



Course Syllabus

Course title: Professional Practice 3

Class section: DHYG - 345 - X01

Term: 2025W

Course credits: 3

Total hours: 51

Delivery method: In-Person

Territorial Acknowledgement

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Łək̓ʷəŋən (Songhees and Kosapsun) and W̱SÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

Instructor Details

Name: Michelle Meunier

Email: MeunierM@camosun.ca

Instructor Statement

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

Instructor Office Hours

Office:

Hours:

D004

By Appointment - Please email meunierm@camosun.ca

Course Description

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In this course, students will build upon their knowledge of professional aspects of dental hygiene practice, including the structure and function of professional associations, registration, scope of practice, quality assurance, and employment conditions. Students will prepare to enter practice and to demonstrate sound decision-making skills related to current and anticipated local, national, and international practice and professional issues.

Prerequisites:

All of:

- B- in DHYG 245

Course Delivery Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	17	51
Seminar			
Lab / Collaborative Learning			
Supervised Field Practice			
Final Exam			
		TOTAL HOURS:	51

Course Learning Outcomes / Objectives

Upon completion of this course a student will be able to:

- Discuss the dental hygiene licensure process.
- Discuss health, wellness and other strategies for career longevity.
- Develop a career plan using the knowledge of current practice settings and various employment opportunities and conditions.
- Use evidence-based research and critical thinking skills to analyze current and anticipated local, national, and international issues affecting dental hygiene practice and professionalism.
- Use knowledge of the structure and function of professional associations, registration, scope of practice, and quality assurance to make sound practice decisions.
- Apply an effective, ethical decision-making process to professional practice situations.
- Understand the principles of fee structures as it relates to practice.

Course Materials - Required

Active Student Membership to CDHA/BCDHA

Registration to Pacific Dental Conference - March 6-8 2025

Learning Outcomes and Performance Indicators

Upon completion of this course a student will be able to:

1. Discuss the dental hygiene licensure process.
 - Review the different types of dental hygiene registration in British Columbia, including the regulations under the Health Professions and Occupations Act, residential care, new graduates, practitioners from other jurisdictions, re-registration in British Columbia (CE, refresher, fees), local anesthetic certification
 - Review registration process for FDHRC National Board exam.
 - Discuss registration in other regulatory jurisdictions
 - Discuss potential disciplinary actions and outcomes that could impact licensure
 - Criminal records check
 - Good standing in other professions and professional jurisdictions
 - Inquire and discipline committees
2. Discuss health, wellness and other strategies for career longevity.

- Discuss and explore supports offered through professional associations for health and wellness
 - Mental health
 - Addictions

- Recall and discuss strategies for prevention of injuries in practice
 - Ergonomics
 - Physical activity/exercises
 - Paramedical interventions
 - Loupes
 - Equipment for support

- Discuss and explore work/life balance concepts

- Explore life management strategies
 - Exercise
 - Diet
 - Sleep
 - Stress reduction
 - Bullying and harassment

3. Develop a career plan using the knowledge of current practice settings and various employment opportunities and conditions.

- Understand the economic contribution of the dental hygienist to the dental practice in terms of production, collegiality, education marketing, and leadership.
 - Examine the overhead associated with operating a dental and dental hygiene practice
- Discuss career opportunities for dental hygienists.
 - Discuss trends impacting the dental hygiene profession.
 - Discuss direct to consumer dentistry and marketing guidelines

- Describe how to present a professional image throughout your career, in terms of professional character, networking, deportment and dress, on-line presence/social media, termination
- Examine professional insurance including: malpractice insurance (CDHA/CDSPI), disability, medical/extended medical, income protection strategies coverage, WorkSafe BC, and employment insurance including limitations and legal/ethical requirements
- Discuss employment-finding skills, including job search strategies, and ethics involved in employment.
- Understand how to create a personal resume and employment application letters and follow up
- Prepare for an employment interview (e.g. appointment - directions, parking etc.), deportment, body language, dress, topics for discussion during employment interviews, inappropriate topics (human rights), and responses to inappropriate topics.
- Understand elements of employment arrangements, including the advantages and disadvantages of being employed in one or more dental offices, and of various payment arrangements (per hour, daily, on salary, self-employed, tax implications), employee benefits that may be offered, including statutory holidays, and unionization
- Examine B.C. Employment Standards, including responsibilities to the employer, employment contract, probationary employment, evaluation processes, pregnancy and employment status
- Examine self-employment arrangements.
- Identify factors to consider when selecting an employment position such as, office policies, philosophy and approach to client care, standards of practice, employee satisfaction, personal and professional growth, and health and safety.
- Discuss pros and cons of various workplace settings: private dental clinics, private dental hygiene clinics, community-based care, education, institutional dental care, research industry
- Explore education opportunities for dental hygienists including bachelor, master, and Doctorate
- Develop a career plan using the knowledge of current practice settings and various employment opportunities and conditions.
- Explore service delivery models
- Introduce business concepts and practices required for private dental hygiene practice ownership and entrepreneurship
- Develop components of a business plan (at a basic level) including the following aspects:
 - Business model

- Feasibility
- Marketing
- Operations
- Finances
- Explore basic concepts related to owning a dental hygiene practice including the following:
 - Practice administration, financial and personnel management
 - Inventory systems
 - Time management
 - Business concepts
 - Bookkeeping and accounting used in financial records for small business
 - Entrepreneurship
 - Legal regulations and requirements in BC including marketing and advertising

4. Use evidence-based research and critical thinking skills to analyze current and anticipated local, national, and international issues affecting dental hygiene practice and professionalism.

- Organization change
- Workplace policies, procedures and change
- Discuss current issues affecting dental hygienists such as, moving towards degree for entry to practice, access to dental hygiene care, primary oral health care, and inter-professional relations
- Explore the Canadian national dental program and its impact on clients and practitioners
- Define and explore avenues for interdisciplinary, multidisciplinary, interprofessional care – core competencies for interprofessional care
- Review the importance of professional involvement in the dental hygiene profession and advocacy at the community, provincial and national levels
- Discuss the value of volunteerism locally and globally
- Discuss ongoing concepts regarding amalgamation and harmonization of regulatory college and HPA and HPOA

5. Use knowledge of the structure and function of professional associations, registration, scope of practice, and quality assurance to make sound practice decisions.

- Organizational theory
- Review the scope of practice dental hygienists and restricted activities of oral care professionals
- Recall the principle of accountability re: decisions, actions, and records and the legal relationship of practitioner and client.
- Explore the opportunities for serving the BCCOHP and BCDHA
- Discuss the dental hygienist duty to report
 - Uphold the health and safety standards
 - Legal and ethical requirements for reporting
 - Protection of vulnerable populations
- Continuous quality improvement
- Review quality assurance initiatives of BCCOHP including: education standards, accreditation, certification, mandatory continuing education, practice standards and guidelines, code of ethics, QAP tool, jurisprudence module, local anesthesia certification
 - Explore process of QAP and requirements for maintaining registration in BC
 - Explore alternative QAP initiatives in other jurisdictions
 - Explore opportunities for continuing education and reporting of activities
 - Recall the legal obligations of dental hygienists in B.C., including confidentiality, client non-compliance and appropriate records.
 - Recall contract principles in law
 - Discuss legal requirements for the retention of records including statute of limitations and vulnerable populations

6. Apply an effective, ethical decision-making process to professional practice situations.

- Review the DH practice standards, CDHA and BCCOHP code of ethics, the importance of having clear goals, and making principled decisions.
- Practice how to negotiate professional differences and how to identify ethical problems and resolve conflict
 - Recall ways of problem-solving professional differences
 - Discuss moral injury concept

- Examine the ethics and legalities associated with terminating employment
- Examine Human rights in regards to your clients and work environment
- Examine terminating employment with professional decorum, writing a letter of employment termination, appropriate use of interpersonal skills, including ethic and legalities
- Discuss ethical issues pertaining to the profession of dental hygiene including lifelong learning, access to care, active involvement with current and future issues affecting the profession, malpractice by others on the dental team including your responsibilities, negligence vs malpractice, and dental hygiene services in non-traditional practice settings.

7. Understand the principles of fee structures as it relates to practice.

- Examine different fee structures and billing practices in British Columbia in relation to legal and ethical responsibilities
- Discuss consortium province
- Compare and contrast BCDA and BCDHA fee guides
- Practice ethical billing using BCDA and BCDHA fee guides

Course Schedule, Topics, and Associated Preparation / Activity

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. Course days, times and locations can be found on MyCamosun.

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Week 1	<p>Course Introduction</p> <p>Course Schedule and Assessment</p> <p>Assignment Discussion</p> <p>Registration for PDC Discussion</p> <p>Dental Hygiene Advanced Education</p>	
Week 2	<div> <p>Guest speaker: Camosun College Career center</p> <p>Creating a resume and cover letter</p> <p>Interview process</p> <p>Employment finding skills</p> <p>FDHRC – Board exam dates for application</p> </div>	
Week 3	<p>Understanding practice setting and employment arrangements</p> <p>BC employment standards</p> <p>Professional practice</p> <ul style="list-style-type: none"> • Terminating employment • Social media and online presence <p>Professional character</p>	

Week 4	<p>Scheduling and Billing</p> <p>Introduction to insurance plans</p> <p>Introduction to concepts for private dental hygiene practice</p> <p>Business plan Exercise #1 – the Business Model</p>	
Week 5	<p>Current Issues in Dental Hygiene</p> <ul style="list-style-type: none"> • Degree for entry • Local anesthetic module • New legislation <ol style="list-style-type: none"> 1. HPA replaced with Health profession and occupations act • QAP <ol style="list-style-type: none"> 1. changes to align with other oral health professions 2. CPR regulations • Alignment of oral health professions – proposed new practice standards • Access to care • New federal dental benefit • Economics in Dental hygiene <p>The Business Plan - #2 Feasibility</p>	

Week 6	<p>Healthy work setting</p> <ul style="list-style-type: none"> • Injury prevention • Work/life balance • Supports for mental health/addictions • Life management strategies <p>Workplace communication</p> <ul style="list-style-type: none"> • Practice and review negotiating professional differences and conflict resolution <p>The Business Plan Exercise #3 - Marketing</p>	
Week 7	Reading Break	
Week 8	<p>BCDHA representative – Shannon Wilson Guest Speaker</p> <p>Dental Hygiene organizations and resources</p> <p>Discussion on NDHW activities – What do you want to do?</p> <p>FDHRC Exam Registration dates and information</p> <p>The Business Plan Exercise #4 - Operations</p>	
Week 9	Board exam preparation	

Week 10	<p>Dental Hygiene regulation in BC</p> <ul style="list-style-type: none"> • Review scope of practice • Review legal obligations and practice standards <p>Review duty to report</p> <p>Organizational policies</p> <ul style="list-style-type: none"> • BCDHA • BCCOHP • CDHA <p>The Business Plan Exercises #5 - Finances</p> <p>PDC Discussion</p> <p>Completing the Business plan and submission</p>	

Week 11	<div>Human Rights and professional responsibility</div> <div>Types of registration – BC and other provinces/US/international</div> <div>Quality assurance process in BC and other provinces</div> <div>Opportunities for continuing education</div> <div>Issues that could impact licensure</div> <div>Criminal records check</div> <div>Good standing</div> <div>Inquiry/discipline</div> <div>Dental Connections evening discussion <ul style="list-style-type: none"> • Process • Procedure • Dress • Questions • When and where • What to expect </div> <div>**reminder of application for board exam due date March 21</div>	

Week 12	<p>Ethical issues pertaining to the profession of dental hygiene</p> <ul style="list-style-type: none"> • Lifelong learning • Access to care • Active involvement with current and future issues affecting the profession • Malpractice by others on the dental team including your responsibilities • Negligence vs malpractice • Dental hygiene services in non-traditional practice settings • Moral injury concept <p>Advanced ethical decision –making process</p> <p>Advanced ethical cases</p>	
Week 13	<p>Class from 1030-1120 only today if needed</p> <p>Dental Connections Evening</p>	
Week 14	<p>National Dental Hygiene Week April 4-10</p> <p>NDHW Activities</p>	

Week 15	<p>Guest speaker: Paul Munnis</p> <p>Disability/Malpractice insurance</p> <p>Interdisciplinary multidisciplinary interprofessional care – core competencies for interprofessional care</p> <p>Opportunities for professional service</p> <p>Values of volunteerism locally and internationally</p>	
Week 16	<p>Transitioning to private practice – Q &A</p> <p>Erin and Tawny will join our class for a panel discussion – bring all your questions and concerns!!!</p>	
Week 17		

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Resume and letter of application exercise	15%
Externship	15%
Interview with a Dental Hygienist	15%
Business Plan Exercise	15%
Pacific Dental Conference Exercise	10%
Advocacy/NDHW Exercise	10%
Dental Connections	5%
Participation/Webinars	15%
TOTAL:	100%

NOTE: Minimum passing grade for this course is a B- of 70%

See Camosun's Grading Systems for Details

<https://camosun.ca/registration-records/student-records/camosun-grading-systems>

Grade Reviews and Appeals

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the **Grade Review and Appeals policy** for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

The Centre for Accessible Learning (CAL) is part of Camosun's Student Affairs unit. CAL coordinates academic accommodations and provides related programs and services to students with documented disabilities.

Students who require academic accommodations are expected to request and arrange accommodations through CAL in a timely fashion. While we understand that not all accommodation needs are known to students at the beginning of a course, accommodations cannot be provided unless the proper process is followed through CAL and an accommodation letter has been released to the instructor. Students are responsible for providing CAL with the proper documentation prior to the beginning of a course.

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required.

Deadlines can be reviewed on the CAL exams page

<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

Please consult the CAL webpage for more information:

<https://camosun.ca/services/academic-supports/accessible-learning>

Artificial Intelligence: A Guide for Students

Generative Artificial Intelligence (GenAI) is an evolving technology that brings potential benefits but also substantial risks. While GenAI tools have the ability to transform how we work and learn, it is essential for the college community to adapt to these changes in a thoughtful and secure way.

When using GenAI tools, students should ensure proper citation and attribution guidelines are followed. This includes acknowledging AI assistance in reports ,presentations, or any external communications. Clear citation helps build trust, ensures ethical use, and reduces the risk of misinformation or copyright issues.

For citation support visit the college's citation style guide.

<https://camosun.libguides.com/cite>

Artificial Intelligence: A Guide for Students

Visit the following website to learn about AI use in academic settings.

<https://camosun.libguides.com/artificialintelligence/home>

Course Guidelines & Expectations

Regular attendance and engagement with course material is necessary to understand and apply the content and concepts from this course into clinical practice. Students are expected to internalize and integrate the knowledge, skills and expectations for professional behaviour from this course to safely deliver dental hygiene care. Absence from class and lack of preparation increases the risk for students to be unsuccessful in meeting the learning outcomes for this course. Students are responsible to acquire all information given during a missed class, including notes, handouts, schedule changes, etc

School or Departmental Information

Students are required to read and are accountable for the College policies (outlined in the section below).

If relevant, students are required to read and are accountable for the guidelines noted on the HHS Clinical and Practice Placements website.

<https://camosun.ca/programs-courses/school-health-and-human-services/hhs-programs/practicums>

In addition students are required to follow the guidelines as described in the School of Health & Human Services (HHS) and program handbooks, including information on supplemental exams.

School of Health & Human Services (HHS) Handbook

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#top>

Dental Hygiene Handbook

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-4>

Student Responsibility

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

College Policies

Academic Integrity

Students are expected to follow the college's [Academic Integrity policy](#), and be honest and ethical in all aspects of their studies. To help you understand these responsibilities review the online [Academic Integrity guide](#).

The college's [Academic Integrity policy and supporting documents](#) detail the process for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

If you have a documented disability and need accommodations contact the Centre for Accessible Learning (CAL). CAL will arrange the appropriate academic accommodations so you can participate in all academic activities. Visit the [CAL website](#) for more information

Academic Progress

The [Academic Progress policy](#) details how the college monitors students' academic progress and what steps are taken if a student is at risk of not meeting the college's academic progress standards.

Acceptable Technology Use

The [Acceptable Technology Use](#) policy outlines how students are expected to use college technology resources, this includes using your own devices on the college's network. The use of the college resources in a way that violates a person's right to study in an environment free of discrimination, harassment or sexual violation is prohibited.

Course Withdrawals Policy

For details about course withdrawal see the [Course Withdrawals policy](#). Be aware of the [deadlines for fees, course drop dates, and tuition refunds](#).

Grading Policy

To learn more about grading see the [Grading Policy](#).

Grade Review and Appeals

The process to request a review of grades is outlined in the [Grade Review and Appeals policy](#).

Medical / Compassionate Withdrawals

If you have experienced a serious health or personal issue, you may be eligible for a [medical/compassionate withdrawal](#). The [Medical / Compassionate Withdrawal Request form](#)

outlines what is required.

Sexual Violence

If you have experienced sexual violence on or off campus, you can get support from the Office of Student Support. The Office of Student Support is a safe and private place to talk about what supports are available and your options for next steps. Visit the [sexual violence support and education site](#) to learn more or email oss@camosun.ca or phone: 250-370-3046 or 250-370-3841.

Student Misconduct (Non-Academic)

Camosun expects students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Review the [Student Misconduct Policy](#) to understand the college's expectations of conduct.

Looking for other policies? See [Camosun College Policies and Directives](#)

Services and Supports

Services are free and available to all students.

Academic Supports	Enrollment Supports
Centre for Accessible Learning	Academic Advising
English, Math and Science Help Centres	Financial Aid and Awards
Library	Registration
Writing Centre & Learning Skills	Tuition and Fees
Health and Wellness	Applied learning
Counseling	Co-operative Education and Career Services
Fitness and Recreation	Makerspace
Office of Student Support	

The [Centre for Indigenous Education Centre and Community Connections](#) provides cultural and academic supports for Indigenous students.

[Camosun International](#) provides supports to international students.

[The Ombudsperson](#) provides an impartial, independent service to ensure students are treated fairly. The service is a safe place for students to voice and clarify concerns and complaints.

If you have a mental health concern, contact Counselling. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Changes to this Syllabus

Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change the course content or schedule. When changes are necessary the instructor will give clear and timely notice.