

Departmental Course Syllabus

Department: Dental Assisting Program/Allied Health Program Revision Date: January 2008

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

Course Number and Title: DNTA 1213 – Emergency Procedures in the Dental Office

Credit Hours: Hrs/wk lec 2 Hrs/wk lab 1 Lec/Lab Combo 2/1

Instructor: Stella Lovato, Professor RDA, CDA, MSHP, MA

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- I. Catalog Description: This course provides training in the use of methods and equipment in life saving and the other emergencies for patients and dental office personnel. It includes maintenance of an emergency kit and the taking and recording of vital signs.
- II. Pre-requisites, co-requisites and other requirements: Successful completion of DNTA 1311 with a grade of "C" or better or approval of program coordinator.
- III. Text:
 1. Business Administration for the Dental Assistant 4th Edition, Ann Ehrich, COLWELL systems, 1991
 2. Business Administration for the Dental Assistant – Kit
 3. Dental Assisting A Comprehensive Approach Phinney and Halstead, Delmar Publishing 2004, 2nd Edition
 4. Workbook to accompany Dental Assisting A Comprehensive Approach Phinney and Halstead, Delmar Publishing 2004, 2nd Edition
- IV. Instruction will consist of: Lecture, videotapes, demonstrations, student handouts, class participation, evaluated class activity, practical applications.
- V. Course Content: Students are trained and tested in the use of methods and equipment in life saving and the other emergencies for patients and dental office personnel. Maintenance of an emergency kit and the taking and recording of vital signs is also required.
- 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 be able to demonstrate knowledge of methods and equipment in life saving and the other emergencies for patients and dental office personnel.

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

1. List and explain the different methods of life saving.
Method of measurement: Written examination
2. Demonstrate knowledge of life-saving techniques.
Method of measurement: Practical examination
3. Perform vital signs on the patient, including temperature, pulse, respiration, and blood pressure and assess patient's vital signs.
Method of measurement: Practical and written examination
4. Demonstrate the use of an oxygen tank and utilize appropriate communication skills to explain the use of oxygen to the patient.
Method of measurement: Practical and written examination

5. Evaluate a patient's medical health history and listen to your patients other concerns to update health history.
Method of measurement: Practical and written examination
6. Utilize Critical Thinking skills to evaluate patient's vital signs.
Method of measurement: Practical and written examination

Learning Outcome 2: The student will be able to maintain an emergency kit specific to a dental office.

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

1. List and explain items in an emergency kit
Method of measurement: Written examination
2. Produce an emergency kit specifically designed for use in a dental Office and present to class.
3. . Identify problems encountered with emergency kits not equipped adequately.
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 1213 SCANS COMPETENCIES: C3, C5, C6

DNTA 1213 SCANS FOUNDATION : F1, F,5, F11, F13, F14, F15,

VII. Course requirements and grade computation.

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half 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, Faculty Handbook - January 1995)

Evaluation Ratio:

Exams (multiple choice, short answer, matching, fill in the blank)	70%
Competencies	20%
Comprehensive Final Exam	10%

B. Departmental Requirement:

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. **One Make-up Exam per class will be allowed for the Spring 2006 semester with the permission of the course instructor.** Make-up exams must be completed before the next scheduled class period at a time set by the instructor. Example: If a class is on a MWF and a student has missed the

Monday exam, the student must take the missed exam by Wednesday of that week.
Make-up exams are the student's responsibility!

C. Instructor Requirements:

<u>Examinations</u>	<u>Possible Grade</u>
1. CH. 1,2,3	100
2. CH. 5,6,7	100
3. CH. 8,9	100
4. 10,12	100
5. Ch. 13,14	100
6. <u>Emergency Book and presentation</u>	100
7. CPR Card	100
8. Nitrous Oxide TSBDE	NG
9. Lab Protocols	100

Lab Activities & Evaluations

The following must be completed according to the stated criteria level on each activity/evaluation (A 75 or Better MUST BE EARNED ON THE WORKSHEET):

Lab Competencies (No make-ups)

Time constraints in lab sessions require that students arrive on time and begin work immediately. No extra time will be allowed for completion of assigned work. In this way, tardiness will greatly impact the grade earned.

NOTE: All competencies must be passed to pass this course.

A score of "0" may be earned on any competency. A student's failure to be present on the day of graded activity will result in a grade of "0."

All students are required to take and Pass a Health Care Provider Course by the American Heart Association prior to Spring break 2006. Failure to do so will prevent the student from going to Practicum. NO EXCEPTIONS!

All students are required to take and Pass the Nitrous Oxide Conscious Sedation Exam by TSBDE No later than 2nd Saturday in May 2006. Failure to take and Pass this state exam will drop your practicum grade by 25 points.

Grade Criteria: 100% All competencies passed 1st attempt
 80% All competencies passed 2nd attempt
 75% All competencies passed 3rd attempt

Graded Activities (No Make-ups) Possible Grade

1. Temperature	100
2. Respiration	100

3. Pulse	100
4. Blood Pressure	100
5. Oxygen Tank	100
6. <u>Group Project - Emergency Kit and presentation</u>	100

- **All materials turned in must be completed on a word processor**
- **NO** make-up tests **of any kind** will be given - **2 weeks** prior to final
- **Materials Required: Scantron Forms # 882-ES**

- 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. 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. College Academic Council - April, 1998
 - C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347.
 - 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) 733-2347.
 - 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. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.
 - G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evenings is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.
 - 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. www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

INSTRUCTOR RESERVES THE RIGHT TO ALTER THIS SYLLABUS

DN TA 1213 – EMERGENCY PROCEDURES IN THE DENTAL OFFICE

SCANS Occupational Assessment

COMPETENCY	RATING
Resources: Identifies, organizes, plans, and allocates resources.	
C1 Time: Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.	1 2 3 4 5
C2 Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.	1 2 3 4 5
C3 Materials and Facilities: Acquires, stores, allocates, and uses materials or space efficiently.	1 2 3 4 5
C4 Human Resources: Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.	1 2 3 4 5
Information: Acquires and uses information.	
C5 Acquires and evaluates information.	1 2 3 4 5
C6 Organizes and maintains information.	1 2 3 4 5
C7 Interprets and communicates information.	1 2 3 4 5
C8 Uses computers to process information.	1 2 3 4 5
Interpersonal: Works with others.	
C9 Participates as a member of a team: Contributes to group effort.	1 2 3 4 5
C10 Teaches others new skills.	1 2 3 4 5
C11 Serves Clients/Customers: Works to satisfy customer=s expectations.	1 2 3 4 5
C12 Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.	1 2 3 4 5
C13 Negotiates: Works toward agreements involving exchange of resources; resolves divergent interests.	1 2 3 4 5
C14 Works With Diversity: Works well with men and women from diverse backgrounds.	1 2 3 4 5
Systems: Understands complex interrelationships.	
C15 Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them.	1 2 3 4 5
C16 Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses system=s performance, and corrects malfunctions.	1 2 3 4 5
C17 Improves or Designs Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.	1 2 3 4 5
Technology: Works with a variety of technologies.	
C18 Selects Technology: Chooses procedures, tools, or equipment, including computers and related technologies.	1 2 3 4 5
C19 Applies Technology to Task: Understands overall intent and proper procedures for setup and operation of equipment.	1 2 3 4 5
C20 Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.	1 2 3 4 5

FOUNDATION	RATING
<p>Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.</p> <p>F1 Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.</p> <p>F2 Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.</p> <p>F3 Arithmetic: Performs basic computations; uses basic numerical concepts such as whole numbers, etc.</p> <p>F4 Mathematics: Approaches practical problems by choosing appropriately from a variety of mathematical techniques.</p> <p>F5 Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.</p> <p>F6 Speaking: Organizes ideas and communicates orally.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p>Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.</p> <p>F7 Creative Thinking: Generates new ideas.</p> <p>F8 Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.</p> <p>F9 Problem Solving: Recognizes problems and devises and implements plan of action.</p> <p>F10 Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects, and other information.</p> <p>F11 Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.</p> <p>F12 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p>Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.</p> <p>F13 Responsibility: Exerts a high level of effort and perseveres towards goal attainment.</p> <p>F14 Self-Esteem: Believes in own self-worth and maintains a positive view of self.</p> <p>F15 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.</p> <p>F16 Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.</p> <p>F17 Integrity/Honesty: Chooses ethical courses of action.</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>