



INSTRUCTIONAL PACKAGE

DHG 242
Integrated Dental Hygiene II

Effective Term
Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2023

COURSE PREFIX: DHG 242

COURSE TITLE: Integrated Dental Hygiene II

CONTACT HOURS: 1

CREDIT HOURS: 1

RATIONALE FOR THE COURSE:

This course focuses on ethics and jurisprudence, and practice management as it applies to the dental hygienist. Vital information on the employment interview process and resume writing is reviewed.

COURSE DESCRIPTION:

This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

PREREQUISITES/CO-REQUISITES:

DHG 140 General and Oral Pathology

DHG 143 Dental Pharmacology

DHG 230 Public Health Dentistry

DHG 241 Integrated Dental Hygiene I

DHG 255 Clinical Dental Hygiene III

CO-REQUISITES:

DHG 265 Clinical Dental Hygiene IV

SOC 101 Introduction to Sociology

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials. myHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

*Refer to the HGTC Dental Sciences Program Manual for additional information on classroom etiquette.

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

1. Identify and discuss the code of ethics governing the practice of dental hygiene.
2. Discuss the criteria necessary for informed consent.
3. Explain the role of ethical principles as related to patient care.
4. Define ethical dilemma and list the steps involved in ethical decision making.
5. Apply decision-making steps when evaluating case study situations.
6. Compare the concepts of civil law with criminal law, using examples found in dental hygiene practice.
7. Discuss the South Carolina State Dental Practice Act with reference to dental hygiene practice
8. Explain the rights of patients protected by law and duties of providers regulated by law from ethical and legal perspectives.
9. Discuss how practice management and marketing plays a role in the dental office.
10. Discuss time management techniques.
11. Identify desirable leadership traits for a new employee.
12. Prepare a cover letter and resume that includes all the necessary key components.

13. Discuss the process of job interviews and identify advantages/disadvantages of working interviews.
14. Explain the importance of the employment contract in a dental office.
15. Discuss malpractice insurance and disability insurance for the dental hygienist.
16. Discuss the legal implications in dental hygiene practice.

Module 1

Materials Covered: *Kimbrough* Ch. 1

Assessment: Case Study Assignments

Objectives

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

Module 2

Materials Covered: *Kimbrough* Ch. 2

Assessment: Case Study Assignments

Objectives

1. Identify the core values found in the Code of Ethics of the American Dental Hygienists' Association, the five main principles articulated in the Code of Ethics of the Canadian Dental Hygienist Association, and the two values embedded in the Code of Ethics of the International Federation of Dental Hygienists.
2. Compare other codes of ethics found in the dental hygiene profession at the local, state, provincial, and national levels.
3. Define the terms autonomy, confidentiality, societal trust, nonmaleficence, beneficence, justice, veracity, fidelity, paternalism, and utility.

Module 3

Materials Covered: *Kimbrough* Ch. 3

Assessment: Case Study Assignments

Objectives:

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

Module 4

Materials Covered: *Kimbrough* Ch.4

Assessments: Case Study Assignments

Objectives:

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

Module 5

Materials Covered: *Kimbrough Ch. 5*

Assessment: Case Study Assignments

Objectives

1. Compare the concepts of civil law with criminal law, using examples found in dental hygiene practice.
2. List the types and circumstances of supervision found in the Dental/Dental Hygiene Practice Act of the jurisdiction in which you reside or attend school, or where you would like to live or practice dental hygiene.
3. State the conditions necessary for a contract between a patient and a dental hygienist with regard to dental hygiene services.
4. Define and distinguish between the following terms:
Intentional tort and unintentional tort
Malpractice and negligence
Libel and slander
Assault and battery
Implied contract and expressed contract
5. Discuss the rights of patients protected by law and duties of providers regulated by law from both ethical and legal perspectives.
6. Discuss the role of lobbying in developing legislation for the practice of dental hygiene.

Module 6

Materials Covered: *Kimbrough Ch. 6*

Assessment: Case Study Assignments

Objectives

1. Identify legislation that protects and aids the patient and the dental hygienist against discrimination in dentistry.
2. Recognize the signs of abuse
3. List barriers access to care and reasons for disparities in oral health care.
4. Discuss the advantages and disadvantages of various reimbursement or insurance plans as they pertain to access to care and distributive justice issues.

5. Discuss the role of the dental hygienist as an advocate for oral health care.

Module 7

Materials Covered: Writing a Cover Letter and Resume PowerPoint

Assessment: Write a Cover Letter and Resume

Objectives:

1. Prepare a cover letter and resume with all key components.

Module 8

Materials Covered: *Kimbrough Ch. 7*

Assessments: Case Study Assignment

Objectives:

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

Module 9

Materials Covered: *Kimbrough Ch.8*

Assessments: Case Study Assignments

Objectives:

1. Describe the scope of the dental hygiene diagnosis as it relates to building a practice.
2. Discuss business aspects for dental hygiene.
3. Discuss time management issues and plan a treatment hour.
4. Identify leadership traits.

Module 10

Materials Covered: *Kimbrough Ch. 9*

Assessment: Case Study Assignments

Objectives:

1. Describe different models for alternate practice.
2. Discuss legislative barriers to alternate practice.

3. List different duties for dental hygienists in alternative practice and dental therapists.
4. Develop a business plan for an alternative practice model.

Module 11

Materials Covered: *Kimbrough* Ch. 10

Assessment: Case Study Assignments, Mock Interview Exercise

Objectives:

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

Module 12

Materials Covered: *Kimbrough* Ch. 11

Assessment: Case Study Assignments

Objectives:

1. Describe the differences between stocks, mutual funds, and IRA's.
2. Explain the meaning of portfolio.
3. Describe CD investments.
4. Explain liability insurance.
5. Explain disability insurance.
6. Identify the need for self-care and physical health.
7. Describe the benefits of professional membership.
 1. Identify uses of public relations and image for the dental /dental hygiene practice.
 2. Identify patient needs as they relate to dental hygiene.
 3. Discuss how marketing relates to the dental/dental hygiene practice
 4. Identify advantages and disadvantages of profit centers.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Cover Letter/Resume	50%
Case Studies/Professionalism	30%
<u>Mock Interview</u>	<u>20%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

A=90-100

B=80-89

C=77-79

D=70-76

F=69 and below

*Students must pass with a 77% or higher to continue in the DH Program.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Attendance Policy for Online/Hybrid Courses:

Students enrolled in distance learning courses (hybrid and online) are required to participate weekly in an Attendance Discussion Board or submit an assignment in order to demonstrate course participation. Students showing no activity in the course for two weeks will be withdrawn due to lack of attendance. **For online and hybrid courses**, check your Instructor's Course Information Sheet for any required

on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

*Refer to the HGTC Dental Sciences Program Manual for additional policies on attendance.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#), including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

STUDENT TESTING:

2022-2023

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application

to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu