



## INSTRUCTIONAL PACKAGE

DAT 154

CLINICAL PROCEDURES I

201810  
Fall/2018

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 201810

COURSE PREFIX: DAT 154

CONTACT HOURS: 10

COURSE TITLE: Clinical Procedures I

CREDIT HOURS: 4

### **RATIONALE FOR THE COURSE:**

DAT 154 introduces the Expanded Duty Dental Assisting student to the realm of general dentistry and function the dental assistant performs in the profession of dentistry. This course will provide the student with the basic background knowledge to perform basic chairside dental assisting duties including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. This course prepares the student to perform entry level dental assisting duties in a general dental practice.

### **COURSE DESCRIPTION:**

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.

### **PREREQUISITES:**

Admission into the EDDA Program

### **CO-REQUISITES:**

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiography

DAT 174 Office Rotations

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

## **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

\*Please refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

1. Discuss the organization and maintenance of the general dentistry office.
2. Identify major and adjunct dental equipment, describe required maintenance procedures for each state their uses and demonstrate proper utilization during dental procedures.
3. Identify and manipulate dental hand instruments, handpieces and rotary instruments according to their uses in dental procedures.
4. Classify various conditions of the hard and soft tissues of the oral cavity and document the oral conditions on the patient's permanent record.
5. Perform introductory level skills in emergency management.
6. Discuss federal guidelines and regulations concerning confidentiality and privacy of patients' protected health information.
7. Discuss occupational safety precautions needed in a dental office as required by federal and state regulations.
8. Analyze the various causes of cross-contamination in a dental office and apply the proper sterilization procedures and infection control measures.
9. Evaluate the dental procedures to be performed and adequately prepare tray set-ups for the various procedures to include the instruments and materials and the adaptation to four-handed dentistry and demonstrate correct chairside procedures.
10. Demonstrate the proper techniques utilized on four-handed dentistry.
11. Prepare, dismiss and give the proper post-operative instructions to the patient following the completion of specific dental procedures.
12. Complete documentation of the dental work performed.
13. Adhere to the Infection Control Policy
14. Demonstrate professionalism in dress, attitude and conduct

### **LECTURE LEARNING OBJECTIVES**

#### **Module 1**

**Material Covered:** Ch. 1 Introduction to the Dental Profession

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Review dental disease and dentistry from the "beginning of time"
2. Identify the items on the timeline of dental history
3. Name the individuals who had a great impact on the profession of dentistry
4. Identify the people who promoted education and organized dentistry
5. Explain what DDS and DMD stand for

6. Identify the nine specialties of dentistry
7. Describe, generally, the career skills performed by dental assistants, dental hygienists, and dental laboratory technicians
8. List the education required for, and the professional organizations that represent, each dental career path

## **Module 2**

**Material Covered:** Ch. 2 Psychology, communication, and Multicultural Interaction

**Assessments:** Quizzes, Tests, & Lab Competency

### **Objectives:**

1. Define psychology and paradigm
2. Describe the components of the communication process
3. List the skills used in listening
4. Differentiate the terms used in verbal and nonverbal communication
5. Demonstrate how the following body language is used in nonverbal communication behavior: spatial, posture, facial expression, gestures, and perception
6. Discuss how Maslow's hierarchy of needs is used, and how it relates to communication in today's dental office
7. Discuss how defense mechanisms can inhibit communication
8. Identify and explain dental patient phobias and concerns
9. Describe how the baby boomer generation may differ from generations X, Y, and Z
10. Identify office stress, and demonstrate how to achieve conflict resolution
11. Describe some general behaviors of multicultural patient populations

## **Module 3**

**Material Covered:** Ch. 3 Ethics, Jurisprudence, and the Health Information Portability and Accountability Act

**Assessments:** Quizzes, Tests, & Lab Competency

### **Objectives:**

1. Identify the difference between statutory, civil, and criminal law
2. Define the Dental Practice Act and what it covers
3. Define fraud and where it may be seen in the dental office
4. Identify care that can be given under the Good Samaritan Law
5. Identify the responsibility of the dental team in regard to dental records, implied and informed consent, subpoenas, and the statute of limitations
6. State how the HIPAA law has impacted the dental office and identify the parameters of the law
7. Identify how patient health information can be used and disclosed, as well as the rights of patients
8. Gain an understanding of the training that the staff must follow to comply with the HIPAA laws

## **Module 4**

**Material Covered:** Ch. 4 Oral Health and Preventive Techniques

**Assessments:** Quizzes, Tests, & Lab Competency

### **Objectives:**

1. Describe how plaque forms and affects the tooth
2. Identify oral hygiene tips that will aid each age group
3. Identify the oral hygiene aids, including manual and automatic, available to all patients
4. Demonstrate the six toothbrushing techniques
5. Identify types of dental floss and demonstrate flossing technique

6. Describe fluoride and its use in dentistry
7. Define fluoridation and describe its effects on tooth development and the posteruption stage
8. List and explain the forms of fluoride. Describe how to prepare a patient and demonstrate a fluoride application

### **Module 5**

**Material Covered:** Ch. 11 Infection Control

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Identify the rationale, regulations, recommendations, and training that govern infections control in the dental office
2. Describe how pathogens travel from person to person in the dental office
3. List the three primary routes of microbial transmission, and the associated dental procedures that affect the dental assistant
4. Demonstrate the principles of infection control, including medical history, handwashing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage
5. List various disinfectants and their applications as used in dentistry
6. Identify and demonstrate the usage of different types of sterilizers
7. Demonstrate the usage of several types of sterilization monitors, such as biological and process indicators
8. Identify and show the proper usage of preprocedure mouth rinses, high-volume evacuation, dental dams, and disposable items
9. Demonstrate correct procedures for dental unit water line maintenance
10. Identify and demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, at the end of a dental treatment, in the radiography area, and in the dental laboratory

### **Module 6**

**Material Covered:** Ch. 12 Management of Hazardous Materials

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Identify the scope of the OSHA Bloodborne Pathogens Standard and the Hazardous Communication Standard
2. Explain the purpose of the Hazardous Communication Standard (HCS)
3. Identify the three major changes of the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS)
4. Identify physical equipment and mechanical devices provided to safeguard employees
5. Demonstrate safe disposal of sharps
6. Describe the purpose of safety data sheet manuals
7. Describe the required format of the new safety data sheets
8. Identify the nine HCS Pictograms
9. Describe the employee training that is required to meet the OSHA standard for hazardous chemicals

### **Module 7**

**Material Covered:** Ch. 13 Preparation for Patient Care

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Explain how the patient record is developed and the importance of the personal registration form, medical and dental information, clinical evaluation, and the extraoral and intraoral examinations
2. Describe how the patient record may be called into litigation or used in a forensic case
3. Perform or assist the dentist in an extraoral and an intraoral evaluation including lips, tongue, glands, and oral cavity
4. Explain how a diagnosis and treatment plan is developed
5. Perform vital signs on the patient, including pulse, respiration, and blood pressure
6. Document the vital signs and be alert to any signs that are abnormal

**Module 8**

**Material Covered:** Ch. 14 Dental Charting

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Explain why charting is used in dental practices
2. Identify charts that use symbols to represent conditions in the oral cavity
3. List and explain the systems used for charting the permanent and deciduous dentitions
4. Define G.V. Black's six classifications of cavity preparations
5. List common abbreviations used to identify simple, compound, and complex cavities
6. Describe basic dental charting terminology
7. Explain color indicators and identify charting symbols

**Module 9**

**Material Covered:** Ch. 16 Emergency Management

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Describe several emergency situations that may take place in the dental office. Explain how dental assistants can be prepared for the possibilities
2. Describe the CAB approach to CPR and demonstrate the associated skills
3. Define the terms and anatomy used in CPR delivery
4. List and describe several causes of airway obstructions in the dental office
5. List and describe the signs and treatments for syncope, asthma, allergic reactions, anaphylactic reaction, hyperventilation, epilepsy, diabetes mellitus, hypoglycemia, angina pectoris, myocardial infarction, congestive heart failure, and stroke/cerebrovascular accident
6. List and describe several dental emergencies that a patient may have
7. Explain how a pulse oximeter, capnography, and electrocardiography work, and how they can be used in the dental office

**Module 10**

**Material Covered:** Ch. 17 Introduction to the Dental Office and Basic Chairside Assisting

**Assessments:** Quizzes, Tests, & Lab Competency

**Objectives:**

1. Describe the design of a dental office, explaining the purpose of each area
2. Describe the equipment and function of the equipment in each area

3. Describe the daily routine to open and close the dental office
4. Explain the basic concepts of chairside assisting
5. Identify the activity zones and classifications of motion
6. Describe the necessary steps to prepare the treatment room
7. Explain the necessary steps to seat the patient for treatment
8. Describe the ergonomics of the operator and the assistant at chairside
9. Describe the necessary steps to dismiss the patient after treatment is finished
10. Identify the special needs of certain patients

### **Module 11**

**Material Covered:** Ch. 18 Basic Chairside Instruments and Tray Systems

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Identify the parts of an instrument
2. Describe how instruments are identified
3. Identify the categories and functions of dental burs
4. Describe the types and functions of abrasives
5. Explain the various handpieces and attachments
6. Describe the types of tray systems and color-coding systems

### **Module 12**

**Material Covered:** Ch. 19 Instrument Transfer and Maintaining the Operating Field

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Describe the transfer zone
2. Define a fulcrum and tactile sensation
3. Describe the grasps, positions, and transfer of instruments for a procedure
4. List the eight rules for instrument transfer
5. Understand instrument transfer modification
6. Describe and demonstrate how to maintain the oral cavity
7. Explain the equipment used in the treatment of the oral cavity
8. Describe techniques for moisture control and isolation

### **Module 13**

**Material Covered:** Ch. 20 Anesthesia and Sedation

**Assessments:** Quizzes, Tests, & Lab Competency

#### **Objectives:**

1. Describe the methods used to manage the pain and anxiety associated with dental procedures
2. Explain various topical anesthetics and their placements
3. Describe types of local anesthetics
4. Identify the injection sites for the maxillary and mandibular arches
5. Describe the equipment and materials needed to administer local anesthetic
6. List the steps for preparing for the administration of local anesthetic
7. Identify supplemental techniques to administer anesthetics
8. Discuss the role of nitrous oxide in the care of the dental patient
9. Demonstrate the ability to assist in the administration of nitrous oxide

## **Module 14**

**Material Covered:** Ch. 32 Coronal Polishing

**Assessments:** Quizzes, Tests, & Lab Competency

### **Objectives:**

1. Define coronal polish
2. Describe and explain the rationale for each step in the coronal polish procedure
3. Explain the indications and contraindications for coronal polish
4. Describe and identify the dental deposits and stains
5. List the types of abrasives and explain the characteristics of each type
6. List and explain the types of equipment and materials used to perform a coronal polish
7. Explain how to maintain the oral cavity during a coronal polish
8. List the auxiliary polishing aids and explain their functions
9. Describe the steps in the coronal polish procedure

## **LAB LEARNING OBJECTIVES**

### **Module 1**

**Material Covered:** Ch. 4 Oral Health and Preventive Techniques

#### **Objectives:**

1. Demonstrate the use of disclosing solution to identify plaque
2. Demonstrate oral hygiene tips that will aid, including manual and automatic, available to all patient age groups
3. Demonstrate the six toothbrushing techniques
4. Identify different types of dental floss and demonstrate flossing technique
5. Describe how to prepare a patient and demonstrate a fluoride application

### **Module 2**

**Material Covered:** Ch. 11 Infection Control

#### **Objectives:**

1. Demonstrate the principles of infection control, including medical history, handwashing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage.
2. Utilize various levels of disinfectants and explain their applications as used in dentistry
3. Identify and demonstrate the usage of different types of sterilizers
4. Demonstrate the usage of several types of sterilization monitors, such as biological and process indicators
5. Identify and show the proper usage of preprocedure mouth rinses, high-volume evacuation, dental dams, and disposable items
6. Demonstrate correct procedures for dental unit water line maintenance
7. Identify and demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, at the end of a dental treatment, in the radiography area, and in the dental laboratory
8. Demonstrate safe disposal of sharps

### **Module 3**

**Material Covered:** Ch. 13 Preparation for Patient Care

#### **Objectives:**



1. Perform an extraoral and an intraoral evaluation including lips, tongue, glands, and oral cavity
2. Explain and develop a diagnosis and treatment plan is developed
3. Perform vital signs on the patient, including pulse, respiration, and blood pressure
4. Document the vital signs and be alert to any signs that are abnormal

#### **Module 4**

**Material Covered:** Ch. 14 Dental Charting

#### **Objectives:**

1. Perform dental charting using symbols to represent conditions in the oral cavity
2. Charting the permanent and deciduous dentitions
3. Define and chart G.V. Black's six classifications of cavity preparations
4. List common abbreviations used to identify simple, compound, and complex cavities
5. Perform dental charting using color indicators and charting symbols

#### **Module 5**

**Material Covered:** Ch. 17 Introduction to the Dental Office and Basic Chairside Assisting

#### **Objectives:**

1. Name the equipment and function of the equipment in each area
2. Identify the activity zones and classifications of motion
3. Demonstrate the necessary steps to prepare the treatment room
4. Simulate the necessary steps to seat and dismiss the patient for treatment
5. Demonstrate the proper ergonomics of the operator and the assistant at chairside

#### **Module 5**

**Material Covered:** Ch. 18 Basic Chairside Instruments and Tray Systems

#### **Objectives:**

1. Identify the parts of an instrument
2. Describe how instruments are identified
3. Demonstrate knowledge of the different categories and functions of dental burs
4. Describe the types and functions of abrasives
5. Demonstrate the set-up of various handpieces and attachments

#### **Module 4**

**Material Covered:** Ch. 18 Basic Chairside Instruments and Tray Systems

#### **Objectives:**

1. Describe the transfer zone
2. Define a fulcrum and tactile sensation
3. Describe the grasps, positions, and transfer of instruments for a procedure
4. List the eight rules for instrument transfer
5. Understand instrument transfer modification
6. Describe and demonstrate how to maintain the oral cavity
7. Explain the equipment used in the treatment of the oral cavity
8. Describe techniques for moisture control and isolation

#### **Module 5**

**Material Covered:** Ch. 19 Instrument Transfer and Maintaining the Operating Field

#### **Objectives:**

1. Demonstrate the various transfer zones, grasps, positions, and transfer of instruments for a procedure
2. List and apply the eight rules for instrument transfer
3. Determine instrument transfer modification and how they are applied
4. Describe and demonstrate how to maintain the oral cavity
5. Explain the equipment used in the treatment of the oral cavity
6. Show techniques for moisture control and isolation

### **Module 6**

**Material Covered:** Ch. 20 Anesthesia and Sedation

#### **Objectives:**

1. Explain and identify various topical and local anesthetics and their placement
2. Identify the injection sites for the maxillary and mandibular arches
3. Describe the equipment and materials needed to administer local anesthetic
4. List the steps for preparing for the administration of local anesthetic

### **Module 17**

**Material Covered:** Ch. 32 Coronal Polishing

#### **Objective**

1. Identify the various types of abrasives used for coronal polishing
2. Demonstrate how to maintain the oral cavity during a coronal polish
3. List the auxiliary polishing aids and explain their functions
4. Describe and demonstrate the steps in the coronal polish procedure on a student partner

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **Evaluation:**

<b><u>Lecture</u></b>	<b>70% of final grade</b>
Test	50% of lecture grade
Quizzes	30% of lecture grade
Final Exam	20% of lecture grade

<b><u>LAB</u></b>	<b>30% of final grade</b>
Competencies	100% of lab grade

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

A=90-100

B=80-89

C=77-79

D=70-76

F=69 and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

#### **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Refer to the HGTC Dental Sciences Program Manual for additional policies on attendance.

#### **Part V: Student Resources**



#### **The Student Success and Tutoring Center (SSTC)**

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455.

Room locations and Live Chat is available on the SSTC website.



## Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

### Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

### Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### *Title IX Requirements*

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<b>Inquiries regarding the non-discrimination policies:</b>	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
<b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a>	<b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a>