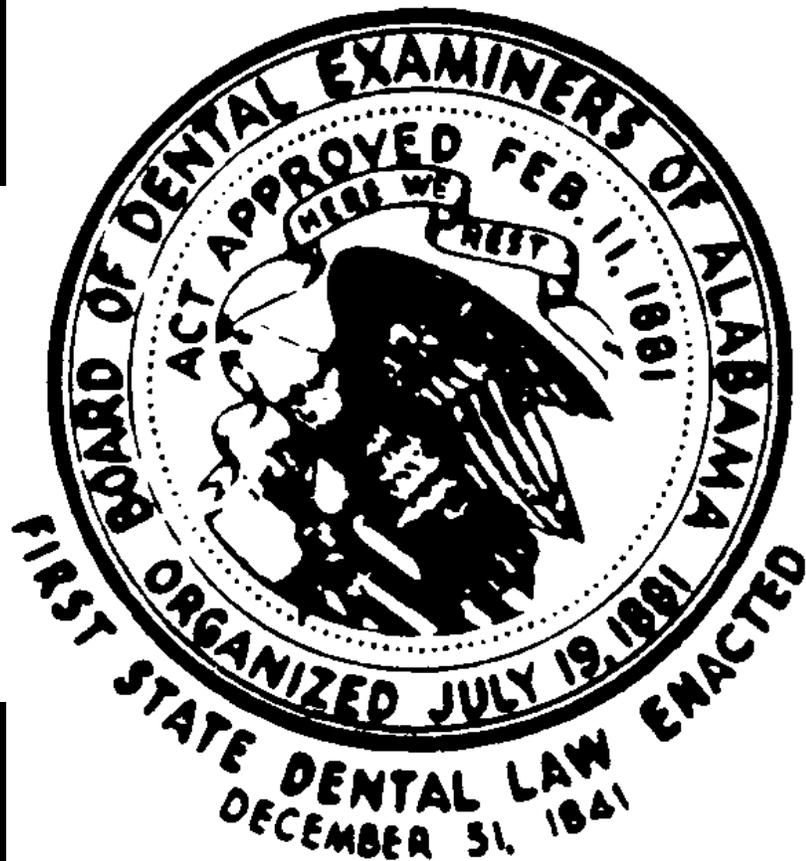


BOARD OF DENTAL EXAMINERS OF ALABAMA

# ALABAMA DENTAL HYGIENE PROGRAM



DENTIST-INSTRUCTOR MANUAL

**APPLICATION PROCESS:**

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

<b>2019-2020</b>	<b>Session 1</b>	<b>June 28, (Orientation Fri pm)</b>	
		<b>June 29, 30, July 1 2019</b>	<b>Saturday, Sunday, Monday, lecture</b>
	<b>Session 2</b>	<b>Aug. 3 - 4</b>	<b>Two days, Saturday - Sunday</b>
	<b>Session 3</b>	<b>September 7 – 8</b>	<b>Two days, Saturday – Sunday</b>
	<b>Session 4</b>	<b>October 5 - 6</b>	<b>Two days, Saturday – Sunday</b>
	<b>Session 5</b>	<b>November 2 - 3</b>	<b>Two days, Saturday – Sunday</b>
	<b>Session 6</b>	<b>January 4 – 5, 2020</b>	<b>Two days, Saturday – Sunday</b>
	<b>Session 7</b>	<b>February 1 - 2</b>	<b>Two days, Saturday – Sunday</b>
	<b>Session 8</b>	<b>March 7 - 8</b>	<b>Two days, Saturday – Sunday</b>
	<b>Session 9</b>	<b>April 4 - 5</b>	<b>Two days, Saturday – Sunday</b>
	<b>Board Comp Exam</b>	<b>May 2, 2020</b>	<b>Saturday</b>

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

ADHP Training Permit Fee	\$ 300.00
ADHP Training Education Fee	375.00
ADHP Instructional Material	<u>325.00</u>
<b>Total</b>	<b><u>\$1000.00</u></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, Typodont and instruments, you may wish to contact: Brent Girup at Oak Mountain Books

**Oak Mountain Books, LLC**  
**1 Buckton Rd.**  
**Birmingham, AL 35242**  
**(205) 999-5580**  
<mailto:brent@oakmountainbooks.com>

**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 at the time required by Licensing Agency who administers said exam, prior to Licensing Exam. Application is made to a Testing Agency to take the exam and a second application is made to the Board of Dental Examiners of Alabama for licensure.

**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. Annual registration WILL BE due October 1, each year.

## 2019-2020 BOARD OF DENTAL EXAMINERS OF ALABAMA

Dr. Thomas G Walker, President  
Birmingham

Dr. Doug Beckham, Vice- President  
Birmingham

Dr. Mark McIlwain, Sec-Treasurer  
Sheffield

Dr. Adolphus Jackson  
Birmingham

Dr. Kevin Sims  
Birmingham

Dr. Bruce Cunningham  
Jacksonville

Sherry Campbell, RDH  
Birmingham

### Administrative Staff:

Bradley Edmonds JD, Executive Director  
Donna Dixon, DMD, MA, JD Pros. Attorney  
Hilda Johnson, RDH, ADHP  
Sonya Lankford, Financial Sec.  
Linda Duglosz, Licensing Sec.  
Yolanda Rabb, Secretary  
Cassandra Harlequin, Bookkeeper  
Kevin Lane, Paralegal  
Blake Strickland, Investigator

**Alabama Dental Hygiene Program faculty:**

**Dr Hussein Basma. Assistant  
Professor in Periodontics. UAB**

**Michael Boykin, D.M.D., M.S.  
Assistant Professor  
Dept. of Diagnostic Sciences**

**Wayne Kerr, DDS, MAGD  
Georgia Dental Association  
Academy of Gen. Dentistry  
Speaker, Author, Clinician**

**Maninder Kaur BDS, MPH, MS  
Assistant Professor Department  
of Periodontology**

**John A. Galdo, Pharm. D.  
M.B.A, BCPS, BCGP (Jake)**

**Alvin Stevens, D.M.D., M.A.  
Clinical Associate Professor  
Department of Periodontics**

**Kenneth Tilashalski, D.M.D.  
Associate Dean, Academic  
Affairs  
Dept. of Diagnostic Sciences**

**T. W. Weatherford, III. D.V.M.,  
D.M.D., M.S.  
Professor of Dentistry  
Department of Periodontics**

**Matthew Litz, D.D.S.  
Clinical Associate Professor  
Periodontology**

**ALABAMA DENTAL HYGIENE PROGRAM  
DENTIST – INSTRUCTOR MANUAL  
Table of Contents**

	Page
History and Frequent Questions-----	1
ADHP Candidate Selection -----	3
Required Materials-----	4
Academic Sessions Schedule -----	4
Required and Recommended Textbooks -----	4
ADHP Classroom Protocol-----	6
Qualifications and General Information for ADHP Enrollment-----	7
Policy on Transfer of Permit and Return of Permit-----	9
Grade Criteria and Requirements-----	10
Patient Selection Criteria for Licensing Exam -----	12
Helpful Hints from Dr. Weatherford -----	13
Guide for Clinical Instruction -----	15
Clinical Instructor Evaluation Examples -----	17
Board Rule 270-X-3.04-- -----	20
Board Rule 270-X-3.06 and 270-X-3.10-----	21

## **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 2 hygienists. Currently, Alabama has over 4,100 hygienists holding active status with approximately 3600 trained through the Alabama Dental Hygiene Program. Of the number holding active status over 4018 hygienists reside within Alabama. Around 701 went to community college or universities.

## **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** – 30 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 thirty hours (30) 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 planning.

**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. The independent study required for this program is best suited for highly motivated mature individuals.

Please retain this manual and allow prospective candidates an opportunity to become familiar with the ADHP prior to the decision to enroll.

## **ADHP Academic Sessions**

**Student attendance is mandatory at each session. No early exit.**

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.

The academic schedule is confirmed each year prior to the publication of the applications for the current program year and can be found on the website.

Current year materials list and textbooks are listed within the application. ADHP/CITA Required Instruments

Includes:

Includes:

- A) Mouth Mirror (untinted front-surface) / handle
- B) XP23/06 Michigan O Expro w/ Williams markings
- C) ODU #11/12 explorer
- D) Scaler: (double-end) Nos. U-15/30
- 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

## Required Book List: (revised December 2019)

\* Prices subject to change – shipping charge added to shipped orders

### Author:Title

\_\_\_ Nield-Gehrig: Fund of Period Instrumentation & Adv. Root Instrumentation w/ DVD REVISED

8<sup>th</sup> edition

\_\_\_ Nield-Gehrig: Foundations of Periodontics for the Dental Hygienist w/ access code

5<sup>th</sup> edition

\_\_\_ Wilkins: Clinical Practice of the Dental Hygienist w/ access code

12<sup>th</sup> edition

\_\_\_ Dofka: Dental Terminology

3<sup>rd</sup> edition

\_\_\_ Fehrenbach: Illustrated Anatomy of the Head and Neck

5<sup>th</sup> edition

\_\_\_ Dental Instruments

\_\_\_ Typedont Dentoform A-PZ DA

\_\_\_ Iannucci: Dental Radiography, 5<sup>th</sup> edition

### Recommended:

\_\_\_ Ibsen: Oral Pathology, 6<sup>th</sup> edition

### ADHP Video

Textbook References:

Ms. Winchester; Intra and Extra-oral Exam- Video

Clinical Practice of Dental Hygiene, Chapter 12

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

Dr. Stevens; Periodontal Probing

Clinical Practice of Dental Hygiene, Chapters 20-23

Fundamentals of Periodontal Instrumentation – Module 11

Dr. Stevens; Instrument

Clinical Practice of Dental Hygiene, Chapters 39-40

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 MANDATORY** 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 TIME WISELY AND DO NOT LEAVE DURING LECTURE UNLESS ABSOLUTELY NECESSARY.
5. CELL PHONES MUST REMAIN OFF AND PUT AWAY IN THE CLASSROOM. NO TEXTING!
6. STUDENT ATTENDANCE IS REQUIRED AT ALL SESSIONS. PLEASE KEEP THAT IN MIND IF YOU CARPOOL. IF ONE NEEDS TO LEAVE YOUR ABSENCE WILL NOT BE EXCUSED.
7. NO SLEEPING DURING LECTURE

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 30 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

Wilkins:

- 3) Clinical Practice of Dental Hygiene

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, weather 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 Temp. Training 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 the student's application for licensure is approved by the board and the student receives their license.

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 2017-2018 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 students must apply for both Licensing exam and Alabama Licensure. The fees for the exam and licensure are not included.

A minimum of 75% is required to pass the Alabama Dental Hygiene Written Licensure Examination. You will be provided with the exact date of the licensure exam as soon as possible. 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 is set by the testing administrator each year. Students will be provided criteria in a timely manner.

### 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, the state of disease, or condition.
- 2) 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.**  
*(Hilda Johnson 205-985-7267, ext. 226)*

### 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)
May/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 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**

**EXAMPLE**

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

\_\_\_\_\_  
Cand. #

REPORT RESULTS and Radiographs will be returned during the Feb. ADHP session. This exercise will not be scored numerically, rather RECORDED by PASS, FAIL, OR INCOMPLETE. The two 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: 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 Foundations of Periodontics for the Dental Hygienist for references to descriptive charts, scales, classifications and symbols.
  - 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) Furcation involvement, if present, should be charted.
  - d) 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.

**EXAMPLE**

**EXAMPLE**

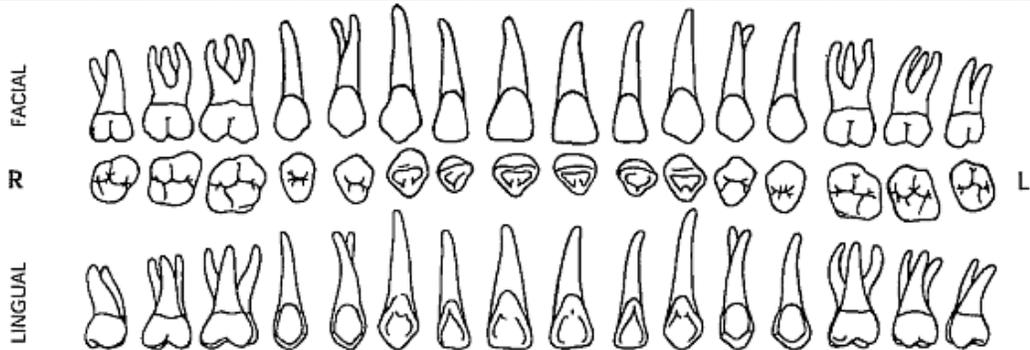


Periodontal Findings:

For this exercise record findings as noted below. Record missing teeth with **X**.

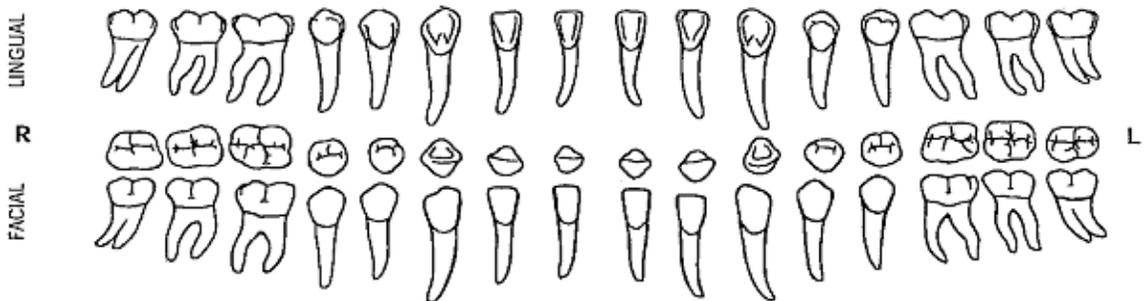
1. Chart existing restorations in **BLUE**.
2. Chart **OBVIOUS** caries in **RED**.
3. **POCKET DEPTH** – Record pocket and sulcus depth at six points on each tooth indicating the depth in mm on the chart. Measure and record the distobuccal, buccal, mesiobuccal, mesiolingual, lingual and distolingual.
4. **FURCATION** – record classification of furcation involvement **if present**.
5. Draw a line in **PENCIL** indicating the location of the margin of the free gingiva

Calculus																	
Furcation																	
Pocket Depth																	
Tooth Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	



Tooth Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Pocket Depth																
Furcation																
Calculus																

Furcation																
Pocket Depth																
Calculus																
Tooth Number	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17



Tooth Number	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17
Pocket Depth																
Furcation																
Calculus																

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

(1) ADHP students must be at least eighteen (18) years of age prior to the time the student makes application to begin training, of good moral character, of good health, a citizen of the United States or, if not a citizen of the United States, a person who is legally present in the United States with appropriate documentation from the federal government, and must be a graduate of an accredited high school or hold a GED certificate.

(2) All ADHP students 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 week within the three (3) years previous to the student's enrollment in the ADHP. This time must be spent assisting the dentist(s) and/or hygienist(s) at the chair. Fulltime shall mean employment of at least three and one-half (3 1/2) days or thirty (30) hours of Board approved employment per week. Graduates of an approved school of dental assisting will be given credit for such course on a formula determined by the Board.

(3) All ADHP students must be employed full time during the effective period of the training permit before being eligible to take the Dental Hygiene Licensure examination. Full time shall mean employment of at least three and one-half (3 1/2) days or thirty (30) hours of Board approved employment per week with their primary certified dentist instructor whose name appears on the training permit. Any dentist licensed and practicing dentistry full time in the State of Alabama may be issued an "ADHP Instructor Certificate" upon completion of the ADHP Instructor Certification Training and application to the Board of Dental Examiners, which shall have the discretion to grant or deny such Certification. The issued certification shall be valid for three (3) years from the date of issuance. Any dentist licensed and practicing dentistry full time in the State of Alabama whose "ADHP Instructor Certificate" expires during the effective period of the ADHP student training permit or who is required to apply for an instructor certification after the beginning of the course year, may, upon successful completion of the online certification course, be issued a temporary "ADHP Instructor Certificate." Said temporary certificate will only be valid from the date of issuance to the next scheduled ADHP Instructor Training Session. Any dentist who is certified shall be given credit for continuing dental education for hours spent completing the temporary online certification course and/or ADHP Instructor Certification Training.

(4) ADHP students 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 ADHP student's patients.

(5) The closing date for accepting applications for training permits for each year will be determined by the Board.

(6) ADHP students are allowed one transfer of their training permit per course year based upon approval by the Board of Dental Examiners of Alabama. During the period of the ADHP student training permit, should the student's employment with their initial instructor-dentist be terminated, the student will only be allowed to continue in the program if their employment was terminated for a reason acceptable to the board. Any ADHP student who fails to be employed or supervised by an instructor certified dentist for more than sixty (60) days during the course of program shall be dismissed from the ADHP. An ADHP student 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 two (2) years of continual full time employment as a dental assistant.

(7) All ADHP students must attend every session of the academic instruction given under the auspices of the Board. An ADHP student who fails to attend any session of academic instruction is no longer eligible for a training permit without consent of the Board. If an ADHP student misses any part of an academic instruction session, the student must submit a written explanation of the absence within ten (10) business days of the absence to the Board office for review and request permission to continue in the program. An ADHP student who fails to attend every session of academic instruction is not eligible for a renewed training permit without consent of the Board.

(8) No dentist shall be permitted to train more than one (1) ADHP student at a time.

(9) ADHP students 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 and only at the Board's discretion. Statutory Authority Code of Alabama (1975), §§ 20-2-50 et seq., 34-9-43(10).

**§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. 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 Dental 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.

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 or opposing casts.
- (l) Place, wedge and remove matrices for operative dentistry.
- (m) Take and record case history, blood pressure, pulse, and oral temperature.
- (n) Remove intraoral sutures. (Excluding wire sutures.)
- (o) Make dental radiographs or digital images..
- (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 N<sub>2</sub>O and O<sub>2</sub>.
- (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 may 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, prostheses, or any other structures and make adjustments outside the mouth of the patient to the dentures, prostheses (fixed or removable), 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 prostheses (fixed or removable), removable orthodontic appliances, or other structures are delivered to the patient leaving the dental office with such removable orthodontic appliances, prostheses (fixed or removable) or other structures the dentist shall personally consult with the patient, examine such prostheses (fixed or removable), removable orthodontic appliances, or other structures, and make such additional adjustments as may be required; and
  2. That final placement and cementation of all fixed appliances, fixed prostheses and other fixed structures shall be performed by the dentist.

(u) Apply reversible liners and bases to prostheses, orthodontic appliances, or any other structures. However, the dentist shall personally consult with the patient and examine such liners and bases, and make such additional adjustments as may be required.

(v) Place and remove gingival retraction materials.

(w) Make final impressions for removable and fixed prostheses, orthodontic appliances, retainers and medicament/whitening delivery trays. However, before said impressions may be used for the manufacture of prostheses and appliances, the dentist shall examine and approve such impressions for accuracy.

(x) Use laser and/or narrow band (light) imaging technology for preliminary diagnostic purposes only with the dentist's final examination and diagnosis.

**(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 and polish and adjust sealant as needed.

(f) Place resorbable chlorhexidine chips.

(g) Place topical or sub-gingival antimicrobial or antibacterial agents.

(h) Periodontal probing

(i) Bleaching of teeth.

Statutory Authority Code of Alabama (1975), §§34-9-2, 34-9-6, 34-9-27, 34-9-43.

## 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 – 7<sup>th</sup> Ave. (This is the ONLY door unlocked on the weekends)**

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 Public lots, & decks. There is one across University on 16th Street. Children's Hospital Parking Lot is under construction at this time.

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.**

**Board of Dental Examiners of Alabama  
5346 Stadium Trace Parkway  
Suite 112  
Hoover, AL 35244  
(205) 985-7267 Fax (205) 985-0674  
bdeal@dentalboard.org**

**This manual is copyrighted by the Board of Dental Examiners of Alabama and its receipt or possession does not convey any right to reproduce or disclose its contents or to use or sell anything it may describe. Reproduction, disclosure, or use without specific written authorization of the Board of Dental Examiners of Alabama is strictly forbidden. © 1998**