

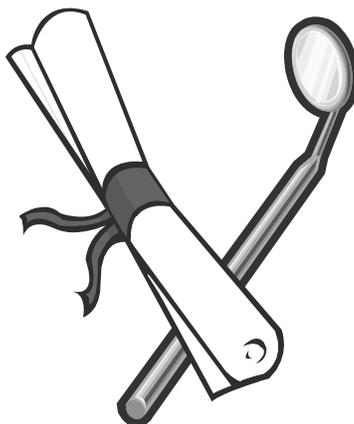
EMPOWERING
SUPPORTING
DEVELOPING

YOU!



Minnesota Dental Hygienists' Association

Student Graduation Packet 2011



Dear Graduate,

Congratulations on your achievement! We are excited to welcome you into the profession of dental hygiene. We believe that you will find your career in dental hygiene exciting and rewarding at the same time.

As you start your career, you will probably find you have many questions that you would like answered. We hope that this packet will help to answer some of those questions and give you some guidance as you begin as a dental professional. If you do not find the answers you need here, please remember that with the Minnesota Dental Hygienists' Association (MnDHA), you have a vast network of resources to use. Beyond this packet you have resources such as fellow MnDHA hygienists, our MnDHA website, and all the resources of the American Dental Hygienists' Association.

We hope you find this packet informative and helpful as you begin your new career. Welcome to the profession of Dental Hygiene!

Sincerely,

Sarah Burt, RDH, MDH
MnDHA Student ADHA Coordinator



American
Dental
Hygienists'
Association

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MnDHA Grad Packet

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<http://www.adha.org/aboutadha/benefits.htm>

ADHA
offers its
members a
wide variety
of benefits
specifically
designed to
help better
Empower,
Support and
Develop
YOU!

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/annualsession>
- 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 (OraScopic)
- 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)
- ADHA Platinum Plus MasterCard credit card/mileage program
- Discounts on wireless mobile services

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Professional membership builds an identity for you and the dental hygiene profession.

-ADHA

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<http://www.adha.org/aboutadha/benefits.htm>

Membership Benefits - Intangible

ADHA/MnDHA membership offers many intangible benefits, like serving as your voice in 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

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MnDHA Contact Information

MnDHA Executive Board

President

Michelle Sensat
651-497-0064
msensat@msn.com

Secretary

Diane Larson
612-695-1198
dianmcgl@yahoo.com

Vice President

B.J. Rischar Wiesen
218-393-3304
sherrybjjay@yahoo.com

Treasurer

Sherry Boutcher
507-280-0343
sdboutcher@hotmail.com

President Elect

Elizabeth (Betsy) Salic
763-568-5825
Bsalic.rdh@gmail.com

Important Contacts for Students

Student ADHA Coordinator:

Sarah Burt
847-561-9232
mndha.sadha@gmail.com

Member Services Chair:

Laura Schmitz
mndha.members@gmail.com

ADHA/MnDHA

ADHA Office

444 N Michigan Avenue
Suite 3400
Chicago, IL 60611

ADHA website:
www.adha.org

MnDHA Office

3601 Minnesota Drive
Suite 800
Edina, MN 55435

MnDHA website:
www.mndha.com

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MnDHA Meetings

There are several types of meetings that are 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 MnDHA. Each component determines how and when to hold these meetings. Some are tied with a continuing education opportunity and some are not. Some components have chosen to combine meetings in order to offer members more at these meetings. All component members are welcome to attend.

Committee Meetings are held either at a pre-determined interval or as necessary depending on the committee. All committee members are usually expected to attend and any other members are welcome.

Board of Trustee Meetings are held quarterly on a Saturday at the MnDHA office in Edina. These meetings include the board, component trustees, and committee chairpersons. These are the meetings where the business of MnDHA is conducted. Component Trustees and Committee Chairs report their doings over the last quarter and issues are discussed.

Annual Session is the big meeting each year, usually in November. At this meeting our House of Delegates is held and bylaws and rules are changed as necessary. This is also the meeting where elections are held and new board members are installed for the next year. All members are encouraged to attend this meeting.

RDH License Requirements

Many things are required to keep your MN RDH license current:

1. Continuing education hours: 25 hours per biennial renewal period (minimum of 15 fundamental* credits)
2. CPR certification
3. Self-Assessment

Documentation is important. Each RDH must keep proper documentation* for 24 months after each renewal period.

*For more information or details on the requirements see

<http://www.dentalboard.state.mn.us/>

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MnDHA Components

Within MnDHA there are 7 components that are determined based on geographical location within the state. A MnDHA member typically belongs to the component that covers the county that they live in. Components hold meetings throughout the year which sometimes include a continuing education opportunity. Each component has leadership including a trustee, co-trustee, secretary, treasurer, a outreach contact, a member contact, and a governmental affairs contact.

Minnesota's Components



Component 1: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, and St. Louis counties.

Component 2: Anoka, Carver, Hennepin, Isanti, Scott, and Wright counties.

Component 3: Becker, Beltrami, Cass, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomn, Marshall, Norman, Pennington, Polk, and Roseau counties.

Component 4: Chisago, Dakota, Ramsey, and Washington counties.

Component 5: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmstead, Rice, Steele, Wabasha, and Winona counties.

Component 6: Blue Earth, Brown, Cottonwood, Faribault, Jackson, LeSueur, Lincoln, Lyon, Martin, Murray, Nicollet, Nobles, Pipestone, Redwood, Rock, Sibley, Waseca, Wattonwan, and Yellow Medicine counties.

Component 7: Benton, Big Stone, Chippewa, Crown Wing, Douglas, Grant, Kanabec, Kandiyohi, Lac Qui Parle, McLeod, Meeker, Mille Lacs, Morrison, Ottertail, Pope, Renville, Sherburne, Stearns, Stevens, Swift, Todd, Traverse, Wadena, and Wilkin counties.

Component Trustees

Component 1:

Glenita Geving
sggeving@aol.com
and

Sondra Nickolson
216-263-5574

Component 2:

Shelia Ballard
sballard47@msn.com

Component 3:

Cathy Jo Gunvalson
gunval@gvtel.com
and

Becky Lommen
sockerjock@aol.com

Component 4:

Brigid Dahl
besser3996@aol.com

Component 5:

Heather Strouth
strouth9@msn.com

Component 6:

Brigette Cooper
brigetec@newulmtel.net

Component 7:

Renee Johnson
candrojohnson@gmail.com

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

Many students have never had a full time job and don't know how to find employment for the first time. There can be many 'unknowns' about the job-searching world. Here are some RED FLAGS to recognize when a situation may not be the best employment opportunity.

"We'd like you to come in for a working interview... all day."



WHY IT'S RED: 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.

STAY IN THE BLUE: Have an office meet you first, in a traditional meet-and-greet interview. If they are still 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.

TIPS TO REMEMBER:

- Do your homework to feel prepared for your job search.
- Stay covered. Keep all of your certifications and licensure paperwork in a safe and easily-accessible place.
- 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.

Starting before you are licensed.

WHY IT'S RED: It is illegal to provide dental hygiene services without a license.

STAY IN THE BLUE: 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.

"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."

WHY IT'S RED: 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.

STAY IN THE BLUE: Remember what skills qualify you to be a dental hygienist; because the dentist may not know the difference, even though, by law, they should know.



Former hygienist? Or new position?

WHY IT'S RED: 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.

STAY IN THE BLUE: 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.

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Do's and Don'ts of Job Interviews

DO:

- Practice with mock interview
- Arrive early
- Wear professional clothing
- Wear comfortable 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

DON'T:

- Arrive unprepared
- 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

Job Searching Tips

- (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.

Remember, you will want to like the office as much as you want the office to like you! If it doesn't seem like a place you'd want to work, don't work there.

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A dentist or interviewer could ask you any type of question.

These are commonly asked questions for a dental hygiene position.

TIPS:

- Read each question and think about how you would answer.
- It may help to write down your answers to help prepare.
- When the interview occurs, you'll be ready to answer and be confident with what you say.

Interview Questions for a Dental Hygiene Position

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

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?

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?

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?

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 most proud of in your life so far? Why?

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Sample RDH Resume

Current Contact Info

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

Intent of Resume

OBJECTIVE

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

Skills pertinent to job being applied for

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 planning, and soft tissue management.
- Utilize magnetostrictive and piezo 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 Dentrix, Eagle Soft and XL Dent software systems.

Use VERBS to describe skills, all in the same verb tense (past or present)

PROFESSIONAL EXPERIENCE

Dental Temps, LLC - Anywhere, MN 2000 - Present
 -Active Dental Hygienist on a temporary basis for various dental practices in the Minneapolis and St. Paul metropolitan area

Past jobs related to job being applied for

EDUCATION

Normandale Community College -Bloomington, MN 1997-1999
 -Associates of Applied Sciences in Dental Hygiene

Post-high school education

HONORS, AWARDS AND LEADERSHIP

- Dental hygiene class president 1997-1999
- Mary Homemaker Exceptional Student Award 1999

Honors pertinent to job being applied for

PROFESSIONAL LICENSES AND CERTIFICATIONS

- CPR certification 1997-Present
- National Dental Hygiene Board Examination Certificate 1999
- State of Minnesota Local Anesthesia Certification 1999-Present
- State of Minnesota Dental Hygiene License #A1234 1999-Present
- Member of Minnesota Dental Hygienists' Association 1999-Present
- Member of Normandale Community College Alumni Society 1999-Present

List in order of completion or earliest achieved

Have available if needed

REFERENCES

Available upon request

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Cover letters are a helpful adjunct to the resume. This gives the hygienist a chance to speak, in their own words, about what they'd like the dentist to know about them other than accomplishments.

Tips for Cover Letters

- Write professionally
- Use uniform spacing between paragraphs
- Always put signature above printed name
- Indicate any attached papers that you have included

Sample RDH Cover Letter

January 1, 2011

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 Normandale 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 Minnesota, 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 planning 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

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How to Get Started:

* Express interest

* Ask around

* Come to events

* Bring a friend

* Stay informed

Top 10 Networking Opportunities

1. Attend a MnDHA Component Meeting
2. Participate on a MnDHA Committee
3. RDH After 5 — MnDHA Social Happy Hour
4. Attend MnDHA Annual Session www.mndha.com
5. Attend ADHA Annual Session in June www.adha.org
2011: Nashville
2012: Phoenix
2013: Boston
6. Join MnDHA email list
www.mndha.com/Newsletter%20Info.html
7. Attend Day at the Capital www.mndha.com
8. Attend Star of the North Dental Meeting
star.mndental.org/
9. Check out AmyRDH.com www.amyrdh.com/
Online network where hygienists can communicate about patient care, new products, and CE.
10. Take Advantage of MnDHA CE Opportunities

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**Unleash
Your
Potential!**

**The highest
reward for a
person's work
is not what
they get for it,
but what they
become be-
cause of it.
-- John Ruskin**

Volunteer Opportunities

Special Olympics of MN - Special Smiles Program

http://specialolympicsminnesota.org/Special_Smiles.php

Dental screenings of Special Olympics athletes and fabrication of mouth guards for competition

Day at the Capital

A day for hygienists to gather in St. Paul to talk with and educate legislators about dental-related issues facing the community

Give Kids A Smile Day

http://www.mndental.org/dentist_home/member_services/member_programs/join_give_kids_a_smile/

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

Ronald McDonald Dental Care Mobile

http://www.rmhtwincities.org/care_mobile.html

Union Gospel Mission

Contact Jessica through email at jpoole@ugmtc.org or phone 651-789-7604

<http://www.ugmtc.org/volunteers.html>

Clinic for dental professionals to volunteer their time to treat patients in the community you need dental treatment

Neighborhood Involvement Program (N.I.P.)

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

The primary goal of the clinic is to provide quality, low-cost medical and dental services to the community's low-income, uninsured/underinsured persons.

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Other Great Websites and Resources

Ms. Flossy

<http://www.ms-flossy.com/dhn/main.html>

A blog written by a dental hygienist

Mama Gums

<http://mamagums.com/>

Helping hygienists educate about periodontal disease

OpenPleaseDirect

<http://www.openpleasedirect.com/>

Gifts for the dental profession

Professional Savvy

<http://www.professionalsavvyd.com/>

Oral care consulting company

National Center for Dental Hygiene Research

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

The Tooth Fairy

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

Great site to recommend to patients (especially moms!)

The Purple Guide

<http://www.rdhpurpleguide.com/>

Series to help clinical dental hygienists

Dental Hygiene Education

<http://www.dhed.net/Main.html>

Helpful education for hygienists, students, and patients

Do you know of a great website that hygienists should know about?

Let us know!

pr.mndha@gmail.com

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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.

Unleashing Your Potential Transition to ADHA Active Membership

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:

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

Take advantage of your membership and transition today!

Questions?

Please contact ADHA Central Office

Member Services staff at member.services@adha.net

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Where Do Your Dues Go?

There are so many benefits that accompany your membership to ADHA/MnDHA but there is more that MnDHA does for you. Below is a chart that shows a breakdown of expenses for MnDHA'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 (27%) is spent on our Minnesota Annual Session and sponsoring our ADHA delegates to the ADHA Annual Session. Both of these events are important in moving forward, helping protect our profession, and provide members all their other benefits.

Not only do you get great tangible and intangible benefits from being an ADHA member, you also get an organization to advocate for your profession. How could you *not* become a member?

**EMPOWERING
SUPPORTING
DEVELOPING**

YOU!

