

BOARD OF DENTISTRY  
COUNCIL ON DENTAL HYGIENE AGENDA  
VIA TELEPHONE CONFERENCE CALL  
AUGUST 6, 2013  
6:00 P.M. EDT

Call In Number (888) 670-3525, Participant Pass Code: 5805370981

- I. CALL TO ORDER/ROLL CALL
- II. REVIEW OF DECEMBER 17, 2012 MINUTES ..... 001
- III. ITEMS FOR TOPIC DISCUSSION
  - A. Non-sedated patient
    - 1. Email from Alexander Van Ovost, DDS, Indian River State College ..... 004
    - 2. Letter from Florida Dental Association ..... 005
    - 3. Letter from Florida Dental Hygiene Association..... 006
  - B. Local Anesthesia Curriculum – Didactic Methods
    - 1. Presentation by Mr. Sid Beitler, Director of E-Learning at Palm Beach State College/E-Learning Policies and Procedures ..... 009
    - 2. Letter from Florida Allied Dental Educators ..... 027
- IV. FOR YOUR INFORMATION
  - A. s. 466.017, F.S. .... 029
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

\*To connect to the conference call, dial the following number: 888-670-3525 a minute or two prior to the start time of the meeting. You will then be prompted to enter a "participant pass code", which is 5805370981, followed by the # sign.

Please mute your line. Press \*6 to mute/unmute the line.

DRAFT

BOARD OF DENTISTRY  
COUNCIL ON DENTAL HYGIENE  
DECEMBER 17, 2012; 6:00 P.M. EDT  
TELEPHONE CONFERENCE CALL  
Call In Number (888) 670-3525, Participant Pass Code: 5805370981

**CALL TO ORDER**

The meeting was called to order at 6:03 p.m. by Ms. Cabanzon, Chair. Those present for all or part of the meeting included the following:

Council members present:

Ms. Cathy Cabanzon, R.D.H., Chair  
Ms. Irene Stavros, R.D.H.  
Ms. Elizabeth Behrens, R.D.H.  
Robert Perdomo, III, D.M.D.

Council members absent:

Ms. Maria De La Cruz, R.D.H

Staff present:

David Flynn, Board Counsel  
Sue Foster, Executive Director  
Cindy Ritter, Program Administrator

Others present:

Wade Winker, Board Chair  
Carol Stevens, D.D.S., board member  
Daniel Gesek, D.M.D., board member  
William Kochenour, D.D.S., board member  
Carl Melzer, D.D.S., board member  
Elmira Gainey, board member  
Jackie Burt-McDonough, FDHA  
Helen Douglas, FDHA  
Dr. Don Erbs, FDA  
Ron Watson, FDA  
Leo Cullinan, FDA

**REVIEW & APPROVAL OF May 3, 2012 MINUTES**

The minutes of the May meeting were reviewed and following review, the following action was taken by the Board:

Motion: by Dr. Perdomo to approve as presented  
Second: by Ms. Stavros  
Vote: unanimous

**ITEMS FOR TOPIC DISCUSSION**

**Use of local anesthesia with nitrous oxide**

The Council asked for clarification of s. 466.017(5), F.S. of administration of local anesthesia to a non-sedated patient. Would local anesthesia with nitrous oxide (an analgesic) qualify?

Following discussion, the following action was taken by the Council:

Motion: by Ms. Stavros to accept that dental hygienists can administer a local anesthesia with patients under the analgesic - nitrous oxide  
Second: by Ms. Behrens  
Vote: unanimous

Council on Dental Hygiene  
December 17, 2012  
Page 1 of 3

## DRAFT

Motion: by Ms. Stavros to request that Council recommend that board update rules in 64B5-14.001, FAC, regarding the definitions of non-sedated patient

Second: by Dr. Perdomo

Vote: unanimous

Motion: by Ms. Stavros to have Council recommend that board review minimal sedation and anti-anxiety medication rules

Second: by Dr. Perdomo

Vote: unanimous

### **Use of Certified Registered Dental Hygienist (CRDH) credential**

#### **Rule 64B5-14.001 Definitions (14), F.A.C.**

Is the use of this new credential optional or required? The Dental Hygiene Council and board counsel agreed that usage of these initials following the name is optional.

### **Issues regarding Florida licensed dental hygienists who are certified in other states for local anesthesia and fall short hours to meet Florida requirements**

The Council discussed the current options for Florida licensed dental hygienists who are certified in other states and need additional hours to meet the 60 hour requirement. Some suggestions included a statutory change, asking the educational institutions to review transcripts to see if the dental hygienists is missing hours; have board staff or a board committee of one review the application and transcript and refer the applicant to a dental or dental hygiene school to obtain the additional clinical or didactic hours needed. Dr. Winker stated that he had discussed this with a University of Florida representative and was told that the school could develop a customized clinical course for the hours needed to verify competency, or the school could offer a refresher course on local anesthesia.

Dr. Melzer stated that perhaps the total hours required should be lowered legislatively as 60 hours seemed excessive for this skill. It was also noted that s.466.017, F.S. does not require that the training be in a Florida school.

### **Malpractice requirements for dental hygienists**

The Council discussed financial responsibility requirements for dental hygienists administering local anesthesia. Rule 64B5-17.011(4) and s. 466.024(5)(c), F.S. were reviewed. There were questions regarding s. 456.048, F.S. requirements for malpractice insurance. Mr. Flynn stated that he would contact attorneys that work for insurance companies in the dental field and report back to the Board. His opinion was that the dentist's malpractice insurance would cover the dental hygienist, but will verify and report back to the Board.

Following discussion, the following action was taken by the Council:

Motion: by Dr. Perdomo to ask Mr. Flynn to investigate this issue.

Second: by Ms. Stavros

Vote: unanimous

### **OLD BUSINESS**

None

DRAFT

**NEW BUSINESS**

None

**ADJOURNMENT**

The meeting was adjourned at 7:00 p.m.

Ritter, Cynthia

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**From:** Alexander Van Ovost [avanovos@irsc.edu]  
**Sent:** Wednesday, June 19, 2013 9:19 AM  
**To:** Ritter, Cynthia  
**Subject:** Recent BOD conference call meeting June 18th, 2013

Good morning Cindy,

Last night's conference call was important to me because I teach the administration of LA by hygienists and one of the topics of discussion was about a possible rule change.

The nature of conference calls is such that I did not want to interrupt and give my point of view but I like to react in this email.

The proposed rule –prohibition- by the FDA is unnecessary for three reasons:

- Nitrous-oxide inhalation *analgesia* is not a sedation technique according the 64B5-14.001 (6) definition
- Anxiolysis is minimal *sedation* according 64B5-14.001 (10)
- Antianxiety medications are prescribed to a vast number of people and they can fully function, drive, work, etc. and is also not a sedation. This last proposed sentence was during the meeting agreed upon to be stricken.

Case in point is that Chapter 466.017 (5) does not need any alterations because it addresses already these two issues. Not sedated means non-sedated!

It became clear during the explanation of the need for these prohibitions – I did not recognize the voice- that the scenario of events at a dental practice were hypothetical and basically a form of abuse of the rules. Nobody can prevent this with any number of prohibitions, the only law that cannot be broken is the unwritten one!

I have been teaching for the past 15 years at this college and all of the hygiene students have in common that they went through hardships to get their RDH license and none of them wants to jeopardize their profession.

Thank you for help with this,



Alexander Vanovost DDS

Dental Sciences  
 Indian River State College

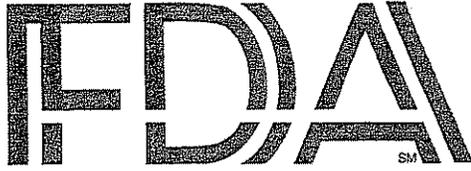
Phone: 772-462-7528 | Fax: 772-462-7816  
 E-mail: avanovos@irsc.edu  
 3209 Virginia Ave Fort Pierce, FL 34981

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FLORIDA DENTAL ASSOCIATION

FOUNDED 1884

April 19, 2013

Florida Board of Dentistry  
4052 Bald Cypress Way, Bin # C08  
Tallahassee, FL 32399

Florida Board of Dentistry Members:

The Florida Dental Association (FDA) is asking the Board to clarify by rule Florida Statutes relating to the administration of local anesthesia by an anesthesia certified hygienist (s. 466.017(5), F.S.).

There appears to be some misunderstanding by Florida dentists and hygienists as to the definition of a sedated patient. The statute is emphatic that a hygienist may administer local anesthesia to ONLY non-sedated patients. The FDA strongly feels that both nitrous-oxide inhalation analgesia and anti-anxiety medications (anxiolysis) are forms of sedation. Therefore, patients under the effects of these two modalities can not be administered local anesthesia by a hygienist.

**Proposed Rule 64B5-14.002(9) Prohibitions**

- A hygienist certified by the board to administer local anesthesia shall not administer local anesthesia to patients sedated by nitrous-oxide analgesia or anti-anxiety medications (anxiolysis). This includes those patients prescribed anti-anxiety medications by a physician or the treating dentist.

Respectfully Submitted,

Kim Jernigan, D.M.D.  
FDA President

cc: FDA Board of Trustees  
FDA Governmental Affairs Committee  
Dan Buker, FDA Executive Director  
Joe Anne Hart, Director of Governmental Affairs

*Rec'd by email 4-19-13*



Florida

Florida Dental Hygiene Association

*Advocates for Healthy Mouth, Healthy Body*

June 26, 2013

Department of Health  
Florida Board of Dentistry  
4052 Bald Cypress Way  
Bin C-08  
Tallahassee, FL 32399-3258

RE: Rules Relating to the Administration of Local Anesthesia

Florida Board of Dentistry Members ("Board"):

On behalf of the Florida Dental Hygiene Association (FDHA), I am writing this correspondence in response to a letter from the Florida Dental Association ("FDA") to the Board proposing to restrict the administration of local anesthesia by Florida dental hygienists. The Florida Dental Hygiene Association (FDHA) feels strongly that the 2012 legislation (Senate Bill 1040) authorizing the administration of local anesthesia by a dental hygienist is intended to improve dental office efficiency. Adopting the proposed rule offered by the FDA could run contrary to that objective in many dental offices. As such, we request that the Board amend the rules relating to the administration of local anesthesia by stating, a patient who is administered nitrous-oxide inhalation analgesia is nonsedated for purposes of section 466.017, F.S. Further, that a dental hygienist should be able to administer local anesthesia on a patient prescribed anxiolysis for life function by their physician.

We concur with the FDA in that the statute (section 466.017 (5)) clearly authorizes hygienists to administer local anesthesia only to non-sedated patients. The Board rules (64B5-14.001) provide several definitions of different types of sedation and separately define nitrous-oxide inhalation analgesia.

Anxiolysis is by rule defined as minimal sedation when prescribed prior or during dental procedures. However, a dental hygienist should not be prevented from administering local anesthesia on a patient who has been prescribed anxiolysis for life function and not solely for dental procedures.

PO Box 13675 - Tallahassee, FL 32317  
(860) 896-0603 phone; (860) 896-0604 fax  
[www.fdha.org](http://www.fdha.org)

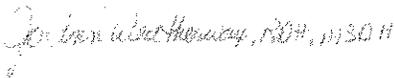
Florida statutes are clear that the Board has the rule making authority to regulate sedation and anesthesia. Specifically, section 466.017 (3) (a-e), F.S.

It is also important to note that the administration of local anesthesia by a dental hygienist requires direct supervision. According to 64B5-16.001 (4), Direct supervision requires that a licensed dentist examine the patient, diagnose a condition to be treated, authorize the procedure to be performed, be on the premises while the procedure is performed, and approve the work performed prior to the patient's departure from the premises.

Further, the Board and Council on Dental Hygiene previously addressed these issues and voted unanimously to allow a dental hygienist to administer local anesthesia on a patient under nitrous oxide analgesia. See February 22, 2013 Board of Dentistry General Business Meeting minutes. The Council also requested the Board update Rule 64B5-14.001, F.A.C. regarding the definition of a non-sedated patient, minimal sedation and anti-anxiety medications.

The enclosed FDHA proposed rule changes are submitted for Board consideration. We look forward to working with the Board to implement rules consistent with Florida statutes and the legislative intent of the law.

Regards,



Jo Ann Weatherwax, RDH, MSDH  
President

Enclosure

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[www.fdha.org](http://www.fdha.org)

**Florida Dental Hygiene Association  
Proposed Rule Change**

**64B5-14.001 Definitions.**

(6) Nitrous-oxide inhalation analgesia – The administration by inhalation of a combination of nitrous-oxide and oxygen producing an altered level of consciousness that retains the patient’s ability to independently and continuously maintain an airway and respond appropriately to physical stimulation or verbal command. A patient who is administered nitrous-oxide inhalation analgesia is nonsedated for purposes of section 466.017, F.S.

(10) Minimal Sedation (anxiolysis) – The perioperative use of medication to relieve anxiety before or during a dental procedure which does not produce a depressed level of consciousness and maintains the patient’s ability to maintain an airway independently and to respond appropriately to physical and verbal stimulation. This minimal sedation shall include the administration of a single enteral sedative or a single narcotic analgesic medication administered in doses appropriate for the unsupervised treatment of anxiety and pain. If clinically indicated, an opioid analgesic may also be administered during or following a procedure if needed for the treatment of pain. Except in extremely unusual circumstances, the cumulative dose shall not exceed the maximum recommended dose (as per the manufacturers recommendation). It is understood that even at appropriate doses a patient may occasionally drift into a state that is deeper than minimal sedation. As long as the intent was minimal sedation and all of the above guidelines were observed, this shall not automatically constitute a violation. A permit shall not be required for the perioperative use of medication for the purpose of providing anxiety relief. A dental hygienist shall not be prevented from administering local anesthesia on a patient who has been prescribed anxiety relief by a physician for life function.

**64B5-14.003 Training, Education, Certification, and Requirements for Issuance of Permits.**

(5) Local Anesthesia Certificate or Permit: A permit or certificate to administer local anesthesia under the direct supervision of a Florida licensed dentist to non-sedated patients eighteen (18) years of age or older shall be issued by the Department of Health to a Florida licensed dental hygienist who has completed the appropriate didactic and clinical education and experience as required by Section 466.017(5), F.S., and who has been certified by the Board as having met all the requirements of Section 466.017, F.S. A patient who is administered nitrous-oxide inhalation analgesia is nonsedated for purposes of section 466.017, F.S.

**64B5-16.006 Remediable Tasks Delegable to a Dental Hygienist.**

(6) Administration of Local Anesthesia:

(a) Notwithstanding Section 466.003(11), F.S., the administration of local anesthesia becomes a remediable and delegable task if a Florida licensed dental hygienist has been appropriately certified by the Board and has received a certificate from the Florida Department of Health authorizing the dental hygienist to administer local anesthesia in compliance with and pursuant to Section 466.017(5), F.S. Upon the issuance of the certificate, the hygienist will be referred to as a Certified Registered Dental Hygienist.

(b) Under direct supervision, a CRDH may administer local anesthesia in accordance with the following:

1. The patient must be eighteen years of age or older;
2. The patient must not be sedated; A patient who is administered nitrous-oxide inhalation analgesia is nonsedated for purposes of section 466.017, F.S. and
3. The CRDH may administer intraoral block and soft tissue infiltration anesthesia.

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PALM BEACH STATE  
COLLEGE

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Academic  
Management  
Manual

Section N

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E-Learning Policies & Procedures

Academic  
Affairs  
2013-14

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## General Information

### **E-Learning Mission Statement**

The Administration, the Faculty/Instructors and the Board of Trustees of Palm Beach State College believe that students should be given the opportunity to learn in an environment which best meets their varied lifestyles. To foster this principle, the College offers both credit and non-credit courses, degrees and certificates by e-learning so students will have an opportunity to enroll in these courses. The course learning outcomes and the course name and number of these e-learning courses are the same as those offered on campus in a traditional in-class setting.

### **What is E-Learning?**

E-learning includes classes that utilize a learning (course) management system (LMS) to assist with instruction or present classes fully online. E-learning also supports the integration of technology in the learning environment, online use of the Internet as a resource in the classroom, email, compressed/stream video, Web conferencing and other instructional technologies.

Palm Beach State College offers e-learning classes in both credit and non-credit areas that require few (if any) on-campus meetings. Classes are designed to provide close interaction with instructors while also allowing greater time and space flexibility to serve the students' needs. Use of email, discussion boards, synchronous online chat rooms, Web conferencing, telephone, and face-to-face meetings occur to encourage effective communication with students and instructor or student-to-student interaction. These courses are rigorous and cover the same material as on-campus classes. Credits earned through e-learning course work are transferable and appear on transcripts just like any other class.

### **Organizational Information**

The E-Learning Director supervises the Department and reports directly to the Dean of Curriculum and Educational Technology at Palm Beach State College. The E-Learning Advisory Committee provides opportunities for faculty/instructors and staff to discuss pertinent e-learning issues and offer guidance to maintain a quality program.

### **Quality of Courses**

The course name and number of e-learning courses shall be the same as traditional in-class courses. The course goals and objectives, learning outcomes and the time frame for completion of all instructional activities will also be equivalent to the traditional in-class courses.

### **Curriculum**

Academic Services maintains course outlines for the courses offered at Palm Beach State College ([www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx](http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx)). From these course outlines, faculty/instructors will create individual class syllabi. The course outlines are continuously updated through curriculum actions and State Course Numbering System transactions. E-learning classes use the same course outline as face-to-face classes.

### **Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC) Criteria:**

*"The Commission recognizes the legitimacy of distance learning, such as that conveyed through off-campus classroom programs, external degree programs, branch campuses, correspondence*

*courses and various programs using electronically based instruction offered geographically distant from the main campus."*

In 2001, Palm Beach State was approved to offer e-learning (distance learning) by SACS-COC through a substantive change. In 2012 SACS-COC reaffirmed PBSC accreditation.

**E-Learning Goals:**

- To provide an alternative education delivery system for greater access by our students;
- To provide flexibility of time and location;
- To promote the integration of technology in the learning environment;
- To promote globalization of education through electronic access to information and experts worldwide.

**Who are Palm Beach State's E-Learners?**

Almost 85% of the e-learning students at Palm Beach State attend class on one of the campuses as well as take e-learning courses.

Profile of Palm Beach State's E-Learning student:

- 70% are females
- Average age is 29
- 40% of these students have less than 30 credits
- Over 50% are seeking an AA degree
- 85% are residents of Palm Beach County

Students enroll in e-learning classes for the following reasons:

- No transportation
- Disability
- Work commitment requires extensive travel
- Personal commitment requires time flexibility
- Lack of child care

**E-Learning Delivery Systems**

Palm Beach State's commitment to students is to provide anytime, anyplace learning opportunities through an array of e-learning technologies and delivery systems. The primary difference between e-learning courses and face-to-face (traditional) courses is the delivery format, not the content. E-learning courses go through the same rigorous curriculum process as face-to-face courses.

Online courses allow students to take courses on the Internet providing greater flexibility and convenience. Students can access the course from a computer with an Internet connection 24 hours a day / 7 days a week from home, work, library, or a college facility. Each course will have specific deadlines for the completion of assignments, projects, and quizzes/exams that meet course learning outcomes just like face-to-face classes. Some courses may require students to take exams in a proctored testing environment such as a Palm Beach State Testing Center (see the course syllabus for details/requirements). Palm Beach State's learning (course) management system is Blackboard.

E-learning courses are offered at three levels:

1. **Web Component** – The instructor develops/utilizes a companion website for the face-to-face class where students may interact through messaging, the instructor may provide handouts, presentations slides, and/or administer assignments or tests. Students may use their own computer with an Internet connection or may use a computer at one of Palm Beach State’s locations.
2. **Hybrid** – In this type of class, 50% of the content must be in a face-to-face environment. The remainder of the instruction is conducted online through an instructor developed online course site utilizing the Blackboard LMS.
3. **Online** – In this class, all of the instruction is delivered via online via the Blackboard LMS. Students may be required to take examinations in a secured testing environment.

### E-Learning Course Design and Development

In order to better meet the needs of Palm Beach State’s students participating in the College E-Learning programs; to better serve faculty/instructors in development of their online course material; to serve the needs of the College; and to enhance the quality of College online courses, the following guidelines and services are provided. These guidelines address several key factors identified as opportunities to enhance the College’s E-Learning program, including:

- Standardizing the “look” of the online courses to create a branding image for the College’s online programs;
- Standardizing and thus simplifying navigation of the courses in order to improve student engagement and retention;
- Growing class offerings to meet student need;
- Assisting faculty/instructors in development of course material to meet set standards for online course sites;
- Providing quality control and continuous enhancement of our E-Learning program.

The E-Learning Department provides the following services:

- Design and maintain a course template to provide a standard look of the online course sites. The department assigns these templates to instructional staff for development of course material;
- Provide workshops and online tutorials on course development standards, policies and best pedagogical practices;
- Provide assistance with development of course material, including general advice on site organization of material, as well as assistance with file formatting and development of course material;
- Certify courses to ensure quality and compliance with course site requirements;
- Work with assigned faculty/instructors to develop College-owned courses;
- Support instructional staff with functions and use of Blackboard and other instructional software;
- Meet with the E-Learning Advisory Committee on regular basis to review policies, procedures and possible course site certification resolutions.

---

**E-Learning Certification Policies and Certification Guidelines**

**Course Site Certification and Site Requirements**

All Blackboard course sites have to be certified by the E-Learning department in order to qualify for instructional use. This applies to all component, hybrid and online courses. To achieve certification, the course site must adhere to the following guidelines:

**Standard Course Dashboard (aka home page) Design – Component, Hybrid & Online**

The course dashboard must consist of a College approved banner, footer, modules, resource links/icons, navigation structure, color scheme and contain standard information per College developed and adopted course dashboard design.

**Content – Component Course**

In addition to the standard course dashboard content/design, component course sites are to include and utilize at minimum three (more highly recommended) instructional Bb components (providing substantial instructional benefits) such as:

- Discussions
- Self-Tests/Quizzes
- Multimedia Assignments
- Instructional Support (i.e., presentations, lesson reviews, handouts, links to online resource, etc.)

**Content & Delivery – Hybrid & Online Course**

Hybrid and Online course content must be organized into Learning Modules (LM) or Content Folders (CF). Individual LMs/CFs may be titled as lessons, units, chapters, etc. -- per instructor/faculty preferences.

Learning Modules/Content Folders are to contain at minimum:

- Introduction Page (learning outcomes, outline of the lesson components/requirements, special instructions, reading assignments, etc.)
- Instructional Content (i.e., personal faculty expertise presentations, handouts, videos, resource links, animations, etc.)
- Discussion(s)
- Assessment(s) (i.e., tests, quizzes, assignments, student presentations)
- All other material related to that particular LM/CF (lesson, unit, etc.)

Each LM/CF is to engage students in appropriate student contact time – equivalent to classroom contact time. Homework assignments do not count for LM/CF contact time.

**Course Site Certification Criteria**

The course site certification review evaluates the following online course site design and content delivery pedagogical principles (assessed by specific measurable components of the Course Site Certification Rubric):

**Component Course Sites**

Course dashboard design must meet the current College standards (E-Learning department will apply the design) and content must clearly demonstrate instructional benefits. Providing handouts, links to resources, practice assessments, discussions, dedicated email, video -- any combination of three or more instructional components satisfies the Component site certification criteria.

**Hybrid and Online Course Sites**

Must use approved standard course dashboard design (E-Learning department will apply the design) and must satisfy the following four online learning pedagogical principles:

1. Contact Time and Content Organization
  - a. For every instructional hour removed from the classroom, an equal one hour of online instructional activities must be provided.
  - b. Instructional content must be organized into a set of 'Learning Modules/Content Folders' (titled as lessons, units, chapters, etc.), with each LM/CF presenting a series of related activities (presentations, discussions, assignments, assessments, etc.).

The time it takes to complete all LMs/CFs (lessons, units, etc.) needs to equal traditional 'in-class' contact time. Traditional 'homework' (reading a chapter, etc.) does not count for online instructional activity time.

2. Periodic Assessments
  - a. Students must receive feedback to let them know how well they are doing.
  - b. Faculty need to assess whether students are completing assigned instructional material.

Assessments can be applied in a variety of formats. It is recommended to provide this assessment/feedback in every LM/CF (lesson, unit, etc.), but not required. However, in an online environment, the need to provide periodic assessments is much greater than in a traditional classroom -- a 'midterm and a final' is not an effective assessment schedule. Since faculty do not see if the students are attending class and paying attention, more frequent assessments are required.

3. Interactive (critical-thinking-skill) Exercises
  - a. Online Instructional Activities need to include faculty and student interaction.

This can be accomplished in a variety of ways, but students need to interact with faculty and be given the opportunity to discuss concepts and theories to stimulate conceptual thinking and provide an additional learning modality. In the online course environment faculty need to initiate these interactions -- since students are not in a controlled environment (classroom), 'class time' competes with many external stimuli and students are not likely to initiate the discussions on their own account.

4. Present Personal Expertise
  - a. The course must be enhanced with instructor's personal expertise to provide instructional material comparable to the traditional in-classroom lecture presentations and/or demonstrations.

This can be accomplished in a variety of ways. Voiceover presentations, video, text based material, scripted discussions, feedback on assignments -- the eLearning Department will assist faculty with development of this material upon request.

**Course Site Certification Rubrics**

Measurable components of the above listed certification principles.

Course sites must meet 'Yes' and 'MS' levels in order to be certified.

Online & Hybrid Site			
Category	Criteria	No	Yes
Site Design course dashboard requirements	Standard Banner & Footer		
	Standard Color Scheme		
	Standard Icons		
	Standard Navigation Hierarchy		
	Links to Standard Resources (Smarthinking, eLibrary)		
	Syllabus		
Category	Criteria	BS	MS
Course Content & Organization structure of the course, learning objectives, and instructional strategies	Content Satisfies Instructional Activity Time Requirement		
	Content Organized in Learning Modules or Content Folders		
	Content Presented in Manageable Segments		
	Content Delivered in Appropriate Format		
	Objectives & Learning Outcomes Clearly Stated		
	Clearly Stated Expectations Defining Levels of Participation		
	Rubrics/Performance Criteria Presented		
	Content Presents Faculty Member's Personal Expertise		
	Communication Tools Used to Elaborate on Course Content		
	Use of Visual and Auditory Tools		
	Opportunities for Individualized/Differentiated Instruction		
	Content Encourages Critical Reflection & Analysis		
	Periodic Assignments and Assessments Provided		
	Students Provided with Opportunities for Self-Assessment		
Supplementary Resources Available			
Online Library Resources & Other Content Repositories			

BS = Below Standards MS = Meets Standards

Course sites must meet 'Yes' and 'MS' levels in order to be certified.

Component Site			
Category	Criteria	No	Yes
Site Design course dashboard requirements	Standard Banner & Footer		
	Standard Color Scheme		
	Standard Icons		
	Standard Navigation Hierarchy		
	Links to Standard Resources (Smarthinking, eLibrary)		
	Syllabus		
Category	Criteria	BS	MS
Course Content & Organization	Substantial Instructional Benefits Demonstrated		
	Appropriate Format Used to Deliver Content		
	Communication Tools Used to Interact with Students		
	Supplementary Resources Available		
	Online Library Resources & Other Content Repositories		

BS = Below Standards MS = Meets Standards

#### E-Packs, Cartridges, Building Blocks & Third Party Instructional Sites

The majority of course instructional content must reside in the College Learning Management System -- Blackboard (Bb). The use of E-Packs, Cartridges, Building Blocks and/or Third Party Instructional Sites cannot constitute the majority of the course content. Instructional components such as discussions and assignments must be performed/submitted within Bb. If external sources are used for testing purposes, grading criteria must be provided in Bb and all grading records must be transferred/posted into Bb's grade book.

#### Course Certification Requests

When an instructor finishes development of their Blackboard course site, a request for certification needs to be sent to the E-Learning department. The site will be reviewed using the 'Online Course Certification Guidelines' and the instructor will be notified of the result. Panthernet will be updated to reflect instructor's approved certification status.

The instructor needs to notify their department of their approved certification(s) and request to have their course(s) listed/updated in Panthernet with a special designator(s) to reflect the Component, Hybrid or Online status for the next semester. This designator needs to be added into Panthernet's Instructor Resource Management system in order for the course to be offered (and have a course site available) via the Blackboard learning (course) management system. If this course modifier is not in place before first day of registration of the upcoming semester, the Bb course site will not be activated for that term and delivery of instructional content via Blackboard will not be possible.

#### Departmental Course Templates and Granting of Certified Course Use

Individual College departments can assign a faculty expert to develop a specific departmental course template. By compensating the faculty for this development, the College obtains the rights to this template. The E-Learning department must be notified of such templates, provide certifications, keep records, and copy them for the departments / assigned instructors into

designated course sections. Once certified, this template can be assigned for instruction to any instructor possessing basic skills for online instruction.

Individual faculty members can volunteer to allow other instructors to use a copy of their certified course for instruction or designate the course as a 'departmental template.' Permission of such must be granted in writing (sample form below) and be authorized (co-signed) by the supervising administrator. A copy of the form must be forwarded to the E-Learning department for record keeping. Once such form is received, the E-Learning department will provide a certification record for the faculty granted to use the certified course and copy the designated certified course into the receiving faculty's section. This instructor can then be assigned to instruct such course as long as the instructor possesses basic skills for online instruction. If the course is designated as a departmental template, E-Learning will archive the course and distribute copies per departmental needs.

Sample Form:

*I (name of faculty) give permission for (name of faculty/department) to use my certified (course prefix/number) Bb course site (reference number of section to copy) for instruction.*

Granting Faculty Signature: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_

### **Blackboard Training Workshops**

Three Major Blackboard workshops are provided in order to familiarize faculty/instructors with course certification requirements and the functions and use of the Blackboard Learn course delivery system.

#### **Blackboard Course Certification**

The purpose of this workshop is to familiarize faculty with certification guidelines.

Trainers will demonstrate:

- Approved Course Dashboard Design and Color Scheme
- Required Resources (links)
- Sample Course Structure
- Sample Content Delivery Outline
- Sample File Formatting

and explain/demonstrate type/level of required instructional content needed to attain course certification for each level of course delivery.

#### **Blackboard Getting Started**

In this hands-on 1 hour introductory workshop, participants learn how to navigate Blackboard Learn. Participants will gain an understanding of the major functions within the Bb course delivery system.

The topics covered in this workshop include:

- Edit Mode
- Menu Area
- Navigation
- Course Menu
- Course Roles

- Student View
- Notification Dashboard

and provide basic instruction for navigating the system.

### **Blackboard Content Management**

In this advanced 2 hour hands-on workshop, the participants will explore major features of Blackboard Learn, including how to create or modify learning modules/content folders, post class announcements, upload course documents, communicate with students, and the ways in which Bb Learn arranges course content and interaction.

This workshop demonstrates and provides practice for participants to:

- Create a Learning Module/Content Page
- Adding Content to a Learning Module/Content Page
  - Creating an Item
  - Creating a Discussion
  - Adding a Test
  - Adding an Assignment
- Editing and Managing Learning Module/Content Page Material
- Attaching Files
- Embedding Images
- Setting Learning Module/Content Page Properties

and provide a solid foundation for instruction with the system.

### **Workshop Participation Requirements**

Completion of these three in-person workshops is highly recommended for faculty/instructors working on new course development / course certification, new faculty wishing to teach Hybrid or Online courses, and/or faculty practicing online instruction and wanting to expand their knowledge of Bb and related instructional tools.

### **Additional Workshops & Resources**

In addition to the three workshops outlined above, several individual 'Bb Tools and best Bb Tool Practices' workshops for all major Blackboard tools are offered for instructors wishing to improve their skill in utilizing a particular function provided by the Blackboard learning management system. Some Workshops are provided via Webinars. In addition to Blackboard Workshops, E-Learning also provides a variety of instructional seminars on many instructional digital tools. Complete list of available workshops (updated on monthly bases) and registration instructions are provided at <http://www.palmbeachstate.edu/elearning/blackboard-workshops.aspx> and <http://www.palmbeachstate.edu/instructionaltechnology/workshops-ed/default.aspx>.

In addition to the in-person Workshops, large selections of Blackboard Online Video Tutorials and Instructional Handouts (in Acrobat pdf format) are provided at [http://media.palmbeachstate.edu/podcasts/blackboard/learn/faculty\\_resources.htm](http://media.palmbeachstate.edu/podcasts/blackboard/learn/faculty_resources.htm).

### General E-Learning Policies and Guidelines

#### **Acceptable Use Policy for the Internet at Palm Beach State**

Palm Beach State College provides access to the internet and World Wide Web for purposes directly related to education in an environment. Access to resources is shared equitably among all Palm Beach State users to allow a learning environment. All Internet use is to be free of illegal or malicious acts and must show respect for others through proper Network Etiquette.

#### **Accessibility (ADA)**

The Office of Disability Support Services (DSS) is committed to providing an equal educational opportunity for all qualified students with disabilities, in compliance with federal and state statutes. Academic Affairs is also committed to ensure that the integrity of all college standards and requirements is maintained. ADA compliance will be applied via a prudent method of providing alternate content, which meets the needs of a specifically challenged learner.

One of the most common Disability Support Services requests is an extension of allowed time for time restricted examinations. This can be achieved by utilizing Bb's Test Availability Exceptions provided in Bb's Test Options. Students that present an authorized letter from the DSS office must be provided with stated time extensions.

#### **Advertisement of E-Learning Courses**

A number of marketing activities are used to promote e-learning classes at Palm Beach State:

- E-Learning Web site at Palm Beach State
- PantherWeb Palm Beach State Class Search
- SREB Electronic Campus Listing
- Florida Virtual Campus Course Listing

#### **Interaction with Students and Office Hours**

Communication between students and faculty is vital for student success in online learning. Specific requirements for frequent use of email, chat or discussion boards are made in course materials. Faculty will announce specific feedback timeframes in each course syllabus. For example: "Instructor's course email will be checked once per day Monday – Friday" or "Email will be responded to within 24 hours."

It is highly recommended that faculty check and respond to Email and Discussion postings daily Monday through Friday for Online and Hybrid courses. Since students work asynchronously, it is crucial to provide feedback as quickly as possible.

As part of the full-time faculty member's required 10 office hours per week on campus, faculty are encouraged to use some of the 10 hours per week for online students.

#### **Observance of Major Holidays / Due Dates**

While online courses are generally instructed in an 'asynchronous' method and students are provided a certain amount of time/days to complete and turn in assigned activities, general observance of major holidays must be observed. Due dates should not be set for any major holiday and student activity load needs to take into account all major holidays and official PBSC breaks.

### **Ownership of Material / Copyright**

Palm Beach State College employees must observe US laws governing copyright. Any violation of copyright or any other law is the sole responsibility of the author of that Web page. Authors or originators using photos and images may need the permission of not only the person or organization that owns the photo or image, but also from any persons included within the images. Any use of other copyrighted material must have the express written permission of the person or organization that owns the copyright. Palm Beach State reserves the right to require proof of the written permission and to remove the material if that proof cannot be produced.

### **Student Complaint and Course Grade Appeal Procedures**

A student seeking to file a complaint regarding derogatory or other inappropriate behavior on the part of a faculty/instructor or staff member that does not involve academic dishonesty, grade appeal, or another disciplinary action must follow the process outlined on Page 29 of the 2010-2011 Student Handbook:

<http://www.palmbeachstate.edu/Documents/marketing/StudentHandbook.pdf>

A student seeking final grade appeal can follow an Informal Appeal and/or a Formal Appeal Process. Please see page 28 of the 2010-2011 Student Handbook for detailed procedures:

<http://www.palmbeachstate.edu/Documents/marketing/StudentHandbook.pdf>

### **Blackboard Guidelines**

Blackboard is a learning (course) management system that is used for the delivery of instruction online, and supplemental instruction in face-to-face classes and other delivery systems.

Blackboard can also be used as a discussion board by departments, faculty clusters, committees and sponsored clubs. Each course using Blackboard will maintain a Welcome Page for student information. To request a course site on the Palm Beach State Blackboard server, send a request to the Blackboard Administrator ([BbAdmin@palmbeachstate.edu](mailto:BbAdmin@palmbeachstate.edu)).

## **Student Support Services/Information and E-Learning**

### **Assessment of Student Capability**

Students who are considering an e-learning course need to determine if they have all necessary skills to be successful. Five (5) self-assessment quizzes are available for students to assess their readiness at the following e-learning Web page:

<http://www.palmbeachstate.edu/elearning/student-success-tips.aspx>.

A listing of student resources, tutorials and computer system requirements is provided at:

[http://media.palmbeachstate.edu/podcasts/blackboard/learn/student\\_resources.htm](http://media.palmbeachstate.edu/podcasts/blackboard/learn/student_resources.htm).

### **Attendance Requirements**

Faculty must take attendance in online courses for federal government reporting purposes. E-learning courses do not operate in a traditional face-to-face manner. Students may be dropped or withdrawn from the course by the instructor based on instructor's policies. An example of participation may be submitting assignments, responding to a discussion forum, and/ or emailing the instructor by pre-determined deadlines. See the specific course syllabi for details.

### **E-Learning Orientations**

Orientation is mandatory – orientation can be presented online, in-person or by other means of interactive communication. Orientation includes: syllabus, instructions for a successful course completion, technical requirements, skill level needed, and any student success tips. Instructors should ensure students review the Student Resources at [media.palmbeachstate.edu/podcasts/blackboard/learn/student\\_resources.htm](http://media.palmbeachstate.edu/podcasts/blackboard/learn/student_resources.htm) and the Student section of the eLearning Web at [palmbeachstate.edu/elearning/current-students.aspx](http://palmbeachstate.edu/elearning/current-students.aspx).

### **E-Library/Learning Resources**

The Library Learning Resource Centers provide resources and services for the College, including e-learning students. Students, faculty/instructors, and staff have access to the catalog, databases, library services, and other resources. The E-Library's website (LINCCweb) can be accessed from:

[http://www.linccweb.org/Discover?lib\\_code=FLCC1901&tab=books](http://www.linccweb.org/Discover?lib_code=FLCC1901&tab=books). Pre-authenticated student link to LINCCweb can be created in Bb courses utilizing the provided LINCCweb Building Block.

### **Student Assessment of Courses and Faculty**

Student Assessment of Courses and Faculty evaluations are conducted each term. Near the end of the term, students are given the opportunity to assess their instructors on a variety of assessment items via an online survey.

### **Testing Integrity and Verification of Student Identity**

It is recommended to provide all Assessments (Tests and Quizzes) via the Blackboard course site to Hybrid and Online students. In order to prevent dishonesty, the assessments should be designed to draw random questions from large test databases, randomizing answers in multiple choice questions, providing one question at a time and not allowing revisiting of questions, limiting time for submissions, and not allowing checking of results until after submission time expires. Following these guidelines minimizes student ability to share answers and print out sample test.

Each Palm Beach State Testing Center location also provides proctored testing in a secure environment. These centers in coordination with the faculty member can help establish testing sites outside of the Palm Beach County service area. It is possible, but not recommended unless absolutely necessary, to require students to take the Blackboard exam at one of the Palm Beach State 's or participating partner Testing Center. Please see the Testing Center Web page for more information and for procedures to schedule a proctored exam at the Center:

<http://www.palmbeachstate.edu/testing>.

On October 27, 2009, the Department of Education released its Final Rule (Section 602.17) on accrediting agency student recognition criteria and procedures. The Rule became effective on July 1, 2010. The rule states:

*Accrediting agencies need to have standards requiring institutions that offer distance education or correspondence education to have processes in place to verify the identity of students. Institutions may adopt methodologies for this purpose that include secure passwords and passcodes, proctored examinations or new or other technologies to verify students' identities. The regulations are deferential to institutions in determining the best technology to use and to accrediting agencies in establishing standards in this respect.*

Therefore, the continued use of PINs and passwords is consistent with both the statutory language and the intent of Congress.

In the conference report, it is clear that Congress anticipated that as new identification technologies are developed and become more mainstream and less expensive, agencies and institutions would consider using them. For this reason, the regulations provide for the use of new technologies and practices that are effective in verifying the identity of students, in addition to methods such as secure logins, pass codes, and proctored examinations. The Congress stated: *"there are at least two reasons for not mandating specific types of identity verification procedures in the regulations -- cost and availability."*

The College utilizes synchronization of student usernames/passwords/course registration authentication between the College Panthernet system and the Blackboard Learning Management System (Bb LMS). This synchronization authenticates students based on their current course registration status and College-wide Intranet access. The E-Learning department continuously evaluates possible additional levels of student authentication. As new technology provides a viable method and lowers the cost and availability of such a system, recommendation to adopt the system will be presented to the College.

#### **Textbook/ Bookstore**

Textbook Selection Guidelines must be followed for e-learning classes. Follett's bookstore provides all books and materials for students taking classes at Palm Beach State. E-learning students can order their textbook and other required materials online through the Follet Bookstore at: <http://www.efollett.com/>

#### **Hardware and Software Requirements**

All faculty members/instructors teaching an online course require access to a computer. The College provides computers to all full-time instructors at their primary location. Each Student Learning Center (SLC) open lab at each Palm Beach State location is available to all faculty/instructors (adjunct and full-time). The following are the minimum browser and computer system requirements.

#### **PC System specifications (minimum requirements):**

- Processor: 1.0GHZ or higher
- Hard Drive: 40 GB hard drive
- Memory: 1+ GB recommended
- Windows XP with Service Pack 2 (or later)
- DSL/Cable broadband connection
- Browsers/Software – See Browser Tune-up online at [http://media.palmbeachstate.edu/podcasts/blackboard/learn/supported\\_browsers.pdf](http://media.palmbeachstate.edu/podcasts/blackboard/learn/supported_browsers.pdf)

#### **Macintosh system specifications**

- Processor: 1.0GHZ with G5 with Intel processor
- Memory: 1+ GB recommended
- Hard Drive: 40GB Hard Drive
- Macintosh OSX 10 (or later)
- DSL/Cable broadband connection

- Browsers - See Blackboard Browser Tune-up at [http://media.palmbeachstate.edu/podcasts/blackboard/learn/supported\\_browsers.pdf](http://media.palmbeachstate.edu/podcasts/blackboard/learn/supported_browsers.pdf)

**Panthernet Coding for E-Learning Courses**

Special designators are used to identify the delivery method of e-learning courses as well as the automatic loading of sections and students for those courses using the Palm Beach State Blackboard server. Once the course is loaded in Panthernet by the campus, these additional special designator codes/ special fees must be added.

**Table 1 – E-learning Special Designators and Fees**

Delivery	DL Class Y or N	Special Designator(s) (Add at Class Level)	Blackboard Server	Description	Fee	Special Fee Type (Add at Class Level)
Online	Yes	DL & C1 DL & WP	No Yes	ONLINE CLASS	\$12.00 per Credit Hour	None
Hybrid	No	HY WH	No Yes	COMBINATION OF ONLINE/ INCLASS	\$35.00 per class	ONLN
Component	No	IC WC	No Yes	WEB ENHANCED CLASS	\$10.00 per class	COMP

Designators that start with a “W” are for classes that use Blackboard as the course management system. All other web supported classes that use e-packs or instructor hosted web sites should use the remaining designators.

The campus is responsible for adding the appropriate special designators and special fees. The special fee for Hybrid and Web Component classes WILL NOT be automatically loaded from the course dictionary and requires that the user manually add the appropriate fee. If registration has started, and the fee was not added to the class, please call Academic Services so that adding of the fee can be coordinate with the Finance department. Adding the fees once registration has started with no notification will result in student schedules being cancelled.

**Use of the Web Content Designators**

These web class special designators may only be placed on a class if the instructor has the appropriate course approval.

**Instructor Resource Management and Panthernet Instructor Blackboard Course Certification**

Before an instructor can be assigned to a class, the instructor must first be credentialed by Palm Beach State College (VPAA and Deans, Associate Deans). The process of credentialing is the institution’s guarantee that the instructor has met all the necessary credentialing to teach a class. This process differs depending on whether the instructor is teaching a non-credit class, a preparatory class, or a credit class.

Once the E-Learning department certifies a faculty/instructor's class for meeting the applicable guidelines for component, hybrid or online -- an applicable code is placed in Panthernet on the Instructor Resource Management screen.

The additional designation for all web courses is next to the course to identify the certification level. The highest level is listed for Web course certification.

- Component = 1
- Hybrid = 2
- Online = 3

This Web course designation is in addition to the certification by Palm Beach State College (VPAA and Deans, Associate Deans) and will:

- allow a faculty/ instructor to be assigned a component, hybrid, or online course in Panthernet.
- not disrupt the scheduling for any on-campus (non-Web) class.

#### **Syllabi and Faculty/Instructor Web Page**

All faculty who have courses that have been approved with Web Content designators must have a faculty web page and syllabi available online on the College designated faculty home page saved in PDF format. The syllabi should be posted as soon as the class is loaded, but at least 30 days before the registration period for the semester opens. If the class is added after the registration period opens, the syllabi should be placed online within 24 hours of the class being added to the schedule. Please see the webpage at

<http://www.palmbeachstate.edu/academic-services/information-and-reference/academic-affairs-policies-and-documents/faculty-web-pages-syllabi-resources.aspx> for syllabus, templates, checklists and posting dates.

#### **Standard Class Notes**

The following class notes MUST appear on a class that have web content designators. Additional notes may be added after the standard note text. Please use the new web address for the College and new email address format for all classes starting with the Summer 2010 term (2010-3). To save space, just list [www.palmbeachstate.edu](http://www.palmbeachstate.edu) followed by the faculty member's faculty home page address (omit <http://>). The notes are formatted to fit on the PantherNet screens with the correct line length.

#### **Note for Web Component Classes (WC or IC)**

This class contains an online component that supplements the in-class meetings. You may use your own Internet-connected computer or you may use a student computer lab to access the class materials. Class web site:

<https://palmbeachstate.blackboard.com>

For more information see professor website:  
[palmbeachstate.edu/faculty/index.asp?id=XXXXXXXX](http://palmbeachstate.edu/faculty/index.asp?id=XXXXXXXX)  
or email professor [XXXXXXXX@palmbeachstate.edu](mailto:XXXXXXXX@palmbeachstate.edu)

#### **Note for Hybrid Classes (HY or WH)**

This class is a combination of in-class meetings

and online instruction. You may use your own Internet-connected computer or you may use a student computer lab to access class materials.

Class web site:

<https://palmbeachstate.blackboard.com>

For more information see professor website:

[palmbeachstate.edu/faculty/index.asp?id=XXXXXXXX](http://palmbeachstate.edu/faculty/index.asp?id=XXXXXXXX)

or email professor [XXXXXXXX@palmbeachstate.edu](mailto:XXXXXXXX@palmbeachstate.edu)

**Note for Online Classes (DL C1 or DL WP)**

This class is presented online but may require you to take tests in a secure testing location.

You may use your own Internet-connected computer or you may use a student computer lab.

Class web site:

<https://palmbeachstate.blackboard.com>

For more information see:

[palmbeachstate.edu/faculty/index.asp?id=XXXXXXXX](http://palmbeachstate.edu/faculty/index.asp?id=XXXXXXXX)

or email professor [XXXXXXXX@palmbeachstate.edu](mailto:XXXXXXXX@palmbeachstate.edu)



Department of Health  
Florida Board of Dentistry  
4052 Bald Cypress Way  
Bin C-08  
Tallahassee, FL 32399-3258

July 26, 2013

Dear Members of the Florida Board of Dentistry Council on Dental Hygiene:

On behalf of the Florida Allied Dental Educators, I am writing to advise you that the dental hygiene educators in Florida are not in support of any curriculum changes related to local anesthesia. The changes for discussion will mandate CODA- accredited Dental Hygiene programs to teach 15 hours (50%) of the didactic portion of the local anesthesia curriculum in a classroom modality. The Florida Dental Hygiene programs who offer continuing education for certification in local anesthesia to licensed dental hygienists are using the criteria as set forth by FL. Statues 466.017 5 a. that includes the required 30 hours of didactic and 30 hours of clinical instruction for certification.

Research supports online learning to be an effective and alternative way to teach today's generation of adult learners. With the proliferation of new technology, the plethora of research that supports distance learning and knowledge acquisition of the adult learner does not sustain the restriction of learning to a classroom lecture format only and conflicts with current pedagogy. Some students do not learn well from lectures. In fact, many of the dental hygienists who used an online format for the didactic portion of a local anesthesia course have stated they spent more

than the minimum required 30 hours, were able to self-pace their learning, review the material as needed to reach the desired learning outcomes, and interacted frequently one-on-one with their online instructor.

As educators, it is our duty to use the best evidence-based and effective learning theories to reach a diverse generation of learners. Restricting the use of online learning will create barriers to those professionals who lack the means to travel to schools offering a lecture format. Many of the best higher education institutions offer students the choice of selecting the best learning environment that meets their particular needs. Some students learn better face-to-face while others learn better through distance learning, and offering choices is what we need to be promoting, rather than applying restrictive practices or barriers for educational and professional advancement. Loss of wages to the candidate and loss of income to the dentist will result if candidates have to spend time in the classroom to complete the course. Furthermore, this proposed change will increase the cost of certification not only to the dental hygiene professional, but also to the schools who already have an approved-curriculum in place.

There have been no issues raised with a candidate or supervising dentist after more than 1000 candidates have completed the certification course in Florida. FADE supports maintaining the variety of course offerings as it has been thus far.

Respectfully,

Ileana Pino

Ileana S. Pino, RDH, MHSc

Executive Director

Florida Allied Dental Educators' Association

466.017 Prescription of drugs; anesthesia.—

(1)A dentist shall have the right to prescribe drugs or medicine, subject to limitations imposed by law; perform surgical operations within the scope of her or his practice and training; administer general or local anesthesia or sedation, subject to limitations imposed by law; and use such appliances as may be necessary to the proper practice of dentistry.

(2)Pharmacists licensed pursuant to chapter 465 may fill prescriptions of legally licensed dentists in this state for any drugs necessary for the practice of dentistry.

(3)The board shall adopt rules which:

(a)Define general anesthesia.

(b)Specify which methods of general or local anesthesia or sedation, if any, are limited or prohibited for use by dentists.

(c)Establish minimal training, education, experience, or certification for a dentist to use general anesthesia or sedation, which rules may exclude, in the board's discretion, those dentists using general anesthesia or sedation in a competent and effective manner as of the effective date of the rules.

(d)Establish further requirements relating to the use of general anesthesia or sedation, including, but not limited to, office equipment and the training of dental assistants or dental hygienists who work with dentists using general anesthesia or sedation.

(e)Establish an administrative mechanism enabling the board to verify compliance with training, education, experience, equipment, or certification requirements of dentists, dental hygienists, and dental assistants adopted pursuant to this subsection. The board may charge a fee to defray the cost of verifying compliance with requirements adopted pursuant to this paragraph.

(4)A dentist or dental hygienist who administers or employs the use of any form of anesthesia must possess a certification in either basic cardiopulmonary resuscitation for health professionals or advanced cardiac life support approved by the American Heart Association or the American Red Cross or an equivalent agency-sponsored course with recertification every 2 years. Each dental office which uses any form of anesthesia must have immediately available and in good working order such resuscitative equipment, oxygen, and other resuscitative drugs as are specified by rule of the board in order to manage possible adverse reactions.

(5)A dental hygienist under the direct supervision of a dentist may administer local anesthesia, including intraoral block anesthesia, soft tissue infiltration anesthesia, or both, to a nonsedated patient who is 18 years of age or older, if the following criteria are met:

(a)The dental hygienist has successfully completed a course in the administration of local anesthesia which is offered by a dental or dental hygiene program accredited by the Commission on Dental Accreditation of the American Dental Association or approved by the board. The course must include a minimum of 30 hours of didactic instruction and 30 hours of clinical experience, and instruction in:

- 1.Theory of pain control.
- 2.Selection-of-pain-control modalities.
- 3.Anatomy.
- 4.Neurophysiology.
- 5.Pharmacology of local anesthetics.
- 6.Pharmacology of vasoconstrictors.
- 7.Psychological aspects of pain control.
- 8.Systematic complications.
- 9.Techniques of maxillary anesthesia.
- 10.Techniques of mandibular anesthesia.
- 11.Infection control.

12. Medical emergencies involving local anesthesia.

(b) The dental hygienist presents evidence of current certification in basic or advanced cardiac life support.

(c) The dental hygienist possesses a valid certificate issued under subsection (6).

(6) Any dental hygienist seeking a certificate to administer local anesthesia must apply to the department, remit an application fee, and submit proof of successful completion of a course in the administration of local anesthesia pursuant to subsection (5). The board shall certify, and the department shall issue a certificate to, any dental hygienist who fulfills the qualifications of subsection (5). The board shall establish a one-time application fee not to exceed \$35. The certificate is not subject to renewal but is part of the dental hygienist's permanent record and must be prominently displayed at the location where the dental hygienist is authorized to administer local anesthesia. The board shall adopt rules necessary to administer subsection (5) and this subsection.

(7) A licensed dentist may utilize an X-ray machine, expose dental X-ray films, and interpret or read such films. The provisions of part IV of chapter 468 to the contrary notwithstanding, a licensed dentist may authorize or direct a dental assistant to operate such equipment and expose such films under her or his direction and supervision, pursuant to rules adopted by the board in accordance with s. 466.024 which ensure that said assistant is competent by reason of training and experience to operate said equipment in a safe and efficient manner. The board may charge a fee not to exceed \$35 to defray the cost of verifying compliance with requirements adopted pursuant to this section.

(8) The provisions of s. 465.0276 notwithstanding, a dentist need not register with the board or comply with the continuing education requirements of that section if the dentist confines her or his dispensing activity to the dispensing of fluorides and chlorohexidine rinse solutions; provided that the dentist complies with and is subject to all laws and rules applicable to pharmacists and pharmacies, including, but not limited to, chapters 465, 499, and 893, and all applicable federal laws and regulations, when dispensing such products.

History.—ss. 1, 3, ch. 79-330; ss. 13, 15, 25, 27, 30, 34, 62, ch. 80-406; s. 328, ch. 81-259; ss. 2, 3, ch. 81-318; s. 1, ch. 85-156; ss. 10, 23, 24, ch. 86-291; s. 1, ch. 87-208; s. 37, ch. 89-162; s. 60, ch. 91-137; s. 7, ch. 91-156; s. 4, ch. 91-429; s. 34, ch. 95-144; s. 256, ch. 97-103; s. 109, ch. 97-264; s. 3, ch. 2012-14.