

THE UNIVERSITY *of* NEW ENGLAND Dental Hygiene

FRESHMAN POLICY & PROCEDURES MANUAL 2023-2024



UNIVERSITY OF NEW ENGLAND
WESTBROOK COLLEGE
OF HEALTH PROFESSIONS
Department of Dental Hygiene

DENTAL HYGIENE PROGRAM

FRESHMAN POLICY AND POLICY MANUAL

2023 - 2024

Portland Campus
716 Stevens Avenue
Portland, Maine 04103
(207)-221-4900

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**DENTAL HYGIENE
PROGRAM POLICIES AND PROCEDURES MANUAL**

Marji Harmer-Beem, R.D.H., M.S.
Associate Professor
UNE Dental Hygiene Program Director

Faculty Contributors

Marji Harmer-Beem, R.D.H., M.S.
Associate Professor

Mary Aube, R.D.H., M.S. Ed
Associate Clinical Professor

Laura Krause, D.D.S.
Associate Clinical Professor

Jessica Gellar Cote, RDH, MEd
Assistant Clinical Professor

Joann Moulton, RDH, Ed.D
Assistant Clinical Professor

Lauren Durell, IPDH, MSD
Assistant Clinical Professor

Danielle Peterson, R.D.H., MHA, EdD
Assistant Clinical Professor

Garrett Richardson, IPDH, MSDH, EFDA
Assistant Clinical Faculty

Lisa Dufour, R.D.H., M.S.
Professor Emeritus

WCHP Common Curriculum Academic Progression Guidelines

The requirements laid out below are for the first two years of enrollment in any undergraduate program of the Westbrook College of Health Professions. Beginning with the fall semester of the third year, students will be held to their program specific progression guidelines.

- In keeping with the guidelines of the University of New England, all students must achieve a minimum cumulative semester-end grade point average as follows:

Fall of First Year	1.70
Spring of First Year	1.70
Fall of Second Year	1.70
Spring of Second Year	1.80

Failure to maintain the minimum GPA requirements will result in academic probation as described in the Catalog of the University of New England.

- Not taking courses in sequence can affect being able to graduate on time.
- Courses taken off campus will need transfer of course paperwork. www.une.edu/registrar/records/transfer-credits. Forms can be found on the registrar's page under forms <https://www.une.edu/registrar/registration/registration-forms>. The Dental Hygiene Program uses Application of Prerequisite Transfer forms and Application for the Transfer of Course Work forms. Please consult your program advisor when planning to take course off campus.
- Students must achieve a minimum grade of a "C" in the following courses: MAT 120, CHE 130, BIO 104, BIO 208, BIO 209, BIO 242, BIO 309, NUTR 220, and DEN 201. Failure to achieve a "C" will result in program level probation, and may affect academic progression.
- Students may enroll in any of the WCHP Common Curriculum courses a maximum of two times. The second time enrolled in a course, a student must achieve a minimum grade of a "C".
- Cumulative GPA required for enrollment into the "300" and "400" level courses of the dental hygiene major is **2.0** or a "C".
- Receiving **below** a "C" in two or more dental hygiene, science and math courses will result in dismissal from the dental hygiene program. Reapplying to the dental hygiene program can occur if minimum admissions criteria are met and space is available.
- DEN 100 was designed as a retention tool to help Dental Hygiene Students to connect with the program and other DH Students. DEN 100 will not be considered for dismissal, however a "C" must be maintained and the course repeated as necessary.
- **"WF" Policy** Withdrawing from a course after the without-penalty-date may result in a "WF" on the transcript and does affect the student's calculated GPA. A "WF" is an unsatisfactory grade and will be calculated as such, in all dental hygiene and science courses and will count as an attempt at course completion and result in a repeat course. Students may repeat a dental hygiene or science course once.

However, withdrawing from courses may cause an interruption in the progression of the student in the program and seats in subsequent years cannot be guaranteed.

University of New England Westbrook College Campus Dental Hygiene Program

Mission

The Dental Hygiene Program endeavors for excellence by preparing oral health professionals intellectually and practically for a broad and robust career in dental hygiene.

Program Learning Outcomes /Program Goals

Program goals are broad statements about what the program wants the program to do.

The dental hygiene program strives to:

- 1. Be a leader in dental hygiene education.**
 - To better serve teaching dental hygiene students using current and effective methodologies.
- 2 Offer opportunities to students that are student centered, interprofessional, leadership forward, and diversely experiential in clinical and community settings.**
 - To better provide real-life experiential learning opportunities for students.
- 3 Faculty will participate in leadership and scholarship with the vision of national engagement as an overarching goal.**
 - To better prepare faculty for student mentorship.

The Dental Hygiene Program faculty will immerse students in educational experiences that prepares the student to achieve the following learning outcomes:

- 1. Provide the public with compassionate and competent dental hygiene care founded on evidenced-based scientific knowledge as an essential component of comprehensive interprofessional health care and community-based health care.**
 - Measurement of PLO # 1 is by student success demonstrated by the direct measure of TalEval grades benchmarked with minimum scores of 74%.
- 2. Demonstrate effective decision-making skills through the use of the critical thinking process.**
 - Measurement of PLO # 2 is by demonstrating competency in clinical decision making and problem solving by using the dental hygiene process of care. AAC&U rubrics are used to gauge success in didactic assignments as a direct measure.
- 3. Explore the complexities of ethical decision-making as it relates to professional expectations and social responsibility for diversity and inclusion and equity.**
 - Students take an IHS 310 Ethics for Health Professionals course. Measurement of success in PLO # 3 is by passing the course and by the student's ability to treat all people in clinics with inclusion and equity as an indirect measure. Students pass a state jurisprudence test to be licensed as a direct measure.

4. **Commit to advocacy, leadership, scholarship, and life-long learning to respond to an ever-changing healthcare environment and growing profession.**
 - DEN 422 Leadership course encompasses leadership, scholarship by searching for evidenced-based literature for poster session topics presented to dental professionals for continuing education. Measuring PLO # 4 is by successful completion of the poster session as a direct measure.

5. **Utilize oral healthcare technology (Health Informatics) to enhance patient care and communication abilities in the professional and practical arenas.**
 - Students are expected to be competent in professional communication for clinical care. The professional communication and competent use of the Electronic Medical record is measured in the web-based grading platform TalEval with at least minimum scores of 74% or better.

6. **Successfully gain access to dental hygiene licensure in the state of choice by successfully completing the national and regional board examinations.**
 - PLO # 6 is measured directly by the pass rates on the National Board Dental Hygiene Exam, and the Commission on Dental Competencies Assessments ADEX examinations, along with verification pages processed by the registrar's office for application for licensure in the graduate's state of choice.

Student Access Center

UNE seeks to promote respect for individual differences and to ensure that no person who meets the academic and technical standards requisite for admission to, and continued enrollment at, the University is denied benefits or subjected to discrimination at UNE solely by reason of his or her disability. Any student eligible for academic accommodations due to a documented disability is encouraged to speak with the professor in a timely manner. Registration with Student Access Center at UNE is required before accommodation requests can be granted. The Student Access Center on the Portland campus is located in the lower level of Ginn Hall and may be reached by calling 221-4418. Student Access on the Biddeford campus is located in the lower level of Stella Maris Room 131 and may be reached by calling 602-2815. <http://www.une.edu/studentlife/student-access-center>

Licensure Statement

UNE's Dental Hygiene Program is aligned with state licensure requirements in Maine. If you are considering obtaining state licensure outside of Maine, we encourage you to research the state licensing requirements for the state in which you intend to practice as these requirements vary from state to state. To learn more about each state's licensure requirements please visit our [Licensure Notification page](#) and select your licensure program. We also encourage you to discuss any questions you may have about this matter with your program's department chair/program director.

Technical Standards

Introduction

University of New England Dental Hygiene Program is committed to the principle of inclusivity and diversity. Consistent with that commitment, admissions to the Dental Hygiene Program is open to all qualified individuals and complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1993). These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the dental hygiene program curriculum, including the clinical component.

Technical standards are the nonacademic functional abilities that are essential for the delivery of effective and safe dental hygiene care. The technical standards listed below identify the skills and behaviors necessary to successfully complete the dental hygiene curriculum and adequately prepare our students for the practice of dental hygiene.

Technical standards review is conducted annually for students.

The Dental Hygiene Program's technical standards are as follows, which a student must meet with or without reasonable accommodations:

Motor Skills / Manual Dexterity

Students must have full manual dexterity including adequate functioning of arms, wrists, hands and fingers. Appropriate psychomotor skills, manual dexterity and motor movement skills are necessary to render clinical dental hygiene treatment while possessing the physical strength to move oneself into a position that will enable the student to provide appropriate dental hygiene care.

The student must be able to:

- Use personal protective devices (tolerate face mask/shield, safety eyewear, surgical gloves and laboratory coat).
- Function in an environment where latex is present.
- Carry out OSHA infection control procedures using cleaners and chemicals.
- Perform dental hygiene procedures (scaling, polishing, x-rays) and manipulate dental materials Access a patient from a seated or standing position.
- Operate switches, knobs, levers in operation of the dental chair and accessory equipment in all clinics and laboratory settings.
- Exhibit sufficient motor function to elicit information from a patient by palpation, auscultation, percussion, and other diagnostic modalities.
- Perceive and interpret tactile vibrations appropriately.
- Manipulate small objects and materials, paying close attention to fine detail. Perform basic life support including CPR.
- Transfer and position patients with disabilities.

Sensory Skills / Observation Skills

A functional use of all senses is required. Visual acuity and intellectual ability are necessary to acquire information from documents such as charts, radiographs, small print, handwritten notations and computer images. Appropriate depth perception with vision from a distance of 18” with or without corrective lenses is essential.

A student must be able to:

- Observe demonstrations at a distance and close at hand.
- Perform procedures in the classroom, clinic area and laboratory setting.
- See fine detail, focus at several distances, discern variations in color, shape and texture in order to differentiate abnormal from normal.
- Discern tactile sensations to perceive and interpret information associated with clinic procedures visually assess, bimanually palpate hard and soft anatomic structures.
- Develop reasonable skills of percussion and auscultation.

Intellectual Skills / Conceptual and Cognitive Skills

Consistent, accurate and quick integration of information is required especially in an emergency situation.

The student must:

- Possess the ability to learn, interpret, integrate, analyze and synthesize data
- Possess the intellectual abilities required to carry out reasoning, analysis, problem – solving, critical thinking, self-evaluation and lifelong learning
- Be able to comprehend three dimensional and spatial relationships

Communication Skills

A student must:

- Communicate effectively with patients, colleagues, faculty and guests in verbal, nonverbal, and written form.
- Possess sufficient command of the English language in order to retrieve information from lectures, textbooks, and exams.
- Be able to obtain an accurate medical/dental history.
- Be able to accurately record findings in patients’ records.

Behavioral / Social / Mental / Emotional Skills

High levels of emotional and mental stability are required on a daily basis.

A student must possess the emotional health and mental stability necessary to:

- Demonstrate respect and caring for patients, peers, staff, and faculty.
- Interact with peers, patients, staff and faculty in an emotionally stable, professional, and ethical manner.
- Demonstrate respect for the diversity of cultures among clinical patients, college personnel and peers.

- Demonstrate a team approach in carrying out responsibilities in all settings. Endure physically taxing workloads.
- Function effectively under stress.
- Adapt to changing environments by displaying flexibility.
- Display compassion, integrity, concern for others, respect, strong interpersonal skills.
- Be tactful and congenial.
- Be able to accept criticism and respond by appropriate modification of behavior. Be able to interrelate among colleagues, staff, and patients with honesty, integrity, professionalism and nondiscrimination.
- Exercise good judgment.
- Promptly complete responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients.
- Respect the confidentiality of patient privacy.

Other Skills Related to Technical Standards

Students must demonstrate the ability to arrive at their clinical assignments on time and meet the programmatic requirements in a timely, professional and competent manner.

Students will be required to sign a document to attest that with proper training there would be no reason why the student would not be capable of performing the technical standards expected of a student in the UNE Dental Hygiene Program as outlined above, with or without reasonable accommodations.

Accreditation

The University of New England is accredited by the New England Association of Schools and Colleges, Inc., which accredits schools and colleges in six New England states. The Commission on Dental Accreditation accredits the Dental Hygiene Program.

Professionalism

Professionalism is inherent to the practice of dental hygiene. The public has an expectation of what the dental hygienist's behavior should be, and therefore it is reasonable that the dental hygienist would behave in such a manner and conform to technical and ethical standards of the dental hygiene profession. Professionalism, generally, is defined as exhibiting a courteous, conscientious, and businesslike manner to all patients, peers and faculty. Other characteristics of the professional dental hygienist are being clean, neat, health and prevention orientated, detail conscious, and motivated by service. It is important to realize that professionalism is a mandatory skill that is continually evaluated during your time here as a student (see section 3.28 of the Dental Hygiene Program Policy & Procedures Manual).

Academic and Disciplinary Appeals Policy

Students are advised to review the Academic and Disciplinary Appeals Policy stated in the UNE Student Handbook.

<https://www.une.edu/sites/default/files/2023-01/Spring%202023%20Student%20Handbook.pdf>

Sexual Harassment Policy

University Policy on Harassment:

Consistent with state and federal law, the University of New England does not, under any circumstances, tolerate or condone harassment of its students on the basis of race, sex, handicapping conditions, religion, age, ancestry, national origin, or sexual preference. In keeping with efforts to promote and maintain an environment in which the dignity and worth of all people is respected, the University of New England considers harassment of students unacceptable and cause for serious disciplinary action, up to and including dismissal from the University. For more information, please refer to the University of New England's Student Handbook

<https://www.une.edu/sites/default/files/2023-01/Spring%202023%20Student%20Handbook.pdf>

Dental Hygiene Mentoring and Central Advising

On the Biddeford Campus, each freshman and sophomore will be assigned a UNE Central Advisor for academic advising and registration assistance. Additionally, you will be assigned a mentor in the major. The names and contact information will appear in your Navigate account. Your DH mentor will be a faculty member serving the role of mentor. Their role will be to answer questions about the profession and about the major as it occurs on the Portland Campus. Your academic advisor in your freshman and sophomore years will help you to determine your academic choices to fulfill your program requirements and your pre-requisites in general education. This process is in preparation to progress to your junior year courses in your major on the Portland Campus. The Portland Campus is a professional and graduate campus.

Mentoring opportunities to meet faculty mentors will occur in the fall and spring of your freshman year. The Dental Hygiene Program will invite you to events such as a pizza party, ice cream social, or tailgating at homecoming.

Dental Hygiene Program Full-Time Faculty and Professional Staff

The offices of the faculty and staff of the Dental Hygiene Program can be found in Hersey Hall and the Grace Coleman Building on the Portland Campus. Students are encouraged to meet with faculty and staff as needed. Office numbers, telephone/voice mail numbers and e-mail addresses are listed below.

NAME	TITLE	ROOM	PHONE/EMAIL
Mary Aube, RDH., M.S.Ed	Associate Clinical Professor	Portland Campus Coleman 113	207-221-4549 maube4@une.edu
Lauren Durell, IPDH, MSD	Assistant Clinical Professor	Portland Campus Coleman 102	207-221-4319 ldurell@une.edu
Linda Dyer	Office Manager	Portland Campus Coleman 110	207-221-4278 ldyer2@une.edu
Jessica M Gellar-Cote RDH, MEd	Assistant Clinical Professor	Portland Campus Hersey 413	207-221-4318 jgellar@une.edu
Kristen Georgia, M.A.T.	Professional Academic Advisor Dental Hygiene	Biddeford Campus Ripich Commons 213	207-602-2092 kgeorgia@une.edu
Marji Harmer-Beem, RDH, M.S.	Program Director Associate Professor	Portland Campus Coleman 118	207-221-4315 mharmerbeem@une.edu
Melanie Henriquez	Administrative Coordinator	Portland Campus Coleman 110	207-221-4277 cpetrin@une.edu
Alyne Heslin, D.A.	Infection Control Manager	Portland Campus Coleman 114	207-221-4280 aheslin@une.edu
Laura Krause, D.D.S.	Associate Clinical Professor	Portland Campus Coleman 112	207-221-4470 lkrause@une.edu
Janet Lefebvre	Billing Specialist	Portland Campus Coleman 103	207-221-4249 jlefebvre2@une.edu
Joann Moulton, RDH, Ed.D	Assistant Clinical Professor	Portland Campus Hersey 412	207-221-4313 jmoulton1@une.edu
Barbara Norton	Administrative Assistant	Portland Campus Coleman 111	207-221-4471 bnorton@une.edu
Danielle Peterson, RDH, MHA, EdD	Assistant Clinical Professor	Portland Campus Coleman 103	207-221-4249 dpeterson8@une.edu
Garrett Richardson, IPDH, MSDH, EFDA	Assistant Clinical Professor	Portland Campus Hersey 415	207-221-4317 grichardson1@une.edu

**University of New England Dental Hygiene
Program Technical Standard Signature Form
Student Access Policy**

<https://forms.office.com/r/yZsG061HJW>

Name: _____

Technical Standards

Introduction

Technical standards are the nonacademic functional abilities that are essential for the delivery of effective and safe dental hygiene care. The technical standards listed in this policy and procedure manual identify the skills and behaviors necessary to successfully complete the dental hygiene curriculum and adequately prepare students for the practice of dental hygiene. If technical standards are not met, students will be dismissed from the Dental Hygiene Program. Technical standards are assessed annually.

Student Access Center

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<http://www.une.edu/studentlife/student-access-center>

I attest that with proper training I see no reason why I am not capable of performing the technical standards expected of a student in the UNE Dental Hygiene Program as outlined above with or without reasonable accommodations.

Student Signature: _____ Date: _____



UNIVERSITY OF
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET