



COURSE OUTLINE

DIVISION: Workforce Development

COURSE: DLA 2202 Clinical Practice

Date: December 2018

Credit Hours: 5

Prerequisite(s): Successful completion of all IVCC Dental Assisting courses. DLA 2204 and DLA 1202 must be completed immediately prior to enrollment in this course. Current CPR certification.

Delivery Method: **Lecture** **0 Contact Hours (1 contact = 1 credit hour)**
 Seminar **1 Contact Hours (1 contact = 1 credit hour)**
 Lab **0 Contact Hours (2-3 contact = 1 credit hour)**
 Clinical **20 Contact Hours (3 contact = 1 credit hour)**
 Online
 Blended

Offered: **Fall** **Spring** **Summer**

CATALOG DESCRIPTION:

Assignments will be to two different private dental offices to provide practical experience in dental assisting. Students will also observe the role of the dental assistant in working with an Oral Surgeon, Pedodontist, Periodontist, Endodontist, and Orthodontist. Five observations are required with no less than 3 hours at each office to ensure observation of a variety of procedures. Online seminars provide the student with opportunities to discuss practical experiences and allow for preparation for the Dental Assisting National Board Exam through discussion, video, and quizzes for review. Students must complete 300 hours of on-the-job work experiences 30 hours per week x 10 weeks).

GENERAL EDUCATION GOALS ADDRESSED

[See last page for Course Competency/Assessment Methods Matrix.]

Upon completion of the course, the student will be able:

[Choose up to three goals that will be formally assessed in this course.]

- To apply analytical and problem solving skills to personal, social, and professional issues and situations.
- To communicate successfully, both orally and in writing, to a variety of audiences.
- To construct a critical awareness of and appreciate diversity.
- To understand and use technology effectively and to understand its impact on the individual and society.
- To develop interpersonal capacity.
- To recognize what it means to act ethically and responsibly as an individual and as a member of society.
- To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
- To connect learning to life.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals. See last page for more information.]

Upon completion of the course, the student will be able to:

Upon completion of the course, the student will demonstrate knowledge and skill required to competently perform, at least, the following:

1. Provide diagnostic aids.
 - 1.1 Expose and process radiographs.
 - 1.2 Take and record dental and medical histories.
 - 1.3 Chart oral conditions.
 - 1.4 Measure and record vital signs.
 - 1.5 Obtain preliminary impressions and bite registrations for diagnostic casts.
2. Perform clinical supportive functions.
 - 2.1 Prepare and dismiss patients.
 - 2.2 Apply current concepts of chairside assisting.
 - 2.3 Prepare tray set-ups for procedures which are part of general dentistry.
 - 2.4 Assist chairside in procedures which are part of general dentistry.
 - 2.5 Provide post-operative instructions prescribed by the dentist.
 - 2.6 Assist with and/or place and remove rubber dam.
 - 2.7 Apply topical anesthetic and fluoride agents.
 - 2.8 Maintain accurate patient treatment records.
 - 2.9 Perform routine maintenance of the treatment area(s), equipment and instruments.
3. Manage asepsis, infection, and hazard control protocol consistent with published professional guidelines.
 - 3.1 Maintain, disinfect, and sterilize equipment, instruments, and supplies.
 - 3.2 Dispose of hazardous waste materials.
 - 3.3 Adhere to aseptic technique incident to patient care.

4. Assist in the management of dental and medical emergencies.
 - 4.1 Perform cardiopulmonary resuscitation when indicated.
 - 4.2 Provide basic first-aid.
5. Provide oral health instruction to individual patients.
6. Perform laboratory procedures associated with chairside assisting.
 - 6.1 Pour, trim, and polish study casts.
 - 6.2 Fabricate custom impression trays.
 - 6.3 Clean and polish removable appliances and prostheses.
 - 6.4 Fabricate provisional restorations.
7. Perform basic business office procedures.
 - 7.1 Telephone management.
 - 7.2 Appointment control.
 - 7.3 Receipt of payment for dental services.
 - 7.4 Complete third-party reimbursement forms.
 - 7.5 Maintain a supply inventory system.
 - 7.6 Record charges and payments on patient accounts.
 - 7.7 Manage a recall system.
 - 7.8 Operate basic business office equipment, including a computer.
8. Communicate and interact professionally with patients and dental healthcare workers.
 - 8.1 Adapt to changes in procedures.
 - 8.2 Cooperate with the dentist and staff members and accept constructive criticism.
 - 8.3 Display confidence in his/her skills and actively seek opportunities to assist.
 - 8.4 Display a professional appearance and converse professionally with patients, doctors, and staff members.

MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

[For each of the goals selected above, indicate which outcomes align with the goal.]

Goals	Outcomes
First Goal	
To communicate successfully, both orally and in writing, to a variety of audiences.	1.2, 1.3, 1.4, 2.1, 7.1, 7.2, 7.3, 7.8, 8.1, 8.2, 8.3, 8.4
Second Goal	
To understand and use technology effectively and to understand its impact on the individual and society.	1.1, 1.4, 2.9, 3.1, 6.2, 6.4, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8
Third Goal	
To recognize what it means to act ethically and responsibly as an individual and as a member of society.	2.8, 3.3, 4.1, 4.2, 7.3, 7.4, 8.2, 8.4

COURSE TOPICS AND CONTENT REQUIREMENTS:

1. Diagnostic Aids
 - a. Radiographs
 - b. Medical history
 - c. Dental charting
 - d. Vital signs
 - e. Impressions
 - i. Preliminary
 - ii. Bite registrations
2. Clinical Support
 - a. Seat, prepare and dismiss patients
 - b. Chairside assisting
 - i. Four handed
 - ii. Six handed
 - iii. General
 - c. Tray set-ups
 - d. Post-op instructions
 - e. Place and remove dental dam
 - f. Apply topical anesthetic
 - g. Apply topical fluoride
 - h. Maintain patient records
 - i. Routine maintenance
3. Infection Control
 - a. Asepsis
 - b. Hazard controls
 - c. OSHA
 - d. Instrument sterilization and maintenance
 - e. Hazardous waste removal
 - f. Aseptic technique
4. Dental and Medical Emergencies
 - a. CPR Certified
 - i. Perform as needed
 - b. Provide basic first aid as needed
5. Oral Health Instruction
 - a. Individual patients
 - b. Families
6. Laboratory procedures
 - a. Study casts
 - b. Custom impression trays
 - c. Removable appliances/prosthesis
 - d. Provisional restorations
7. Business Office
 - a. Answer the phone
 - b. Return phone calls
 - c. Schedule/cancel/reschedule appointments as needed
 - d. Collect and record payment
 - e. Inventory
 - f. Patient accounts
 - g. Recall systems

8. Communication in the dental office
 - a. Accepting change
 - b. Work with dentist and assistant
 - c. Teamwork
 - d. Assertive
9. Active participation
 - a. Professional appearance
 - i. Purple scrubs
 - ii. Name tag
 - iii. White shoes
 - iv. Hair
 - v. Nails
 - b. Articulate
 - c. Remain busy
 - d. Helpful to all in the office

INSTRUCTIONAL METHODS:

- Participation in the clinical internship office as a member of the dental team.
- Weekly seminar with class discussion.
- Periodic evaluation visits by the clinical instructor.
- Observation in specialty practices.

INSTRUCTIONAL MATERIALS:

- Evaluation forms
- Handouts
- Review materials for DANB exam
- All Dental Assisting Textbooks

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

The student will:

- Dress in appropriate clinical attire, including purple scrubs and warm up jacket, hair pulled back, no jewelry, white tennis shoes etc.
- Arrive and depart from the clinical office at assigned times
- Cooperate with the clinical office by accepting assignments within the auxiliaries legal limits
- Report all absences to the clinical office **and** clinical instructor prior to missed period
- Accumulate 300 hours of clinical experience during two different 5-week internships
- Prepare daily logs outlining the type of procedures observed or performed
- Attend the weekly seminar and participate in the discussion as assigned

- Post substantial answer (at least 150 words) to main discussion post by 10pm Wednesday of each week, and reply to at least TWO peer responses (at least 75 words).
- Evaluate the clinical office and his/her experience while in the office

The students' final grade will be calculated from evaluations submitted by the clinical dentist, the clinical staff, and the clinical instructor.

- 2 clinical dentist evaluations
- 2 clinical dental staff evaluations
- 2 dental assisting instructor evaluations
- 5 dental specialty evaluation
- 2 final reflection paper grade
- 1 score for completion of required documentation

All 14 of these grades will be averaged equally to determine the student's final grade. A grade of "C" is required for graduation from the Dental Assisting Program.

OTHER REFERENCES

Dental Assisting: A Comprehensive Approach, Fifth Edition Phinney/Halstead, Cengage Learning, 2018

Head, Neck and Dental Anatomy, 4th Edition, Marjorie J. Short; Deborah Levin-Goldstein, 2013

Dental Materials, 3rd Edition, Craig, Mosby, 2017

Infection Control and Management of Hazardous Materials for the Dental Team, 6th Edition, Miller, Mosby, 2018

Dental Terminology, Third Edition, C. Dofka, Cengage Learning 2013

Course Competency/Assessment Methods Matrix

(DLA 2202, Clinical Practice)	Assessment Options																																
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment	
	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D							
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.																																	
Provide diagnostic aids				X								X	X							X		X	X	X		X							
Perform Clinical supportive functions				X								X	X							X		X	X	X		X							
Manage Asepsis, infection and hazard control, consistent with guidelines				X								X	X							X		X	X	X		X							
Assist in the management of dental & medical emergencies				X								X	X							X		X	X	X		X							
Provide Oral Health Instruction				X								X	X							X		X	X	X		X							
Perform lab procedures associated with chairside assisting				X								X	X							X		X	X	X		X							
Perform basic business office procedures				X								X	X							X		X	X	X		X							
Communicate and interact professionally with patients and dental healthcare workers				X								X	X							X		X	X	X		X							