Mat-Su areas using your library card number. If you have questions about this service, call 907-786-1828.

Meeting And Study Rooms

The Consortium Library has several rooms for students to reserve for meetings or study. They can be reserved for an individual or a group. Click the link below for more information.

<https://consortiumlibrary.org/services/>

Interlibrary Loan (ILL)

Items not available to you from the Consortium Library can be ordered from other libraries through ILL, and most items are free to students. Article requests are usually filled in two to seven days, while book requests average 10 or more days. To make a request, click on Interlibrary Loan from the library's homepage or, in many cases, from within the database you are searching. Document Delivery is a service that allows you to order copies of articles held in the library's print collection of journals and newspapers. When you order an article, ILL staff will find it in the print collection, scan it, and deliver it electronically. Do not use document delivery for articles available in full-text in the library's online subscriptions. If you are having trouble retrieving a full-text article, please ask a librarian, and they will help you get it. Click the link below for more information on ILL.

<https://consortiumlibrary.org/services/ill/>

Library Cards

Your Wolf Card is your Library Card. Graduate students may check out up to 50 circulating items

simultaneously for a semester. Books may be renewed by phone, email, or online through the library's homepage. The book must be presented at the Circulation Desk if a second renewal is desired. Overdue fines for books are 25 cents per day and \$1 per day for media, up to a maximum of ~ \$10 per item. Fines begin to accrue as soon as a book is overdue and continue until it is checked in by library staff. Replacement charges are incurred for lost materials. Click the link below for more information.
<http://consortiumlibrary.org/services/librarycard.php>

Printing

Printing across the Anchorage campus is done through Managed Print Stations using your Wolf Card. There is a print station in the AHS lobby. For more information, click the link below:
<https://support.uaa.alaska.edu/Pages/Managed-Print.aspx>.

Section XI: School of Preventive and Therapeutic Sciences Contacts

Name and Title	Email	Phone Number
LeeAnne Carrothers, Assistant Dean, School of Preventive and Therapeutic Sciences	lcarrothers@alaska.edu	907-786-0904
Carri Shamburger, Professor; Program Director, Dental Hygiene	cashamburger@alaska.edu	907-786-4344
Erik Mutterer, Term Associate Professor	ejmutterer@alaska.edu	TBA
Kristine Hartlieb, Term Assistant Professor	kdhartlieb@alaska.edu	TBA
Laura Stoddard, Assistant Professor	llstoddard@alaska.edu	907-786-6926
Open, Administrative Assistant	berosenberg@alaska.edu	907-786-6929
Hanna Perrson, Dental Clinic Front Desk Administrative Assistant	hrpersson@alaska.edu	907-786-6960
Rochelle Hanschen, Dental Clinic Support Specialist	rhansche@alaska.edu	907-786-6943

Section XII: UAA Dental Hygiene Program Competencies

Competency	Evaluating Mechanism	Assessed in	Outcome Goal	Demonstrated by
Provide and document dental hygiene care in a legal and ethical manner.	Written examination, Case presentation, Recordkeeping Grade	DH A316, DHA311, DH A321, DH A392C/D DH A295D, 395C/D	75%	Examination grade Case presentation discussion/grades Chart notes/legal signatures
Exhibit professional behavior, including time management, risk management, and respect of patients and co-workers.	Professionalism grade	DH A200, DH A203, DH A222, 295D, 395C/D	75%	Clinical professionalism grade
Critically evaluate scientific literature and research relevant to dental hygiene.	Case Presentations Literature reviews Clinical Competencies	DH A311, DH A321, 392C/D DH A201, DH A311, DH A321, DHA 310, DH A324; DH A392C/D DH A295D, 395C/D	75% 75% 80-90%	Case presentation discussion/grades Literature review assignments, Assessment comp grades
Collect, analyze, and record data on the general and oral health status of patients.	Written examinations Case presentation Assessment competency Radiography competency	DH A203, A222, A310, A311, A321 DH A292D, DH A392C/D DH A295D, DH A395C/D	75% 75% 80-90%	Examination grades, Case presentation discussion/grades, Assessment competency grades, Radiograph comp. grades
Use critical decision-making skills to develop a dental hygiene diagnosis, which will provide a basis for interventions within the scope of dental hygiene practice and determine the need for referral to appropriate health professions as needed.	Written examinations Assessment competency Case presentations	DH A203, A310, A311, A321 DH A295D, 395C/D DH A311, A321, A392C/D	75% 80-90% 75%	Examination grade, Assessment competency grades, Case presentation discussion/grades
Formulate a dental hygiene care plan, including a planned sequence of educational, preventive, and therapeutic services	Written examinations Assessment competency Case presentations	DH A310, DH A311, DH A321, DH A324 DH A295D, 395C/D DHA311, 292D,	75% 80-90% 75%	Examination grades, Competency grades in DH A295D, 395C/D, Case presentation

based on the dental hygiene diagnosis in collaboration with the patient and other health care providers.		A321, A392C/D		discussion/grades
Deliver preventive and therapeutic care to achieve and maintain oral health utilizing established infection control procedures, pain control measures, and ergonomic practices.	Preclinical competencies Clinical competencies Pain control competencies Case presentations Community projects	DH A200, DH A203, DH A222, DH A302, DH A295D,395C/D DH A310 DHA311, DH A321, DH A392C/D DH A324; DH A424	80-90% 80-90% 95% 75%	Preclinical competencies, Clinical debridement competencies Injection competencies, Case presentation discussion/grades, Community project grades
Promote the profession of dental hygiene through service and affiliations with professional organizations.	Professional organization membership Community projects	Membership/Participation in ADHA activities DH A324	50% 75%	Membership records: ADHA Comm. Projects in DH A324
Assess, plan, implement, and evaluate complex community oral health projects to diverse population.	Community projects	DH A324; DH A424	75%	Community projects

Section XIII: American Dental Hygienists' Association Code of Ethics for Dental Hygienists

June 2019 Edition

Preamble

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

Purpose

A professional code of ethics aims to achieve high levels of ethical consciousness, decision-making, and practice by the profession's members. Specific objectives of the Dental Hygiene Code of Ethics are:

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

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

Key Concepts

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

Basic Beliefs

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

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their health, and are entitled to make choices regarding their health.
- Dental hygiene care is essential to overall health care, and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.

- We are individually responsible for our actions and the quality of care we provide.

Fundamental Principles

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

Universality

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

Complementarity

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

Ethics

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

Community

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

Responsibility

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

Core Values

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

Individual Autonomy and Respect for Human Beings

People have the right to be treated with respect. They have the right to informed consent before treatment and to full disclosure of all relevant information to make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships to demonstrate our value on individual autonomy. We acknowledge our obligation to justify any violation of confidence.

Societal Trust

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

Nonmaleficence

We accept our fundamental obligation to provide services that protect all clients and minimize harm to them, and others involved in their treatment.

Beneficence

We primarily promote the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

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

Veracity

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

Standards of Professional Responsibility

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

To Ourselves as Individuals

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

To Ourselves as Professionals

- Enhance professional competencies through continuous learning to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our lifelong professional development.

To Family and Friends

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients

- Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- respectfully communicate with clients.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.

- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.
- Recognize that cultural beliefs influence client decisions.

To Colleagues

- Conduct professional activities and programs and develop honest, responsible, and appropriately open and candid relationships.
- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to our colleagues' health and safety.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other healthcare professionals about general and oral health relationships.
- Promote mutually beneficial human relationships, including those with other healthcare professionals.

To Employees and Employers

- Conduct professional activities and programs and develop honest, responsible, open, and candid relationships.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession

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

To the Community and Society

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a health care provider to the responsible authorities.
- Use peer review to identify inappropriate, inadequate, or substandard care dental hygienists provide.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists

in providing the appropriate standard of care.

- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of health care resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation

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

- Conduct research that contributes valid and useful knowledge to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to ensure the most favorable benefit-to-risk ratio to research subjects.
- Submit all human subject proposals to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research based on specifications published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results on time.
- Report research findings entirely and honestly, drawing only those conclusions supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology.
- Be knowledgeable about currently accepted preventive and therapeutic methods, products, and technology and how they apply to our practice.

Section XIX: UAA Dental Hygiene Program Ethics and Professionalism Policy

Ethical and professional conduct for UAA Dental Hygiene students is guided primarily by three sources. Offenses may result in a written notice of unprofessional behavior under the Program's "3-strike" policy (p. 2), though written notices for 2a and 2f are generally given after repeated offenses.

1. The ADHA Code of Ethics for Dental Hygienists (Appendix II) is a professional dental hygiene conduct and actions guideline. Although it is expressed in a written form, the spirit of the code is most important. Honesty, integrity, and selfless service are intrinsic to the character of a dental professional. The general welfare of the patient is our primary obligation: care and quality of treatment must come before expediency. Personal accountability and responsibility are expected of both faculty and students affiliated with UAA.
2. The UAA Dental Hygiene program professionalism guidelines in this handbook and listed below define expectations from program faculty and staff.
 - a. Active participation and attentiveness during lectures, labs, and clinics. The unauthorized use of computers, cell phones, or other devices during lecture/lab/or clinic to e-mail, text, or surf the internet is considered unprofessional unless the student has documentation of disability. Consequences of such behavior may include dismissal from class with an unexcused absence. Unexcused absences are regarded as unprofessional behavior.
 - b. Maintaining a respectful attitude of academic integrity towards faculty, staff, visitors, peers, and patients.
 - c. Utilizing communication skills that are appropriate and effective in relating to patients, peers, and faculty.
 - d. Conducting oneself in a manner considered appropriate legally and ethically by members of the dental profession.
 - e. Assuming responsibility for one's academic and professional development.
 - f. Comply with the departmental dress code in the clinic manual and Student Handbook. Failure to comply with the dress code will result in prohibited attendance in scheduled labs and clinics.
 - g. Protecting the health and safety of the public when performing health care functions.
 - h. Engaging in professional contact with the public while suffering from a contagious or infectious disease involving serious risk to public health constitutes unprofessional conduct.
3. The UAA Code of Conduct also provides guidance on unacceptable student behavior. The following list highlights violations relevant to the UAA Dental Hygiene program, though those not mentioned are still subject to disciplinary action. The UAA Code of Conduct violations are referred to the Dean of Students office.
 - a. Plagiarism from others or self-plagiarism: (using a paper, project, or lab work from one course for credit in another).
 - b. Cheating and academic dishonesty are serious violations of academic integrity and include various actions that compromise the fairness and credibility of the learning process. These actions may involve communicating with others during an exam or quiz to share answers, copying another student's work, or allowing another student to copy your own. Similarly, using unauthorized notes or materials during an exam or quiz is considered a breach of academic honesty.

- c. Altering answers after an exam or quiz has been graded and returned, capturing electronic quizzes or tests through screenshots for personal use or sharing with others, and obtaining an examination in advance without the instructor's explicit permission are also forms of cheating.
- d. The unauthorized distribution of test or quiz questions, whether through sharing digital copies, discussing them verbally, or any other means, undermines the integrity of the academic process. Such actions are not only prohibited but also carry significant consequences. Maintaining academic integrity is essential to fostering a fair and equitable learning environment for all students.
- e. Unauthorized access, altering, or using unauthorized information on UAA computers.
- f. Any behavior that may jeopardize the health or well-being of a patient, including unsupervised patient treatment, treating patients while under the influence of drugs or alcohol, giving patients drugs or alcohol, or any inappropriate, unethical, or harmful activity related to patient care.
- g. Verbal, written, or physical abuse to include profanity, bullying, threats, intimidation, or violence towards persons or property.
- h. Falsifying records or documents, lying or evading financial responsibility.
- i. Illegal or criminal acts, including theft, assault, and vandalism.

Sanctions for academic integrity and conduct violations are based on the general principle of equal and fair treatment and consider the student's needs for remediation and prospects for improvement.

1. Sanctions will consider the student's conduct record at the University of Alaska Anchorage. They are designed to hold students accountable for their conduct and resulting consequences.
2. Failure to comply with the terms of imposed sanctions will lead to further and more severe disciplinary action.

One or more of the following sanctions may be imposed by the Dean of Students Office:

1. **Expulsion:** Permanent termination of the student's right to enroll or participate in the classes, seminars, laboratories, and clinical programs at the UAA Dental Programs.
2. **Suspension:** Termination of a student's right to participate in UAA Dental Program classes, seminars, laboratories, and/or clinical programs for a specified but limited period to be determined by a faculty committee. The student will be placed on disciplinary probation for a specified period after the suspension has terminated.
3. **Denial of Privileges:** Denial or restriction of participation in specific activities sponsored or attended by students in the UAA Dental Programs.
4. **Disciplinary Probation:** The student will always require supervision during disciplinary probation. The student will receive a verbal warning for committing ethical transgressions and additional written notice that further violations of the Dental Program or University of Alaska Anchorage policies will result in additional sanctions.
5. **Warning:** Any violation of ethical standards will result in a verbal reprimand, including written notice that continued or repeated violations may cause further disciplinary action. The student and faculty will sign the written documentation of the warning, which will be kept in the student's file.
6. **Other Sanctions:** As determined by the faculty committee, other sanctions may be imposed in addition to or instead of those mentioned above.

In addition to any sanctions administered by the Dean of Students office, the Dental Hygiene Program's

'3-strike' policy also applies:

First and second offenses: A letter of reprimand addressing the offense will be given in person, signed (preferred), and/or sent through official university communication channels. A copy will be placed in the student's file.

Third offense (it can be the first offense for cheating or stealing): A letter of dismissal will be given to the student in person, signed (preferred), and/or sent through official university communication channels. A copy will be placed in the student's file.

Students who disagree with a disciplinary action taken by the UAA Dental Hygiene Program can use the UAA Academic Dispute Resolution Procedure, which is described in the UAA Student Handbook.

This certifies that I have received, read, and understood the UAA Dental Hygiene Program Ethics and Professionalism Policy and agree to abide by it.

Print Name

Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED TO FACULTY BY January 12, 2026

EVIDENCE OF UNDERSTANDING

Note: Due by January 12, 2026

I have read the Dental Hygiene Program Student Handbook, the American Dental Hygienists' Association Code of Ethics for Dental Hygienists, and the UAA Dental Hygiene Ethics and Professionalism Policy. I understand that I also have responsibilities under UAA's Students Rights, Freedoms, and Responsibilities (including Code of Conduct), as stated in the UAA Student Handbook. I understand the contents and agree to adhere to the specified policies and procedures. In cases where I do not follow the policies and procedures, I am willing to abide by the consequences identified in the Dental Hygiene Program Student Handbook, Department course outlines, and the University of Alaska Anchorage Catalog.

Printed name _____

Signed _____

Date _____