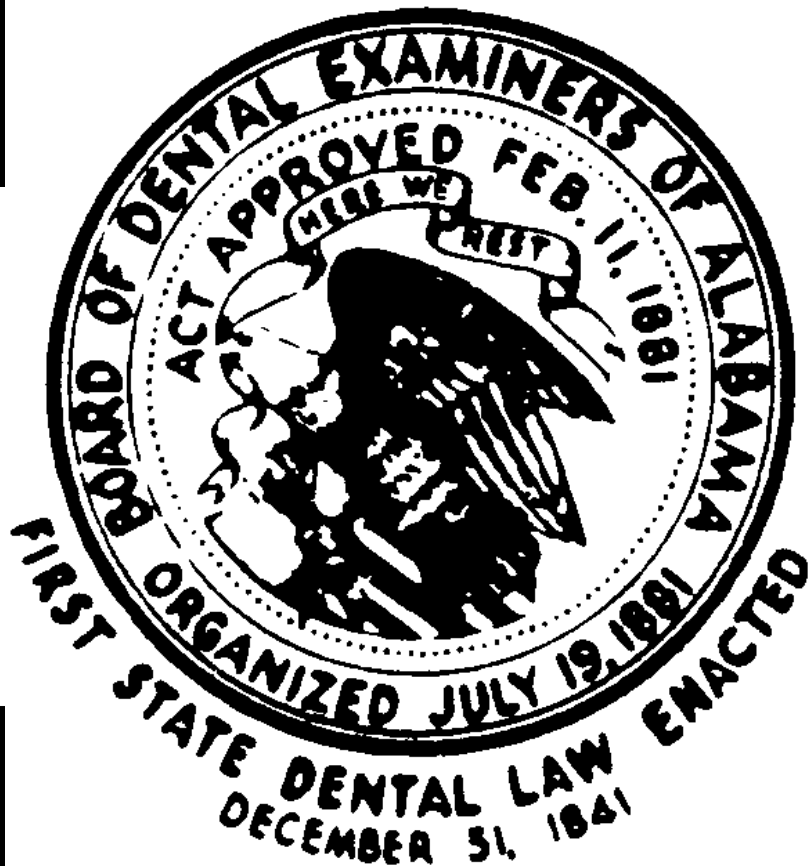


*BOARD OF DENTAL EXAMINERS OF ALABAMA*

# ALABAMA DENTAL HYGIENE PROGRAM



October 2011

DENTIST-INSTRUCTOR MANUAL

**APPLICATION PROCESS:**

**Step 1** Request application packet Include name of student and dentist. March 1-May 15  
OR print from website [www.dentalboard.org](http://www.dentalboard.org) March 1-May 15

– **Prior to enrollment confirm that you have no conflict with academic session. ATTENDANCE IS MANDATORY.** All academic sessions begin at 8:00 AM, dismiss at 5:30 PM. All academic sessions are held at Volker Hall (1600 University Blvd.) on the UAB campus unless notified of location change. The 2011-2012 schedule will be available February 2011. The typical schedule will include:

Session 1	July 9-11	*Three days, Saturday, Sunday, Monday
Session 2	August 5-7	*Three days, Friday, Saturday, Sunday
Session 3	September 10-11	Two days, Saturday – Sunday
Session 4	October 1-2	Two days, Saturday – Sunday
Session 5	November 5-6	Two days, Saturday – Sunday
Session 6	January 7-8, 2012	Two days, Saturday – Sunday
Session 7	February 4-5, 2012	Two days, Saturday – Sunday
Session 8	March or April 14-15, 2012	Two days, Saturday – Sunday
Session 9	May 5-6, 2012	Two days, Saturday – Sunday

**Step 2** ADHP REGISTRATION DEADLINE: Completed application must be postmarked by MAY 30  
INCOMPLETE APPLICATIONS WILL BE RETURNED.  
ALL FEES MUST ACCOMPANY APPLICATION.

ADHP Training Permit Fee	\$ 200.00
ADHP Training Education Fee	275.00
ADHP Instructional Material	100.00
ADHP Manual	75.00
ADHP Training Video	<u>25.00</u>
<b>Total</b>	<b>\$675.00</b>

**Step 3** Textbooks (Individual purchase) **Purchase prior to Session 1**  
**Textbook list found on page 5.** For additional information for purchase of the textbooks, you may wish to contact:

- |  |  |
|--|--|
| 1. Snoozy's Book Store<br>1137 11th Ave. South<br>Birmingham, AL 35205<br>(205) 328-2665 Fax (205) 933-2229<br>E-mail <a href="mailto:snoozys@snoozys.com">snoozys@snoozys.com</a> | 2. Blazer Bookstore<br>HUC 150<br>1400 7 <sup>th</sup> Ave. So<br>Birmingham, Al 35233<br>934-8205 (Caleb) |
|--|--|

**Extensive Reading Assignments are required prior to 1<sup>st</sup> session**

**ON COMPLETION OF THE ADHP:**

**Step 4** The Alabama Dental Hygiene Licensure Exam is typically in June of each year. Application for Alabama Dental Hygiene Licensure Exam is due 30 days prior to Licensing Exam

**Step 5** October 1 – The Annual Registration fees and continuing education requirements must be completed each year for the license to be in active status. 2012 Annual registration WILL BE due October 1, 2011.

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D.M.D., M.S.  
Professor of Dentistry  
Department of Periodontics

**ALABAMA DENTAL HYGIENE PROGRAM**  
**DENTIST – INSTRUCTOR MANUAL**  
**Revised October 2009**  
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Weatherford

## **HISTORY AND ADHP FAQs**

### **WHEN WAS THE ADHP ESTABLISHED?**

In 1959 the legislature specifically gave the Board authority to issue training permits to qualified dentists in accordance with a dental hygiene training program established by the Board. This authority allowed graduates from this program to qualify for licensure without the necessity of having to be a graduate of a school of dental hygiene approved by the Board. By 1960, preceptorship no longer existed as an optional route to licensure for dental hygienists. The Alabama Dental Hygiene Program is not a preceptorship in that an essential and necessary component of the Program is formal classroom education and training.

### **WHY WAS THE PROGRAM ESTABLISHED?**

During the 1950's several important changes occurred in Alabama and the nation, this in retrospect can be seen to have been essential to the creation of the Alabama Dental Hygiene Program. Among these changes was the creation of the first formal dental hygiene school at the University of Alabama School of Dentistry, the beginning of the statewide junior college system, and realization by the dental profession that preventive dentistry had not become a priority in the treatment of patients. Initially it was thought that concerns over the quality of the preceptor idea would be addressed by educating all dental hygienists in a traditional program in the School of Dentistry or in the new junior college system. However, studies in Alabama and other states confirmed that college trained hygienists tend to congregate in urban areas after graduation and had a higher attrition rate out of dental hygiene than did preceptor trained hygienists. Information from other states concerning the cost of traditional dental hygiene education showed sufficient public funding to educate the quantity of qualified dental hygienists needed by the people of our state that did not exist. These factors---quality, quantity, costs, distribution within the state, and a commitment to preventive dentistry for patients stimulated those in leadership positions in the Alabama Dental Association and the Board of Dental Examiners to consider non-traditional programs for educating dental hygienists. The Alabama Dental Hygiene Program was established one decision at a time, one step at a time over a period of ten years.

### **DOES THE BOARD OF DENTAL EXAMINERS OF ALABAMA ADMINISTER THE PROGRAM?** Yes.

### **DOES THE ALABAMA DENTAL ASSOCIATION SUPPORT THE ADHP?** Yes.

## **THE ADHP IS NOT A “PRECEPTORSHIP”**

The acronym for the Alabama Dental Hygiene Program is ADHP it is not accurate to identify the graduates of the ADHP (Program) as “Preceptorship” trained. Preceptorship infers that the program is informal and unstructured. Because of the highly organized and structured academic nature of our program, it is inappropriate to refer to it as a preceptorship.

## **WHAT IS THE RATIO OF DENTIST/DENTAL HYGIENISTS IN ALABAMA?**

The ratio in Alabama is 1 dentist to 1.6 hygienists. Currently, Alabama has over 3727 hygienists holding active status with approximately 3317 trained through the Alabama Dental Hygiene Program. Of the number holding active status over 3557 hygienists reside within Alabama.

## **WHAT SHOULD YOUR STUDENT HYGIENIST EXPECT FROM YOU:**

**ENCOURAGEMENT AND SUPPORT** – **The most important!** As the dentist-instructor **YOU** are accepting the responsibility as the instructor of clinical skills and as a mentor for academic assistance. To be successful your student needs your help.

### **EMPLOYMENT** – 24 hours per week

1) As stated one of the basic requirements for participation in the ADHP is that the student is employed a minimum of twenty-four hours (24) per week by the clinical instructor. Prior to enrollment, as the employer, it is important to accept responsibility that this condition can be satisfied.

2) Termination of employment during the enrollment period requires notification to the Board demonstrating just cause. Careful consideration of the work ethic of the candidate you are sponsoring is critical; likewise as the dentist-instructor, the Board accepts your request to enroll a candidate with the assumption that you are accepting the commitment to fulfill all requirements of the Alabama Dental Hygiene Program.

**ADEQUATE AMOUNT OF PATIENTS** - Students are required to complete 150 prophys with a minimum of 100 completed on patients with permanent or mixed dentition. Additionally he/she must be skilled in exposing all types of radiographs, must demonstrate the ability to accurately record the location and extent of dental restorations, chart mobility, furcations, gingival recession, keratinized gingival, pocket depth on six aspects of each tooth, and assist with periodontal treatment planning. Dental practices that are limited to specialty areas should carefully consider the clinical opportunities

that are available during the course of daily operations prior to enrollment of a candidate. It is important that the candidate have a patient base that allows demonstration of clinical skills related to scaling and root planing.

***INSTRUCTION*** - Set aside time on a daily basis. Utilize the ADHP Video to supplement your instruction. The video should be reviewed frequently to reinforce skills. Provide assistance by reviewing academic material. Textbook diagrams, anatomical landmarks and instrumentation should be discussed with the student at the chair as well as in the academic lecture. The material covered during lecture and slides will be better understood when you take the time to bring the lecture material into the daily clinic setting.

Prior to the first academic session an overview of all textbooks is mandatory. Specific reading assignments for the first academic session will be included in the application information. Textbook references required for specific lectures will be distributed throughout the year. The completion of all reading assignments is vital to the learning process. The ADHP manual will be constructed from the individual lecture presentations, but under no circumstance can the manual be considered the sole text for the material required. Independent study of the textbooks is necessary to develop the foundation for the lecture as well as a means to enhance the lecture topics when preparing for exams.

### **ADHP CANDIDATE SELECTION:**

The certified dentist instructor serves as the first step in the selection process of a candidate. ***The student must have completed 24 months of full time employment as a chair side dental assistant. Please refer to Rule 270-X-3.04 – Alabama Dental Hygiene Program Requirement for complete details.*** The academic instruction is intense. Please evaluate the dental skills and knowledge of the individual you plan to enroll. Although prior education and study skills are important considerations, a strong working knowledge of routine dental procedures, terminology, radiographic skills, infection control procedures, medical emergencies, and CPR certification are required for admittance into the ADHP.

The dentist and candidate should carefully evaluate their working relationship and be committed to the full year of the program. Careful consideration of family obligations and their personal commitment to this opportunity is critical. Please retain this manual and allow prospective candidates an opportunity to become familiar with the ADHP prior to the decision to enroll. The independent study required for this program is best suited for highly motivated mature individuals

## **2011-2012 ADHP Academic Sessions**

**Student attendance is mandatory at each session.**

All academic sessions begin at **8:00 AM** and dismiss at **5:30 PM**.

Each session is held at Volker Hall (1600 University Blvd.) next to Lister Hill Library, on the UAB campus unless notified of location change.

Session 1 Saturday July 9 - Sun. July 10 - Monday July 11, 2011

Session 2 Friday August 5 - Sat. Aug. 6 - Sunday Aug.7, 2011

Session 3 Saturday Sept. 10 – Sun. September 11, 2011

Session 4 Saturday Oct. 1 – Sun. October 2, 2011

Session 5 Saturday Nov. 5 – Sun. November 6, 2011

Session 6 Saturday Jan.7 – Sun. January 8, 2012

Session 7 Saturday Feb. 4 – Sun. February 5, 2012

Session 8 Saturday April 14 – Sun. April 15, 2012

Session 9 Saturday May 5 – Sun. May 6, 2012

The academic schedule is confirmed each year prior to the publication of the applications for the current program year.

## REQUIRED TEXTBOOKS/SUPPLIES FOR ADHP

### **Snoozy's Bookstore**

1137 11th Ave. South  
Birmingham, AL 35205  
(205)328-2665 Fax (205)933-2229  
E-mail [snoozys@snoozys.com](mailto:snoozys@snoozys.com)  
(to place order) =

<http://www.snoozysbookstore.com/Catalogs/ADHP/106.aspx>

### **Blazer Bookstore**

HUC 150  
1400 7<sup>th</sup> Ave. So.  
B'ham. AL 35233  
934-8205 (Caleb)

**Prices subject to change**

***Minimum \$5.00 shipping charge***

Confirm the ADHP required textbook list with Snoozy's or Blazer bookstore at the time of purchase. They will have a listing of textbooks and correct editions available for the current year's Program. Used textbooks are acceptable, as long as the book is the correct edition. Extensive reading is required prior to enrollment.

### **Required Textbooks: (revised 1/11)**

- 1) Fehrenbach: Illustrated Anatomy of the Head and Neck  
3<sup>rd</sup> edition -
- 2) Dofka, Dental Terminology (Delmar)) 2<sup>nd</sup> Edition – text only  
- recommended for pre-entrance exam
- 3) Nield-Gehrig: Foundations of Periodontics for the Dental Hygienist- 3<sup>rd</sup>.  
Edition
- 4) Wilkins: Clinical Practice of the Dental Hygienist (w/optional study guide,)  
10<sup>th</sup> edition  
(CD-ROM included)
- 5) Nield-Gehrig: Fundamentals of Periodontal Instrumentation & Advanced  
Root Instrumentation 6<sup>th</sup> Edition
- 6) Iannucci: Dental Radiography: 4<sup>th</sup> edition

### **Recommended textbooks:**

- 1) Ibsen: Oral Pathology 4th ed. –

## ADHP Instruction Materials (Required)

### Instruments:

- A) Mirror and Explorer EX-D5
- B) Probe-Periodontal: (double end) Nos. Orban 20 and Michigan ‘O’ w/Williams Markings
- C) Scaler: (double end) Nos. U-15/30
- D) Scaler: (double end) Taylor Nos. T2/T3
- E) Curette: (double end) Columbia Nos. 13/14
- F) Curette: (double end) Gracey Nos. 1/2
- G) Curette: (double end) Gracey Nos. 3/4
- H) Curette: (double end) Gracey Nos. 11/12
- I) Curette: (double end) Gracey Nos. P7/P8

Dentoform      A-PZ DA Perio/Model    #E0300135

## ADHP Manual and Lecture Handouts

### 2010 ADHP Video

#### Textbook References:

Ms. Winchester; Intra and Extraoral Exam- Video

Clinical Practice of Dental Hygiene, Chapter 10

Illustrated Anatomy of the Head and Neck, Chapter 1-2

Dr. Roberts; Periodontal Probing

Clinical Practice of Dental Hygiene, Chapter 13

Fundamentals of Periodontal Instrumentation – Module 11

Dr. Stevens; Instrument

Clinical Practice of Dental Hygiene, Chapter 36

Fundamentals of Periodontal Instrumentation – Modules 3-4, 10, 12-16

## **ADHP CLASSROOM PROTOCOL**

PLEASE REVIEW THIS PROTOCOL WITH YOUR STUDENT. IT IS IMPORTANT THAT EVERYONE HAVE A CLEAR UNDERSTANDING OF THE CLASSROOM RULES.

1. **ATTENDANCE IS MANDANTORY** FOR ALL ACADEMIC SESSIONS (ONLY ALLOWABLE ABSENCES ARE THOSE PREAPPROVED). APPROVED ABSENCES ARE THE EXCEPTION RATHER THAN THE RULE AND WILL NOT BE APPROVED UNLESS THERE ARE COMPELLING REASONS TO DO SO. YOU ARE REMINDED THAT A SCHEDULE OF CLASSES WAS PROVIDED PRIOR TO ENROLLMENT.
2. STUDENTS WILL NOT BE ALLOWED TO ENTER THE CLASSROOM AFTER A PROGRAM OR LECTURE HAS BEGUN.
3. SNACK OR DRINK WILL BE ALLOWED IN THE CLASSROOM.
4. BREAKS WILL BE SET BY LECTURER. USE YOUR TIMELY WISELY AND DO NOT LEAVE DURING LECTURE UNLESS ABSOLUTELY NECESSARY.
5. CELL PHONES AND PAGERS MUST REMAIN OFF IN THE CLASSROOM.

AS MATURE ADULTS WHO HAVE CHOSEN TO OBTAIN A PROFESSIONAL LICENSE, IT IS EXPECTED THAT YOU WILL CONDUCT YOURSELF ACCORDINGLY, BY BEING ATTENTIVE AND COOPERATIVE WHILE IN CLASS AND BY BEING APPROPRIATELY ATTIRED.

## **Alabama Dental Hygiene Program** **QUALIFICATIONS AND GENERAL INFORMATION**

**The Alabama Dental Hygiene Program is authorized by Code of Alabama, 1975 §34-9-27, the board rule relating to this program is 270-X-3.04. This program is not affiliated with the University of Alabama Birmingham who allows the use of its facilities. The ADHP is conducted by the Board of Dental Examiners of Alabama.**

To be eligible to enroll in the Alabama Dental Hygiene Program, the student hygienists must be employed full time (minimum 24 hrs. per week) by a certified dentist/instructor for the entire length of the program. The candidate must have worked at twenty four months (full time) as a dental assistant before entering the Alabama Dental Hygiene Program. A high school diploma or equivalent is necessary, as is a commitment to an intense year of study and clinical instruction. Attendance is mandatory for all academic sessions. A grade point average of 75 percent is required to pass the program. The student hygienist and dentist-instructor will be notified of all grades at the dentist-instructor's address so they can review academic progress. The student hygienist must work under the direct supervision of the dentist-instructor. (see board rule 270-X-3.06 for definition of direct supervision)

It is important that the student hygienist, before entering the program, demonstrate competency in performing the procedures authorized by Code of Alabama § 270-X-3.10, the Duties of Allied Dental Professional. A radiographic continuing education course is very beneficial if the assistant did not graduate from an accredited dental assisting program. *The candidate shall provide documentation of hepatitis vaccination or titer results, current CPR certification and the completion of a minimum of two hours infectious disease training. The infectious disease training can be through lecture, on-line or home study.*

*Student hygienists are required to complete the assigned performance checks, evaluations and 150 prophylactic procedures with a minimum of 100 patients with permanent and/or mixed dentition.* The Student hygienist is expected to perform a minimum of two prophylactic procedures per week. More than 180 classroom hours are completed on the

campus of UAB. Living accommodations are the responsibility of the student hygienist and vary in cost depending on whether the student hygienist commutes or stays near the UAB campus.

Each academic session will devote approximately eight hours per day to lectures, and may include audio visual aids, supervised study, laboratory and library work along with other appropriate study methods. Academic hours consist of anatomy, radiology, preventive dentistry, periodontics, pathology, pharmacology, infection control, law and ethics, public health dentistry and related topics. Written examinations on material presented during the lectures will be given at the beginning of the next academic session. Examination papers will not be returned.

The dentist/instructor of a student with an active training permit is welcome to attend any ADHP session. Attendance at ADHP lectures by the dentist/instructor would be a method in which the dentist may provide study support to a student who encounters academic difficulties. Attendance at the ADHP academic session will be at no additional cost to the individual and qualifies for valid continuing education credit. Attendance is restricted to dentist/instructors with a currently enrolled ADHP candidate. A certificate of course participation will be provided by the Board.

The majority of the academic lecture is related to the textbooks by Nield-Gehrig:

- 1) Foundations of Periodontics for the Dental Hygienist
- 2) Fundamentals of Periodontal Instrumentation & Advanced Root Instrumentation

However, other subjects that are covered include:

- 1) Infection Control
- 2) Office Emergencies
- 3) Pharmacology
- 4) Oral Pathology
- 5) Radiology
- 6) Preventive dentistry
- 7) Board Presentation on Law and Ethics and the Alabama Dental Professionals Wellness Committee

A guideline of the lecture schedule will be provided for the selection of courses prior to the first academic session. Due to the stringent time constraints of the academic schedule, in the event that unavoidable circumstances (illness of faculty, etc.) occur, the Board reserves the right to adjust the lecture schedule to insure every aspect of the curriculum is provided to the ADHP candidates.

### **Policy on Transfer of Training Permit**

Transferring of permits is strongly discouraged and will be allowed only in rare circumstances where compelling reasons are presented. **ANY TRANSFER WITHOUT FIRST OBTAINING BOARD APPROVAL IS NULL AND VOID AND MAY RESULT IN THE STUDENT HYGIENIST BEING DISCHARGED FROM THE PROGRAM.** Documentation for transfer shall include permission from the sponsoring dentist-instructor, a request from the student and acceptance from the new sponsoring dentist all of which must be received and approved by the Board for the transfer to be considered. **REMEMBER, TRANSFERRING IS NOT AN ABSOLUTE RIGHT IT IS LEFT TO THE BOARD'S DISCRETION.** No request for transfer will be considered unless the student hygienist is in academic good standing.

### **Return of Permit**

On the successful completion of the ADHP, the permit is valid until the date of the next available Dental Hygiene Licensing Exam. The permit is void on that date and the permit must be presented at final registration. All dental hygiene duties must cease with the return of the training permit and may not be resumed until notification of the successful completion of the Alabama Dental Hygiene Licensing Exam has been received. Upon notification of successfully completing the licensing exam, the candidate must indicate that “active” license status is desired with the return notification to the Board.

The following circumstances require the IMMEDIATE return of the Alabama Dental Hygiene Program Training Permit. With the return of the Permit the candidate must CEASE performing all duties identified as exclusive duties of a dental hygienist.

1. Absence from an academic session in which no medical excuse is provided.

2. Failure to obtain a grade point average of 75% of the requirements established for the program year.
3. Termination of employment by either party
4. Notification of disciplinary action or failure to comply with the provisions of the Alabama Dental Practice Act.

### **Grade Criteria and Requirements:**

As set forth on the previous page, the following criteria and requirements must be satisfied.

- 1) A student hygienist must have a grade point average of 75% to successfully complete the program.
- 2) Performance Checks, located in the Nield-Gehrig: Fundamentals of Periodontal Instrumentation & Advanced Root Instrumentation text book, shall be completed under direct supervision of the dentist-instructor and are used to document clinical instruction. The performance checks are designed with the intent that they complement the academic sessions and assess the clinical progress. The ADHP manual will state the date each performance check is due. Utilization of the Gehrig textbook, the recommendations from the ADHP Dentist-Instructor Manual and the ADHP Videotape will allow instruction to progress with one segment building on the next more difficult procedure. The dentist-instructor is responsible for guiding clinical instruction for the student hygienist to proceed in a gradual process while allowing ample exposure to all aspects of dental hygiene.

The completion of each performance check is entirely dependent on the attainment of competency by the student hygienist. Students should be given an opportunity to gain confidence as well as competency before proceeding to the next level of instruction. The Board views the performance checks as your opportunity for clinical assessment. Your signature indicates that the student has received adequate instruction and competency. No credit will be given for performance checks received after the due date. Performance checks without the dentist-instructor's signature will be considered incomplete.

Instruction on the focus of each Performance Check should include the following checkpoints by the dentist-instructor, one on one with the student hygienist:

1. Read and discuss the reading assignments in periodontal and instrumentation textbooks
2. Demonstration by the dentist-instructor on study model or dentoform
3. Discussion of the purpose of the Performance Checks
4. Clinical demonstration by dentist instructor
5. Repeated clinical performance of the task by student hygienist
6. Constant evaluation and instruction to assure competency by the student before proceeding to the next task level
7. Certification by the dentist-instructor to the Board of Dental Examiners of the competency level of the student

Performance Checks are not to be confused with the instructor's clinical evaluation report. A copy of the format used during the 2009-2010 program is included in this manual.

3) A candidate must complete 150 prophylactic procedures with a minimum of 100 of the procedures being completed on patients with permanent and/or mixed dentition.

4) On successful completion of the ADHP an application for the Alabama Dental Hygiene Licensure Exam must be completed. Application for the Licensing exam is due 30 days prior to the licensure exam which occurs in June. The Licensure Exam fee is not included with ADHP required fees.

A minimum of 75% is required to pass the Alabama Dental Hygiene Licensure Examination. You will be provided with the exact date of the licensure exam as soon as possible. Applications received after the referenced deadline and/or applications that are incomplete will not be accepted. The Licensure Exam consists of written exams on law, radiation safety and a comprehensive exam on dental hygiene. Additionally a clinical exercise is required.

## PATIENT CRITERIA FOR LICENSING EXAM

(Patient Criteria as defined for the 2010 Dental Hygiene Licensing Exam)

- The patient shall have received no periodontal treatment for a period of six months.
- The patient must have 22 natural teeth with a total of 18 surfaces of explorer and/or radiographically detectable calculus present
- The patient must have visible supragingival calculus with light to medium subgingival calculus present
- Some calculus must be visible on the full series of radiographs presented for patient approval.
- The examiners will not accept a patient with advanced periodontal disease, such as an ADA Classification IV.

### Patient Selection:

It takes many months of screening patients to find one that is acceptable and one that your student feels certain will be a good board patient. The dentist-instructor plays a major role in assisting the student in finding a patient that meets the criteria. Neither the Board of Dental Examiners nor the School of Dentistry is responsible for assisting or providing patients for student hygienists.

## **What The Dentist-Instructor Can Do To Aid His/Her ADHP Student: Helpful Hints**

(Dr. Weatherford – 1998-99 notes)

### **1. CAREFULLY SELECT YOUR STUDENT.**

(A) A person who has the necessary desire, motivation, aptitude, ability, dependability – and time. (B) A person of character and integrity – one who will bring credit and pride to our profession and to your practice. (C) A person who is a team-player, compatible with you and your staff and who is likely to remain with you. REMEMBER – you are the selection committee!!

### **2. BE WILLING AND PREPARED TO HELP YOUR STUDENT – ESPECIALLY WITH THE CLINICAL ASPECTS.**

Your student likely will need help from you with all aspects of the program, and only you are in a position to truly teach the clinical procedures. What is offered in Birmingham is didactic only – notes, slides, tapes, and one lab session using typodont models. This information must be clinically applied in your office with you (perhaps with assistance from an experienced proficient office hygienist) providing daily guidance and instruction. The ADHP Dentist-Instructor Manual will be an invaluable guide for this instruction

### **3. SEE THAT YOUR STUDENT HAS ALL THE NEEDED RESOURCES.**

The required manual, books, video-tapes, instruments, and typodont models are listed in the informational material and in the ADHP Manual. All of these items will be needed as soon as instruction begins.

### **4. HELP THE STUDENT WITH BASIC KNOWLEDGE INCLUDING TERMINOLOGY.**

Your student has been employed in a dental office for, at least, twelve (12) months and will be expected to know basic dental vocabulary on the day of enrollment. Review this with your student and help as additional more specialized terms are encountered. A review of high school or college cell biology will be useful.

### **5. ENCOURAGE AND MOTIVATE THE STUDENT.**

Spend regularly scheduled time with your student. Enlist the help of other office personnel and make it an office-team effort to see that your student succeeds. Your office has invested considerably in this student and it is of benefit to all that the student succeeds. Consider allowing the student to study during “broken appointments”, etc.

### **6. REGULARLY REVIEW VIDEO AND TEXT DIAGRAMS WITH YOUR STUDENT.**

Schedule time for this – perhaps, during the lunch hour? There are many helpful diagrams, etc. in the required texts and the purchased video-tapes, and you may have other helpful aids in your office references.

**7. PROMOTE THE CONSISTENT USE OF ALL RESOURCES.**

Remind your student regularly and systematically to review and use the ADHP manual, required textbooks (including reading assignments), instruments, video-tape and typodont models. These long-lasting models are useful for many things: 1) demonstration of anatomical features and pathosis. 2) to show examination techniques 3) demonstration of instrumentation for scaling, root planing, etc. 4) teaching your student patient education and plaque control (and later for the student to use for the same purposes with patients).

**8. CONSIDER MAKING A MODEL OF EXTRACTED TEETH FOR YOUR STUDENT.**

Extracted teeth can be aligned and set in stone leaving most of the roots exposed. Then the roots can be covered with "gingival" constructed from rubber base or similar impression material. This model will be useful in learning root anatomy, "subgingival" exploration and calculus removal, and the tactile "feel" of cementum. (Typodont roots are different from roots of natural teeth in morphology and tactile sensation)

**9. ASSIST YOUR STUDENT TO DEMONSTRATE ANATOMICAL FEATURES AND CLINICAL PROCEDURES FIRST ON MODELS, CO-WORKERS AND FRIENDS.**

Point out and help your student learn anatomical land-marks and fundamentals of hand positions, instrumentation etc. in a relatively stress-free environment where the student and you feel free to ask and answer questions. Allow time for the student to proceed slowly and deliberately and learn the basic things well.

**10. ARRANGE FOR INCREASINGLY DIFFICULT PATIENTS FOR YOUR STUDENT.**

As is suggested in your ADHP Dentist-Instructor Manual, have your student begin with relatively healthy, easily-managed patients and progress to increasingly difficult patients as your assessment of their clinical skills indicate that advancement is appropriate. Sit with and critique your student after each session.

**11. DO THE MODULES CAREFULLY AND CONSCIENTIOUSLY.**

Objectively evaluate performance and allow the student to progress to the next module only when you are absolutely sure that advancement is warranted. Your signature is your word that the student has successfully completed the performance check under your supervision and observation.

**12. GIVE YOUR STUDENT "MOCK" EXAMINATIONS.**

These examinations can assess both the clinical skills and didactic knowledge of your student.

**13. FOLLOW UP ON ANY REPORTED OR SUSPECTED DEFICIENCIES.**

Be aware of what is expected of your student in terms of personal and professional conduct and of the student's grades. In the ADHP Manual, there are reading assignments, outlines of course content and a protocol of classroom conduct that the Board of Dental Examiners of AL and the faculty expect students to practice. Begin monitoring of your student very early in the program and continue it. Do not permit the student to slip into serious deficiencies without your knowledge. Let your student know that you consider participation in the ADHP, by the student and you, as a serious commitment and that your student is expected to do well.

**14. BEGIN EARLY TO IDENTIFY POTENTIAL "BOARD" PATIENTS FOR YOUR STUDENT.** It is impossible to start this too early. Identify more than one patient and begin to prepare them for the "Board" examination.

**15. CALL ME IF YOU THINK THAT I CAN ASSIST YOU AND YOUR STUDENT.**

### Guide for Clinical Instruction

It is very important for you to provide your student with all types of clinical experience. The following is a proposed schedule for you to adapt to your particular practice:

July - Aug.	Identification of normal and abnormal oral anatomy. Charting utilizing the Universal Tooth Numbering System (1-32), OHI, Vital Signs and Medical History Evaluation, Polishing and the removal of minimal calculus.
Aug. - Sept.	Patients with minimal calculus, OHI, medical history, Blood Pressure, Caries and Calculus Detection. Proficient with polishing; flossing. (Minimum of 10-15 patients)
Sept. - Nov.	Light Supra gingival calculus; minimal sub-gingival calculus; probing; OHI (Minimum of 20-25 patients)
Nov. - Jan.	Moderate supra-gingival calculus; light to moderate sub-gingival calculus. Begin looking for individuals that could be a good candidate for the State Board Exam (Minimum of 20-25 patients)

Jan.- Feb	Heavy calculus, supra and sub-gingival, stain; proficiency with periodontal probing (Minimum of 20-25 patients)
Feb.- Mar.	For the remainder of the program provide a variety of patients, including State Board caliber patients. (Minimum of 20-25 patients)
Mar - Apr	(Minimum of 20-25 patients)
Apr - May	Application for Licensure Exam due (Minimum of 20-25 patients)
June	Dental Hygiene Licensure Exam

## **CLINICAL INSTRUCTOR EVALUATION REPORT**

Separate and apart from performance checks student hygienists will now be required to undergo an evaluation by their dentist-instructor. The following pages detail the requirements of this evaluation and an example of the report utilized during the 2009-2010 ADHP. This evaluation and report will be utilized in the future and the following pages will familiarize you with what the board believes to be an important addition to the program. The board hopes that you will see the purpose of the evaluation and that the report is to help prepare the student hygienist for the licensure exam by, in essence, replicating the exam process.

## EXAMPLE

### Clinical Instructor Evaluation Report This Report is due 8:00 AM Saturday April 2009

## EXAMPLE

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
cand. #

REPORT RESULTS and Radiographs will be returned during the May ADHP session. This exercise will not be scored numerically, rather RECORDED by PASS, FAIL, OR INCOMPLETE. The three month evaluation by the clinical instructor allows the instructor and candidate an opportunity to determine the progress for the first quarter of clinical training.

Patient Selection Criteria for Mar/April 2008 Evaluation: The patient is recommended to have visible supragingival calculus with medium to heavy subgingival calculus. Please note, candidate number and instructor name is required for all records. No patient name should appear on evaluation materials.

RADIOGRAPHIC EVALUATION (digital films accepted, only on photo grade paper and of diagnostic quality).

DIAGNOSTIC EVALUATION – (All documents must be identified by candidate number only - no patient name shall appear on chart or radiographs)

- 1) Complete the medical history form of your choice to include:
  - a) Blood pressure
  - b) Patient temperature
- 2) Utilizing the universal numbering system on the Evaluation report, chart all permanent restorations in BLUE (Missing dentition, crowns, amalgam restorations)
  - a) Chart recommended treatment in RED (caries, extractions)
- 3) Chart periodontal probing of entire mouth. ( Refer to Chapter 13 Foundations of Periodontics for the Dental Hygienist for references to descriptive charts, scales, classifications and symbols. The ADHP manual also has a chart for Explanation of Symbols, Mobility Scale and Furcation Scale.)
  - a) Record probing measurements (MB, DB, D, ML, DL, L) on the occlusal view of the diagram.
  - b) Draw bone level as recorded through the periodontal probing exam utilizing the millimeter markings on the diagram of the root surface.
  - c) Indicate mobility scale, if no mobility is present enter zero
  - d) Furcation involvement, if present, should be charted.
  - e) chart areas of calculus visible on radiographs.
- 4) Charting narrative – Written summary utilizing appropriate dental terminology and adjectives.
  - a) Pre-operative evaluation of oral conditions, plaque index.
  - b) Radiographic evidence of calculus, when present should be noted.
  - c) Treatment rendered
  - d) Oral hygiene instructions
  - e) Treatment recommendations –(operative and maintenance)

#### PROPHYLACTIC PROCEDURE

- 1) Calculus – The candidate must effectively remove all calculus (supra and subgingival), soft deposits and extrinsic stains so all surfaces are:
  - a) Visually clean when air-dried
  - b) Tactilely smooth upon examination with an explorer/probe
  - c) Tissue Condition – The candidate must effectively utilize hand instruments, polishing cups or brushes, and dental floss so that no unwarranted soft tissue trauma (abrasions or lacerations) occur as a result of the prophylaxis procedure.



candidate name \_\_\_\_\_

number \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
comment																
mobility																
Probing Depths																
LINGUAL																
RIGHT																
LINGUAL																
Probing Depths																
mobility																
comment																

7 mm  
5 mm bone  
3 mm

7 mm  
5 mm bone  
3 mm

3 mm  
5 mm bone  
7 mm

3 mm  
5 mm bone  
7 mm

### **§270-X-3.04 Alabama Dental Hygiene Program Requirements**

(Effective August 25, 2009)

- (1) Student Hygienists must be at least 18 years of age prior to the time the employer makes application to begin training, of good moral character, and of good health.
- (2) Student Hygienist must be a graduate of an accredited high school or hold a GED certificate.
- (3) Student Hygienists must have had at least twenty four (24) full months of full time employment as a dental assistant, or the equivalent of twenty four (24) full months in part-time employment. This time must be spent assisting the dentist at the chair. Full-time shall mean employment of at least twenty four (24) hours a week. Graduates of an approved school of dental assisting will be given credit for such course on a formula determined by the Board.
- (4) Student Hygienists must be employed full time during the effective period of the training permit before being eligible to take the Hygiene Licensure examination. Full time shall mean employment of at least twenty-four (24) hours a week. Any dentist licensed and practicing dentistry full time in the State of Alabama may be issued a training permit upon application to the Board of Dental Examiners, which shall have the discretion to grant or deny such permit. No dentist shall be issued a training permit unless certified by the Board of Dental Examiners of Alabama, which shall have the discretion to grant or deny such certification. The certification shall be valid for three (3) years from the date of issuance. In the event the certification expires during the effective period of the training permit, the dentist shall be allowed to continue training subject to enrolling in and taking the next scheduled certification course. Any dentist who is certified shall be given credit for continuing dental education.
- (5) Student Hygienists may practice only under the direct supervision of the dentist whose name appears on the training permit; however, another dentist employed in the same office who is certified pursuant to this Rule may perform pre and post prophylactic examinations of the student hygienist's patients.
- (6) The closing date for accepting applications for training permits for the current year is May 30.
- (7) Student hygienists are allowed one transfer of their training permit per class cycle based upon approval by the Board of Dental Examiners of Alabama. During the period of the student hygienist training permit, the student may only be terminated for good cause which shall be determined by the Board. A student hygienist who has participated in the Alabama Dental Hygiene Program twice unsuccessfully may apply to participate in the program a third time at the discretion of the Board after five (5) years of continual full time employment as a dental assistant.

- (8) All student hygienists must attend all sessions of the academic instruction given at the University of Alabama in Birmingham under the auspices of the Board. Each student hygienist's grades shall be given to the Board for review.
- (9) If the student hygienist fails to attend all sessions of academic instruction then such student hygienist is no longer eligible for a renewal permit without consent of the entire Board.
- (10) No dentist shall be permitted to train more than one (1) student hygienist at a time.
- (11) Student Hygienists who obtain training in the ADHP must pay a fee in an amount fixed by the Board, (this includes training permit, examination, certificate and workshop fees), which must be enclosed with the application for training permit. The academic instruction portion of the fee may be refunded only within the first thirty (30) days of issuance.

### **§270-X-3.06 Direct Supervision Defined.**

Direct Supervision is defined as supervision by a dentist who authorizes the intraoral procedure to be performed, is physically present in the dental facility and available during performance of the procedure, examines the patient during the procedure and takes full professional responsibility for the completed procedure.

### **§270-X-3.10 Duties of Allied Dental Professionals**

Allied dental personnel are dental hygienists, dental assistants and dental laboratory technicians. All allied dental personnel are prohibited from using laser technology except dental hygienists who should use this technology for diagnostic purposes only. Subject to the prohibition that no intra-oral procedure can be performed unless under the direct supervision of a duly licensed dentist as defined by Board rule, the following allied dental personnel may perform the following:

- (1) Dental Laboratory Technicians;
  - (a) No intra-oral duties are allowable other than assisting the dentist in determining tooth color.
- (2) Dental Assistants and Hygienists:
  - (a) Preliminary charting and inspection of the oral cavity. (Final examination and diagnosis must be made by a dentist before treatment can be instituted.)
  - (b) Apply topical agents under direct supervision of the dentist:
    1. Apply topical anesthetics. (Excluding aerosol types)
    2. Oxygenating Agents. (Excluding endodontic therapy)
    3. Apply anti-inflammatory agents.
    4. Apply astringents.
    5. Desensitizing agents.
    6. Topical fluoride.

- (c) Place and remove rubber dam.
- (d) Place and remove periodontal dressings.
- (e) Place and remove alveolar socket dressings.
- (f) Construct and remove with hand instruments only interim restorations. (Interim restorations being any restoration placed while a more permanent restoration is being completed.)
- (g) Construct and place temporary crowns (excluding stainless steel crowns placed with intentions of reasonable permanency.)
- (h) Contour stainless steel or chrome crowns but cannot cement them.
- (i) Pre-fit and pre-contour orthodontic appliances either extra-orally or intra-orally for final adaptation by the dentist.
- (j) Remove excess cement with hand instruments from around permanent dental restorations and orthodontic appliances.
- (k) Make impressions for diagnostic casts and opposing casts. No orthodontic appliances, prosthetic appliances, bridges or any other structures which may be worn in the mouth will be made from any of the casts outlined above or duplicates thereof.
- (l) Place, wedge, and remove matrices for operative dentistry procedures.
- (m) Take and record case history, blood pressure, pulse and oral temperature.
- (n) Remove intra-oral sutures. (Excluding wire sutures.)
- (o) Make dental radiographs.
- (p) Give oral hygiene instructions including plaque staining, flossing, brushing and caries susceptibility tests.
- (q) Place cavity liners and bases. (Excluding capping of exposed pulpal tissues.)
- (r) Assist in the administering of N2O and O2.
- (s) Insert into the mouth of the patient wax models of dentures, partial dentures or any other structures and make adjustments outside the mouth of the patient to such wax models pursuant to written or verbal instructions or directions from the dentist; provided, however, (1) that the dental hygienist or dental assistant shall not use these wax models of dentures, partial dentures or any other structure to register the jaw relationships or occlusal relationships of the patient; and (2) that before such wax models may be used for the manufacture of dentures, partial dentures or other structures the dentist shall personally consult with the patient, examine such wax models, and make such additional adjustments as may be required.
- (t) Insert into the mouth of the patient dentures, partial dentures, removable orthodontic appliances, prosthetic appliances, bridges or any other structures and make adjustments outside the mouth of the patient to the dentures, partial dentures, removable orthodontic appliances, prosthetic appliances, bridges or other structures

pursuant to written or verbal instructions or directions from the dentist; provided, however, (1) that before such dentures, partial dentures, removable orthodontic appliances, prosthetic appliances, bridges or other structures are delivered to the patient leaving the dental office with such dentures, partial dentures, removable orthodontic appliances, prosthetic appliances, bridges or other structures the dentist shall personally consult with the patient, examine such dentures, partial dentures, removable orthodontic appliances, prosthetic appliances, bridges or other structures, and make such additional adjustments as may be required; and (2) that final placement and cementation of all fixed appliances, fixed bridges and other fixed structures shall be performed by the dentist.

- (u) Apply reversible liners and bases to dentures, orthodontic appliances, prosthetic appliances, bridges or any other structures; however, only a dentist can insert into the mouth of the patient such dentures, orthodontic appliances, prosthetic appliances, bridges or other structures holding such liners and bases, and allow the patient to close on such dentures, orthodontic appliances, prosthetic appliances, bridges or other structures holding such liners and bases for the purpose of contouring such liners and bases to the patient's mouth.
- (3) Dental Hygienists Only.
  - (a) Remove extrinsic stains, accretions, and calcareous deposits from teeth.
  - (b) Gingival curettage.
  - (c) Root planing.
  - (d) Polish completed restorations.
  - (e) Place Pit and Fissure Sealant. A Dentist must examine the patients mouth immediately both before and after the Pit and Fissure Sealant is placed.
  - (f) Place resorbable chlorhexidine chips.
  - (g) Place topical or subgingival antimicrobial or anitbacterial agents.
  - (h) Use laser technology for diagnostic purposes only.
  - (i) Periodontal probing

## Directions to University of Alabama Birmingham

**Volker Hall is located at 1600 University Blvd., Birmingham, AL**

Lecture room A

Entrance into Volker is on the 7<sup>th</sup> Ave. Come up the stairs facing Children's Hospital.

Traveling North on I-65 Follow I-65 to University Blvd.(8<sup>th</sup> Ave. South) Exit

Traveling South on I-65 Follow I-65 to 4<sup>th</sup> Ave. South Exit (one way street)  
Turn right 14<sup>th</sup> St. (Sign for UAB)  
Turn left on University Boulevard (8<sup>th</sup> Ave. S.)

Traveling North on I-59/20 Merge to Hwy 31 / Hwy 280  
Exit on University Blvd. (8<sup>th</sup> Ave. S.)

Traveling South on I-59/20 Merge to Hwy 31/Hwy 280  
Exit on University Blvd. (8<sup>th</sup> Ave. S.)

### PARKING ON THE UAB CAMPUS:

Saturday and Sunday Academic sessions: Parking is available in the UAB student lot, (in front of the Children's Hospital parking deck) ONLY at academic sessions held on Saturday or Sunday.

Monday or Friday session: PARKING FOR the two academic sessions held on a WEEKDAY requires the student to locate and pay for PUBLIC parking. The cost will vary from \$10 to \$25 dollars a day.

**This manual is intended to guide the dentist-instructor in the selection and supervision of individuals enrolled, or to be enrolled, in the Alabama Dental Hygiene Program.**

**Certification is valid for three years.  
Please retain this manual for future reference.**

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