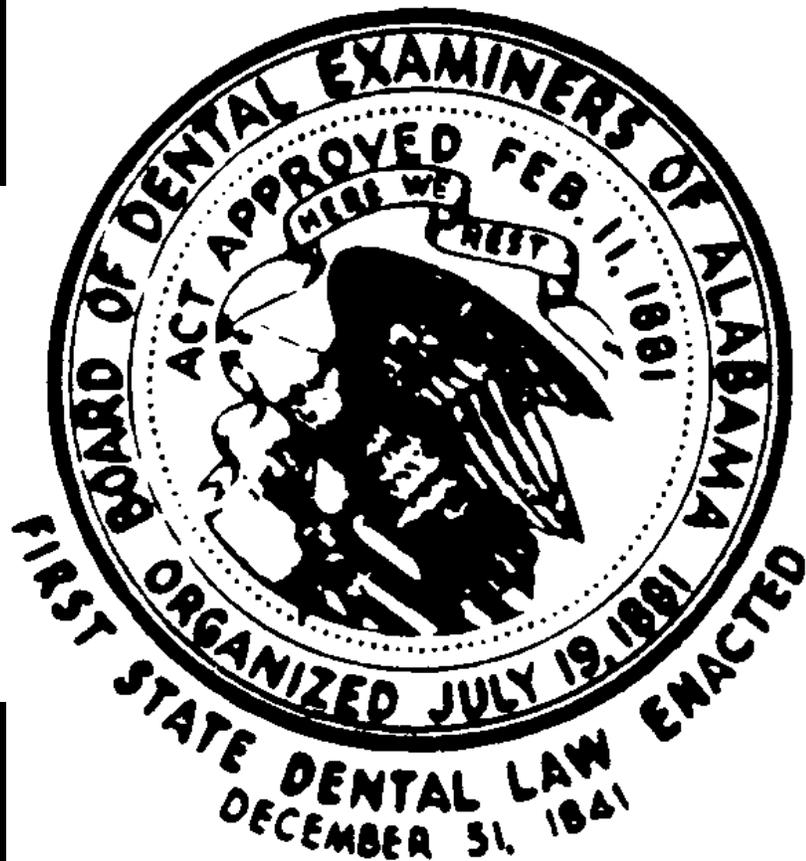


BOARD OF DENTAL EXAMINERS OF ALABAMA

ALABAMA DENTAL HYGIENE PROGRAM



**DENTIST-INSTRUCTOR/STUDENT
MANUAL**

APPLICATION PROCESS:

Step 1 Review, print, complete, and submit the application packet found on our website as soon as current information for the upcoming ADHP academic year is made available. All applications must be carefully completed and reviewed for accuracy before being submitted. Incomplete applications will NOT be considered for acceptance in the ADHP and will be returned to the applicant. A printed and signed copy of the ADHP Academic Integrity Policy and the Citizenship form **MUST** be mailed with application. Mail your completed application with all supporting documents and full payment to the Board office address below:

Board of Dental Examiners of Alabama
2229 Rocky Ridge Road
Birmingham, AL 35216

***Prior to applying, confirm that you have NO conflict with academic sessions* ATTENDANCE IS MANDATORY TO ALL SESSIONS!** Saturday academic sessions begin promptly at 7:00 A.M. Sunday academic session begin promptly at 8:00 A.M. All weekend sessions end at approximately 5:00 P.M. The typical schedule will include:

2022-2023	Session 1	July 8, 2022	Orientation: Friday 3:00 P.M.
		July 9-11	Saturday - Monday
	Session 2	August 13-14	Saturday - Sunday
	Session 3	September 10-11	Saturday - Sunday
	Session 4	October 8-9	Saturday - Sunday
	Session 5	November 12-13	Saturday - Sunday
	Session 6	December 10-11	Saturday - Sunday
	Session 7	January 14-15	Saturday - Sunday
	Session 8	February 11-12	Saturday - Sunday
	Session 9	March 11-12	Saturday - Sunday
	Session 10	April 8-9	Saturday - Sunday

Written and Clinical Board Exam Dates will be announced at a later date.

Step 2 ADHP REGISTRATION DEADLINE: Completed application must have a postmark of **April 30!** ALL DOCUMENTATION MUST ACCOMPANY APPLICATION. ALL FEES MUST ACCOMPANY APPLICATION. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE RETURNED TO THE APPLICANT.**

Step 3 Textbooks (Individual purchase) Purchase prior to Session 1!
Textbook list found on page 5. For additional information for purchase of the textbooks, dentoform, and instruments, you may wish to contact: Brent Girup at Oak Mountain Books, brent@oakmountainbooks.com

Oak Mountain Books, LLC
1 Buckton Rd.
Birmingham, AL 35242
(205) 999-5580

Extensive Reading Assignments are required prior to first session

ON COMPLETION OF THE ADHP:

Step 4 The Alabama Dental Hygiene Licensure Exams are typically administered in the summer of each year. Applications for dental hygiene licensure exams are due at the time required by the licensing agencies who administer the exams. Application is made to the testing agencies to take the exams, and a separate 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 renewal WILL BE due October 1, each year.

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ALABAMA DENTAL HYGIENE PROGRAM
DENTIST – INSTRUCTOR MANUAL
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ADHP HISTORY AND FAQs

WHEN WAS THE ADHP ESTABLISHED?

In 1959, the legislature 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 an accredited 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 1950s, several important changes occurred in Alabama and the nation. These changes can be seen in retrospect to have been essential to the creation of the Alabama Dental Hygiene Program. Among these changes were 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 preceptorship 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. These factors---quality, quantity, costs, and 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” PROGRAM

The acronym for the Alabama Dental Hygiene Program is ADHP. It is not accurate to identify the graduates of the ADHP (Program) as “preceptor” trained. The term “preceptorship” implies 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 DENTISTS TO DENTAL HYGIENISTS IN ALABAMA?

The ratio in Alabama is approximately 1 dentist to 2 hygienists. Currently, Alabama has more than **4,586** hygienists holding active license status with approximately **3,588** trained through the Alabama Dental Hygiene Program. Around **998** went to community college or universities. Additionally, there are about **2,591** active dentists currently practicing in the State of Alabama.

WHAT SHOULD YOUR STUDENT HYGIENIST EXPECT FROM YOU?

ENCOURAGEMENT AND SUPPORT – **The most important!** As the dentist-instructor, **YOU** are accepting 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 elsewhere, one of the basic requirements for participation in the ADHP is that the student is employed a minimum of thirty hours (30) per week, or 3-1/2 days per week, by the clinical instructor. Prior to enrollment, as the employer, it is important that you 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 NUMBER OF PROCEDURES - Students are required to complete 150 prophies with a minimum of 100 completed on patients with permanent or mixed dentition. Additionally, the student 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 and non-keratinized

gingiva, pocket depth on six aspects of each tooth, and assist with periodontal treatment planning. **Dentists whose practices 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.**

****ADHP Attestation****As an ADHP instructor certified dentist, you are confirming that you can provide the ADHP student with the opportunity to perform, and will require the student to perform, a minimum of 150 prophylactic patient treatments during the ADHP course year. You confirm further that the majority of the patients the ADHP student treats will have subgingival calculus, providing the student the opportunity to become proficient at detection and removal of subgingival calculus.

INSTRUCTION - Set aside time on a daily basis. Utilize the ADHP instructional videos to supplement your instruction. The videos 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. Once enrollment is complete, specific reading assignments will be distributed prior to the first academic session. Textbook reading and written references required for specific lectures will be assigned 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 prior to April 30 of the enrollment year. Please refer to Rule 270-X-3-.04, Alabama Dental Hygiene Program Requirements, 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 and infection control 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 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 students 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 exits are allowed.

Saturday academic sessions begin at 7:00 A.M. Sunday academic sessions begin at 8:00 A.M. All weekend sessions end at approximately 5:00 P.M.

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

The current year materials list and textbooks are listed within the application. ****Note**** All instruments **MUST** be brand new Hu-Friedy instruments. ***Proof of purchase is required.***

ADHP/CITA Required Instruments include:

Examination Instruments:

1. MH7 Mirror Handle
MIR5DS/6 Double Sided Front Surface Mouth Mirror
2. XP23/UNC6 Perio Double Ended Probe

3. PQ2N6 Furcation Nabers Probe
4. PH6/Implant Probe, ColorVue Probe Handle
5. EXD 11/126: 11/12 Old Dominion University Explore, #6 Satin Steel Handle
6. DP3 Dressing Pliers

Scaling/Root Planing Instruments:

1. SRPG1/29: 1/2 After Five Gracey Curette
2. SRPG3/49: 3/4 After Five Gracey Curette
3. SG11/129: 11/12 Gracey Curette
4. SRPG13/149: 13/14 After Five Gracey Curette
5. SS6A: Arkansas Stone, Wedge Shape, Fine Grit
6. SU15/33XE2: U=15 Towner/33 Jacquette Scaler, EE2, Harmony Handle
7. SC4R/4L9: #4R4L Columbia University Curette, Posterior

ADHP/CITA Dentoform: *Must be purchased new*

Acadental: 1 Modu PRO DH (MP _ DH520)

Required Textbooks:

** Prices and editions subject to change – shipping charge added to shipped orders **NOTE** **Proof of purchase is required***

Author: Title

1. Nield-Gehrig: Fundamentals of Periodontal Instrumentation & Advanced Root Instrumentation, 8th edition
2. Nield-Gehrig: Foundations of Periodontics for the Dental Hygienist, 5th edition
3. Wilkins: Clinical Practice of the Dental Hygienist, 13th edition
4. Wilkins: Active Learning Workbook for Clinical Practice of the Dental Hygienist, 13th edition
5. Kindle/Dofka: Dental Terminology, 4th edition
6. Fehrenbach: Illustrated Anatomy of the Head and Neck, 6th edition
7. Iannucci: Dental Radiography, 6th edition
8. Ibsen: Oral Pathology, 8th edition
9. DH Board Review Textbook (**TBD**)

ADHP Video: Parts 1-5 (available on the board website)

Textbook References:

Ms. Clifton: Intra and Extra-oral Exam

Clinical Practice of Dental Hygiene, Chapter 13

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

Dr. Stevens: Periodontal Probing

Clinical Practice of Dental Hygiene, Chapters 20-22

Fundamentals of Periodontal Instrumentation – Modules 12, 18

Ms. Clifton: Instrumentation

Clinical Practice of Dental Hygiene, Chapters 37-38

Fundamentals of Periodontal Instrumentation – Modules 3-4, 8-17, 19-21

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** (THE ONLY ALLOWABLE ABSENCES ARE THOSE APPROVED). APPROVED ABSENCES ARE THE EXCEPTION RATHER THAN THE RULE AND WILL NOT BE APPROVED UNLESS THERE ARE COMPELLING REASONS. YOU ARE REMINDED THAT A SCHEDULE OF CLASSES WAS PROVIDED PRIOR TO ENROLLMENT.

2. ANY STUDENT WHO IS LATE TWO (2) TIMES CAN BE PUT ON PROBATION AND A LETTER SENT TO THEIR EMPLOYER. A STUDENT WHO IS LATE THREE (3) TIMES CAN BE EXPELLED.

3. SNACKS OR DRINKS WILL BE ALLOWED IN THE CLASSROOM.

4. BREAKS WILL BE SET BY THE LECTURER. USE YOUR TIME WISELY AND DO NOT LEAVE DURING A LECTURE UNLESS ABSOLUTELY NECESSARY.

5. CELL PHONES MUST REMAIN OFF IN THE CLASSROOM, AND ARE NOT ALLOWED AT ALL DURING EXAMS. NO TEXTING!

6. WE ENCOURAGE CARPOOLING FOR OUT-OF-TOWN STUDENTS, BUT IF ONE HAS TO LEAVE DUE TO SICKNESS OR A FAMILY EMERGENCY, THAT STUDENT IS THE ONLY ONE EXCUSED (WITH A WRITTEN PHYSICIAN'S EXCUSE). ALL OTHER RIDERS WILL NEED TO FIND ANOTHER SOURCE OF TRANSPORTATION.

7. NO SLEEPING, SURFING THE WEB ON A CELL PHONE, OR OTHER INATTENTIVENESS WILL BE ALLOWED DURING LECTURES. THOSE FOUND DOING SO WILL BE DISMISSED FROM CLASS.

AS A MATURE ADULT WHO HAS CHOSEN TO OBTAIN A PROFESSIONAL LICENSE, IT IS EXPECTED THAT YOU WILL CONDUCT YOURSELF ACCORDINGLY BY BEING ON TIME, ATTENTIVE AND COOPERATIVE DURING CLASS, AND APPROPRIATELY ATTIRED.

THE PROGRAM RESERVES THE RIGHT TO EXPEL STUDENTS FROM THE PROGRAM FOR VIOLATING ANY OF THE REQUIREMENTS ABOVE.

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

The Alabama Dental Hygiene Program is authorized by Ala. Code (1975), § 34-9-26. The Board Rule governing this program is Ala. Admin. Code r. 270-X-3-.04. This program is not affiliated with the University of Alabama at Birmingham. 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 hygienist must be employed full time (minimum 30 hours, or 3-1/2 days, per week) by a certified dentist/instructor for the entire length of the program. The candidate must have worked twenty-four months (full time) as a chairside dental assistant before entering the Alabama Dental Hygiene Program, or the equivalent in part-time employment in the 3 years preceding the student's enrollment. 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 email 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 the definition of "direct supervision."

It is important that the student hygienist, before entering the program, demonstrate competency in performing the procedures authorized by Board Rule 270-X-3-.10, which sets forth the duties of allied dental personnel. 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, online, or home study.*

Student hygienists are required to complete the assigned performance checks, evaluations, and 150 prophylactic procedures to include a minimum of 100 patients with permanent and/or mixed dentition. All assigned performance checks must be signed by the

dentist/instructor, or no credit will be awarded. More than 180 classroom hours of didactic instruction are completed throughout the academic year. Hotel accommodations are the responsibility of the student hygienist and vary in cost depending on whether the student hygienist commutes or stays in the Birmingham area.

Each academic session will devote approximately eight hours per day to lectures, and may include audio visual aids, supervised study, laboratory and library work, or other appropriate study methods. Academic lectures cover head and neck anatomy, physiology, radiology, preventive and public health dentistry, periodontics, oral pathology, pharmacology, infection control, special needs patients, law and ethics, instrumentation, and additional 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 nor reviewed with the dentist-instructor or student.

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

and 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) Cariology and Preventive Dentistry
- 7) Board Presentation on Law and Ethics and the Alabama Dental Professionals Wellness Committee
- 8) Head and Neck Anatomy
- 9) Anatomy and Physiology of the Periodontium
- 10) Instrumentation w/hands-on clinical exercise
- 11) Special Needs Patients

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 ensure that every aspect of the curriculum is provided to the ADHP students.

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. A student may change instructors only once during the ADHP year. **ANY TRANSFER WITHOUT FIRST OBTAINING BOARD APPROVAL IS NULL AND VOID AND MAY RESULT IN THE STUDENT HYGIENIST BEING DISCHARGED FROM THE PROGRAM.**

The Board has full discretion whether to grant a transfer, and has authorized the ADHP Coordinator and ADHP Director to determine whether to grant a request, or to ask for a Board determination on the request. The procedure is as follows:

1. The student requesting the transfer must submit the request in writing to the ADHP Coordinator.
2. The student must include written permission from the original sponsoring dentist/instructor and approval from the new, certified sponsoring dentist/instructor.
3. The student applying for a transfer must return their temporary hygiene permit with their request and wait for a new one to be issued to them. The student hygienist cannot perform any hygiene duties for the new dentist/instructor until the student has a new temporary permit with the new dentist/instructor's name on it in hand.
4. Criteria that will be considered include, but are not limited to:
 - a. Whether the student is in good academic standing; and
 - b. Whether the student continues to meet the original admission requirements of the ADHP, which include consideration of arrests, convictions, etc. occurring after the date of admission to the program.

Approved by the Board June 11, 2020

Return of Permit

On the successful completion of the ADHP, the temporary training permit is valid until the date of the next available dental hygiene licensing exams. 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. Upon 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 for which no acceptable excuse is provided or approved
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 above, 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 Niels-Gehrig: Fundamentals of Periodontal Instrumentation & Advanced Root Instrumentation textbook, **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. Utilization of the Gehrig textbook, the recommendations from the ADHP Dentist-Instructor Manual, and the ADHP Videos will allow instruction to progress with one segment building toward 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 competence by the student hygienist. Students should be given an opportunity to gain confidence as well as competence before proceeding to the next level of instruction. The Board views the performance checks as your opportunity for clinical assessment. The dentist's signature attests that the student has received adequate instruction and achieved competence. 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. Reading and discussion of 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 the student hygienist
6. Constant evaluation and instruction to assure competence by the student before proceeding to the next task level
7. Certification by the dentist-instructor to the Board of Dental Examiners of the competence level of the student

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 exams and Alabama Licensure. The fees for the exams and licensure are not included in the ADHP fees.

You will be required to take the ADEX OSCE and the CITA clinical exam (either on a typodont or a live patient, depending on what is available).

PATIENT SELECTION CRITERIA FOR LICENSING EXAM

Patient criteria are set by the testing administrator each year. Students will be provided the criteria in a timely manner. *(Patient selection criteria apply when clinical examinations are conducted on live patients.)*

It takes many months of screening patients to find one who is acceptable and whom your student feels certain will be a good clinical examination patient. The dentist-instructor plays a major role in assisting the student in finding a patient that meets the criteria. The Board of Dental Examiners is not responsible for assisting or providing patients for student hygienists.

What the Dentist-Instructor Can Do to Aid the Student: Helpful Hints

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 academic sessions is didactic only – notes, slides, tapes, and minimal lab sessions 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. This Manual is an invaluable guide for this instruction.

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

The required manual, books, videos, instruments, and typodont models are listed in the informational material and in the ADHP Manual. EACH 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 twenty-four (24) months and will be expected to know basic dental vocabulary on the day of enrollment. Review this with your student and help as 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” and other opportunities.

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 videos, and you may have other helpful aids in your office references.

7. PROMOTE THE CONSISTENT USE OF ALL RESOURCES.

Remind your student to regularly and systematically review and use the ADHP manual, required textbooks (including reading assignments), instruments, videos, and dentoform models. These long-lasting models are useful for many things: 1) demonstration of anatomical features and pathosis, the state of disease, or condition; 2) showing 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 landmarks 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 this Manual, have your student begin with relatively healthy, easily-managed patients and progress to increasingly difficult patients as your assessment of their clinical skills indicates that advancement is appropriate. Sit with and critique your student after each session.

11. PERFORM 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 their grades. In the ADHP Manual, there are outlines of course content and a protocol of classroom conduct that the Board of Dental Examiners and the faculty expect students to meet. Begin monitoring your student very early in the program and continue monitoring until the completion of the program. 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 by you, as a serious commitment and that your student is expected to do well.

14. BEGIN EARLY TO IDENTIFY POTENTIAL PATIENTS FOR YOUR STUDENT.

It is impossible to start this too early. Identify more than one patient and begin to prepare them for the licensing examinations (when live-patient examinations are required).

15. CALL OR EMAIL ME IF YOU THINK THAT I CAN ASSIST YOU AND YOUR STUDENT: Gina Latham, 205-985-7267, ext. 222; gina@dentalboard.org

Guide for Clinical Instruction

It is very important that you 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 clinical 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 clinical exam 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	Licensure Exams

Board of Dental Examiners of Alabama
Administrative Rule 270-X-3-.04
Alabama Dental Hygiene Program
Requirements

(1) Each applicant for the ADHP must be at least nineteen (19) years of age when applying to begin training, of good moral character, free of communicable diseases, a citizen of the United States or 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) Each ADHP student 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 within the three (3) years immediately preceding the student's enrollment in the ADHP. That time must have been spent assisting a dentist(s) and/or hygienist(s) at the chair. 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. Graduates of an approved school of dental assisting will be given credit for such course on a formula determined by the Board.

(3) Each ADHP student must be employed full time during the effective period of the training permit before being eligible to take the dental hygiene licensure examinations specified by the Board. 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. "Board approved employment" means employment that can provide the student the opportunity to perform the types and quantities of procedures required by the ADHP. 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.

(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 ADHP.

(6) ADHP students are allowed one transfer of their training permit per course year, upon written request, and only upon approval by the ADHP or the Board. During the period of the ADHP student training permit, should the student's employment with their initial instructor-dentist be terminated, the student will be allowed to continue in the program only 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 the 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) Each ADHP student must attend every academic instruction session. A student who fails to attend any session of academic instruction is no longer eligible for a training permit without consent of the Board, which shall be at the Board's discretion. If an ADHP student misses any part of an academic instruction session, the student must submit a written explanation of the absence within five (5) business days of the absence to the Board office for review and request permission to continue in the program.

(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, education, and instructional materials fees), which must be enclosed with the application. The education portion of the fee may be refunded only within the first thirty (30) days of issuance and only at the Board's discretion.

(10) Any instance of dishonesty of any kind in any way related to the ADHP shall result in dismissal from the program.

(11) The Board may limit the number of participants to ensure adequate function and integrity of the ADHP.

AUTHOR:

Board of Dental Examiners of Alabama

STATUTORY AUTHORITY:

Code of Ala. 1975, §§ 34-9-26, 34-9-43.

HISTORY:

Filed September 28, 1982. **Amended:** Filed December 19, 1994; effective January 23, 1995. **Amended:** Filed April 3, 1997; effective May 8, 1997. **Amended:** Filed January 30, 1998; effective March 6, 1998. **Amended:** Filed September 26, 2000; effective October 31, 2000. **Amended:** Filed February 18, 2003; effective March 25, 2003. **Amended:** Filed August 11, 2004; effective September 15, 2004. **Amended:** Filed August 10, 2006; effective September 14, 2006. **Amended:** Filed December 16, 2008; effective January 20, 2009. **Amended:** Filed July 21, 2009; effective August 25, 2009. **Amended:** Filed February 22, 2012; effective March 28, 2012. **Amended:** Filed December 21, 2012; effective January 25, 2013. **Amended:** Filed December 10, 2014; effective January 14, 2015. **Amended:** Filed July 14, 2015; effective August 18, 2015. **Amended:** Filed January 22, 2018; effective March 8, 2018. **Amended:** Filed July 17, 2020; effective January 14, 2021. **Amended:** Filed August 13, 2021; effective January 15, 2022.

Rule 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.

Author: James S. Ward

Statutory Authority: Code of Ala. 1975, §§34-9-2, 34-9-27, 34-9-43.

History: Filed September 28, 1982. **Amended:** April 3, 1997; effective May 8, 1997. **Amended:** Filed February 22, 2012; effective March 28, 2012.

Rule 270-X-3-.10, Duties Of Allied Dental Personnel

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.

7. Apply light-cured medicinal bonding agents.

8. Apply etchant materials.

(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 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 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, devices to treat sleep apnea or anti-snoring devices, 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 examiner 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, devices to treat sleep apnea or anti-snoring devices, 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.

AUTHOR:

Board of Dental Examiners

STATUTORY AUTHORITY:

Code of Ala. 1975, §§34-9-2, 34-9-6, 34-9-27, 34-9-43.

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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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