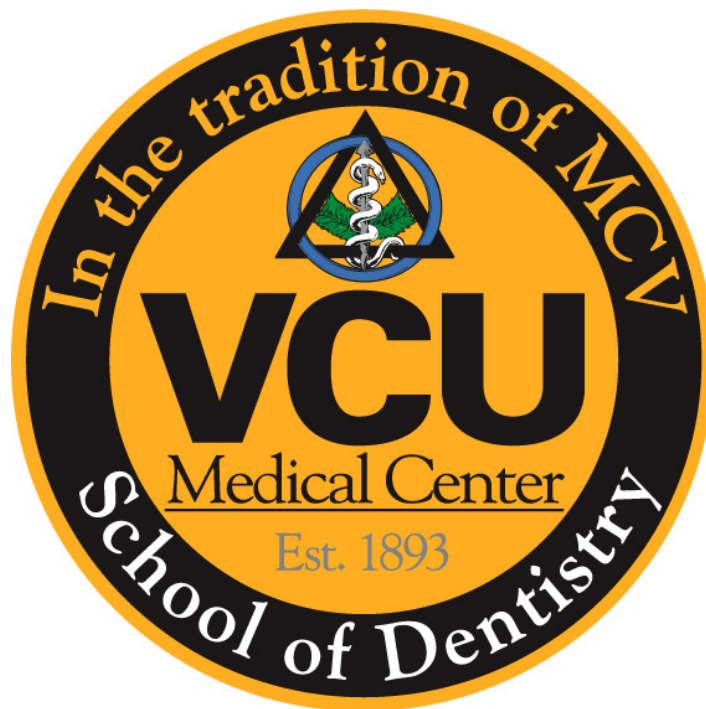


Clinical Service-Learning Information Manual

Virginia Commonwealth University
School of Dentistry
2012 – 2013



GUIDELINES FOR THE SELECTION OF COMMUNITY PARTNERS

INTRODUCTION

The VCU School of Dentistry seeks to cultivate partnerships that will be diverse in the types of community-based settings and populations served by the clinical programs. A mix of partnerships, including those serving urban and suburban populations, affords students a variety of community training experiences. Site selection is based on the educational value of the experience and may include opportunity to work with special populations, including the socially and culturally disadvantaged, and to practice in alternative and non-traditional settings.

PURPOSE – Community-based site experiences provide students with:

1. Experience with patient populations not usually seen in the dental school environment.
2. Experience with types of health care delivery systems not usually seen in the dental school environment.
3. Supplemental educational/clinical experiences and activities that may not be readily available through the dental school patient population.
4. Clinical experiences that provide practice in working as a team member to provide oral health care.

SELECTION CRITERIA includes but is not limited to the following:

1. The site provides an experience that complements the experiences available in the school clinics and meets an educational need.
2. Treatment rendered at sites should be agreed to between the two groups and may include examination, diagnosis, treatment planning, emergency care, oral hygiene, initial periodontal therapy, operative dentistry, endodontic therapy, and routine exodontias.
3. Clinical supervision of students is provided at a level equal to that provided in the School's intramural clinics.
4. Asepsis and OSHA guidelines are followed and equal to the protocol followed in the School's intramural clinics. Some site modifications may be necessary.
5. The patient population to be treated and the specific type of care is detailed and agreed to by both the site and the school.
6. Housing and meals are provided for students when assigned to a site that requires overnight stay.

Mutual Responsibilities of the University and the Community Site:

1. The University, in conjunction with the Community Site, will establish objectives for extramural education and devise methods for implementing the objectives and evaluating their effectiveness.
2. The University and the Community Site will determine the number of students to be assigned to the Community Site and the length of extramural experience(s) to achieve the established educational objectives.

Responsibilities of the University:

1. The University will assume overall responsibility for developing and implementing the extramural program in Dentistry and Dental Hygiene.
2. The University will refer to the Community Site only those students who are enrolled in the University's Dental, Dental Hygiene and/or Dental Specialty programs and who have satisfactorily completed the academic prerequisites for the specific experience(s) provided by the Community Site.
3. The University will designate a person or persons to act as a liaison for the University, the Community Site and the student(s).
4. The University will be responsible for the determination of a student's final evaluation for the extramural experience(s).
5. The University will notify the Community Site of its planned schedule of student assignment(s), the name(s) of the student(s), and the level of preparation of each student.
6. The University will provide the Community Site with educational objectives and evaluation forms for each extramural assignment.
7. The University will maintain communication with the Community Site on matters pertinent to clinical education. Such communication may include, but is not limited to, on-site visits to the Community Site, workshops, meetings, and the provision of educational materials relevant to the clinical education program.
8. The University will advise students assigned to the Community Site of their responsibility for complying with the existing rules and regulations of the Community Site, including the responsibility for complying with any physical examination requirements of the Community Site.
9. The University certifies that each student assigned to the Community Site is covered by the Commonwealth of Virginia self-insured risk management plan.

Responsibilities of the Community Site:

1. The Community Site will have ultimate responsibility for patient care at the Community Site.
2. The Community Site will provide qualified staff, patients, physical facilities, clinical equipment and materials in accordance with objectives as agreed upon by the Community Site and the University.
3. The Community Site will provide each assigned student with a planned, supervised program of extramural experience(s).
4. The Community Site will provide each assigned student with an orientation to the Community Site, including a copy of pertinent rules and regulations of the Community Site.
5. The Community Site will designate one person to serve as coordinator of clinical education for the Community Site and to act as a liaison with the University.

6. The Community Site will evaluate the performance of any assigned student(s) in writing, as requested, using forms provided or approved by the University. Completed evaluation materials will be forwarded or delivered to the University within two weeks of the conclusion of a student's assignment at the Community Site.
7. The Community Site will advise the University at the earliest possible time of any changes in its operation, policies, or personnel that may affect clinical education.
8. The Community Site will advise the University at the earliest possible time of any serious deficiency noted in an assigned student's performance.
9. The Community Site reserves the rights to require that the University withdraw from assignment any students whose health or performance is detrimental to patient well-being or to the achievement of the stated objectives of the public clinic preceptorship experience(s).
10. The Community Site will provide the University with information regarding the availability of first aid and emergency care, including occupational exposure for students while on assignment at the Community Site.

**Virginia Commonwealth University
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**Protocol for Post-Exposure Reporting and Follow-up for VCU School of Dentistry
Community Sites**

When there is a known or questionable exposure to a patient's blood, saliva and/or body fluids the protocol outlined below must be followed.

Exposure is defined as contact with a patient's blood and/or body fluid by parenteral, mucous membrane or non-intact skin exposure routes. Examples of exposures include, but are not limited to: needle sticks or cuts with instruments or burs *contaminated with blood, saliva or other body fluids*, and blood/saliva splashes into the eyes or mucous membranes of the mouth. Note: If counseling is needed to determine whether or not an actual exposure incident has occurred, students may contact the nurse at Student Health Services:

VCU Student Health Services phone number: 804-828-9220
(for counseling or follow-up from high risk exposure and/or positive lab results) **Mon-Fri 8:00 AM- 4:30 PM**

All incidents and possible incidents of blood, saliva or other body fluid exposure must be reported IMMEDIATELY to the Supervising Adjunct Faculty at the Community Site

- A. **IMMEDIATELY** wash wounds and skin thoroughly with soap and water for 3-5 minutes or flush eyes and/or exposed mucous membranes with tap water for 15 minutes. **DO NOT SQUEEZE WOUND TO MAKE IT BLEED.**
- B. Perform appropriate First Aid to the injury if necessary.

If it is determined that an exposure incident has occurred, **DO NOT ALLOW THE PATIENT TO LEAVE THE CLINIC UNTIL THE AFTER THE PATIENT'S BLOOD HAS BEEN DRAWN.** The patient's blood must be drawn ASAP.

Source labs must include testing for HIV, HCV antibody, HBsAg, and a hepatic panel. A rapid HIV test should be available and administered as soon as possible after a true exposure incident. In the event the result is positive and after counseling the student, it is determined that anti-retroviral drugs are to be given they should be administered within the first 1-2 hours after exposure or as soon thereafter as possible for maximum benefit. An arrangement must be made by the Community Site that would allow this to occur in as timely a manner as described.

Note: In the event of an exposure of health care provider to a patient's body fluid, current Virginia State Law allows the health care provider to request blood testing for HIV, HCV, and HBV at no expense to the patient.

This is deemed consent, however, according to Section 32.1-45.1 the Code of Virginia, "In other than emergency situations, it shall be the responsibility of the health care provider to inform patients of this provision prior to providing them with health care services which create a risk of such exposure."

The School of Dentistry Conditions of Acceptance form the patient signs states:

I also understand and agree that in accordance with Section 32.1-45.1 of the Code of Virginia, that if a healthcare worker is exposed to my body fluids in a manner which may transmit HIV or Hepatitis B or C viruses, my blood will be drawn and tested for HIV, Hepatitis B and Hepatitis C and the test results will be released to the person(s) exposed.

The student will need to provide the following information to the Community Site supervisor:

- a. patient's name
- b. patient's date of birth
- c. a description of the injury and how it occurred.
- d. patient's medical history and risk factor assessment.
 - History of transfusion (any blood products)
 - History of IV drug use (IVDU)
 - History of hemodialysis
 - Other risks, such as known history of hepatitis, HIV, etc.
- e. date and time of exposure and if applicable, time of first dose of post exposure medication
- f. a phone number to reach the student to report the test results

**Virginia Commonwealth University
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COMMUNITY SITE POST-EXPOSURE INFORMATION

This form must be completed anytime an occupational exposure occurs during an assigned rotation at a community site. The form is returned by the student to the Chair, Department of Oral Health Promotion and Community Outreach, Ms. Kim Isringhausen.

The student will need to provide the following information to the Chair, Department of Oral Health Promotion and Community Outreach upon return to VCU School of Dentistry:

- g. student's name _____
- h. patient's name _____
- i. name of community site _____
- j. a description of the injury and how it occurred; please be sure to indicate whether or not the skin was broken or if mucosal contact occurred (eye/mouth splatter):

- k. patient's medical history risk factor assessment (circle one):
 Low

 High
- l. was occupational exposure protocol followed? (circle one):
 Low

 High
- m. tests performed after exposure:

- n. contact information for person at community site responsible for lab results:

- o. if patient risk status is high or lab results positive, student should call to schedule an appointment with Ms. Susan Tatu, VCU Student Health Services, (804) 828-9220.

****This information contained in this form is confidential. Please keep form in a secure location.***

Responsibilities of the Student:

1. The student is required to comply with all applicable policies, procedures and rules of the Community Site, the University, and the Code of Ethics of the School of Dentistry.
2. The student is required to maintain health insurance or be responsible for medical expenses incurred during an extramural assignment.
3. The student is responsible for demonstrating professional behavior appropriate to the environment of the Community Site, including protecting the confidentiality of patient information and maintaining high standards of patient care.
4. The student is responsible for evaluating his or her public clinic experience(s) using forms provided by the University and/or the Community Site.

University/School of Dentistry Contact:

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Richmond, VA 23298-0566

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Program Objectives:

School of Dentistry honorary adjunct faculty at community site clinics will provide supervision, direction, and evaluation for the dental and dental hygiene externs. Objectives for the service-learning activity are to provide opportunities for the dental and dental hygiene student to:

1. experience delivery of oral health services in a setting outside the dental school.
2. participate in a health care delivery environment that simulates a private practice setting.
3. recognize the need, and develop the ability, to provide health care in a setting other than private practice.
4. interact with other health care providers and supervising dentists to explore the role the dentist and dental hygienist have in the health care system.
5. gain experience in working as a team member to provide oral health care.
6. participate in the development and implementation of treatment plans based on an individual's needs.
7. provide clinical and educational oral health services to individuals receiving care in the off-site clinic, including individuals who are medically and/or dentally underserved.
8. plan and provide multidisciplinary oral health care for a wide variety of patients including patients with special needs.
9. understand the oral health needs of communities and engage in community service as a component of the dental and dental hygiene curricula,
10. function effectively within alternative health care environments.
11. exhibit the values of professional ethics, lifelong learning, patient-centered care, adaptability, and acceptance of cultural diversity in professional practice.

VCU Statement of Service-Learning:

Service-Learning at Virginia Commonwealth University is a course-based, credit-bearing educational experience in which students participate in an organized service activity that meets community-identified needs. Students reflect on the service activity to increase understanding and application of course content and to enhance a sense of civic responsibility.