

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: DEN 106 (5W1) COURSE TITLE: Clinical Practice I CREDIT HOURS: 5 CONTACT HRS/WK: 13 (1 class, 12 clinic) PREREQUISITES: DEN 101 and DEN 111 (Must show proof of valid CPR and Hep B Vaccination) COREQUISITES: DEN 102, DEN 103, and DEN 112	INSTRUCTOR: Susan Cutler OFFICE NO: Building 4, Room 29 OFFICE/VIRTUAL HOURS: -8-10, 12-4, T-OJT, W-8-10, 12-4, Thur-OJT, Fri- 8-10, 1-4 PHONE NO: 252-789-0239 FAX: (252)792-0826 E-MAIL: scutler@martincc.edu
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COURSE DESCRIPTION: This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory, laboratory and clinical skills in a dental setting.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate appropriate dental assisting techniques and skills for assisting in a dental office.
2. Perform with accuracy clinical examinations and radiographic and laboratory procedures using appropriate chairside procedures and infection control.
3. Discuss chairside procedures, infection control protocol, and radiographic procedures.

COURSE LEARNING OUTCOMES:

1. Display professionalism in the dental setting
2. Assist in and perform chairside procedures in the dental office
3. Communicate effectively with dental patients

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to demonstrate proficiency in these clinical dental assisting procedures:	WEEK ALLOCATED	TOTAL TIME ALLOCATED
1. Demonstrate professional behavior and appearance.	Week 1, 2	
2. Prepare the operatory and client for treatment utilizing correct infection control procedures.	Week 3, 4, 5, 6	
3. Operate and maintain dental equipment.	Week 4, 5	
4. Assist with diagnostic procedures.	Week 7, 8	
5. Assume radiographic responsibilities.	Week 9	
6. Apply principles of moisture control and maintaining a clear field of operation.	Week 9, 10, 11	
7. Assist with restorative and specialty procedures.	Week 11, 12, 13	
8. Describe the dental assistant's code of ethics and apply principles to practice.	Week 14, 15	
9. Interpret the NC Dental Practice Act as it applies to Dental	Week 14, 16	

Assistants and the identity the assistant's role in the prevention of lawsuits.		
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LEARNING EXPERIENCES EVALUATION/COMPETENCY PROCEDURE:

1. The student submits a Learning Experience Report (see addendum A) after completing each learning experience.
2. The student and Dental Assistant Director review each learning experience report to assess the student's knowledge level.
3. The Dental Assistant Director documents the student's knowledge level using a 1-4 scale (see Evaluation Scale below).
4. The student demonstrates the learning experience to show proficiency level to the Dental Assistant Director.
5. The Dental Assistant Director documents the student's proficiency on the 1-4 scale.
6. The student and Dental Assistant Director sign and date the learning experience evaluation form using ink.

LEARNING EXPERIENCE EVALUATION/COMPETENCY SCALE:

- 1 Student demonstrates excellent knowledge and skills and can teach other students
- 2 Student demonstrates excellent knowledge and skills
- 3 Student demonstrates expected knowledge and skills
- 4 Student fails to demonstrates expected knowledge and skills

ASSESSMENT INSTRUMENTS:

- Learning Experience Reports and other written assignments
- Formal and informal observations by the Dental Assistant Director
- Group and individual demonstrations and/or presentations
- Group and individual discussion and work sheets
- Attendance, assignments, and other records

REQUIRED TEXTBOOKS: Eleen Dietz-Bourguignon (2006). *Materials and procedures for today's dental assistant*. Florence, KY: Thomson-Delmar Learning.

SUPPLEMENTAL RESOURCES: DEN 106 Course Packet, supplied by Instructor

LEARNING/TEACHING METHODS: Assigned reading, Lecture, Class discussion, Transparencies, Power Point, Outside Reading Assignments

ASSESMENTS/METHODS OF EVALUATION:

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| 1. Clinical practice in private dental offices | 35% |
| 2. Self Evaluations of clinical performance | 5% |
| 3. Daily Journals and Goals | 10% |
| 4. Outside Reading Assignments | 10% |
| 5. Laboratory Requirements | 20% |
| 6. Tests | 20% |

GRADING POLICY:

100-93 A
92-85 B
84-77 C

76-70 D

Below 70 F

COURSE OUTLINE:

Introduction

- A. Course Information
- B. Requirements

II. Personal Appearance

- A. Clinical Dress Code
 - 1. Uniform
 - 2. Shoes
 - 3. Accessories
- B. Grooming
 - 1. Hair
 - 2. Make-Up
 - 3. Nails
 - 4. Hygiene
- C. Etiquette
- D. Personal Traits
 - 1. Attitude
 - 2. Conversation
 - 3. Interests and Enthusiasm
 - 4. Responsibility
 - 5. Work Ethic

III. Dental Operatory

- A. Equipment
- B. Armamentarium
- C. Safety
- D. Client Preparation
 - 1. Seating and Dismissing the Client
 - 2. Operator and Assistant Positioning
- E. Infection Control
 - 1. Disease Transmission
 - 2. Operator Protection
 - 3. Disinfection
 - 4. Sterilization
 - 5. Handwashing
 - 6. Chain of Asepsis
 - 7. Instrument Management and Storage

IV. Diagnostic Procedures

- A. Communication Skills
- B. Medical/Dental History
 - 1. Evaluation
 - 2. Assessment
- C. Armamentarium
- D. Intraoral/Extraoral Examination
- E. Charting
- F. periodontal Charting
- G. Study Models
- H. Radiographs
 - 1. Treatment Plan

- V. Radiographic Responsibilities
 - A. Radiographic Equipment
 - 1. X-ray Unit
 - 2. Panorex Unit
 - 3. Darkroom Equipment
 - B. Inventory
 - C. Film
 - 1. Sizes
 - 2. Client Selection
 - 3. Storage and Handling
 - D. Radiographic Technique
 - 1. Paralleling and Bisecting Angle
 - 2. Common Errors
 - 3. Panorex
 - E. Processing
 - F. Mounting
 - G. Filing
- VI. Assist with Restorative and Specialty Procedures
 - A. Communication Skills
 - B. Medical and Dental History
 - C. Armamentarium
 - 1. Amalgam Procedure
 - 2. Composite Procedure
 - 3. Endo-dontic Procedures
 - 4. Pedodontic Procedures
 - 5. Oral Surgery Procedures
 - 6. Orthodontic Procedures
 - 7. Pediatric Dentistry Procedures
 - D. Auxiliary/Client Positioning
 - E. Instrument Transfer
 - F. Maintaining a Clear Field of Operation
 - G. Handpieces and Rotary Instruments
 - H. Dental Material
 - I. Post-Operative Instructions
 - J. Expanded Functions
 - K. Ethical and Legal Considerations
 - L. Asepsis
- VII. Maintain a Clear Field of Operation
 - A. Oral Evacuator and Saliva Ejector
 - B. Air/Water
 - C. Absorbents
 - D. Rubber Dam
 - E. Retractors and Props
 - F. Asepsis
- VIII. Operate and Maintain all Dental Equipment
 - A. Operatory
 - B. Sterlization
 - C. Radiology
 - D. Radiology
 - E. Miscellaneous
- IX. Dental Assistant's Code of Ethics

- A. Code of Ethics
 - 1. ADDA
 - 2. Personal
- B. NC Dental Practice Act
 - 1. Dental assistant II
 - 2. Expanded Functions
- C. Responsibility
- D. Legal Implications

Week 1 Course Information

Week 2 Clinical Information

Week 3 Clinical Rotations/Introduction to Ethics & Jurisprudence

Week 4 Clinical Rotations/ADDA Code of Ethics

Week 5 Clinical Rotations/North Carolina Dental Practice Act

Week 6 Clinical Rotations/Dental Assistant I and II

Week 7 Clinical Rotations/Legal functions of DAI and II

Week 8 Clinical Rotations/Civil Law and the Dental Team

Week 9 Clinical Rotations/Civil Law

Week 10 Clinical Rotations/Civil Law

Week 11 Clinical Rotations/Patient Rights

Week 12 Clinical Rotations/Patient Rights

Week 13 Clinical Rotations/Test Review

Week 14 Test on Ethics and Jurisprudence

Week 15 Clinical Rotations

STUDENT ATTENDANCE POLICY:

Attendance is required at all lecture and clinical sessions. The attendance policy in the Dental Department is different from the general college policy. Absences in the dental department cannot exceed 10% of the total contact hours for each portion of this course. Therefore, if absences exceed 10% of the total contact hours for the clinical portion of this course, and 1.6 hours in the lecture portion of this course, the student will be dropped from the course and must immediately withdraw from the dental assisting program. It is the student's responsibility to keep a personal record of her/his absence status.

Absences for the lecture portion cannot be made up; however, it is the student's responsibility to make up all work missed, obtain any handouts or notes given, and learn of any announced future assignments or tests. If an absence results in a missed test, a make-up test will be given to the student on the first day of return to school. Failure to take the missed test upon the first day of return to school will result in a ten point reduction of the test grade.

If a clinical absence occurs, the clinical experience must be made up according to the guidelines in the Dental Assisting Handbook. However, the absence will still count as part of the 10% absences as stated in the policy above.

Three tardies will equal one absence. If a student misses 15 minutes or more of a lecture hour, it will be counted as an absence. If a student misses 15 minutes or more of a clinical hour, it also will be counted as a one hour absence.

Request for Excused Absences for Religious Observances

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances

required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The Request for Excused Absences for Religious Observances form can be picked up from Student services. This does not supersede the college-wide attendance policy as outline in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Academic Integrity Statement

See MCC Dental Assisting Student Handbook for the MCC Code of Dental Assisting Policy. Any student caught violating this Code (i.e. cheating, plagiarizing, or other dishonorable acts), in academic work is subject to dismissal from the program or disciplinary action.

Conduct:

Behavior and appearance at all times in classroom and laboratory should be those of a professional.

Conferences:

Students are welcome to meet with the instructor during a scheduled appointment time to discuss their academic performance or seek additional help.

Safety:

Students must follow safety requirements. Students who ignore or violate safety requirements will be subject to discipline, which may include dismissal from the course.

Students are required to wear the following for safety reasons during the clinic session and rotations:

- a. safety glasses
- b. masks
- c. gloves
- d. dosimeter (if available)
- e. scrubs
- f. lab coat or disposable gown

EXPOSURE POLICY:

In event of an occupational exposure to blood borne pathogens, the student will immediately report the incident to the affiliating dentist during clinical rotations. The student or affiliating dentist or staff **MUST** immediately report the incident to the Dental Assisting faculty at 252-792-1521 ext. 299. The Dental Assisting faculty will follow ASHA standards in counseling the exposed individual regarding their rights and will complete required documentation and follow-up. The complete Post-Exposure Protocol may be found in the Infection Control Manual, 2000.

See your Dental Assisting Handbook for additional information

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at 252-789-0246 or 252-789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252)789-0293.

Addendum A LEARNING EXPERIENCE REPORT

Student will submit a Learning Experience for each of the following learning objectives for DEN 106 Dental Clinical Practice I.

Note: Format a paragraph for each learning experience with the learning objective, action taken, result achieved with the date(s) and time(s) allocated. Please attach a copy of this report for each of your Learning Experiences to the Dental Assistant Director.

1. Demonstrate professional behavior and appearance.
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3. Operate and maintain dental equipment.
4. Assist with diagnostic procedures.
5. Assume radiographic responsibilities.
6. Apply principles of moisture control and maintaining a clear field of operation.
7. Assist with restorative and specialty procedures.
8. Describe the dental assistant's code of ethics and apply principles to practice.
9. Interpret the NC Dental Practice Act as it applies to Dental Assistants and the identity the assistant's role in the prevention of lawsuits.

Learning Experience Evaluation/Competency: (Completed by the Dental Assistant Director)

# Learning Objective (from the above list)	Knowledge Level (Rating 1-4)	Demonstration (Rating 1-4)

Evaluation Scale:

- 1 Student demonstrates excellent knowledge and skills and can teach other students
- 2 Student demonstrates excellent knowledge and skills
- 3 Student demonstrates expected knowledge and skills
- 4 Student fails to demonstrates expected knowledge and skills

Signature:

Student: _____ Date: _____

Dental Assistant Director: _____ Date: _____