STANDARD 4 - EDUCATIONAL SUPPORT SERVICES

Facilities

4-1 The program must provide sufficient and appropriately maintained facilities to support the academic and clinical purposes of the program that conform to applicable regulations.

Clinical Facilities

The dental hygiene facilities must include the following:

a) sufficient clinical facility with clinical stations for students including conveniently located hand washing sinks and view boxes and/or computer monitors; a working space for the patient's record adjacent to units; functional, modern equipment; an area that accommodates a full range of operator movement and opportunity for proper instructor supervision;
b) a number of clinical stations based on the number of students admitted to a class (If the number of stations is less than the number of students in the class, one clinical station is available for every student scheduled for each clinical session.);
c) a capacity of the clinic that accommodates individual student practice on a regularly scheduled basis throughout all phases of preclinical technique and clinical instruction;
d) a sterilizing area that includes sufficient space for preparing, sterilizing and storing instruments;
e) sterilizing equipment and personal protective equipment/supplies that follow current infection and hazard control protocol;
f) facilities and materials for students, faculty and staff that provide compliance with accepted infection and hazard control protocols;
g) space and furnishings for patient reception and waiting provided adjacent to the clinic;
h) patient records kept in an area assuring safety and confidentiality.

a) The WSU on-campus dental hygiene clinic has a total of 18 dental units. For every two units there is a sink with automated soap and hand sanitizer dispensers. Each unit includes a computer, monitor, keyboard, mouse, and two countertops. This equipment was purchased new and installed in the summer of 2015. All units are fully functional. Each unit can be adjusted for right or left-handed clinicians and each operatory has ample space to accommodate a full range of operator positions and allows room for instructor supervision. Every unit is visible to instructors from the Instructor area and from all areas of the clinic.
b) The Department of Veterans' Affairs Dental Clinic has five dental hygiene units and four sinks with soap and hand sanitizer dispensers in close proximity to the student units. Each unit includes a computer, monitor, keyboard, mouse, and a countertop.

c) Midtown CHC Dental Clinic has six dental hygiene units and three sinks which are shared by two units. These are equipped with soap and hand sanitizer dispensers. Each unit includes a computer, monitor, keyboard, mouse, and a countertop.
d) At WSU clinic: Each dental hygiene class has 30 students. With the 18 dental units in the dental hygiene clinic, 14 -16 students per lab/clinic/educational session can be accommodated. The off-campus sites- VA Dental clinic and Midtown Dental Clinic have 5 students and one faculty member as outlined in the DENT 3336/3346 Clinic rotation schedule.
e) Fall semester, Mondays and Wednesdays are pre-clinic labs for Junior year students. Fourteen students in the morning and sixteen in the afternoon. Tuesdays and Thursdays the Senior students are in clinic either treating patients or participating in lab activities. Spring semester, fifteen junior students are in clinic Monday and Wednesday mornings and fifteen are in clinic in the afternoon for patient treatment and labs. Tuesdays and Thursdays the Senior students are in clinic either treating patients or in lab activities. The extra chairs assure that in case of an equipment breakdown, there is equipment that can be used.
f) The sterilization area includes sufficient space for preparing, sterilizing and storing instruments. The instrument preparation area contains a sink, the ultrasonic baths, sterilization bags, and holding trays for bagged instruments to be sterilized. The autoclave sterilization room is separated from the preparation area by a door.
g) All sterilization equipment and personal protective equipment and supplies are maintained according to the manufactures recommendations and follow current infection and hazard control protocol. All critical and semi-critical instruments are steam sterilized using the Pelton and Crane Magnaclave®, Midmark M11 Ultraclave, and/or one Statim® autoclave. After processing, each student's sterilized instruments are placed in student labeled instrument containers.
   Each grouping of four dental units (section) has its own supply of disposable materials for operator and patient safety – PPE (personal protective equipment) and patient treatment.
   Students are required to wear freshly laundered lab coats to each clinic session and closed-toe shoes that are only worn in clinic. In addition to lab coats and closed-toe shoes, masks, gloves, and safety eyewear are worn during all intra-oral procedures and all post patient care infection control procedures and equipment maintenance procedures.
h) All facilities and materials for students, faculty and staff provide compliance with accepted infection and hazard control protocols. All critical and semi-critical instruments are sterilized, barriered, or discarded. Turberculocidal hard surface disinfectant is used to disinfect non- critical equipment or the item is barriered or discarded.
   Sharps containers are kept in the instrument preparation area and are available at each dental unit. Biohazard bags are in each patient treatment area.
i) Patient reception is contiguous with the patient waiting area and clinic.
j) Patient records are computerized and kept on a secure, password-protected server. Monitors are logged off when not in use. The computer program automatically times out after 10 minutes of non-use. Previous, archived paper-copy patient files are kept in a locked cabinet in the supply storage area of clinic. Other older files are stored in a locked storage room adjacent to the Dental Hygiene Program office.

Supportive Documentation

Exhibit 60	WSU Dental Hygiene Department (floor plan)	Page 744
Exhibit 61	WSU Radiology Processing room map (floor plan)	Page 745
Exhibit 62	Dental Laboratory (WSU rm 479) floor plan	Page 745
Exhibit 63	WSU College 4th floor Marriott Allied Health Bldg.	Page 747
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Exhibit 65	Midtown CHC Dental clinic floor plans; instrument processing area, patient reception, classrooms and faculty offices	Page 749
Exhibit 26	Student Clinic Rotations DENT 3336 Clinical DH 3/DENT 3346 Clinical DH 4 (Senior class) rotations	Page 505
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Exhibit 20	*Dental Hygiene Program Clinic Manual*, Section VI & VII	Page 251 Available on-site

Radiography Facilities

4-2 Radiography facilities must be sufficient for student practice and the development of clinical competence.

The radiography facilities must contain the following:

a) an appropriate number of radiography exposure rooms which include: modern dental radiography units; teaching manikin(s); and conveniently located handwashing sinks;
b) modern processing and/or scanning equipment;
c) an area for mounting and viewing radiographs;
d) documentation of compliance with applicable local, state and federal regulations.

a) WSU Dental hygiene clinic: There are 5 radiography intra-oral x-ray machines, four of which are in the radiology suite adjacent to the clinical patient treatment areas. One radiographic intra-oral machine is located in unit one and is separate from the general clinical treatment areas. All pre-clinical radiology lab activities are held in the radiology suite with 4 units. During patient treatment clinics, five intra-oral x-ray

units are available for student use. At the off-campus clinics, there are shared tube heads in between every two treatment rooms. The panoramic unit is located adjacent to the patient treatment areas and is available to and shared by all students. Sirona Cone Beam CBCT 3D imagining machine is separate from the general clinical treatment areas, across the hall from the radiography suite and is easily accessible to and shared by all students.

Equipment at WSU:

The WSU Dental Hygiene clinic has Four Gendex® X-ray machines for intraoral radiographs are located in the radiology suite (two were manufactured in 1992 & two in 1997). Two of the radiographic units are equipped with 12" extension tubes and two of the units are equipped with 8" extension tubes. One Belray Model 096 X-ray machine for intraoral radiographs is located in the dental hygiene clinic in an enclosed room. This machine was manufactured May 2002 and is equipped with a 12" extension tube. A round Position Indicating Device (PID) is used for all radiographic units.

Two panoramic radiograph machines, Panoramic® Corporation, model P-1000; manufactured in 2000 and 2002, are located in the radiology suite.

One Sirona Galileos Cone Beam (CBCT) 3D imagining machine type: D3437 manufactured in 2014. This is located in a separate room adjacent to the radiology suite.

WSU Teaching Mannequins:

There are 4 adult and one pedodontic (primary dentition) Dentsply Rinn® DXXTR® mannequins with human skulls. The mannequins are inspected annually for needed repairs. They are refurbished/repaired, as needed, on a rotating basis. Aids used in taking acceptable radiographs include the following film holding devices: Rinn XCP® kits, Kwik-bite® kits, Snap-a-Ray®. Two radiographic units are equipped to expose digital images using Schick® digital, corded sensors that includes two dedicated laptop computers. Phosphor plate digital image devices (Scan-X®) can be used in all four radiology operatories. The phosphor plates are scanned with the use of two Scan-X® drum-type scanner and two dedicated lap-top computers in the central radiology work area. Protective equipment used in radiology include four single-sided lead lined aprons with attached thyroid collars and three double sided aprons without collars.

Each radiography room is equipped with a handwashing sink. The radiology processing and storage are also equipped with a handwashing sink.

Dental radiology equipment at Department of Veteran's Affairs Medical Center, Dental Clinic (VA):

The VA clinic is equipped with Four Planmeca® X-ray periapical intraoral radiograph machines manufactured in 2005. These units are equipped with 8" round PID. One Planmeca Promax® panoramic radiograph machine, manufactured in 2005, is available for student use. One computer is dedicated to the panoramic radiograph unit. All radiographs taken at the VA, intraoral and panoramic, are digital images.

Each radiography machine is in close proximity to the unit's handwashing sink.

Dental radiology equipment at Midtown CHC Dental Clinic:
The Midtown Dental Clinic is equipped with a Progeny Vantage Panoramic (Class 2 Laser Product, 650nm 3mW CW) IEC 60825-1:2007. One computer is designated for the Progeny X-ray panoramic machine.
The Midtown clinic also has 3 intraoral radiographic machines available for student use. The type and models are: Model: Preva 2011-10. SN: DT27403 Class 1 Type B (Rooms 5 & 6); Progeny X-ray unit Model: Preva 2011-10. SN: DT27401 Class 1 Type B (Rooms 7 & 8); Progeny X-ray unit Model: Preva 2011-10. SN: DT27398 Class 1 Type B (Rooms 9 & 10);
There are two (2) Gendex Sensors, size 2 and one (1) size one in the dental hygiene area of the clinic. All radiographs; intraoral and panoramic, taken at the Midtown Dental Clinic are digital images.
Each radiography machine is close to the unit's handwashing sink.

b) There are two Air Technique® A/T 2000® automatic processors available for student use at the WSU on-campus clinic site based facility. In addition there are two Scan-x drums to scan phosphorus plates. One dip tank is available for single film x-ray process conventional processing.

c) WSU: Each operatory has a computer monitor for viewing digital images. Students can mount and view radiographs using the view box that is in the darkroom. Each dental treatment operatory (18 total) has a chair side computer for viewing digital radiographic images. Six computers are available in the radiology suite work areas for student use. Additional portable view boxes are available and used as needed in the laboratory classroom (room 479) and large capacity classroom (room 480).

   VA Dental Clinic: Specific features at the Department of Veterans' Affairs Medical Center, Dental Clinic for viewing radiographic images: Each operatory is equipped with a computer/monitor for viewing digital radiographic images and one computer is reserved for use with the Planmeca® panoramic radiographic unit.

   Midtown Dental Clinic: Specific features at the Midtown Dental Clinic for viewing radiographic images: Each operatory is equipped with a computer/monitor for viewing digital radiographic images.

d) Documentation of compliance with applicable local, state and federal regulations includes:
   WSU: An area monitor is used to measure the potential emission of ionizing radiation. This monitor is managed through the WSU Department of Environmental Safety and Quality Control and is processed every 3 months. The filtration and collimation standards are met through adherence to State and Federal regulations. The machines are inspected every five years as required by the State of Utah Division of Radiation Control; the most recent evaluation was conducted in 2015. Specific features at WSU that provide protection from ionizing radiation include: lead lined doors and walls; Activation buttons at least six feet from the radiation source; Each treatment room door has a "dead man" switch that stops activation of the unit if the door is opened; The operator stands outside the radiology room and can observe the

patient during exposures through lead lined glass.

VA Dental Clinic: Specific features at the Department of Veterans' Affairs Medical Center, Dental Clinic that provide protection from ionizing radiation include: Activation buttons six feet from the radiation source. For panoramic exposures, the operator stands behind a protective barrier and can observe the patient during exposure through lead lined glass

Midtown Dental Clinic: Specific features at the Midtown Dental Clinic that provide protection from ionizing radiation include: Activation buttons six feet from the radiation source.

Time is available for all students to obtain required radiographic imaging experience with faculty supervision. Acceptable faculty to student clinical teaching ratios are maintained.

Supportive Documentation

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Exhibit 64	Department of Veterans' Affairs Dental Clinic (floor plan)	Page 748
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Exhibit 66	Certification of compliance of radiology equipment	Page 750

Laboratory Facilities

4-3 A multipurpose laboratory facility must be provided for effective instruction and allow for required laboratory activities. If the laboratory capacity requires that two or more sections be scheduled, time for all students to obtain required laboratory experience must be provided.

Laboratory facilities must contain the following:

a) placement and location of equipment that is conducive to efficient and safe utilization;
b) student stations that are designed and equipped for students to work while seated including sufficient ventilation and lighting, necessary utilities, storage space, and an adjustable chair;
c) documentation of compliance with applicable local, state and federal regulations.

Dental Materials lab sessions and other laboratory activities held in the dental hygiene laboratory area are scheduled through the department secretary's scheduling system. Two faculty are assigned as laboratory instructors during lab sessions.

There are 15 workstations used for instruction of dental science courses. Students are in groups of 5 that rotate through different station activities. Lab equipment available are:

- 15 chairs and desks
- Instructor computer, ceiling mounted LCD projector
- 4 desk-top computers for student use
- 8 laboratory handpieces
- 3 lathes/Model Trimmers
- 8 electric motors
- 5 vacuformers
- 4 trituators

Supportive Documentation

Exhibit 60	Dental Hygiene Department Floor plan	Page 744
Exhibit 62	Equipment inventory in clinic and laboratory	Page 746

Extended Campus Facilities

4-4 The educational institution must provide physical facilities and equipment which are sufficient to permit achievement of program objectives. If the institution finds it necessary to contract for use of an existing facility for basic clinical education and/or distance education, then the following conditions must be met in addition to all existing Standards:

a) a formal contract between the educational institution and the facility;
b) a two-year notice for termination of the contract stipulated to ensure that instruction will not be interrupted;
c) a contingency plan developed by the institution should the contract be terminated;
d) a location and time available for use of the facility compatible with the instructional needs of the dental hygiene program;
e) the dental hygiene program administrator retains authority and responsibility for instruction and scheduling of student assignments;
f) clinical instruction is provided and evaluated by calibrated dental hygiene program faculty;
g) all dental hygiene students receive comparable instruction in the facility;
h) the policies and procedures of the facility are compatible with the goals of the educational program.

Affiliation agreements with extended campus facilities:
The Weber State University Dental Hygiene Program has had a long term relationship

with the Department of Veterans' Affairs Dental Clinic, Salt Lake City, Utah as an off-campus facility, commencing in 1975.

Midtown Community Health Center, Dental Clinic, Ogden, Utah as off-campus facility that was established in 2012. The facilities, philosophy, goals, instruction methodology and supervision are analogous to the on-campus clinic. Weber State University dental hygiene program faculty provides student supervision and instruction.

Formal written contingency plan is available in the supportive documentation Senior dental hygiene students are scheduled a total of fourteen (14) days of clinical experience each semester of their senior year at the Department of Veterans' Affairs Dental Clinic, as well as a total of fourteen (14) days of clinical experience each semester at Midtown Dental Clinic. 15 students are scheduled at one of the off-campus sites (3 days- 5 students each day). The following semester the schedules are switched.

Policies/objectives for all off-campus sites: The *Weber State University Dental Hygiene Program Clinic Manual* is used as a reference at the off-campus site, as it is on-campus. The policies, procedures and process for student supervision, instruction and evaluation is the same as that of the on-campus clinic.

Faculty calibration workshops are held each semester, as a large group, and more often as needed in the smaller, clinic faculty group at the end of clinic sessions. Minutes of the faculty calibration workshops and the mandatory nature of attendance for all faculty is presented.

Supportive Documentation

Exhibit 18	Affiliation agreements with off-campus sites inclusive of a formal, written contingency plan	Page 204
Exhibit 26	Student and Faculty schedules for clinical rotations (DENT 3336 Clinical DH 3/ DENT 3346 Clinical DH 4)	Page 505
Exhibit 20	WSU Dental Hygiene Clinic Manual 2016-2017	Page 251
Exhibit 44	Faculty Calibration meeting minutes	Page 593
Exhibit 49	Faculty and Staff Handbook	Page 616 Available on-site
Exhibit 52	Adjunct Faculty Handbook	Page 697 available on-site

Classroom Space

4-5 Classroom space which is designed and equipped for effective instruction must be provided for and readily accessible to the program.

Classroom space (Room 480) in the Dental Hygiene Department area is available to the Dental Hygiene Program classes as a priority reservation. Other programs/classes can be scheduled via the electronic centralized scheduling that is managed in the Marriott Allied Health Learning Center (room 111). The dental laboratory class room (room 479), has a seating capacity of 15 students and is used exclusively for the dental hygiene department.

Classroom space (Room 480) in the Dental Hygiene Department area is available reserved primarily for the dental hygiene program. That classroom is equipped with appropriate tables and chairs, audiovisual equipment, SmartBoard® and computer with Internet access, and space to accommodate a class of 30 students. A schedule of classroom use is posted outside of the north and south doors of the classroom. The dental laboratory class room (room 479) has a ceiling mounted LCD projector, faculty computer and four (4) student computers with Internet access.

Supportive Documentation

Exhibit 60	WSU Dental Hygiene Department (floor plan) Classroom 480 Classroom 479	Page 744

Office Space

4-6 Office space which allows for privacy must be provided for the program administrator and faculty. Student and program records must be stored to ensure confidentiality and safety.

There are five faculty offices for full time faculty, one office for the half-time faculty, one office work space for the department secretary and an office for the clinic manager to use (adjacent to the clinic). Adjunct faculty and contract faculty have access to and are able to use any unoccupied office space, as needed or any of the two conference rooms for student counseling/meetings or other needs. Conference rooms are available for student academic meetings with the faculty and student-faculty work group meetings can be conducted in the conference rooms. Lockers are available for adjunct clinical teaching faculty to secure their valuables.

Supportive Documentation

Exhibit 60	WSU Dental Hygiene Department (floor plan)	Page 744

Learning Resources

4-7 Instructional aids and equipment must be provided for student learning. Institutional library holdings must include or provide access to a diversified collection of current dental, dental hygiene and multidisciplinary literature and references necessary to support teaching, student learning needs, service, research and development. There must be a mechanism for program faculty to periodically review, acquire and select current titles and instructional aids.

Examples of evidence to demonstrate compliance may include:

- a list of references on education, medicine, dentistry, dental hygiene and the
- biomedical sciences
- policies and procedures related to learning resource access
- timely electronic access to a wide variety of professional scientific literature
- skeletal and anatomic models and replicas, sequential samples of laboratory
- procedures, slides, films, video, and other media which depict current techniques
- a wide range of printed materials and instructional aids and equipment available for utilization by students and faculty
- current and back issues of major scientific and professional journals related to
- dentistry and dental hygiene

Students and faculty have access to all Utah State-funded University and college libraries, the Department of Veterans Affairs Medical Center Library, the Eccles Medical Center library at the University of Utah and the library at Brigham Young University. There is an agreement with all libraries associated with the Utah Academic Library Consortium (UALC) that enables currently enrolled students and faculty at any Utah academic institution to use the collections and to borrow materials from any other academic library in Utah. The main reference books are housed in the university library. The department has a collection of books and periodicals retained in the program facilities.

The Stewart Library (main campus library) is available to the students and faculty:

Monday-Thursday 7:30 am - midnight	Friday: 7:30 am - 8:00 pm
Saturday 9:00 am - 5:00 pm	Sunday: 12:00 pm - 8:00 pm

Another mechanism for access to materials is through Interlibrary Loan (ILL). Students and faculty may request copies of articles or the loan of books from other libraries throughout the world. If there is a fee for the loan of materials, the WSU Library subsidizes the cost. Books are received within 7-10 days and journal articles are received in 3-5 days from any Utah library. Weber State University, Dumke College of Health Professions and the Dental Hygiene Department have full internet access and have wireless connections throughout the building and campus. Internet access facilitates the interlibrary loan process and allows for access to literature for students, faculty and staff.

A list of the specialized reference texts available for the dental hygiene program's utilization, e.g., medical and dental dictionaries and indices are provided in the supportive documentation.

Lists of periodicals related to dental hygiene and dentistry that are available for faculty reference are provided in the supportive documentation. A list of books available to the students and faculty related to dental hygiene and dentistry is listed in the supportive documentation.
The Dental Hygiene Program has funds allocated for purchases each year. These funds are used to purchase specific books and audiovisual materials. Dental Hygiene faculty send requests for library purchases to the library representative for the Dumke College of Health Professions. The representative then forwards the request to the Science and Health Professions Bibliographer, who approves the request for library purchases. This person is responsible for overseeing the book and periodical collections and budgets for the health professions. Also, the bibliographer contacts faculty to determine curricular and research library needs in an effort to make decisions on expanding and updating the library holdings for dental hygiene.

The program has a wide variety of models, CD's, DVD's and instructional equipment/ aids for use in the classroom setting and clinic. Also, the program has access to a variety of audiovisual equipment for use as well as other equipment available from the Marriott Learning Center. A complete listing of skeletal and anatomical models and replicas, slides and films can be found in supportive documentation.

During the first semester of each year, library instructional sessions are held.
These sessions are presented at the library and include an overview of library resources. Detailed search strategies are presented to the students at these sessions. Students have specific assignments that are part of the instruction sessions.
Students are assigned to view audiovisual media in dental science and clinical courses. Software designed to review clinical cases is used as part of the activities in class and clinic.

Instructional resources which are housed in the library are available to students during library hours. Other materials retained within the program are available during program operation hours. Students can borrow resources from the Department through the Department Secretary who manages the checkout process. Materials that require extended use that includes evenings and weekends are placed on reserve in the Marriott Learning Center or the Stewart Library.

Supportive Documentation

Exhibit 67	List of audiovisual aids, periodicals, skeletal and anatomic models, replicas, specialized medical and dental textbooks, slides and films that are available to students and faculty	Page 753

Student Services

4-8 There must be specific written due process policies and procedures for adjudication of academic and disciplinary complaints that parallel those established by the

sponsoring institution.

A specific section of *The Dental Hygiene Program Student Handbook* is developed for the students to know what and how to appeal any policy, complaint or situation. Confidentiality is defined along with the responsibilities of the professional student to uphold the highest of ethical standards. The Student Handbook is written for the Dental Hygiene Program but does reference the University policy on Student's Rights and Responsibilities and does not supersede the University document or process.

Supportive Documentation

Exhibit 20	*WSU Policy and Procedures Manual* (PPM 6-22 student rights policies and procedures)	Page 251
Exhibit 9	*Dental Hygiene Student Handbook*	Page 176 Available on-site
Exhibit 21	*WSU Policy and Procedure Manual*	Page 254 Available on-site
Exhibit 17	WSU University Catalog	Page 203 Available on-site

Current student records are secured by the department secretary in the program office suite; faculty work room in a locked file cabinet. Confidentiality is assured through securely locking of the file cabinets and doors. Archived records are filed in an alphabetical heading and date only. Records of students who have graduated in the past are stored in a locked storage room.

Records of students' work are stored in room 463 and room 475D. The rooms are locked at all times. Students cannot gain access to their own or other student's records or work. In the event that a student desires to review their own file, they need to schedule an appointment with the specific course faculty or the department chair to view their own student records.

Supportive Documentation

Exhibit 60	WSU Dental Hygiene Department (floor plan)	Page 744