



Michigan

Dental Hygienists Association

**THE MICHIGAN DENTAL
HYGIENISTS' ASSOCIATION**

**Student Graduation Packet
2017**



Michigan

Dental Hygienists' Association

Dear Graduate,

Congratulations!

We are excited to welcome you into the profession of dental hygiene. We believe that you will find your career in dental hygiene both exciting and rewarding.

As you start your career, you will probably have many questions. We hope that this packet will help to answer some of those questions as well as give some guidance as you begin your career as a dental professional. If you do not find the answers you need here, please remember that the Michigan Dental Hygienists' Association (MDHA), offers a vast network of resources for you to use.

Other resources also include our MDHA website, all the resources of the American Dental Hygienists' Association (ADHA) and of course, your MDHA colleagues and mentors. Joining and continuing your professional association membership will be one of the most important steps you will take in enhancing and growing your profession. Your membership is what protects your profession and keeps it advancing to new levels of oral health care.

We hope you find this packet informative and helpful as you begin your new career.

Welcome to the wonderful profession of dental hygiene!

Sincerely,
Membership Council Chair

MDHA GRADUATION PACKET

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MDHA GRADUATION PACKET

WWW.ADHA.ORG/PROFESSIONAL-BENEFITS

Membership Benefits - Tangible

HEALTH

Disability and major medical insurance (Marsh Affinity),
Professional liability insurance (Marsh Affinity), Prescription
Discount Card program

EDUCATION/EMPLOYMENT Scholarships (ADHA and
IOH) Research grant opportunities (IOH) ADHA
Employment Assistance program

Discounts on online and lecture CE courses

Savings on admittance to ADHA's annual session
<http://www.adha.org/annual-session>

Discount to ADHA's online bookstore Dental Hygiene Decks
for National Boards

ACCESS

Access to Smart Savings Membership Mall ADHA's Journal
of Dental Hygiene Subscription to Access magazine

ADDITIONAL DISCOUNTS Loupes and accessories

Dental instruments (Henry Schein) Scrubs (Tafford
Uniforms) eHuman.com

Auto insurance (Geico)

Room rates at over 4,000 hotels across the U.S. Rental car
services (Hertz)

MEMBERSHIP BENEFITS - INTANGIBLE

ADHA/MDHA membership offers many intangible benefits, like serving as your voice on issues that impact your profession, your scope of practice, the settings you work in and requirements for licensure. No other organization is solely committed to representing the dental hygiene profession.

Leadership opportunities

- Component level
- State level
- National level
- ADHA Career Resource Center for job searching
- <http://careers.adha.org>
- Support and mentorship from other hygienist members
- Networking opportunities state-wide and nation-wide

MDHA CONTACT INFORMATION

EXECUTIVE BOARD :

PRESIDENT: Vickie Yahn, RDH

vlyahnrhd@gmail.com

PRESIDENT ELECT: Jan Miller, RDH, BS

jgmiller67@hotmail.com

VICE PRESIDENT: Becky Domagalski, RDH

bdomagalskirdh@gmail.com

IMMED. PAST-PRES. Allison Restauri, RDH

KITAandRoo@hotmail.com

TREASURER: Beth Chislea, RDH

treasurer@mdhatoday.org

ASSOC. ADMINISTRATOR: Joyce Losen

joyce@mdhatoday.org

MDHA LOBBYIST: Sarah Hubbard,

shubbard@acuitasllc.com

110 W. Michigan Ave. , Lansing, MI 48933

ADHA Office 444 N Michigan Avenue, Suite 3400, Chicago,
IL 60611 (312) 440-8900 www.adha.org

MDHA Office 2310 Jolly Oak Rd, Okemos, MI 48864

(517) 381-8557 www.mdhatoday.org



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MDHA MEETINGS

There are several types of meetings held throughout the year. Those meetings include component meetings, committee meetings, board of trustee meetings, and annual session.

Component Meetings are the local meetings for MDHA. Each component determines how and when to hold these meetings. Some are tied with a continuing education opportunity and some are not. All component members are welcome to attend.

Council Meetings are held either at a pre-determined interval or as necessary depending on the council. All council members are expected to attend and any other members are welcome. Some meetings may be held as phone conference calls.

Board of Trustee Meetings are held quarterly on a weekend at the MDHA office in Okemos. These meetings include the board, component trustees, and committee chair-persons. These are the meetings where the business of MDHA is conducted. Component Trustees and Committee Chairs report their activities over the last quarter and issues are discussed. Trustees share updates with their components.

House of Delegates is the annual meeting each year. At this meeting, bylaws and rules are changed as necessary. This is also the meeting where elections are held and new board members are installed for the up-coming year. All members and student members are encouraged to attend.

RDH LICENSE REQUIREMENTS

REQUIREMENTS TO KEEP YOUR MICHIGAN RDH LICENSE CURRENT:

- 1. 36 hours of continuing education over a three year renewal period with at least 12 of those of those hours relating to clinical issues.
- A total of 12 CE hours per year are required.
- Continuous valid CPR certification
- Two hours of pain management each renewal period.
- Certificate in Human Trafficking
- Approved community service may be eligible for CE Credit

The applicant shall have completed not less than 36 hours of continuing education acceptable to the board during the 3-year period immediately preceding the date of the application. Each licensee shall complete a minimum of 12 hours of approved continuing education in programs directly related to clinical issues such as delivery of care, materials used in the delivery of care, and pharmacology.

Twelve hours of continuing education may be earned in board approved on-line activities. One hour of continuing education shall be credited for each hour of reading articles, viewing or listening to the media and programs devoted to dental, dental hygiene or dental assisting education with a maximum of 10 credit hours under this category.

Twelve hours of continuing education shall be credited for the initial publication of an article or articles related to the practice of dentistry, dental hygiene, or dental assisting in the journal of an accredited school of dentistry, dental hygiene, or dental assisting or in a state or state component association of dentists, dental specialists, dental hygienists, or dental assistants.

The board may require an applicant or licensee to submit evidence to demonstrate compliance with this rule. The applicant or licensee shall maintain evidence of complying with the requirements of this rule for a period of 4 years from the date of the application.

The initial license you receive will be current for one year. During this time, you will not need to accrue continuing education credits. The renewal notice you will receive is for the following three years. You need to begin meeting the above CE requirements during that time.

NINE MDHA COMPONENTS

1. Capital Region
2. Greater Detroit
3. South Central
4. Southwest
5. Grand Shores
6. East Shore
7. Superior Sunrise
8. Great Lakes Bay
9. Northland

COMPONENT TRUSTEES & PRESIDENTS

Trustees:

Capital Region – Mary Ellen Sickles, RDH rmsickles@comcast.net

East Shore – Nancy Balaj, RDH nbalaj32@gmail.com

Grand Shores – Traci Beals, RDH tracifloss2002@yahoo.com

Greater Detroit – Danielle Rauch, RDH daniellerauch@me.com

Great Lakes Bay – Stacy Priem, RDH priemiumrdh@aol.com

Northland – Erica Dopp, RDH erica.yvette@vmail.com

South Central – Stacey Schramm, RDH schramms@kellogg.edu

Southwest – Eve Sidney, RDH sidneyej@gmail.com

Superior Sunrise – Becky Nunneley, RDH patzerbe@hotmail.com

Presidents:

Capital Region – Patti Leppanen-Denike, RDH patti@jdenike.com

East Shore – Angela Blan, RDH akrdh@yahoo.com

Grand Shores – Pennie Lewis, RDH cent4vrthoughts@aol.com

Greater Detroit – Dawn Baker, RDH dawnbakerrdh@aol.com

Great Lakes Bay – Danni Linton, RDH dannilinton@gmail.com

Northland – Danielle Rauch, RDH daniellerauch@me.com

South Central – Christina Kasprzycki, RDH christinakaspr@gmail.com

Southwest – Nancy Goodyear, RDH bucky3mi@cs.com

Superior Sunrise – Pam Agius, RDH spammin@yahoo.com

EMPLOYMENT “RED LIGHT/GREEN LIGHT”

“We don’t have a hygiene position available right now, but you can start as an assistant and move into hygiene when the position opens up.”

RED LIGHT: there is nothing wrong with a hygienist working as an assistant; in fact, having assisting skills can be a valuable addition to the dental hygiene scope of practice. But when a dentist pays you like an assistant and asks you to perform duties of a hygienist (i.e. scaling, local anesthesia, nitrous-oxide sedation), one should be paid as a hygienist for providing those services.

GREEN LIGHT: Remember what skills qualify you to be a dental hygienist; The dentist may not know the difference, even though, by law, they should know.

“We will pay you as an independent contractor and provide you with a 1099 tax form”

RED LIGHT: Dental hygienists are not independent contractors in the state of Michigan. RDH’s must work under the supervision and assignment of dentists. Do not agree to payment using a 1099 form from employers.

GREEN LIGHT: The employer should provide you with a W2 form as an employee of the dental practice.

“Frequent Ads for hiring RDHs?”

RED LIGHT: Offices that have quick turnover of hygienists could be a red flag. Hygienists often change work environments, but the reason for quitting is the important element. Also, a hygienist would never want to commit to a job where pay is dependent upon keeping their own chair schedule continually full.

GREEN LIGHT: How the position became available is a valid question to ask at an interview. Find out if the position is newly established. If it is, make sure the office can guarantee a reasonable amount of hours before committing to work there and make sure the situation feels right to you.

EMPLOYMENT “RED LIGHT/GREEN LIGHT”

There can be many ‘unknowns’ about the job-searching world. Here are some **RED LIGHTS** to recognize when a situation may not be the best employment opportunity. Always try to stay with the **GREEN LIGHT**.

“We’d like you to come in for a working interview... all day.”

RED LIGHT: A full day of free labor for an office can be easy to get when unsuspecting hygienists will do anything to be considered for the job. You are a registered hygienist, and should be compensated for your services.

GREEN LIGHT: Have an office meeting in a traditional meet-and-greet style interview. If they are still are interested in evaluating your clinical competency, it is reasonable to treat a few patients without pay.

Beyond four appointments, some form of compensation should be sought for providing the office with revenue.

“We’d like you to start now. No need to wait for your license”

RED LIGHT: It is illegal to provide dental hygiene services without a li-cense.

GREEN LIGHT: Even though you know you have passed all of the tests and graduated from your program, do not begin working until the Board of Dentistry has approved your application and given you a license number. A responsible employer knows this and will wait for you to receive your license before asking you to start.

Tips for new hygiene grads to avoid a less-than-desirable employment situation for that first job...

TIPS TO REMEMBER:

Do your homework to feel prepared for your job search.

Keep all of your certifications and licensure paperwork in a safe and easily-accessible place.

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If it doesn’t feel right, it probably is not right.

Be confident in your abilities as a hygienist.

Know what you are worth as a dental professional

DO'S AND DONT'S OF JOB SEARCHING

- (1) **Look at the office website.** Does it seem like a place you'd want to be a patient? To work?
- (2) **Search everywhere.** Newspaper, online job sites, online newspapers, friends, family, past classmates and teachers, etc.
- (3) **Use a variety of keywords in online searching.** RDH, hygiene, hygienist, dental hygienist, dental, etc.
- (4) **Take resumes to offices near your home.** Just because they're not advertising, doesn't mean they won't need someone in the near future.

Job Searching Tips

DO:

Practice doing a mock interview - Arrive early

Wear professional clothing - Bring copy of resume

Make eye contact with interviewer. - Turn cell phone off

Take a moment before answering questions if needed - Shake their hand

Be yourself!

Follow up with office after the interview

DON'T:

Show up late

Wear jeans or revealing clothing

Wear excessive jewelry or obnoxious patterns

Chew gum or suck on mints

Talk on cell phone or text at anytime while in the office - Come unprepared

Discuss money unless appropriate.

INTERVIEW QUESTIONS FOR A DENTAL HYGIENE

OPENERS:

What do you know about our office/organization?

Why are you interested in this position?

What qualifies you for this position? Tell me about yourself. Interests/Hobbies

BEHAVIORAL:

How do you work under pressure?

Tell me about a situation when you were under pressure.

How did you react?

Would you do anything differently?

What have you learned from your mistakes?

How would you deal with administration decisions/philosophies with which you do not agree?

What motivates you to put forth your greatest effort?

What 2 or 3 accomplishments are you most proud of? Why?

EXPERIENCE:

What were your strengths/weaknesses at your last job? Name 2 or 3 things that you wished you would have done better at your last job?

What qualifications do you have that will help you be successful in this position?

In what kind of work environment are you most comfortable? How do you know when you are doing a good job?

What outside activities are you involved in?

To which professional associations do you belong?

INTERVIEW QUESTIONS FOR A DENTAL HYGIENE

MOTIVATORS:

What are your short/long term goals?

How does this position fit into these goals?

What are the rewards you expect from this position? What do you consider a reward?

How do you value what you do?

How should others value what you do?

OTHERS:

Describe your best friend.

What qualities about yourself do you think makes you a good friend? How important is it to get along well with your colleagues?

What type of personality do you think works best in a dental office? What part of a dental hygiene appointment do you enjoy best?

If you were not a dental hygienist, what would you be? Why?

QUESTIONS TO ASK AN INTERVIEWER:

What are the expectations of this position?

Tell me about the equipment and working environment in this office. What is the overall office philosophy for dental treatment? Preventive/periodontal protocols?

What hours are for this position?

How is the length of appointment determined? What qualities do you like in an employee?

How are instruments, products, and uniforms selected?

What instruments and techniques are already used in the practice? How is after hours care handled?

How long do you (dentist) plan to practice? What are the future goals of the practice?

What is the next step after this interview? May I have your business card?

SAMPLE RDH RESUME

Jane Smith, RDH
123 Main Street Anywhere, MI 48000 (248)-555-5555
lastname@emailaddress.com

OBJECTIVE

To obtain a position as a dental hygienist in a friendly dental office where patient care is the top priority.

SKILLS AND PROFICIENCIES

Review and document health history, noting any possible contraindications to dental treatment.
Expose diagnostic digital dental radiographs.

Complete intra/extra-oral exam and periodontal evaluation.

Perform oral prophylaxis, root planing, and soft tissue management. Utilize ultrasonic scalers and hand instruments.

Administer of local anesthesia and nitrous oxide-oxygen sedation.

Perform whitening procedures, including fabrication of custom whitening trays. Apply cavity prevention agents such as fluoride and sealants.

Demonstrate oral hygiene techniques, specific for each patient to achieve optimal oral health.
Educate patients on risks of oral diseases and benefits of preventive care.

Set up re-care appointments using Dextrix, Eagle Soft and XL Dent software systems

PROFESSIONAL EXPERIENCE

Dental Temps, LLC - Anywhere, MI 2000 - Present -Active Dental Hygienist on a temporary basis for various dental practices in Detroit Metropolitan area.

EDUCATION

Dental Hygiene University -Anywhere, MI 2011-2016 -Associates of Applied Sciences in Dental Hygiene

HONORS, AWARDS AND LEADERSHIP

Dental Hygiene class president 2013-2016 - Sigma Phi Alpha

PROFESSIONAL LICENSES AND CERTIFICATIONS

CPR certification 1997-Present

National Dental Hygiene Board Examination Certificate 2005 State of Michigan Local Anesthesia Certification 2005-Present

State of Michigan Dental Hygiene License #A1234 2005-Present

Member of Michigan Dental Hygienists' Association 2005 Present

Member of Anywhere Community College Alumni Society 2005 -Present

REFERENCES

Available upon request

SAMPLE RDH COVER LETTER

January 1, 2016

Jane Smith 123 Main Street
Anywhere, MN 54321
(952)-555-5555 lastname@emailaddress.com

Dr. John Doe, D.D.S.
456 University Ave, Suite #789 Anywhere, MN 54321

Dear Dr. Doe,

I am a Registered Dental Hygienist and am interested in the dental hygienist position that was advertised in last Sunday's Star Tribune.

I am a recent graduate from the Anywhere Community College dental hygiene program. Since graduation, I have primarily worked as a temporary dental hygienist for Dental Temps; LLC in the city of Anywhere This has given me immediate experience in a variety of dental offices. I have worked for some of the top dentists in Michigan, and have treated a wide variety of patients of all ages and health needs.

My dental hygiene regimen can be tailored so that it's in line with a particular dental office's best practices. I am skilled in oral prophylaxis, root planing and soft tissue management. I am also experienced in exposing diagnostic radiographs, updating medical histories and periodontal charting. Educating and motivating patients to achieve optimal oral health is one of my passions.

I am confident that my RDH knowledge and background in dental hygiene is what your dental office is seeking for this position. My enclosed resume has further details for you to review. I look forward to having the opportunity to discuss, in person, your dental hygienist needs in the future.

Sincerely,

Jane Smith, RDH

Resume enclosed

TOP 10 NETWORKING OPPORTUNITIES

- Attend a MDHA Component Meeting
- Participate on a MDHA Committee
- Attend The Spirit of Michigan Annual Session: The annual state meeting for all dentists, dental hygienists and dental assistants. Information: www.smilemichigan.com
- Attend ADHA Annual Session in June 2017: Jacksonville, FL
www.adha.org
- Join MDHA email list: www.mdhatoday.org
- Read MDHA Newswire/Component Newsletters
- Check out AmyRDH.com www.amyrdh.com/ Online network where hygienists can communicate about patient care, new products, and CE.
- Take Advantage of MDHA CE Opportunities
- Participate in MDHA fundraisers and Charity Events
- Attend House of Delegate Activities Information: www.mdhatoday.org
Frankenmuth, Michigan October 6-8, 2017



VOLUNTEER/COMMUNITY SERVICE OPPORTUNITIES

Give Kids A Smile Day

Annual day in February where dental offices/clinics and dental schools provide free dental services for children in need of dental treatment and preventive care

<http://www.ada.org/givekidsasmile.aspx>

Mission of Mercy Day (MOM)

<https://www.smilemichigan.com/foundation/MissionofMercy.aspx>

An every other year event where free dental services are offered to anyone willing to come. The next event will be held May 31 – June 3 2018. Help is needed for patient treatment, but also volunteers are also needed during and after the event to assist with set-up and breakdown of the clinic.

VINA Dental—Dental Home for People in Need

VINA Community Dental Center was created in 2008 to meet the needs of low income people in Livingston County, who have little or no access to dental care. For more information: <http://www.vinadental.org/about.html>

NAFC-The National Association of Free & Charitable Clinics

The National Association of Free and Charitable Clinics (NAFC) is the only nonprofit 501c(3) organization whose mission is solely focused on the issues and needs of the more than 1,200 Free and Charitable Clinics and the people they serve in the United States

<http://www.nafcclinics.org/>



OTHER GREAT WEBSITES AND RESOURCES

The Tooth Fairy <http://www.toothfairy.org/>

Great site to recommend to patients (especially moms!)

Dental Hygiene Education <http://www.dhed.net/Main.html>

Helpful education for hygienists, students, and patients

OpenPleaseDirect <http://www.openpleasedirect.com/> Gifts for the dental profession

National Center for Dental Hygiene Research

<http://www.usc.edu/hsc/dental/dhnet/>

Professional Savvy <http://www.professionalsavvyd.com/> Oral care consulting company

Dental Care Resources from Crest and Oral B Professional

<http://www.dentalcare.com>

Find professional resources for dentists, dental hygienists, students and faculty including dental continuing education courses and professional dental care products.



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UNLEASHING YOUR POTENTIAL TRANSITION TO ADHA MEMBERSHIP

The American Dental Hygienists' Association invites you to stay connected with the largest professional organization representing the interests of dental hygienists. At ADHA, we have made it easy for graduating student members to stay connected. You can transition your student membership to active membership for free. As an active member, you will have even more opportunities and benefits.

We encourage you to maintain your connection to ADHA and the dental hygiene profession. With ADHA, you will:

Increase your professional edge by taking advantage of state and local networking and continuing education opportunities.

Explore your career options by using our Employment Guide and online Career Center.

Get discounts on professional items such as loupes, books, scrubs, car rentals and insurance just to name a few.

You will find all of your member benefits online at: <http://benefits.adha.org>

The transition from student membership to active is simple and free.

JUST FOLLOW THESE EASY STEPS:

- Celebrate your graduation and licensure!
- Contact ADHA in one of three ways:
- Login online to your ADHA account and click the "Convert to Active Member" link.
- Call ADHA at 312-440-8900 and press 1.
- Email your name, ADHA member ID number, license number and state of licensure to member.services@adha.net.
- Enjoy your Active membership at no additional charge!

○ WHEN DO I BEGIN TO PAY MEMBER DUES?

- If you graduated in the first six months of the year, your transitioned Active membership will be up for renewal at the start of the following year. (**payment due: December 31st**) If you graduated in the last six months of the year, your transitioned active membership will be up for renewal during the summer of the following year (**payment due: June 30th**)

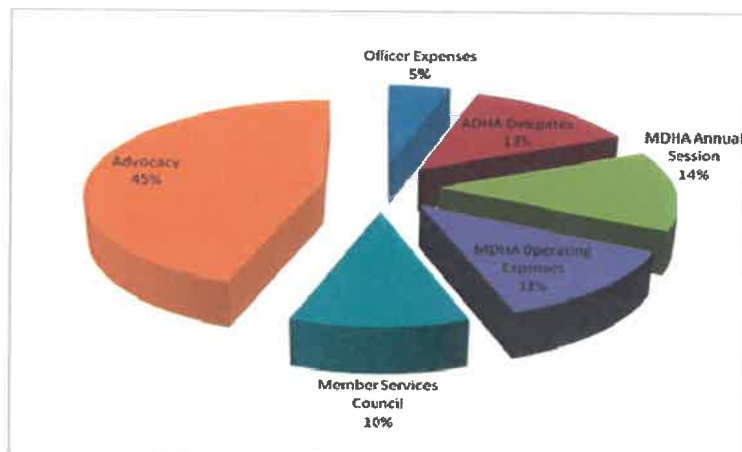
WHERE DO YOUR DUES GO?

There are so many benefits that accompany your membership to ADHA/MDHA, but there is more that MDHA does for you. Below is a chart that shows a breakdown of expenses for MDHA's budget.

As you can see, almost half of the budget is spent on advocacy for our profession. Advocacy is important to ensure the integrity of our profession!

A large portion of the budget is spent on our Michigan Annual Session and sponsoring our ADHA delegates to the ADHA Annual Session. Both these events are important to move our profession forward, help to protect our profession and provide members all of the other benefits.

Not only do you get great tangible and intangible benefits from being an ADHA/MDHA member, you also get an organization to advocate for your profession. The reality is: **You can't afford not to be a member**



INFORMATIONAL RESOURCES

Application for Dental Hygiene Licensure:

http://www.michigan.gov/lara/0,4601,7-154-35299_63294_27529_27533---,00.html

Continuing Education Requirements:

http://www.michigan.gov/documents/lara/LARA_RDH_RDA_CE_Brochure_5-11_376436_7.pdf

State of Michigan Administrative Rules:

http://w3.lara.state.mi.us/orr/Files/AdminCode/1599_2015-090LR_AdminCode.pdf

Michigan Public Health Code for Dentistry:

[http://www.legislature.mi.gov/\(S\(ixbm4rk35khaxkhtsimj5lh3\)\)/mileg.aspx?page=getObject&objectName=mcl-368-1978-15-166](http://www.legislature.mi.gov/(S(ixbm4rk35khaxkhtsimj5lh3))/mileg.aspx?page=getObject&objectName=mcl-368-1978-15-166)



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MDHA GRADUATION PACKET

CONGRATULATIONS!!
AND
BEST WISHES
FOR A
WONDERFUL AND REWARDING
CAREER IN DENTAL HYGIENE!
ALWAYS REMEMBER...
YOUR MICHIGAN DENTAL
HYGIENISTS' ASSOCIATION IS
HERE FOR YOU

