



INSTRUCTIONAL PACKAGE

DAT 177

Dental Office Experience

201820

Spring/2019

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201820

COURSE PREFIX: DAT 177

CONTACT HOURS: 21

COURSE TITLE: Dental Office Experience

CREDIT HOURS: 7

RATIONALE FOR THE COURSE:

DAT 177 Dental Office Experience provides the Expanded Duty Dental Assisting student with continued hand-on practice in chairside assisting in the profession of dentistry. It builds upon the knowledge and skills taught in the spring semester course DAT 174, Dental Office Rotations. This course provides the student with an increase in clinical practice hours in a variety of dental practice settings, enabling the EDDA student to apply and perfect skills learned in the previous two semesters, including pre- and post-treatment sterilization and disinfection procedures, patient preparation for dental procedures, and chairside patient care. This course also prepares the EDDA student to take and pass the Dental Assisting National Board Chairside Assisting Exam.

COURSE DESCRIPTION:

This course consists of practice in the dental office or clinic with rotation assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

PREREQUISITE:

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiology

DAT 154 Clinical Procedures I

DAT 174 Dental Office Rotations

CO-REQUISITES:

DAT 115 Ethics Professionalism

DAT 121 Dental Health Education

DAT 122 Dental Office Management

DAT 123 Oral Medicine/Oral Biology

DAT 183 Specialty Functions

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.
*Refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

Part II: Student Learning Outcomes

Upon completion of DAT 177 Dental Office Experience, the student will be competent to perform the following:

1. Utilize dental equipment in the operatory, lab, and sterilization center
2. Select the appropriate instrumentation for general and specialty dental procedures
3. Select the appropriate material, equipment and adjunct supplies for general and specialty dental procedures
4. Utilize the principles of four-handed dentistry
5. Anticipate the dentist's need throughout general and specialty dental procedures
6. Expose, process and mount diagnostically acceptable radiographic films
7. Obtain relevant patient data and chart dental conditions of the oral cavity
8. Provide patient instruction such as pre- and post-operative, dental health care, nutritional counseling, etc.
9. Utilize the recommended safety, sanitation, disinfection, sterilization and infection control methods
10. Demonstrate professional and ethical behavior toward the patient, staff and dentist in dress, conduct and attitude
11. Demonstrate effective oral and written communication with patient, staff and dentist
12. Assist with office management procedures
13. Fabricate provisional restorations and diagnostic aids
14. Discuss the importance of taking and passing the certification exam
15. Prepare the operatory and patient for treatment utilizing infection control procedures as recommended by the CDC, OSHA and ADA.
16. Assist with diagnostic, restorative and preventive dental procedures.
17. Apply principles of medical/dental emergency care in clinical situations.
18. Operate and maintain all dental equipment, demonstrate proper handling of sterilized or disinfected instruments.
19. Discuss and demonstrate the application of techniques learned in previous course titled "Dental Office Management" including but not limited to accounts receivable, accounts payable, appointment control, inventory control, telephone management, communication skills, and use of common office equipment.
20. Take the course titled "Oxygen/Nitrous Oxide Conscious Sedation Monitoring" Course and Certification test and discuss the Expanded Duty Dental Assistant's role in its use.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Lecture Learning Outcomes

Module 1

Materials Covered: Introduction to Course & Eaglesoft Review

Assessments: In-Class Assessments, Discussion, Dental Office Evaluation, Student Log/Journal

Objectives:

1. Demonstrate proficiency using Eaglesoft dental software
2. List the steps in creating a treatment plan in Eaglesoft dental software
3. Demonstrate how to make dental appointments using Eaglesoft dental software
4. Discuss dental office rotation experiences

Module 2

Materials Covered: Instrument Identification, Dental Charting

Assessments: In-Class Evaluation, Discussion, Dental Office Evaluation, Student Log/Journal

Objectives:

1. Identify dental instruments associated with tray set-ups for all dental procedures
2. Demonstrate proficiency in dental charting
3. Display effective skills in writing record of treatment notes
4. Discuss dental office rotation experiences

Module 3

Materials Covered: Radiology Landmarks

Assessments: In-Class Assessments, Discussion, Dental Office Evaluation, Student Log/Journal

Objectives:

1. Correctly mount and place digital radiographs
2. Identify dental landmarks on digital radiographs
3. Distinguish common exposure errors noted with dental radiographs
4. Discuss dental office rotation experiences

Module 4

Materials Covered: Oxygen/Nitrous Oxide Conscious Sedation Monitoring

Assessments: In-Class Evaluation, Discussion, Dental Office Evaluation, Student Log/Journal, Nitrous Test, Mock DANB Chairside Test

Objectives:

- 1) Explain the rationale for use of oxygen/nitrous oxide in the dental setting
- 2) Identify the steps for use of oxygen/nitrous oxide conscious sedation in the dental setting
- 3) List the components of an oxygen/nitrous oxide unit
- 4) Discuss dental office rotation experiences

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
 - ii. Tissue retraction
 - iii. Aspiration
 - iv. Rinsing/cleansing of field
 - f. Material dispensing, mixing and presenting for application
 - g. Dismal of patient post-treatment
 - h. Provide post-operative instructions
 - i. Sterilization of instruments
 - j. Disinfection of dental treatment room
 - k. 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*

Classroom Exercise	20% of total grade
Instrument Identification	20%
Radiology Landmarks	20%
Dental Charting	20%
Eaglesoft Treatment Plan	20%
Final DANB Chairside	20%
	100%
Office Rotations	80% of total grade
Office Evaluations	40%
Journal/Log	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

*Student must complete the class with a grade of 77% or higher to pass this class.

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 addition policies on attendance.

Part V: Student Resources

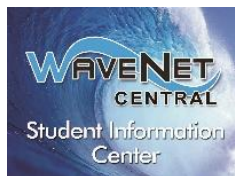


The Student Success and Tutoring Center (SSTC)

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).

Inquiries regarding the non-discrimination 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 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.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <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 Jacquelyne.Snyder@hgtc.edu