



CDM 3000 - Applied Patient Care Foundations I

I. Course Information

Course: CDM 3000 - Applied Patient Care Foundations I
Semester and Year: Fall 2021
Course Start and End Dates: 07/26/2021 - 12/12/2021
Course Reference Number: 24031
Semester Credit Hours: 1.00

II. Instructor Information

Professor: Jodi Kodish Stav
Email: jkodish@nova.edu
Phone: 954-262-1920
Office Hours:
 BY APPOINTMENT

III. Class Schedule and Location

| Day | Date | Time | Location | Building/Room |
|-----|-------------------------|------|----------------------------|---------------|
| | 07/26/2021 - 12/12/2021 | | Ft Lauderdale/Davie Campus | - |

IV. Course Description

This course is designed to evaluate and assess the student's ability to provide comprehensive patient care in a professional and ethical manner, utilizing sound clinical judgment and making optimal use of clinic time and learning opportunities. Proper patient management skills including organization, preparedness and the ability to work independently will also be assessed. Record keeping and the ability to follow instructions are integral skills evaluated in this course as well.

V. Course Objectives / Learning Outcomes

Course Learning Outcomes

The new general dentist should be able to:

- use behavior management principles when treating the child, adolescent, adult, or geriatric patient, when indicated;
- use different caries prevention strategies including fluoride application, tooth brushing, flossing, nutrition counseling and early caries detection;
- practice with personal integrity and professionalism that are consistent with the ADA Code of Ethics;
- draw on a range of resources that should guide judgment and action for issues that are complex, novel, ethically arguable, divisive, or of public concern; these resources include:
 - professional codes, regulatory law, and ethical theories that pertain to the academic environment, patient care, practice management and research;
 - provide humane and compassionate patient care consistent with local, state, and federal regulations

- establish the patient record as a legal and confidential document and maintain accurate patient treatment records.
- recognize the level of their capabilities and the indications for patient referral
- how to properly refer patients to an appropriate specialist for treatment
- educate patients and/or caregivers concerning patients' risk factors and risk reduction strategies needed to prevent oral disease, as well as provide patients with instruction on individualized self-care methods and dietary counseling to maximize oral health.
- recognize patient discomfort and/or anxiety that may affect oral health or interfere with the delivery of care;
- use critical thinking and problem solving related to the comprehensive care of patients
- discuss alternative theories about etiology and solutions, as well as defend decisions made.
- recognize the role of self-assessment in maintaining competency;
- learn and apply evolving and new knowledge over a complete career as a health care professional
- assess his or her own learning needs.

COLLEGE OF DENTAL MEDICINE COMPETENCY STATEMENTS Faculty Note: Use the most updated version of the CDM Predoctoral Competency document to select the corresponding competencies for this course. Be sure to select the number of the competency statement and the verbatim competency statement as it appears on the competency document. For each competency indicate the type of assessment (formative or summative) that will be employed to measure the attainment of the competency

Core Competencies:

Related Competencies (as defined by educational outcomes):

- 1. Graduates must be competent in patient assessment, diagnosis, comprehensive treatment planning, prognosis, and informed consent. [CODA Predoctoral Standard 2-24(a)]**
Formative assessment: Daily grades
Summative assessment: Treatment planning ICPA
- 2. Graduates must be competent in screening and risk assessment for head and neck cancer. [CODA Predoctoral Standard 2-24(b)]**
Formative assessment: Daily grades
- 3. Graduates must be competent in recognizing the complexity of patient treatment and identifying when referral is indicated. [CODA Predoctoral Standard 2-24(c)]**
Formative assessment: Daily grades
- 4. Graduates must be competent in health promotion and disease prevention, including caries management. [CODA Predoctoral Standard 2-24(d)]**
Formative assessment: Daily grades
Summative assessment: treatment planning ICPA
- 16. Graduates must be competent in providing oral health care within the scope of general dentistry to patients in all stages of life. [CODA Predoctoral Standard 2-23]**
Formative assessment: Daily grades
- 20. Graduates must be competent in the application of the fundamental principles of behavioral sciences as they pertain to patient-centered approaches for promoting, improving and maintaining oral health. [CODA Predoctoral Standard 2-16]**
Formative assessment: Daily grades
- 21. Graduates must be competent in managing a diverse patient population and have the interpersonal and communications skills to function successfully in a multicultural work environment. [CODA Predoctoral Standard 2-17]**
Formative assessment: Daily grades
- 22. Graduates must be competent in applying legal and regulatory concepts related to the provision**

and/or support of oral health care services. [CODA Predoctoral Standard 2-18]

Formative assessment: Daily grades

Summative assessment: Annual Dental Specific Compliance Training assessment

25. Graduates must be competent in the application of the principles of ethical decision making and professional responsibility. [CODA Predoctoral Standard 2-21]

Formative assessment: Daily grades

Summative assessment: Annual Dental Specific Compliance Training assessment

26. Graduates must be competent in the use of critical thinking and problem-solving, including their use in the comprehensive care of patients, scientific inquiry and research methodology.[CODA Predoctoral Standard 2-10]

Formative assessment: Daily grades

Summative assessment: Treatment planning ICPA

27. Graduates must demonstrate competence in the ability to self-assess, including the development of professional competencies and the demonstration of professional values and capacities associated with self-directed, lifelong learning. [CODA Predoctoral Standard 2-11]

Formative assessment: Daily grades

- This refers to the same as the items in the CDM Competency Document; please see them listed below.

FOUNDATION KNOWLEDGE

STATEMENTS FOR THE GENERAL DENTIST

FK1-7: Apply knowledge of biological systems and their interactions to explain how the human body functions in health and disease.

FK3: Apply knowledge of physics and chemistry to explain the characteristics and use of technologies and materials used in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

FK4: Apply knowledge of the principles of genetic, congenital and developmental diseases and conditions and their clinical features to understand patient risk in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

FK6: Apply knowledge of general and disease-specific pathology to assess patient risk in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

FK7: Apply knowledge of the biology of microorganisms in physiology and pathology in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

FK8: Apply knowledge of pharmacology in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

FK9: Apply knowledge of sociology, psychology, ethics and other behavioral sciences in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

FK10: Apply quantitative knowledge, critical thinking, and informatics tools in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

VI. Materials and Resources

Course Required Texts and Materials:

NSU-CDM Clinic Manual

NSU-CDM Student Handbook

Faculty Note: Please indicate the textbooks that are **required** for the class and if available, a hyperlink to the textbook. Also, indicate if there are articles or links to **required readings** that are required for the class *and* the site where the articles are available for the student (such as: Canvas, library, database).

Course Supplemental Materials:

Please refer to discipline-specific texts, class notes and manuals as needed.

Clinic Manuals for various disciplines are available in axiUm Links

- Supplemental, Recommended, Optional, NOT required.

The access to all instructional resources included in this course, such as, lectures, handouts, manuals, PowerPoint presentations, videos, photographs, pictures, articles and web links is limited to students who are enrolled in the course and is not for public distribution. The use of these instructional resources is exclusively for non-commercial and non-profit educational use. Students are recommended to download the instructional resources provided in the course, UNLESS, the course director instructs NOT to download specific files. We recommend that all students download, save, and keep the instructional materials from all the courses. These instructional resources will be very helpful references as you progress from year to year in the program.

VII. Course Schedule and Topic Outline

Course Schedule:

Monday-Friday 8:30 am – 8:30 pm

Location: Davie Predoctoral Clinics

“Important note – Please note that due to the current Coronavirus pandemic, course schedules and course activities may be modified now and in future.

Faculty and students are responsible for keeping apprised of these changes and adjusting their schedules accordingly.”

VIII. Instructional Methods

In this section of the syllabus you will find information about any course (instructional, assessment, assignments, benchmarks and/or clinical) modifications that were added to the course as a result of COVID-19

Clinical Encounters: CLINIC and ASSIST grade forms

Family Reviews with QA Advisor: may be either in-person or via Zoom

HIPAA and Compliance Trainings: Canvas courses

TxPlan ICPA: Form in axiUm

IX. Assignments

Description of Assignments, Point Value and Rubrics

Annual Dental Specific Compliance Training - July 23, 2021

HIPAA Refresher training: online in Canvas - **due by November 30, 2021**

Infection Prevention Practices in Dental Settings - completed during Summer orientation

Treatment Planning ICPA - **submission due date to team leader Oct. 15, 2021**

Instructions on patient selection and completing this assignment are in Canvas

Patient Encounters minimum requirement to pass = 115 by April 22, 2022

Requirement for minimum number of patient encounters each term is determined by the number of sessions available and is cumulative.

Summer: 20 Fall: 65 Winter: 115

Patient Encounters are the total number of Kept appointments and Assisting credit.

- Kept appointments are seated patient visits with the student as the treating provider.
- 2 qualifying assists will count as 1 kept appointment.

PATIENT EXPERIENCE IS THE COURSE MATERIAL

Attendance at all Davie Clinic priority sessions is mandatory, regardless of whether or not a patient is scheduled or the patient cancels.

- **Priority days for A group are Mondays and Thursdays; for B group on Tuesdays and Fridays.**
- **If you do not have a patient scheduled in either session of your priority days, then you need to assist your partner or another student in your team, or someone in the Perio, Endo, or Implant sections. An ASSIST eval form is required to verify attendance if you do not have a scheduled patient. Otherwise you will be marked with an unexcused absence.**
- **You will have a pre-reserved chair for one of the sessions on each of your priority days for you to self-schedule your patients. Appointments for all other clinic sessions are by request.**
B group students will have mandatory attendance on Wednesday afternoons from August-October while the Cosmetic Lab (which takes place on Friday mornings) is in session.

Final course grade is based on the following:

50% Patient encounters (Kept appointments + Assisting)

30% Clinic Daily grades

12% Treatment Plan ICPA

8% Bonus points

PATIENT ENCOUNTERS

An Attendance report tracking the Kept Appointments and Assisting sessions for the Davie Predoctoral clinic is available in the student's Personal Planner. The 1st page is a Summary version of the report and displays the class dashboard for high/median/low kept appointments for each term. The following pages provide the detail for the kept appointment and assisting sessions so that you can verify that you are receiving credit for your patient encounters.

- **Each seated patient visit (kept appointment) with student as the treating provider will count as 1 patient encounter.**
- **2 qualifying assisting clinic sessions will count as 1 patient encounter**

Students who have not met the minimum requirement for patient encounters will receive an NPR for the Summer and Fall terms and may receive a failure in the final grade for the course.

- **Absences**, whether excused or unexcused, **do not reduce the number of minimum required patient encounters.**
- Increasing the number of patient encounters can be done by scheduling patients or assisting during evening clinics, optional clinic sessions, and non-priority times as available.
- Final Grade can be increased by increasing the number of patient encounters above the class median relative to overall number of procedures performed (See section on Bonus points.)

How patient encounters are tallied:

1. **Kept appointments** are documented by scheduled appointments in axiUm where the student is the primary provider on the appointment. Credit is given for appointments in Predoctoral Davie Clinic, Urgent Care Clinic, Screening Clinic, and OnCall rotation. For clinics that use dummy providers for scheduling (i.e. Screening) the student provider must be listed as the 2nd provider on the appointment.
2. **Assisting credit** is documented by the ASSIST evaluation form and imported into axiUm.
 - a. Student assistants need to remain until the end of the clinic session to help ensure that faculty complete the ASSIST grade form and to receive credit for the session.
 - b. In the event that an ASSIST grade form was not completed by attending faculty, students can request to have the ASSIST credit added manually;
To request that manual Assist credit be given, the student will need to email Aixa Diaz at adiaz4@nova.edu or their QA Advisor. The student must provide the date and time of the clinic session, name of the student they assisted and the procedure that was done, AND the student assistant MUST be documented in the treatment note. **Manual credit will be given at the discretion of the course director.**

DAILY GRADES

The CLINIC grade form is used to evaluate your performance when treating patients.

You must have at least one grade form for every kept appointment.

Students are also required to self-evaluate. for every kept appointment. The self-evaluation form is added separately through the student's Personal Planner and must be approved by faculty at the end of the clinic session.

Missing eval and/or self-evals will negatively affect your final grade (see next section.)

EVERY patient encounter must have a note and at least one code appropriately documenting the visit. The end of the note must include the name of the student assistant (enter "none" if no additional student was present) and attending faculty.

Treating providers will receive a daily letter grade at the end of each clinic session in 4 categories of professional attributes (14 criteria including faculty assessment of student's ability to self-evaluate.)

Each criterion will be evaluated according to the attached rubric.

Patient Management

Appointment/Financial Management

Patient Comfort

Patient Behavior/Education

Organization

Organization

Foundational Knowledge
Prompt attendance/Appropriate set-up
Time management
Works independently

Record Keeping

Consents/Medical History
Treatment Planning/Sequence/Execution
Documentation/Imaging

Professional Conduct

Infection Control/OSHA
Ethical Behavior/Professionalism
Clinical judgment/critical thinking
Ability to self-evaluate

Clinic Daily Grade Rubric

| | (S)atisfactory | (N)eeds Improvement | (U)nacceptable |
|--|--|--|---|
| Patient Management | | | |
| Appointment/ Financial Management | Patient appointment shows as "checked in" and patient prepaid for planned treatment. Next Appt is scheduled or planned Next appt is created prior to patient dismissal. | Student struggles with appointment scheduling and patient management. | ·Patient was treated without a checked in appointment. ·Student routinely fails to schedule next patient visit ·Planned or scheduled appointment for next visit is not entered. |
| Patient Comfort | Chair adjusted for to provide proper support, local anesthesia provided appropriate for procedure. Mouth prop provided for long appointment with rubber dam in place. | Student needs additional faculty assistance to manage patient expectations and comfort (patient positioning, local anesthesia, etc.) | Student is unaware of patient discomfort. |
| Patient Behavior/ Education | Post-op instructions given and documented. Patient is able to demonstrate understanding of instructions. | Student needs prompting to provide post-op instructions and appropriate patient education. | ·Student is unable to manage patient expectations ·Post-op instructions not provided |
| Preparation/ Organization | | | |
| Foundational Knowledge | Student is prepared for patient visit with appropriate operatory set-up and armamentarium, has appropriate foundational knowledge for procedures to be performed, works independently as appropriate to their stage of clinical training, and uses time efficiently. | •Student has understanding of procedure but needs faculty assistance to execute. | Student lacks basic knowledge of procedure and/or protocols |
| Prompt attendance/ Appropriate set-up | | •Student frequently needs to interrupt workflow to retrieve items from Dispensary. | ·Student is not prepared for patient treatment, cannot work independently, and does not use time efficiently. |
| Works independently | | | ·Student begins treatment without faculty start check |
| Time management | Student finishes on time with the patient, allowing enough time to complete documentation with faculty approval, and be graded for the session. | Student finishes late (15 min or less) with the patient, not allowing enough time to complete EHR. | Student finishes very late (>15min) or faculty needs to complete the procedure in order to be able to dismiss the patient. |
| Record Keeping | | | |
| Consents/Medical History | Consents obtained contemporaneous with 1st procedure in the discipline, Medical history/clinical exam updated annually or with new provider. | Student needs to be reminded to obtain consents, update med hx, etc. | Patient Consents are missing. Medical History is not updated, b.p. not taken, patient signature missing |

| | | | |
|---|---|---|---|
| Treatment Planning/ Sequence/Execution | Diagnoses appropriate for treatments Phased appropriately; student abides by sequencing No duplicates or out-dated planned treatments | Diagnoses missing or inappropriate for treatment performed | Treatment is inappropriately phased and sequenced and/or student deviates from planned sequence without documenting proper justification. |
| Documentation/ Imaging | Images appropriately positioned; exam label and notes descriptive; faculty approves exam by end of clinic session | Student needs assistance to properly position and label images in XDR | ·Student does not recognize need to retake non-diagnostic images. ·Documentation is incomplete, inaccurate, or absent and/or lacks faculty approval prior to patient dismissal. |
| Professional Conduct | | | ·Student is unexcused absent or late to required clinical sessions/rotations. |
| Infection Control/OSHA | Student abides but all CDC guidelines and CDM policies | Student needs to be reminded to follow CDM policies | Student does not adhere to handbook policies or needs multiple reminders. |
| Ethical Behavior/ Professionalism | •Student demonstrates behavior that follows all policies and procedures as outlined in the NSU-CDM clinic manual and student handbook. ·Student behaves ethically and respectfully towards patients, faculty, staff, and colleagues; adheres to infection prevention and control standards; follows product Directions for Use. ·Periodic exams, perio re-evaluation, and/or hygiene recare are not overdue. Preventive care has been provided and monitored. | •Student demonstrates behavior that follows at just the pass level all policies and procedures as outlined in the NSU-CDM clinic manual and student handbook. ·Periodic exams, perio re-evaluation, and/or hygiene recare are only slightly past due. ·Preventive treatment plan has been implemented but follow-up documentation is needed | •Student demonstrates behavior that does not follow policies and procedures as outlined in the NSU-CDM clinic manual and student handbook, and/or is disrespectful to patients, faculty, students or staff, or acts in a manner deemed unprofessional or unethical. ·Periodic exams, perio re-evaluation, and/or hygiene recare are more than 3 months overdue. ·Preventive treatment plan is missing or has not been implemented |
| Clinical judgment/ critical thinking | Student has a solid grasp of patient history and findings and can correlate findings with appropriate treatment decisions and preventive care | Student is mostly familiar with patient history and findings and can correlate findings with appropriate treatment decisions at just the pass level. | Student is unfamiliar with patient history and findings and/or cannot correlate findings with appropriate treatment decisions |
| Ability to self-evaluate | Self-evaluation form is presented to faculty for review by end of clinic session. Student is able to accurately self-evaluate; recognizes areas in need of improvement | Student requires faculty assistance to accurately self-evaluate. | Student lacks the ability to self-evaluate. |

D3 TREATMENT PLANNING ICPA

- Instructions for completion are in Canvas
- **Due date for submission to team leader is 5 pm Oct 31, 2021**

X. Grading Criteria

Provide a List of all the graded work in the course (Assessments, Class Activities, Classwork and Assignments) with Point or Percentage Values, or required Completion item.

Grading Scale:

FALL TERM:

1. Completion of the HIPAA Refresher is required by Nov. 30, 2021 or grade of NPR will be entered.
2. Submission of TxPlan ICPA from Team Leader to D3ICPA message group is due by Dec. 10, or student will receive NPR.

Treatment Planning ICPA: 12%

Grading criteria (rubric) for the Treatment plan ICPA is described in detail in Canvas.

Daily Grades = 30%

S= Satisfactory (meets/exceeds expectations) = 93

N= Needs improvement = 76

U= Unacceptable (standards not met) = 0

Every kept appointment must have a grade form and a self-evaluation form completed by the end of the patient visit.

At the end of the year the clinic grades will be tallied and compared with the number of kept appointments

- If a grade form is not present for the patient encounter, a grade of N will be entered for each criteria.
- Missing self-evaluation forms will receive a "U" grade for the ability to self-evaluate for each form that is missing
- If the grade form is present but no grade is entered for the sessional criteria, the student will receive the default "S" for each of the sessional questions.

Patient Encounters = 50%

Because increasing the number of patient encounters increases the opportunity for students to mature in the professional attributes needed for the successful practice of dentistry, this course has a requirement for a minimum number of Kept appointments. A kept appointment is one in which the patient has a "checked in" appointment with the student as the primary provider on the appointment card.

The **minimum** number of Kept appointments **required to pass** by the end of the Winter term is **115**, however you are required to reach the **median** number of Patient Encounters in order to receive the **full 50%** value for Patient Encounters.

The maximum grade that can be achieved without bonus points is an A-.

The final grade can be increased by increasing the number of kept appointments above the class median with respect to overall number of procedures performed (productivity).

The Predoc Attendance report in your axiUm Personal Planner will show the number of Kept appointments per term as well as the Low/Median/High numbers for the class so that the student can gauge their performance. The report also tracks the number of absences (excused and unexcused) and the number of Lockouts due to missing or unapproved chart documentation.

Bonus Points: 8%

- 1 percentage point will be added for 0 unexcused absences
- 1 percentage point will be added for 0 Lockouts
- 1-6 percentage points can be earned by having patient Encounters above the class median.

Deductions

1-10 percentage points may be deducted from the overall grade for multiple unexcused

absences, excessive Lockouts for missing or unapproved chart documentation or failing to return items to Dispensary, and/or other unprofessional behaviors.

The following serious unprofessional behaviors will be reported via the Predoctoral Report Form, and may result in "U" clinic session grades, course percentage point deductions, remediation activities to be determined by the course director, or referral to Student Progress Committee.

- Seating a patient without a checked in appointment.
- Beginning treatment without faculty start check.
- Consistently failing to complete chart documentation (note, appropriate codes, forms, xray approvals etc.) before the end of the clinic session. resulting in excessive number of lockouts due to missing or unapproved chart documentation.
- Repeated failure to respond to requests by QA Advisor and/or PMC
- Neglect or other unethical treatment of patients.
- - Assigned patients are to be contacted and ideally scheduled no less than every 2 weeks,
 - Patient contacts, including canceled and failed appointments, must be documented in the patient record and signed by team leader
 - have an annual exam with x-rays appropriate to their oral disease risk,
 - receive supplemental preventive care appropriate to caries risk,
 - have scaling and root planing (SRP) re-evaluated within 4-6 weeks and BEFORE beginning prosthetic procedures
 - follow the recommended recare schedule for prophylaxis or perio maintenance therapy (PMT).

Course Final Grade Mode for the course (Pass/Fail, PR/NPR or Letter Grade). For a continuum course, please specify the grade mode for each semester.

Grade Mode:

PR/NPR for summer and fall terms; Letter grade for final course grade

Course Grading Scale

| Letter Grade | GPA | Equivalence |
|--------------|------|-------------|
| A | 4 | 93 to 100 |
| A- | 3.75 | 90 to < 93 |
| B+ | 3.5 | 86 to < 90 |
| B | 3 | 83 to < 86 |
| B- | 2.75 | 80 to < 83 |
| C+ | 2.5 | 76 to < 80 |
| C | 2 | 70 to < 76 |
| F | 0 | <70 |

XI. Course Policies

COURSE ATTENDANCE REQUIREMENTS, REMEDIATION POLICY, ALL CDM POLICIES

Attendance Policy : Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

Link to the handbook:

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20a2020%20CDM%20Pre%20Doctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

Remediation Policy: Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

“Successful completion of each CDM course requires compliance with

the CDM Code of Behavioral Conduct.”

CDM College Attendance Policy Please note that, the Office of Admissions, Student Affairs and Services manages excused absences including sick days, mission trips, dental meetings, externships, interviews, family events, and other personal leave time, etc. and all student absences will continue to be tracked in axiUm. (Please refer to NSU Wide Religious Holidays Policy in the Student Handbook.) • Planned excused absences: please fill out the appropriate paperwork, with backup documentation (e.g. physician’s note), and submit on the online portal for the Office of Student Services prior to the scheduled absence, so that we can approve the leave time, and help you map out a plan to make up the work. It is the student’s responsibility to inform the course director for any courses you will be missing, your team leader for any clinic sessions that will be missed and/or the Coordinator of Extramural Programs (Dr. Mairelina Godoy), etc. of your planned absence(s). • Unplanned excused absences: please email Dr. Galka at agalka@nova.edu with a cc to cdmservices@nova.edu to report that you will be out, the reason for your absence and to also let us know if you plan to return to school the following day. You should also email the course director for any courses you will be missing, Dr. Mairelina Godoy mg1189@nova.edu for any rotations you will be missing and/or your team leader for any clinic sessions scheduled for that day. You must continue to email us daily to keep us updated if you will be out additional days and you can submit your SREA form together with backup documentation when you know the date you will return to school. • The student will be responsible for making up all missed rotations, all material presented in lectures, all laboratory projects, all written and practical examinations (including OSCEs) and must fulfill all didactic and clinical responsibilities as outlined in the individual course syllabi. Also, please review the attendance policy in the individual course syllabi. • Please do not schedule externships or interviews when you are scheduled for an examination or rotation. • Remember, it is your responsibility to reach out to our office for any unexcused absences to see if these fall under excused absences and/or to see how the unexcused absence will be managed. Also, please contact Dr. Mairelina Godoy directly to arrange makeup of any and all missed rotations, which will take place during optional clinic weeks. • Every student will be able to take 1 Personal Day/per Semester (3 Personal Days/Academic Year) with NO BACKUP DOCUMENTATION REQUIRED, provided the day(s) are not taken when you are scheduled for a rotation, written examination, practical/competency examination, OSCE or taken directly before/after a school holiday, etc. These absences will be managed through our office and designated as excused absences, provided our office is notified by email in advance or on the day of the absence. (Please indicate in the email if you will be using a personal day and designate D-1, D-2, D-3 or D-4 student.) For any additional absences to the 1 Personal Day/per semester, or in the event that you will be missing a written examination, a preclinical or clinical practical/competency examination, including an OSCE, or rotation, backup documentation WILL be required. Again, it is the student’s responsibility to notify all course directors, team leaders, and/or the Coordinator of Extramural Programs, etc. affected by your absence(s). Please check your individual schedule before requesting a personal day, to be sure that you will not be missing a rotation or an exam. A personal day will be recorded as a full day. (Half days cannot be requested.) A personal day must be requested on or before the day in question and cannot be used retroactively. **COVID-19 Protocol (subject to change)** 1. NO STUDENT IS TO COME TO SCHOOL SICK- if you do not feel right- please do NOT come to school. Email Dr. Galka- Assistant Dean for Admissions, Student Affairs and Services (agalka@nova.edu) 2. If a student has had direct/close contact with someone who has been infected with COVID-19 or is experiencing COVID-like symptoms- immediately self- isolate/quarantine. Email Dr. Galka and Dr. Schweizer- Director Infection Prevention Programs (schweize@nova.edu). a. Direct Exposure/ Asymptomatic: test on day 7- if negative test result- can come back after 10 days : if NO test- quarantine 14 days b. Symptomatic (with or without Direct Exposure): test immediately and then again on day 7- if negative test result on day 7- can come back after 10 days : NO test- quarantine 14 days and must be symptom-free for 72 hours 3. If a student tests positive for COVID-19: remain self-isolated. To return to school: student needs to have 2 consecutive negative test results in a row (at least 24 hours apart). 4. Students who are in quarantine, need to contact both Dr. Galka and Dr. Hernandez (marher@nova.edu) to determine if they can participate in online courses during this time

XII University Policies

III. UNIVERSITY POLICIES

Academic Integrity: Cheating or inappropriate behavior during any written examination, quiz, any assignment, any project; plagiarism of any work(s), or other unethical behavior will not be tolerated; the student risks receiving a grade of zero (0) for said examination, quiz, assignment, project and may be referred to the Associate Dean for Academic Affairs and the Student Progress Committee. Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook. and the NSU Student Handbook located at

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0> .

Plagiarism Policy: All assignments, exams, works, patient care - written, laboratory, oral, clinical must be done as the independent work of each individual student. Plagiarism, copying or sharing the work of another or altering documentation to reflect something is your own work that is not; reflect false attendance, are considered serious offences that will not be tolerated. THESE ACTIONS WILL BE CONSIDERED IN VIOLATION OF THE UNIVERSITY AND THE CDM CODE OF BEHAVIORAL CONDUCT AND WILL BE REFERRED FOR APPROPRIATE ACTION. Students who need assistance in their learning goals should communicate with the appropriate NSU-CDM course director and/or faculty. Please refer to appropriate pages of the NSU and the CDM 2020-2021 Student Handbook. Following a link to the NSU Student Handbook

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

University Policy

Class content throughout this course may be recorded in accordance with the NSU Class Recording Policy. If class content is recorded, these recordings will be made available to students registered for this course as a supplement to the classroom experience. Recordings will be made available to all students who were registered to attend the live offering of the class, regardless of a student's section or discipline, or whether the student is participating in the course online. If recordings are intended to be accessible to students or third parties who were not registered for the live offering of the class, students' personally identifiable information will be removed or redacted from the recording, unless (1) their written consent to such disclosure was previously provided, or (2) the disclosure is permissible in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Students are prohibited from recording audio or video, or taking photographs in classrooms (including online classes) without prior permission from the instructor or pursuant to an approved disability accommodation, and from reproducing, sharing, or disseminating classroom recordings to individuals outside of this course.

Students found engaging in such conduct will be in breach of the Student Code of Conduct and subject to disciplinary action.

Title IX/Sexual Misconduct: Sexual violence and sexual harassment are contrary to our core values and have no place at Nova Southeastern University. In accordance with Title IX and other laws, NSU prohibits discrimination, including sex-based discrimination and discrimination towards pregnant/parenting students. If you or someone you know experience(s) sexual violence and/or sexual harassment, there are resources and options available. To learn more or to report an incident, please visit the NSU Title IX website at [www.nova.edu.title-ix](http://www.nova.edu/title-ix). Please be aware that as an instructor, I am not a confidential resource, and I will need to report any incidents of sexual misconduct to the NSU Title IX Coordinator. You can also contact Laura Bennett, NSU's Title IX Coordinator directly at laura.bennett@nova.edu or 954-262-7858.