



INSTRUCTIONAL PACKAGE

DAT 154
CLINICAL PROCEDURES I

202110
Fall 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202110

COURSE PREFIX: DAT 154

COURSE TITLE: Clinical Procedures I

CONTACT HOURS: 10

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/CO-REQUISITES:

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.

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.
MyHGTC and college email access.

2021-2022

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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. 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 use 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 aids, 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*

<u>Lecture</u>	<u>50% of final grade</u>
Test	50% of lecture grade
Quizzes	30% of lecture grade
Final Exam	20% of lecture grade
	100% of lecture grade

<u>LAB</u>	<u>50% of final grade</u>
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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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 Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu