

Departmental Course Syllabus

Department: Dental Assisting Program/Allied Health Program Revision Date: May 2009

San Antonio College * 1300 San Pedro* San Antonio, TX* 78212-4299

Course Number and Title: DNTA 1160 – Clinical-Dental Assistant

Credit Hours: Hrs/wk lec 1 Hrs/wk lab 0 Lec/Lab Combo 1/4

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- I. **Catalog Description:** The course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- II. **Pre-requisites, co-requisites and other requirements** Concurrent enrollment in DNTA 1311, DNTA 1415, DNTA 1301, DNTA 1305, and DNTA 1353.
- III. **Text:**
 1. Dental Assisting A Comprehensive Approach Phinney and Halstead, Delmar Publishing 20047, 3rd Edition
 2. Workbook to accompany Dental Assisting A Comprehensive Approach Phinney and Halstead, Delmar Publishing 2007, 3rd Edition
 3. Stedman's Medical Dictionary for the Dental Professionals, Lippincott Williams & Wilkins Publishing, 2007.
- IV. **Instruction will consist of:** Cooperative learning, and on the job training. **Students are responsible for checking their PALS e-mail account daily for additional material, bonuses, rebates, links and announcement from Instructor.**
- V. **Course Content:** This course is a real work experience at a general dentistry practice.
- VI. **Learning Outcomes and Performance Objectives** with their methods of measurement as used to determine the students' mastery of those outcomes.

Learning Outcome 1: The student will apply specialized occupational theory, skills and concepts of dental assisting in a general dentistry practice.

Performance Objectives/Method(s) of measurement for each objective:

1. Perform or assist the dentist in all four-handed dental procedures.
Method of measurement: Practical examination
2. Perform office management procedures in a dental office.
Method of measurement: Practical examination
3. Perform radiographic procedures to include exposing, processing and mounting.
Method of measurement: Practical examination
4. Perform dental laboratory procedures in a dental office.
Method of measurement: Practical examination
5. Perform infection control procedures in a dental office.
Method of measurement: Practical examination

(SCANS COMPETENCIES are only required for courses which are a part of an AAS degree plan.)

SCANS Competencies: See attached for a list of competencies related to the workplace as outlined by the Texas Higher Education Coordinating Board.

DNTA 2130 SCANS COMPETENCIES: C3, C5, C6

DNTA 2130 SCANS FOUNDATION : F1, F5, F11, F13, F14, F15, F16

VII. **Course requirements and grade computation.**

A. *College Requirements:*

A written, comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination is graded "F."** Postponed examinations result in a grade of "I." The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F." (San Antonio College Bulletin 2008-2009)

Evaluation Ratio:

Clinical/Instructor Evaluations	40%
Daily Diary	25%
Time Sheets	20%
Absences/Tardies	15%

B. *Departmental Requirement:*

Unit Examinations:

- A student's failure to be present on the day of an exam or competency results in a grade of "0" for that particular exam or competency (note: some labs complete more than one competency during the lab).
- **One Make-up Exam per class will be allowed for the Fall 2009 semester with the permission of the course instructor.** Make-up exams are offered at the end of each month (date & time: TBA---September, October and November). Students who miss an exam during the month are to fill out a **request for make-up form** and turn it in.
- ***Make-up exams are the student's responsibility!***

C. *Instructor Requirements:*

Students are expected to attend all clinical experiences.

- A student absent from clinical will receive a grade of **zero** ("0") for the day.
- (ONE excused absence is allowed)
- A clinical absence cannot be made up.
- A student who will be late or absent must call the Dental Office and Instructor at least 30 minutes prior to the beginning of the clinical day.

Students will receive a weekly grade. All grades will be averaged at the end of the course
Instructor Requirements:

Students will be responsible for writing and keeping a daily diary of the procedure, materials, and instruments used for each patient you assist with on a daily basis. Diaries will be graded based on how students incorporated procedures, materials, instruments used, how student assisted DDS? And if any challenges, "NEW" ideas or techniques were noted.

All materials turned in must be completed on a word processor and turned in on due date.

VIII. **College Policies:**

- A. San Antonio College **does not discriminate** on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. **Children in the Classroom:** The College's policy on children in the classroom is as follows: **"Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus."** Due to the hazardous potential within the program, children will not be permitted.
- C. **Special Accommodations:** "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if accommodation are needed contact the Office of Disabled Services, CAC 124C, Phone: (210) 486-2000.
- D. **A Rapid Response Team** exists for the purpose of **responding to emergencies**. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 486-2000.
- E. **Academic Dishonesty:** Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct" in the San Antonio College Bulletin.
- F. **Electronic Devices Policy:** Students are *required* to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.
- G. **Absence Policy:** Absences of each student are recorded without exception from the official date of his/her enrollment. The counting of absences begins on the first day of a student's enrollment in the course after classes begin. **A student absent the equivalent of two weeks of instruction in a regular semester may be dropped by the instructor. Both tardiness and early departure from class are forms of absenteeism.** Please see the 2008-2009 college bulletin for attendance policy.
- H. **San Antonio College is a smoke free campus.**
- I. **ACCD DPS Emergency Phone Numbers:**
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)
- J. **Students must** also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.

Please Note: Instructor reserves the right to alter this syllabus.

DNTA 1160- Course Content

Preparation for Clinical:

1. As discussed during orientation and advisement, most of us on a budget. Since **clinical is a full time commitment/class**, I would ask you to budget accordingly during this Semester.
2. Dental offices will expect for students to be there during normal business hours. For example: If the office is open from 7:30-4:30, **you are expected to be there for your assigned hours/class**. Please check with you clinical site for office hours.
3. According to ADA standard 2-23, students must be assigned to more than one office (DNTA 1160, DNTA 1161 and 2266)..
4. Clinical sites are located throughout San Antonio area. Students are assigned to sites accordingly. **Location of the student's residence is not a determining factor.**

General Information

Student performance is evaluated at each clinical site, with input from the dentist and instructor for a total of two evaluations. Grades achieved through evaluations will be derived from averaging the overall evaluation scores and dividing by the number of competencies evaluated.

Student progress is evaluated at least twice at clinical site by the instructor of record. The written evaluations include radiological competencies, attendance, punctuality, adaptation, and general knowledge as the basic determinants.

Approximately 300 hours of clinical experience in performing the functions listed in the Accreditation Standards. If a student leaves an assigned clinical site prior to the completion of the rotation (**no matter what the reason**), he/she will have earned a grade of "F" for that rotation. There is no guarantee that another clinical site will be assigned. If another clinical site is assigned, **ALL** rotation grades will be utilized for computation of the final grade.

When clinical experience is provided in extramural facilities, a dental assisting faculty member must visit each faculty regularly. Therefore, visits will be made bi-monthly to make observations to all clinical sites.

Objective criteria must be utilized by faculty and office or clinical personnel to evaluate your competence in performing specific procedures.

The following will be utilized to calculate the final grade:

Evaluation Ratio:	
Clinical/Instructor Evaluations	40%
Daily Diary	25%
Time Sheets	20%
Absences/Tardies	15%

- a. Clinical experience assisting the dentist must be an integral part of your educational program designed to perfect your competence in performing dental assisting functions, rather than to provide basic instruction.
- b. Each student will be assigned to two clinical sites for clinical experience and

general dentistry situations will be emphasized (DNTA 1160 and DNTA 1161).

- c. The quality and variety of experience gained in each assignment must be considered as well as the quantity of functions performed.
- d. The major portion of the your time in clinical assignment **must be** spent assisting with or participating in patient care.
- e. The faculty will pan, supervise and evaluate your clinical experience.

Grade Determination: A = 90 - 100 Pts
 B = 80 - 89 Pts
 C = 70 - 79 Pts

A grade below a "C" is not a passing grade and the course must be repeated.

★ **All materials turned in must be completed on a word processor and turned in at seminar.**

IX. Course content: OPPORTUNITIES ACCOMPLISHED DURING THE CLINICAL

PROCEDURES

Clinical

1. *Temperature, pulse, respiration*
2. *Blood pressure*
3. *Preparing patient for treatment*
 - A. Seating patient
 - B. Dismissing patient
4. *Setting up for:*
 - A. Diagnostic procedures
 - B. Operative/Restorative procedures
 - C. Surgical procedures
 - D. Periodontal procedures
 - E. Preventive procedures
 - F. Orthodontic procedures
 - G. Removable and fixed prosthodontic procedures
 - H. Endodontic procedures
 - I. Pediatric dental procedures
5. *Providing diagnostic aids:*
 - A. Exposing radiographs
 - B. Taking and recording medical and dental histories
 - C. Taking and recording vital signs
6. *Providing clinical supportive functions*
 - A. Preparing, seating and dismissing patients
 - B. Sterilizing instruments and disinfecting equipment
 - C. Providing post-operative instructions prescribed by the dentist
 - D. Preparing tray setups for treatments performed in a general dentistry

- E. Placing and removing dental dams
 - F. Applying topical anesthetic and anticariogenic agents
 - G. Maintaining accurate treatment records
 - H. Maintaining the treatment areas, equipment and instruments
7. *Performing emergency procedures:*
- A. Assist in basic life support procedures
 - B. Assist in medical and dental emergencies
8. *Providing oral health instruction*
- A. Plaque control
 - B. Dietary counseling
9. *Performing laboratory procedures:*
- A. Pouring, trimming study casts
 - B. Fabricating custom impression trays
 - C. Cleaning and polishing removable appliances
 - D. Fabricating temporary restorations
10. *Performing basic office procedures:*
- A. Telephone management
 - B. Appointment control
 - C. Supply inventory management
11. *Advanced functions under the direct supervision of a dentist*
- A. Suture removal
 - B. Insert or remove temporary restorations with hand instruments only
 - C. Remove socket dressings
 - D. Remove periodontal packs
 - E. Placing celluloid strips and wedges
 - F. Preliminary inspection of the oral cavity and charting of conditions using mouth mirror and floss
 - G. Making dental plaque or oral mucosal smears
 - H. Obtaining preliminary impressions

Proper attire will be required. This includes the following:

- ▶ Scrubs which meet standards of the individual office
- ▶ White shoes which meet the standards of the individual office
- ▶ Lab coat and name tag
- ▶ Hose or socks

Hygiene is extremely important! Some points to remember include:

- ▶ Bathing every day with deodorant soap
- ▶ Washing hair every day
- ▶ Use of an antiperspirant daily
- ▶ Washing of uniforms daily (including lab coat)

Appearance is evaluated. Pay particular attention to:

- ▶ Hair—must be natural off of face and shoulders and should not interfere with job performance
- ▶ Make-up—minimal with no false eyelashes
- ▶ Jewelry—minimal (if not sure, check with instructor)
- ▶ Teeth—oral hygiene must be meticulous (student is a role model for patients)
- ▶ Shoes—must be spotless and all white
- ▶ Nails—clean and short with clear polish only
- ▶ Perfume—minimal (nothing strong or overpowering)

Performance is critical. The student is not expected to be an expert, but is expected to:

- ▶ Participate and keep busy
- ▶ Look for things to do
- ▶ Ask for things to do
- ▶ Smile, be a professional and adopt a positive attitude
- ▶ Be a part of the dental office environment
- ▶ Do not find a place to hide—it will be noticed!!
- ▶ Talk with patients and put them at ease
- ▶ Ask questions of the staff as needed away from patient hearing range
- ▶ Do not leave in the middle of a treatment
- ▶ Finish what has been started
- ▶ Clean constantly while maintaining proper barrier techniques at all time
- ▶ **DO NOT DISCUSS PATIENTS WITH FRIENDS OR FAMILY MEMBERS! EXERCISE CONFIDENTIALITY AT ALL TIMES.**
- ▶ The patient's privacy is very important

*If it is absolutely necessary for a student to be absent, **the dental office and the Dental Assisting instructor must be notified in advance.** The dental offices rely upon the students' presence and irresponsibility will not be tolerated. Absences are recorded and reported.*

*The student is placed in the clinical setting to learn applications taught in the program. **Remember, there are numerous ways to accomplish the same task.** Each office may approach tasks differently. Accommodate each and do not try to make over any office. It is a privilege to be welcomed in each of the clinical settings. The student will have ample opportunity to discuss problems, suggestions, etc., with the instructor.*

X. Learning Outcomes/Objectives:

Performance Objectives: The student should be able to:

1. Apply specialized occupational theory, skills, and concepts in clinical chairside assisting for operative, orthodontic, surgical, prosthodontic, pediatric, periodontic and cosmetic procedures to include four-handed delivery techniques.
2. Apply specialized occupational theory, skills, and concepts in exposing, processing and mounting full mouth, panoramic and bitewing radiographs of diagnostic quality.
3. Apply specialized occupational theory, skills, and concepts in taking and recording medical/dental histories, vital signs and preliminary inspection of the oral cavity.
4. Apply specialized occupational theory, skills, and concepts in providing clinical supportive functions such as seating, preparing and dismissing patients, sterilizing and disinfecting instruments and equipment, preparing tray setups for various treatments, placing and removing dental dams, applying topical anesthetics and anti-cariogenic agents, maintaining accurate treatment records, and maintaining dental equipment.
5. Apply specialized occupational theory, skills, and concepts in providing basic life support procedures to include assisting during medical and dental emergencies should they arise.
6. Apply specialized occupational theory, skills, and concepts in providing personal oral hygiene instruction and plaque control programs.
7. Apply specialized occupational theory, skills, and concepts in pouring and trimming casts, fabricating custom trays, cleaning and polishing dental prosthetic appliances and fabricating temporary restorations.

8. Apply specialized occupational theory, skills, and concepts in providing basic office procedures to include telephone management, appointment control, supply and inventory control, and completion of forms and records of treatment for accountability.
9. Apply specialized occupational theory, skills, and concepts in functioning as a team member, displaying professionalism, a positive attitude, self-motivation, and a willingness to adapt to diverse situations.

XI. Evaluation: Clinical evaluation sheets and/or username and password will be provided by the instructor to evaluate student performance in this course.

XII. Absence Policy: Absences of each student are recorded without exception from the official date of his/her enrollment. ***The counting of absences begins on the first day of a student's enrollment in the course after classes begin. A student absent the equivalent of two weeks of instruction in a regular semester may be dropped by the instructor. Both tardiness and early departure from class are forms of absenteeism.*** Please see the 2008-2009 college bulletin for attendance policy.

XIII. Attendance: Students are expected to arrive at their assigned clinical sites at the times posted by the individual dentist(s). Students are not to leave the office until released by the dentist or assigned staff member. The schedule requires the students to be present in the dental office Monday- Friday (varies from office to office). If the student is unable to attend due to illness, **report that fact to the dentist and to the instructor.** Failure to attend will impact evaluation scores and may result in an incomplete "I" grade due to failure to reach the **required 300 hours.**

XVII. Materials required: Scrubs, name tag, radiology monitoring badge, writing pad, pen, pencils, USB flash drive, safety glasses, and any materials necessary to complete clinical rotations.

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DNTA 1160 Clinical-Dental Assistant Scans Competencies

INTERPERSONAL: Work with others

- C9*4 - **Participates as a Member of a Team—Contributes to Group Effort-** routinely works cooperatively with others and contributes by sharing task(s), encourages others by appropriate listening and responding, recognizes and builds on individual strengths, resolves differences to benefit the group and takes personal responsibility for goal achievement with minimal supervision in one of the above task(s).
- C12*4 - **Exercises Leadership - Communicates Ideas to Justify Position, Persuades and Convinces Others, Responsibly Challenges Existing Procedures and Policies-** routinely communicates to make positive use of the rules/values followed by others, to justify a position logically and appropriately, establish credibility through competence and integrity, to take minority viewpoints into consideration with monitored supervision in two of the above task(s).
- C14*2 - **Works with Diversity-Works Well with Men and Women from Diverse Backgrounds-** routinely works with men and women and with a variety of ethnic, social, or educational backgrounds with monitored supervision.

SYSTEMS: UNDERSTANDS COMPLEX INTERRELATIONS

- C16*2- **Monitors and Corrects Performance - Distinguishes Trends, Predicts Impacts on System Operations, Diagnoses Systems= Performance and Corrects Malfunctions -** routinely distinguishes trends, predicts impact of system operations, diagnoses deviations in systems performance and corrects malfunctions with monitored supervision.

FOUNDATIONS

- F1- **Reading** - locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F5- **Listening** - receives, attends to, interprets, and responds to verbal messages and other cues.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F7- **Creative Thinking-** generates new ideas
- F8- **Decision Making-** specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F9- **Problem Solving** - recognizes problems and devises and implements plan of action.
- F11- **Knowing how to learn** - uses efficient learning techniques to acquire and apply new knowledge and skills.
- F12- **Reasoning** - discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.
- F13- **Responsibility** - exerts a high level of effort and perseveres towards goal attainment.

- F14- **Self esteem** - believes in own self-worth and maintains a positive view of self.
- F15- **Sociability** - demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F16- **Self Management** - assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F17- **Integrity/Honesty** - chooses ethical courses of action.

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