



**VERA Z. DWYER COLLEGE
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Division of Dental
Education Clinic Attendance
Policy**

POLICY NO: IUSB-CHS-DE.002

EFFECTIVE DATE: January 1,
2018

TARGET GROUP: Division of
Dental Education Students

SECTION: Division of Dental
Education Student Policy

**REVISION DATE: December
15, 2017**

Purpose:

The purpose of this policy is to provide IU South Bend Dental Hygiene students with information necessary to know the expectations of clinic attendance.

Policy:

Clinic Attendance

All scheduled clinical time is mandatory. Failure to meet minimum semester requirements will result in course failure. 1st year students are required to have at minimum 8 hours of clinic per week. 2nd year students are required to have a minimum of 12 hour of clinic per week.

- ❑ The Student Clinician must be set up and ready to seat patients at the beginning of each scheduled clinic session. The student clinician and CA must arrive **30 minutes** prior to the beginning of each session. The student must set up the assigned unit, and prepare for treatment regardless of patient schedule in the case of a late schedule, or walk-in.
- ❑ If a student does not have a patient within the first 30 minutes of the scheduled clinic start time
 - The second year student is permitted to leave clinic without point deductions after making every effort to find a replacement patient
 - The first year student is required to remain in the clinic for the entire clinic session
- ❑ If a patient cancels their appointment with short notice every attempt must be made to find a replacement patient
- ❑ If a clinician chooses to leave early from clinic, they will not receive clinic count for the day
- ❑ A student must always notify the faculty member and/or the faculty in clinic if the student leaves the clinic for any unscheduled reason
- ❑ Students who are dressed inappropriately will be sent home as an unexcused absence
- ❑ If a student ends treatment greater than 1 hour early from the end of clinic, the student is to clean their unit, help fellow students and CA, and discuss with faculty how they can help housekeeping in the clinic for the remainder of the clinic session.
- ❑ Patient treatment clinics must include clinical dental hygiene assessment, planning, treatment, evaluation, and/or documentation.
 - Example patient treatment includes the following procedure codes:
 - 1110 adult prophylaxis 1120 child prophylaxis
 - 4341 quadrant scaling 4342 1-3 teeth root planing & scaling
 - 4910 periodontal maintenance
 - 1351 Sealants (4 or more)
- ❑ Sealant-To earn patient treatment for Sealant procedure, the students must successful complete all assessment, planning, sealant treatment, evaluation, and documentation procedures with an

- instructor
- ❑ Inclement Weather: make-up time for clinic cancelled or delayed due to weather is determined, and set by the program
- ❑ Clock-In/Clock-Out: In the clinic attendance book, clinic assistants and student clinicians must sign with their name and time of arrival and departure. In computerized systems, students must have time stamps indicating arrival and departure.

Clinic Absence

- ❑ If an unavoidable absence occurs the student must contact the Clinical Coordinator, reschedule their patient, and inform the Clinic Manager they will not be attending clinic. Illness is defined as symptomatic with fever, cold, virus, or flu with documentation
- ❑ The rescheduling of the patient is the *student's* responsibility and must be done professionally and promptly. **If possible, the student should attempt to find a student to switch clinics so that the patient is not inconvenienced, and to allow the student to maintain required clinical hours**
- ❑ The student must find coverage for CA duties. If a student steps in for the absent CA or clinician, the original clinician must pick up a clinic or CA of the covering clinician

Clinic Make-Up Session

Clinic sessions are scheduled to the maximum capacity of the clinic space, therefore additional clinic sessions are subject to availability. Student are encouraged to manage their patient schedule to ensure each clinic session meets the requirements for clinic count. The following are guidelines for the rare event clinic make-up sessions are necessary.

Guidelines:

- The student must be making satisfactory progress towards all course competencies before make-up can be offered.
- Clinical time includes all required experiences, pre/post conferences, and observations outlined by the faculty
- Tardiness and early departures will be noted and counted as missed time
- Faculty and course coordinators have the right to determine the nature of the experience that will make up the time missed
- Availability of additional make-up sessions is not guaranteed, and subject to unit availability

Clinic Switch

Students may switch clinics or CA with another student clinician IF:

- Both students are in agreement of the switch
- Both students are making satisfactory progress towards all course competencies.
- Notification of the change is emailed to the clinic coordinator(s), clinic manager, and includes both students involved in the switch. This serves as documentation of the switch and agreement of both students
- Approval is given by the clinic manager and clinic coordinators