

Syllabus for DA 167

Dental Clinical Experience

Course Information

Semester & Year: Spring 2020
Course ID & Section #: DA 167 (E8347)
Prerequisites/ Co-requisites: Acceptance in Dental Assisting Program cohort, successful completion of fall semester courses with a 75% or better.
Number of units: 6
Lecture hours: 1
Clinical lab hours: 270
Instructors' names: Hillary Reed, RDAEF, CDA (Lecture/ Clinical Labs), Raynell Tindall, RDA, CDA (Labs/ Clinical Labs), Teresa Moore (Clinical Labs)
Day/Time: Monday Clinical Lab: 8:30-4:30 Wednesday Clinical Lab: 8:30-4:30 Thursday Lecture: 10:45-11:50
Location: AT 115 (Lecture), AT 101 (Clinical Labs)

Instructor Contact Information

Office location: AT 101
Office hours: Tuesdays, Thursdays, Fridays by appointment
Phone number: 707-476-4250
Program Coordinator phone number: 707-476-4253
Program Coordinator email address: Hillary-reed@redwoods.edu
Absences: In the event of emergency contact 476-4250. To be eligible for alternative exams the absence must be reported ½ hour prior to the beginning of class. Excessive absences will result in Program dismissal.

Required Materials

Textbook Title: Modern Dental Assisting, 13 th Edition with Workbook (ISBN: 978-0-323-462485-2)
Author: Bird and Robinson
Textbook Title: General and Written Law Examination Preparation Book (ISBN:978-1-5323-7409-8)
Author: Kirby-Banas
Other requirements: Dental Assisting Program Handbook, Uniform, Darby Dental Kit

Course Description

A capstone course performing fundamental chairside assisting functions and permitted duties in clinical dentistry. Students provide patient care in the Dental Health Center and in extramural clinical sites contracted with the College to further develop skills and aptitudes. Teamwork, patient management, and interpersonal communication are emphasized. Clinical competency in patient care is required throughout the semester (270 Clinical Hours).

Course Student Learning Outcomes

1. Safely and correctly set-up, prepare, assist, apply and/or perform the permitted duties as allowed by the California Dental Practice Act to the clinical competence level in the Dental Health Center and extra-mural internship sights.
2. Demonstrate anticipation, organization, communication, teamwork, and the ability to follow directions as well as apply ethical standards when providing patient care.
3. Meet necessary requirements for employment as well as qualifying for State licensure (Registered Dental Assistant) and/or national certification (Certified Dental Assistant) exams upon completion of the Program.

Co-requisites

The Dental Assisting Program of Study requires the cohort of students to enroll in DA 153, DA 154, DA 155, and DA 156 concurrently. This is a Dental Board of California (DBC) and Commission on Dental Accreditation (CODA) requirement. Curriculum reiterates and combines concepts, information, and proficiencies from other courses to prepare students for the clinical setting.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location: Eureka: 707-476-4280, student services building, 1st floor. During COVID19—DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Course Content Outline

1. Dentistry and the law
2. Ethics
3. Team Dentistry

Specific Clinical Course Skill Sets (Objectives)

1. Apply learned theory to patient care.
2. Demonstrate ability to follow oral and written directions.
3. Discuss the legal and ethical aspects of dentistry.
4. Identify dental equipment, instruments, materials, and supplies.
5. Manage infection and hazard control protocol consistent with published guidelines and safety regulations.
6. Provide chairside support adhering to the regulations specified by the California Dental Practice Act.
7. Take/review and record medical and dental histories.
8. Take and record vital signs.
9. Assist with and/or perform soft tissue extra/intra oral examinations.
10. Assist with and/or perform dental charting.
11. Prepare tray set-ups for a variety of dental procedures.
12. Seat and dismiss patients.
13. Operate oral evacuation devices and air/water syringe.
14. Maintain a clear field of vision including isolation techniques.
15. Perform a variety of instrument transfers in proper sequence anticipating the dentist's needs.
16. Utilize appropriate chairside assistant ergonomics and positioning.
17. Provide patient preventative education and oral hygiene instruction.
18. Provide pre-and post-operative instructions prescribed by a dentist.
19. Maintain accurate patient treatment records.
20. Identify and respond to medical and dental emergencies
21. Define properties of anesthetics.

22. Perform monitoring and/or administration of Nitrous-Oxide Oxygen analgesia.
23. Assist with and/or apply topical anesthetic and de-sensitizing agents.
24. Assist with and/or place and remove rubber dam.
25. Assist and/or apply fluoride agents.
26. Assist with and/or apply bases, liners, and bonding agents.
27. Assist with and/or place fabricate, and remove provisional restorations.
28. Assist with and/or place and remove matrix retainers, matrix bands, and wedges.
29. Assist with and/or remove excess cement or bonding agent.
30. Assist with direct and indirect permanent restorations.
31. Take preliminary impressions and bite registrations.
32. Pour and fabricate study models.
33. Fabricate trays.
34. Perform polishing of coronal surfaces of the teeth.
35. Perform pit and fissure sealant application.
36. Perform temporary cement removal supra-gingivally.
37. Adjust dentures extraorally.
38. Demonstrate ethical and professional patient management and interpersonal communication in the clinical setting.
39. Display enthusiasm and desire to improve in performance throughout the clinical assignment.
40. Demonstrate ethical and professional patient management and interpersonal communication in the clinical setting.
41. Describe the professional image of a dental assistant and its importance in career advancement and employment opportunities.

Handbook

All students have signed acknowledgement that they have accessed the Dental Assisting Handbook in Canvas, as well as read and agreed to detailed information provided regarding information, notifications, requirements, policies, rules and disciplinary actions.

Canvas Information

College of the Redwoods Canvas System is used by instructors for course enhancement and grade tracking.

Students can access Canvas at any time, using their college e-mail and password to determine their current grade in the course as well as specific scores for completed participation, assignments, written exams/ quizzes or practical exams. Instructors enter grades weekly.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Lecture and Lab Preparation

Students are to have read assigned chapters prior to arriving to lecture. The lecture are designed to assist the students in comprehending the content and preparing for the clinical setting.

Lecture Examinations

All lecture examinations will be administered in the beginning of class. The exam will consist of multiple choice, true/false, fill in the blank, short answer, and identification questions. Please refer to your course syllabus for exam times, dates, and chapters covered.

Clinical Labs

Clinical performance is evaluated by the clinical instructors on the specific procedures assigned using the Procedural Evaluation Forms where the student is assigned to patient care. These forms are completed for each procedural assignment given in the clinical session, establishing the performance objective, grading and specific procedural criteria.

Procedural Evaluation Forms are collected during the clinical session after students have reviewed their earned grade and read written feedback by faculty.

Every four weeks students are given a graded Clinical Evaluation Packet based on course objectives derived from Program Learning Outcomes. This evaluation form provides the student with their clinical grade, informs the student of his/her progress in meeting clinical objectives, identifies what additional learning is required, and makes recommendations to improve and/or to meet objectives. Further information is available in the Clinical Handbook.

Clinical Competency

Each clinical session the student will be evaluated by the clinical instructors on the specific procedures assigned. Clinical performance is evaluated using the Procedural Evaluation Form. These forms are completed for each procedural assignment given in the clinical and internship session, establishing the performance objective, grading and specific procedural criteria. Procedural Evaluation Forms are collected during the clinical session after students have reviewed their earned grade and read written feedback by faculty (and occasionally clinical staff). Every four weeks students are given a graded Clinical Evaluation Form based on course objectives derived from Program Learning Outcomes. This evaluation form provides the student of his/her progress in meeting clinical objectives, identifies what additional learning is required, and makes recommendations to improve and/or to meet objectives.

Internship Experience Timesheet

Each internship session the student will be evaluated by the office staff. Internship Experience Timesheets are completed by the student and the office staff each internship session to verify performance and workplace conduct. Additionally staff will be contacted on a regular basis regarding students' performance and competency. Routinely, the Program Coordinator will visit the office to evaluate the student performance in the assigned office. Furthermore, upon completion of the internship the office will submit an Internship Evaluation Form, evaluating the performance and workplace conduct of the student. Students with poor workplace conduct or incompetent performance will be removed from the internship assignment immediately.

Work Readiness Points

To be successful in the workforce, students have to develop skill sets and healthy work habits necessary for lasting employment.

Students are awarded five Pay Day Points for full participation in the activities and tasks assigned to each class session (clinical lab and lecture), where all requirements, policies, and rules are followed as stated in the Program Handbook. Students begin the course with zero Pay Day Points. Pay Day points will be factored into the course grade.

Students not participating in activities or tasks or not following requirements, policies, and rules or who are absent will not acquire any Pay Day Points for that class session(s). This includes those that are tardy or leave early.

Additionally disciplinary action (as outlined in the Program Handbook) for the second, third, and fourth offense will affect the final course grade negatively.

Special Note

The course instructor(s) and/or the Program Coordinator have the right to at any time for any reason alter any content of the course syllabus. Course content alterations can only be done by faculty at their discretion.

Dental Assisting Program Grading Scale

The Commission on Dental Accreditation and the Dental Board of California require the lecture and lab grade to be 75% or better. The Dental Assisting Program courses are sequential and have co-requisites. Students not passing with a 75% or better in the course cannot continue.

Grade	Percentage	Definition
A	96-100	Outstanding progress
A-	90-95	Outstanding progress
B+	87-89	Above average progress
B	84-86	Above average progress
B-	81-83	Average Progress
C+	78-80	Satisfactory Progress
C	75-77	Lowest acceptable Progress
D	65-74	No progression,
F	<65	Failure
W	N/A	Official Withdrawal

Course Requirements

Overall Course Grade Calculation:

The overall course grade is weighted and determined by an average. Students cumulative scores on quizzes (15%), written exams (30%), practical (lab) exams (30%), assignments (20%), and participation (10%) are averaged together to generate a percentage determining the overall course grade.

Participation Portion:	Weighted 10% of total grade
Pay Day – Work Readiness Points 5 points per lecture	
Pay Day – Work Readiness Points 5 points per clinical session weeks 1-17	
Assignment Portion:	Weighted 30% of total grade
1 Clinical Permitted Duties Task Sheet (100 points)	
1 RDA Skills Worksheet (100 points)	
Written Exam Portion:	Weighted 30% of total grade
1 Written Mock RDA Final Exam (300 points)	
1 Practical Instrument and Materials Exam (250 points)	
Practical Exam Portion:	Weighted 30% of total grade
3 Clinical Evaluation Packets (150 points each)	
1 Internship evaluation (100 points)	

Course Schedule of Activities and Assignments

Week 1 - Thursday, January 23 (Lecture)

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:
Bonus Chapter 2 – Legal Duties, Settings and Licensure (pages 191-199)

Discussion: California Dental Practice Act, supervision and allowable duties

Week 2 - Thursday, January 30 (Lecture)

Modern Dental Assisting 12th Edition Textbook reading assignment in preparation for lecture class:
Chapter 5 – Dentistry and the Law

Discussion: Standard of care, abandonment, malpractice, and risk management

Week 3 - Thursday, February 6 (Lecture)

Modern Dental Assisting, 12th Edition Textbook reading assignment in preparation for lecture class:
Chapter 4 – Ethics

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:
Unit 1, Chapter 5, Legal Requirements and Ethical Principles (pages 69-74)

Discussion: Ethical Principles and legal requirements

Week 4 - Thursday, February 13 (Lecture)

Modern Dental Assisting, 12th Edition Textbook reading assignment in preparation for lecture class:
Chapter 4 – Ethics

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:
Unit 1, Chapter 5, Legal Requirements and Ethical Principles (pages 69-74)

Discussion: Ethical Principles and legal requirements

Week 5 - Thursday, February 20 (Lecture)

Modern Dental Assisting, 12th Edition Textbook reading assignment in preparation for lecture class:
Chapter 4 – Ethics

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:
Unit 1, Chapter 5, Legal Requirements and Ethical Principles (pages 69-74)

Discussion: Ethical Principles and legal requirements

Week 6 - Thursday, February 27 (Lecture)

Modern Dental Assisting, 12th Edition Textbook reading assignment in preparation for lecture class:
Chapter 4 – The Professional Dental Assistant

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:
Bonus Chapter 2 – Legal Duties, Settings and Licensure (pages 191-199)

Discussion: Licensure, certification and continuing education requirements

Week 7 - Thursday, March 5 (Lecture)

Discussion and Article Topic: Teamwork and Dependable
Guest Speaker: Sam Hani, Burre Center

Week 8 - Thursday, March 12 (Lecture)

Discussion and Article Topic: Adaptable and Competent
Guest Speaker Barb Taylor, Redwoods Rural

Week 9 – Monday, March 16th – Friday, March 20th

Spring Break

Week 10 - Thursday, March 26 (Lecture)

Discussion and Article Topic: Self Improvement and Talents

Week 11 - Thursday, April 2 (Lecture)

Discussion and Article Topic: Pay Rate and Future Goals

Week 12 - Thursday, April 9 (Lecture)

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:

Review – Unit 1 – Patient Treatment and Care

Week 13 - Thursday, April 16 (Lecture)

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:

Review – Unit 2 – Dental procedures

Week 14 - Thursday, April 23 (Lecture)

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:

Review – Unit 3 – Dental Specialty and Procedures

Week 15 - Thursday, May 30 (Lecture)

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:

Review – Unit Four – Safety

Week 16 - Thursday, May 7 (Lecture)

General Written and Law and Examination Textbook reading assignment in preparation for lecture class:

Overall Review – Test bank

Week 17 - Thursday, May 14 (Lecture)

Mock California State Dental Board Written RDA Exam

