



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2010 - 2011

NEXT REVIEW: 2015 - 2016

STATUS: A

COURSE TITLE: CLINICAL PROCEDURES II LABORTORY

COMMON COURSE NUMBER: DES 0802L

CREDIT HOURS:

CONTACT HOUR BREAKDOWN

CLOCK HOURS: 135

(Voc. Course ONLY)

Lecture:

Lab:

Clinic: **8.5** Other: **N/A**

PREREQUISITE(S): DEA 0025, DEA 0025L, DES 0801, DES 0801L

COREQUISITE(S): DES 0802

PRE/COREQUISITE(S): n/a

COURSE DESCRIPTION **Practicum** phase is a continuation of DES 0801L with the addition of supervised externship utilizing dental offices and Public Health facilities in the community.

UNIT TITLES

1. Externships
2. Extern office infection control
3. Variations in dental offices
4. Extern office radiation procedures
5. Extern reception/business procedures
6. Chair side expanded functions

Common Course Number: DES 0802L

EVALUATION:

GRADING:

Dental Office Evaluation:

Supervising Office Evaluation	75 %
Instructor Visitation Evaluation	25 %

The student's letter grade for this course will be determined also by the departmental percentage scale:

92 - 100 = A
83 - 91 = B
75 - 82 = C
66 - 74 = D

F

A final grade of "C" or higher must be achieved in all the Dental Assisting courses for continuance in the Program.

All graded examinations and projects will be retained by the Dental Assisting Department for the purpose of maintaining the student's academic records. The student may have access to his/her file upon request. An appointment may be necessary to do so.

ACADEMIC DISHONESTY:

If a student commits any act of academic dishonesty according to BC policy 6Hx2-5.02, such as but not limited to cheating or plagiarism, that student will receive an "F" grade for the course and may also be subject to disciplinary procedures in accordance with college policy. The Student Code of Conduct, BC policy 6Hx2-5.02, gives a description

Of what acts may constitute academic dishonesty. These descriptions are also included in the BC Student Handbook and in the BC College Catalog. (Be aware as stated in the Dental Assisting Student Handbook any act of Academic Dishonesty will result in the immediate dismissal of the student from the Dental Assisting Program and does not merit previous written warning.)

DISRUPTIVE STUDENT POLICY:

All students will be bound by BC policy 6Hx2-5.19. Students who cannot conform to the standards appropriate behavior as set forth in Broward College policy 6Hx2-5.19' Student Responsibilities shall not be permitted to interfere with other students' access to a college education. If in the opinion of the faculty the student is disruptive, faculty may ask a student to leave the classroom for the class period. The student will be permitted to return upon the permission of the faculty.

ATTENDANCE:

Attendance and punctuality are mandatory for this course. When absent or late, the student is required to call the Dental Assisting Department as early as possible and speak to the instructor (201-6909). If the office is closed, a message should be left on the answering machine with a number where the student can be reached. Students are responsible for the material presented at every class meeting whether present or not.

The student is responsible for contacting their extern office in the event of being absent. In excess of one absence in this class will be cause for dismissal from this program. Two lates (2) are equal to one absence. Arriving more than 15 minutes late or leaving 15 minutes early will result in an absence unless the instructor has given prior approval. The individual class instructor has the choice of withdrawing any student who has exceeded the 1 day if it is deemed detrimental to the student's acquiring adequate skill and knowledge of the objectives taught in the course.

The externship at Broward College is an extremely positive experience. We are confident that each student will strive to conduct himself/herself in the most professional way. In the event that any student is dismissed from the assigned externship office, the student will receive an F in the course Clinical Procedures II Laboratory, DES 0802L.

Examples of categories that could be grounds for dismissal may include but not be limited to the following: tardiness, attendance, respect for office hours, language/conversation, initiative, professional behavior/attitude, appearance.

Non-Class Days: Owing to unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, and staff, the President or his/her designee has the authority to close a campus or a college. For purposes of grading and attendance policies, the day(s) during which the campus/college is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

Excused/Non-Penalized Absences: There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities. The student is responsible to bring documentation of any of these to the faculty member within ten days of this absence. In the case of jury duty, please contact the Associate Dean to receive a letter of full time student status to present to the courts for deferral.

Student Responsibilities Relative to Excused/Non-Penalized Absences: A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance or unplanned military obligation. If an excused/ non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for excused / non-penalized absences must be presented by the student to the faculty member within ten days of the absence. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Important Notice

Starting fall 2007, faculty will report student non-attendance. If you stop attending class prior to the withdrawal date, you will be administratively withdrawn from class and receive a W or, if it is your third attempt, an F.

If you stop attending class after the withdrawal date, you will receive a WF that will then be computed as an F in your GPA. To avoid this situation, you should remain an active learner in this class and always communicate extenuating circumstances to me. Ongoing communication with the instructor is critical to your course success.

If a student does not attend classes within two weeks after the Drop/Add period in each session, he/she will be withdrawn from classes or receive a failing grade for non-attendance. In either case, no refund will be given.

Requirements for class attendance are determined by the instructor and will be outlined in the course syllabus. It is the student's responsibility to attend classes to ensure that he/she is properly enrolled.

Common Course Number: DES 0802L

UNITS

Unit 1 Externships

General Outcome:

- 1.0 The student shall:** Demonstrate professional appearance, conduct and judgment for the assigned externship office.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Present a professional appearance.
- 1.2 Demonstrate courtesy to the patients and office personal.
- 1.3 Demonstrate a professional doctor/assistant and patient/assistant relationship.
- 1.4 Demonstrate reviewing and or taking a patient medical history.
- 1.5 Demonstrate charting oral conditions.
- 1.6 Position her/him correctly for efficient chairside assisting.
- 1.7 Demonstrate proper instrument transfer for specific dental procedures.
- 1.8 Demonstrate mixing dental materials.

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Unit 2 Extern Office Infection Control

General Outcome:

2.0 The student shall: Demonstrate the safety and infection control measures necessary for the protection of the patient and the dental team.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Recognize the various disinfection and sterilization methods used in the dental office Office environment.
- 2.2 Demonstrate various methods of sterilization utilized in the specific dental office.
- 2.3 Demonstrate various methods of disinfection utilized in the specific dental office.
- 2.4 Demonstrate placement and removal of barriers utilized in the dental office

Unit 3 Variations in Dental Offices

General Outcome:

- 3.0 The student shall:** Utilize and comprehend the dental terminology for the dental procedures and materials utilized.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Demonstrate manipulation of various materials and instruments utilized in a general Dental office.
- 3.2 Demonstrate manipulation of various materials and instruments utilized in a specialty Dental office.
- 3.3 Demonstrate various chairside procedures from the general dental office to the Specialty office.

Unit 4 Extern Office Radiation Procedures

General Outcome:

3.0 The student shall: Expose process and mount the dental radiographs.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Demonstrate the radiation procedures utilized in the various dental offices.
- 4.2 Demonstrate the patient and operator protection in the various dental offices.
- 4.3 Demonstrate the processing of radiographs in the various dental offices.
- 4.4 Demonstrate the radiographic mounting techniques utilized in the dental offices.

Unit 5 Extern Reception/ Business Procedures

General Outcome:

5.0 The student shall: Demonstrate the ability to conduct daily business office procedures to include filing, appointment control, bookkeeping, reception and dismissal of the patients.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Demonstrate scheduling patients for specific procedures.
- 5.2 Demonstrate accounting procedures in the dental offices.
- 5.3 Demonstrate the patient check in and check out procedures in the dental offices.
- 5.4 Demonstrate receiving/ dismissing patients.

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Unit 6 Chair side Expanded Functions

General Outcome:

- 6.0 **The student shall:** Exhibit confidence and skill in the various expanded functions procedures.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Demonstrate expanded functions on individual patients as assigned by the dentist of Each specific office.
- 6.2 Recognize the expanded functions recognized in the state of Florida