



INSTRUCTIONAL PACKAGE

DAT 174
Office Rotations

202110
Fall 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202110

COURSE PREFIX: DAT 174

COURSE TITLE: Office Rotations

CONTACT HOURS: 10

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

DAT 174 Dental Office Rotations introduces the Expanded Duty Dental Assisting student to the realm of chairside assisting in the practice of general dentistry and function the dental assistant performs in the profession of dentistry. It builds upon the knowledge and skills taught in the fall semester course DAT 154 Clinical Procedures I. This course will take the student into clinical practice working with dental hygiene students, dental students, General Practice residents, and practicing dentists and allowing the EDDA student to apply and hone skills learned in the fall semester including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. This course allows the student to perform entry level dental assisting duties in an actual general dental practice. This course also prepares the EDDA student to take and pass the Dental Assisting National Board Infection Control Examination.

COURSE DESCRIPTION:

This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

PREREQUISITES/CO-REQUISITES:

Admission into the Expanded Duty Dental Assisting Program

CO-REQUISITES:

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiology

DAT 154 Clinical Procedures I

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.

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.

*During office rotations, students are not permitted to have cell phones with them and may use cell phones during lunchtime only.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Dental assistants must appreciate their role as a health care provider in a dental office. This role requires the Expanded Duty Dental Assisting student be proficient in the background knowledge to perform basic chairside dental assisting duties and supportive treatments including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. Therefore, upon completion of DAT 174, the Expanded Duty Dental Assisting student will be competent to perform the following:

1. Apply basic theory and competencies learned in the classroom to actual dental restorative procedures.
2. 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.
3. Identify major and adjunct dental equipment, describe required maintenance procedures for each, state their uses and demonstrate proper utilization during dental procedures.
4. Identify and manipulate dental hand instruments, handpieces and rotary instruments according to their uses in dental procedures.
5. Demonstrate professionalism in dress, attitude and conduct.
6. Prepare the operatory and patient for treatment utilizing infection control procedures as recommended by the CDC, OSHA and ADA.
7. Assist with diagnostic, restorative and preventive dental procedures.
8. Apply principles of medical/dental emergency care in clinical situations.
9. Operate and maintain all dental equipment, demonstrate proper handling of sterilized or disinfected instruments.
10. Explain post-operative home care instructions for various dental procedures to patients.

11. Discuss and implement safety standards & infection control procedures as recommended by CDC, OSHA and ADA.
12. Complete documentation of the dental work performed.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Lecture Learning Outcomes

Module 1

Material Covered: Ch. 10 Microbiology

Assessments: Test, Final Exam, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Identify Anton Van Leeuwenhoek, Ferdinand Cohn, Louis Pasteur, Robert Koch, and Richard Petri according to their contributions to microbiology.
2. Explain the groups of microorganisms and staining procedures used to identify them.
3. Identify the characteristics pertaining to bacteria, protozoa, Rickettsia, yeasts and molds, and viruses.
4. Describe the diseases of major concern to the dental assistant and explain why they cause concern.
5. Identify how the body fights disease.
6. Explain the types of immunity and routes of microorganism infection.

Module 2

Material Covered: Ch. 11 Infection Control

Assessments: Test, Final Exam, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Identify the rationale, regulations, recommendations, and training that govern infection 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.
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 preprocedural mouth rinses, high-volume evacuation, dental dams, and disposable items.

Module 3

Material Covered: Ch. 12 Management of Hazardous Materials

Assessments: Test, Final Exam, Dental Office Evaluation, and Student Log/Journal

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.

Lab Learning Objectives

Module 1

Materials Covered: Student Presentation on infectious diseases

Objectives:

1. Research using evidence-based literature.
2. Identify signs, symptoms, side effects, oral implications, and mode of transmission of the following health related conditions:
 - a) Tuberculosis
 - b) Zika Virus
 - c) Water related diseases
 - d) HIV/Aids
 - e) Ebola
 - f) Human Papilloma Virus
 - g) Methicillin-resistant staphylococcus aureus (MRSA)
 - h) Salmonella

Module 2

Materials Covered: Off Campus – Dental Office Rotations

Assessments: Instructor Evaluation, Dental Office Evaluation, and Student Log/Journal

Objectives:

1. Demonstrate effective skills in documentation of existing conditions and diseases as dictated by dentist.
2. Demonstrate effective evaluation of patient medical and dental history for patient report to dentist
3. Demonstrate infection control procedures to clinical competency before, during and after patient treatment
4. Demonstrate to clinical competency chairside assisting procedures regarding the following
 - a. Treatment room preparation
 - b. Patient preparation
 - i. Medical/dental history review
 - ii. Taking and recording of blood pressure, pulse and respiration
 - c. Exposure, process and mounting of radiographs as ordered by the supervising dentist
 - d. Tray/instrument selection
 - e. Operating field maintenance
 - i. Tissue retraction
 - ii. Aspiration
 - iii. Rinsing/cleansing of field
 - f. Material dispensing, mixing and presenting for application
 - g. Dismal of patient post-treatment
 - i. Provide post-operative instructions
 - h. Sterilization of instruments

- i. Disinfection of dental treatment room
- j. Professionalism

****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*

Lecture	50% of final grade
Tests	50%
Presentation	25%
Final Exam: Mock DANB ICE	25%
	100%

Lab	50% of final grade
Professional Evaluation (Doctors)	40%
Student Log/Journal	60%
	100%

****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