

CLASS SYLLABUS



COURSE TITLE: DHYG 345 Professional Practice 3
CLASS SECTION: X01 – Wednesdays 8:30-11:20am
TERM: W2023
COURSE CREDITS: 3.0
DELIVERY METHOD(S): Synchronous class to be delivered on-site whenever possible

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit: <https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Michelle Meunier
EMAIL: meunierm@camosun.ca
OFFICE: DNT 004
HOURS: By appointment/Posted on D2L

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.

CALENDAR DESCRIPTION

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.

PREREQUISITE(S): B- in DHYG 245
CO-REQUISITE(S): n/a
PRE/CO-REQUISITE(S): n/a

COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	17	51
Seminar			

Lab / Collaborative Learning
 Supervised Field Practice
 Workplace Integrated Learning
 Online

TOTAL HOURS **51**

COURSE LEARNING OUTCOMES

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

1. Discuss the dental hygiene licensure process.
2. Discuss health, wellness and other strategies for career longevity.
3. Develop a career plan using the knowledge of current practice settings and various employment opportunities and conditions.
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.
5. Use knowledge of the structure and function of professional associations, registration, scope of practice, and quality assurance to make sound practice decisions.
6. Apply an effective, ethical decision-making process to professional practice situations.
7. Understand the principles of fee structures as it relates to practice.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

CDHA and BCDHA Membership required

Attendance to Pacific Dental Conference in Vancouver – registration cost of \$50

Attendance to Dental Connections Evening January 25, 2023 (no cost)

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Please see D2L for course schedule.

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 Act, residential care, new graduates,

practitioners from other jurisdictions, conditional registration for dental hygienists in BC, re-registration in British Columbia (CE, refresher, fees), local anesthetic certification

- Review registration process for NDHCB exam.
- Discuss registration in other regulatory jurisdictions, including other provinces, registration in United States and overseas.
- 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
- Discuss the potential future clinical exams in BC and across Canada

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
 - Spirituality

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.
 - Discuss the entrepreneurial approach to practice
 - Marketing techniques to promote dental hygiene services
 - 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

- Review the importance of professional involvement in development of dental hygiene education
 - 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. Introduce concepts and practices required for private dental hygiene practice ownership
 - 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.

- 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
- Define interdisciplinary, multidisciplinary, interprofessional care – core competencies for interprofessional care
 - National Interprofessional Competency Framework (Canadian)
<http://ipcontherun.ca/wp-content/uploads/2014/06/National-Framework.pdf>
 - Interprofessional Education Collaborative (American)
<https://ipec.memberclicks.net/assets/2016-Update.pdf>
- Review the importance of professional involvement in the dental hygiene profession
- Discuss the value of volunteerism locally and globally

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

- 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 CDHBC 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
- Review quality assurance initiatives of CDHBC including: education standards, accreditation, certification, mandatory continuing education, practice standards and guidelines, code of ethics, QAP tool, jurisprudence module
 - 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
 - Discuss direct to consumer dentistry and marketing guidelines

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

- Review the DH practice standards, the importance of having clear goals, and making principled decisions.
- Discuss how to negotiate professional differences and how to identify problems and resolve conflict.
- Examine the ethics and legalities associated with terminating employment.

- Examine terminating employment with professional decorum, writing a letter of employment termination, appropriate use of interpersonal skills, including ethic and legalities
- Recall ways of problem-solving professional differences.
- 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.
- Discuss moral injury concept

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

ACTIVITY

Participation in the IDE Festival April 5, 2023

Attendance at Dental Connections Evening January 25, 2023 (4-7 pm)

Attendance of Pacific Dental Conference March 10, 2023 (Vancouver BC)

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 scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

STUDENT EVALUATION

NOTE: minimum passing grade for this course is B- or 70% OR COM

DESCRIPTION	WEIGHTING
Assignment 1: Interview with a Dental Hygienist	15%

DESCRIPTION	WEIGHTING
Assignment 2: Externship	15%
Assignment 3: Resume and Letter of Application	15%
Assignment 4: Pacific Dental Conference	10%
Assignment 5: IDE Festival	25%
Assignment 6: Dental Connections	5%
Participation/Discussion/Attendance/Webinars	15%
TOTAL	100%

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>

COURSE GUIDELINES & EXPECTATIONS

Please refer to the student handbook for information regarding supplemental exams.

SCHOOL OR DEPARTMENTAL INFORMATION

See D2L for more information

Students are required to read and are accountable for following College policies and guidelines as described in the DHYG and HHS Student Handbooks.

[CDA Student Handbook](#)

[HHS Student Handbook](#)

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.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service

Website

Academic Advising

<http://camosun.ca/advising>

Support Service	Website
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

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 courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.