



**DHYG 345 Professional Practice 3  
Winter 2020**

**COURSE OUTLINE**

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**The course description is available on the web:  
<http://camosun.ca/learn/calendar/current/web/dhyg.html#dhyg345>**

► *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

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**1. Instructor Information**

- (a) **Instructor** Michelle Meunier
- (b) **Office hours** Posted on Door
- (c) **Location** Dental Building Room 004
- (d) **Phone** 250-370-3507 **Alternative:** [Click or tap here to enter text.](#)
- (e) **E-mail** [meunierm@camosun.bc.ca](mailto:meunierm@camosun.bc.ca)
- (f) **Website** [Click or tap here to enter text.](#)

**2. Course Description & Intended Learning Outcomes**

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, and scope of practice, quality assurance, and employment conditions. Building on DHYG 245 and DHYG 246, this course prepares students to enter practice and to demonstrate sound decision making skills related to current and anticipated local, national and international practice and professional issues.

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

- a) use knowledge and understanding of practice settings, employment opportunities and conditions to develop a career plan.
- b) use evidence based research and critical thinking skills to analyze current and anticipated local, national and international issues affecting dental hygiene practice and professionalism.
- c) use knowledge of the structure and function of professional associations, registration, scope of practice, and quality assurance to make sound practice decisions.
- d) apply an effective, ethical decision making process to professional practice situations.

**3. Required Materials**

Darby and Walsh, 5<sup>th</sup> Edition, Dental Hygiene Theory and Practice, 2019

D2L content

**4. Course Content and Schedule**

Class Hours: 3 hour / week x 16 Weeks

Out of Class hours: 3 hour per week

## COURSE ELEMENTS

### **1. Use knowledge and understanding of practice settings, employment opportunities and conditions to develop a career plan.**

- a. Examine the overhead associated with operating a dental and dental hygiene practice.
- b. Understand the economic contribution of the dental hygienist to the dental practice in terms of production, collegiality, education marketing, and leadership.
- c. Discuss the entrepreneurial approach to practice.
- d. Discuss marketing techniques to promote dental hygiene services.
- e. Discuss career opportunities for dental hygienists.
- f. Discuss trends impacting the dental hygiene profession.
- g. Review the importance of professional involvement in development of dental hygiene education.
- h. Describe how to present a professional image throughout your career, in terms of professional character, networking, deportment and dress, cards/stationery, on-line presence
- i. Examine professional malpractice insurance (cost, coverage, limitations medical, extended medical and disability insurance, income protection strategies, Worker's Compensation, and employment insurance.
- j. Discuss employment-finding skills, including job search strategies, and ethics involved in employment.
- k. Understand how to create a personal resume and employment application letters and follow up
- l. 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.
- m. 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.
- n. Examine B.C. Employment Standards, including responsibilities to the employer, employment contract, probationary employment, evaluation processes, pregnancy and employment status
- o. Examine self-employment arrangements.
- p. 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.
- q. Discuss pros and cons of various workplace settings: private dental clinics, private dental hygiene clinics, community based care, education, institutional dental care, research industry.

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

- a. Discuss current issues affecting dental hygienists in B.C such as, moving towards degree for entry to practice, access to dental hygiene care, primary oral health care, bylaw changes, re-alignment of regulatory colleges and inter-professional relations
- b. Recall the legal obligations of dental hygienists in B.C., including confidentiality, client non-compliance and appropriate records.
- c. Recall contract principles in law.
- d. Understand the scope of practice of CDA's and recall scope of practice for dental hygienists in British Columbia.
- e. Recall the principle of accountability re: decisions, actions, and records and the legal relationship of practitioner and client.
- f. Examine different fee structures and billing practices in British Columbia in relation to legal and ethical responsibilities
- g. Recall the concept of responsibility for seeking help when necessary.
- h. Recall the role of dental hygienists in upholding health and safety standards and examine procedures for reporting

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

- a. Review the dental hygienists role in improving oral health for all, including public policy, advocacy, political lobby, promotion of oral health as integral to overall health, oral disease

- prevention, collaboration with other health professionals, volunteer activities, reducing inequities, consumer advocacy, public education, inter professional education.
- b. Discuss opportunities for professional services in dental hygiene societies, such as Regional representative on the BCDHA Board of Directors, Study Club organizer, job placement officer, National Dental Hygiene Week Coordinator.
- c. Discuss the value of volunteerism locally and globally (e.g. community health fairs, school/institutions, low cost clinic, and international service).
- d. Review quality assurance initiatives of CDHBC such as education standards, accreditation, certification, mandatory continuing education, required clinical practice, practice standards and guidelines, peer review, code of ethics.
- e. Review the different types of dental hygiene registration in British Columbia, including the regulations under the Health Professions Act, residential care, new graduates, practitioners from other jurisdictions, conditional registration for dental hygienists in BC, re-registration in British Columbia (CE, refresher, fees), and registration for the local anesthetic module
- f. Review registration process for NDHCB exam.
- g. Discuss registration in other regulatory jurisdictions, including other provinces, registration in United States and overseas.
- h. Review the opportunities for serving the CDHBC; Registration Committee, Inquiry Committee, peer review, provincial clinical examination and Director of the board.

**4. Apply an effective, ethical decision making process to professional practice situations**

- a. Review the DH practice standards, the importance of having clear goals, and making principled decisions.
- b. Discuss how to negotiate professional differences and how to identify problems and resolve conflict.
- c. Examine terminating employment with professional decorum, writing a letter of employment termination, appropriate use of interpersonal skills, including ethic and legalities
- d. Examine the ethics and legalities associated with terminating employment.
- e. Discuss ways of problem-solving professional differences.
- f. 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, and dental hygiene services in non-traditional practice settings.

**5. Basis of Student Assessment (Weighting)**

Interview with a Dental Hygienist .....	15%
Externship of a Dental Hygiene Office/Dental Practice.....	15%
Interview process and self-evaluation report.....	15%
Letter of Application and Resume .....	20%
Advocacy Assignment-National DH Week .....	20%
Attendance/participation:	
a. Registrar/Deputy Registrar Presentation & Submission of Two DH related questions (ethics issues, OH trends, career trends, etc.) .....	6%
b. Class Attendance .....	5%
c. Regulation Survey.....	4%

Please note: Any unexcused absence from a class with a guest speaker will forfeit the entire attendance mark of 5%

**6. Grading System**

Standard Grading System (GPA)

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

## 8. College Supports, Services and Policies

### Immediate, Urgent, or Emergency Support



If you or someone you know requires immediate, urgent, or emergency support (e.g., illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts:

<http://camosun.ca/about/mental-health/emergency.html> or  
<http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, centre for accessibility, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit Student Services at <http://camosun.ca/services/>

### College Policies

Policies are available on the College website at <http://camosun.ca/about/policies/>

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies.

Education and academic policies include, but are not limited to, [Academic Progress](#), [Admission](#), [Course Withdrawals](#), [Student Appeals](#), Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, and Student Penalties and Fines.

### Student Conduct Policy

There is a [Student Conduct Policy](#). It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College website.

## A. GRADING SYSTEMS

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf#page=2>

The following two grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-	Minimum passing Grade for Dental Courses	4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F		0

### 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

## B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf#page=4> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress</i> : A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal</i> : A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.