



INSTRUCTIONAL PACKAGE

DAT 174
Office Rotations

Effective Term
Fall 2023

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Part I: Course Information

Effective Term: Fall 2023

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 learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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

Material Covered: Ch. 10 Microbiology

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

Objectives:

1. Explain why the study of microbiology is important to the dental assistant.
2. Identify the early pioneers in microbiology and their contributions to current understanding of microorganism.
3. Discuss the nature of the disease process.
4. Discuss the major groups of microorganism, prions, and normal flora.
5. Distinguish bacterial, viral, protozoal, fungal, rickettsial, algal, and prion diseases.
6. Discuss the harmful effects of normal flora.
7. Describe the body's resistance to disease.
8. Explain types of immunity and vaccines.
9. Discuss the role of epidemiology in controlling communicable diseases.

Material Covered: Ch. 23 Anesthesia & Sedation

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

Objectives:

1. Defend the importance of pain control.
2. Compare and contrast local anesthetics and topical anesthetics.
3. Describe the purpose of non-injectable local anesthetics.
4. State the rationale for vasoconstrictors.
5. Compare and contrast the different concentrations of vasoconstrictor in a local anesthetic cartridge.
6. Compare and contrast the three types of dental oral anesthetic techniques.
7. Identify the parts of the local anesthetic syringe.
8. Identify the parts of the local anesthetic cartridge.
9. Identify the parts of the local anesthetic needle.
10. State the correct sequence of steps in assembling a local anesthetic syringe.
11. State what should be included when making a chart entry for local anesthesia administration.
12. Discuss the specifics of the Needlestick Safety Act.
13. Outline the CDC recommendations for postexposure management.
14. Compare and contrast the different types of sedation.
15. State the beneficial effects of nitrous oxide on a patient

Material Covered: Ch. 13 The Special needs & Medically Compromised Patient

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

Objectives:

1. Differentiate between developmental and acquired disabilities.
2. Define special needs, the Americans with Disability Act (ADA) and a barrier free environment.
3. Summarize the special care for the patient with disabilities.
4. Describe one- and two-person wheelchair transfers.
5. Discuss dental management of the patient with a sensory disability.
6. Describe potential behavior of a patient with intellectual and developmental disabilities.
7. Describe oral findings of a patient with intellectual and developmental disabilities.
8. Discuss the effects of aging and dental management of the older patient.
9. Describe the cause, characteristics of disorders and diseases that define a patient who is medically compromised.
10. Describe the dental management of disorders and diseases that define a patient who is medically compromised

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

Lab Learning Outcomes

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 sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@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 #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (Which may have a fee associated with the usage)

Furthermore 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, Title VII, 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, Section 504, and Title II 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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu