

Maui Community College
Course Outline

August 2009
Received March 2004
Under Amnesty Program
SLOs Updated & Linked to Content
COWIQ Grid Prepared

1. Alpha DENT Number 150
Course Title Orientation to Dental Assisting, Infectious and Hazardous Wastes
Credits 2
Department Allied Health Author
Date of Outline 2/5/09 Effective Date Fall 2009 5-year Review Date Fall 2014

2. Course Description: Provides an orientation to dental profession, including specialties, history, professional and legal responsibilities, the role of the dental auxiliary, dental and medical terminology, patient communication and office personal relations. Introduces infectious diseases important to dentistry, hazardous materials management and waste management, and rules of regulatory agencies (DCCA, OSHA, CDC and ADA). Teaches disinfection, instrument decontamination, sterilization procedures, tray set-up preparation, and protocols and emergency procedures for hazardous and biohazardous wastes or materials.

Cross-list

Contact Hours/Type Lecture - two (2)

3. Pre-requisites Admission to Dental Assisting Program

Pre-requisite may be waived by consent yes no

Co-requisites

Recommended Preparation

4. Function/Designation AA Category Additional Category

AS Allied Health - Dental Hygiene Category List Additional Programs and Category:

AAS Program Category List Additional Programs and Category:

Chancellor

9/09
Approval Date

BAS Program Category Developmental/Remedial

Other/Additional: Explain:

See Curriculum Action Request (CAR) form for the college-wide general education and/or program SLOS this course supports.

This course outline is standardized and/or the result of a community college or system-wide agreement.
Responsible committee:

5. Student Learning Outcomes (SLOs): List one to four inclusive SLOs.

For assessment, link these to #7. Recommended Course Content, and #9. Recommended Course Requirements & Evaluation. Use roman numerals (I, II, III.) to designate SLOs

On successful completion of this course, students will be able to:

- I. Demonstrate an understanding of dental assistant roles including the legal, professional, and ethical responsibilities within the community.
- II. Demonstrate basic theoretical knowledge and skills in biological science, dental radiology, chairside dental assisting, and business office procedures to support dental assisting practice and build the foundation for an associate degree dental hygiene program.
- III. Demonstrate a commitment to life-long learning and advancing competency over a lifetime of clinical practice.
- IV.

6. Competencies/Concepts/Issues/Skills

For assessment, link these to #7. Recommended Course Content, and #9. Recommended Course Requirements & Evaluation. Use lower case letters (a, b, c...n.) to designate competencies/skills/issues

On successful completion of this course, students will be able to:

- a. Describe dental profession, including specialties, history, and professional and legal responsibilities.
- b. Describe the role of dental auxiliaries, including legal and ethical responsibilities.
- c. Identify, define, and correctly spell basic dental and medical terms.
- d. Identify and explain services provided by six types of specialty dental practices.
- e. List the professional and legal requirements for dental auxiliaries under the Hawaii Department of Commerce and Consumer Affairs (DCCA), Occupational Safety and Health Administration (OSHA), Center for Disease Control and Prevention (CDC), and American Dental Association (ADA).
- f. Describe the common approaches used to establish and foster effective oral communication with patients, employer(s), and other healthcare personnel.
- g. Analyze proper and improper oral and written communication with dental patients, employer(s), and other healthcare personnel.
- h. Describe and apply modification in oral communication for the following patient groups: the child patient, the geriatric patient, the apprehensive patient, and the dissatisfied patient.
- i. Explain the role of privileged communication in healthcare services.
- j. Explain the importance of isolation techniques, asepsis, and infection control in the dental environment.
- k. Demonstrate methods of instrument decontamination, sterilization procedures, and tray set-up preparation.
- l. Describe protocols and emergency procedures for hazardous and biohazardous wastes or materials.

- m. Explain effective oral and written communication in the dental office.
- n. Describe an understanding of the relationships between ergonomics and common physical problems related with working in a dental office.

7. Suggested Course Content and Approximate Time Spent on Each Topic
Linked to #5. Student Learning Outcomes and # 6 Competencies/Skills/Issues

- 1 week Overview of the dental profession: history, professionalism, and responsibilities (I, II, III, a, b, d, e)
- 3 weeks Legal and ethical considerations (I, II, III, a, b, e)
- 2 weeks Role of the auxiliary in dentistry (I, II, III, b, e, n)
- 1 week Dental and medical terminology (I, II, a, b, c, d, e, j, k, l)
- 1 week Patient and professional communications; restricted information and privileged communication (I, II, III, a, b, f, g, h, i, m)
- 1 week Working relationship with office personnel (I, II, III, f, g, m)
- 3 weeks Isolation techniques, asepsis, infection control; sterilization, disinfection, and sanitation (I, II, III, e, j, k, l)
- 2 weeks Disease transmission, hazardous materials, and waste management (I, II, III, e, j, k, l)
- 1 week Ergonomics and common physical problems associated with working in dental office (I, II, b, n)

8. Text and Materials, Reference Materials, and Auxiliary Materials

Appropriate text(s) and materials will be chosen at the time the course is offered from those currently available in the field. Examples include: Bird, D. and Robinson, D., *Torres and Ehrlich Modern Dental Assisting*, current edition, Elsevier.

Bird, D. and Robinson, D., *Student Workbook to Accompany Torres and Ehrlich Modern Dental Assisting*, current edition, Elsevier.

Appropriate reference materials will be chosen at the time the course is offered from those currently available in the field. Examples include: Boyd, L., *Dental Instruments: A Pocket Guide*, current edition, Elsevier.

Durley, C. et al., *The DANB Review*, current edition, Dental Assisting National Board.

Durley, C. et al., *DANB's Glossary of Dental Assisting Terms*, current edition, Dental Assisting National Board.

Finkbeiner, B., *Four-Handed Dentistry: A Handbook of Clinical Application and Ergonomic Concepts*, current edition, Prentice Hall.

Massler, M. and Schour, I., *Atlas of the Mouth*, current edition, American Dental Association.

Miller, B. et al., *Miller-Keane Encyclopedia and Dictionary of Medicine, Nursing and Allied Health*, current edition, Elsevier.

Mosby et al., *Mosby's Dental Dictionary*, current edition, Elsevier.

Mosby et al., *Review Questions and Answers for Dental Assisting*, current edition, Elsevier.

Appropriate auxiliary materials will be chosen at the time the course is offered from those currently available in the field. Examples include: State of Hawaii Department of Commerce and Consumer Affairs, Hawaii Administrative Rules Title 16, Chapter 79, Dentists and Dental Hygienists.

State of Hawaii Department of Commerce and Consumer Affairs, Hawaii Revised Statutes Chapter 448, Dentistry.

9. Suggested Course Requirements and Evaluation

Linked to #5. Student Learning Outcomes (SLOs) and #6 Competencies/Skills/Issues

Specific course requirements are at the discretion of the instructor at the time the course is being offered. Suggested requirements might include, but are not limited to:

- Prompt attendance is required at all class sessions. (I, II, III, a - n)
- Students will be responsible for completing all assigned reading material in text before each class session. (I, III, a - n)
- Complete various learning skills exercises. (I, II, a, b, d, e, f, g, h, i, j, l, m)
- Complete various competency exercises. (I, II, III, f, g, h, k, l)
- Complete all projects. (I, II, III, a - n)

EVALUATION AND GRADING

Quizzes	20% (I, II, III, a - n)
Research project	15% (I, II, III, a - n)
Debate	15% (I, II, III, c, f, g, h, i, m)
Competency and learning skills exercises	10% (I, II, III, a - n)
Midterm exam	10% (I, II, III, a - n)
Final exam	20% (I, II, III, a - n)
Attendance/ Attitude	10% (I, II, III, a - n)

10. Methods of Instruction

Instructional methods will vary considerably by instructor. Specific methods are at the discretion of the instructor teaching the course and might include, but are not limited to:

- Participation in class lecture/ discussion.
- Reading assigned portions in textbooks, journal articles, and/ or modules.
- Viewing various audiovisual materials.
- Participation in class exercises such as role-plays and simulations.
- Demonstration and simulation.
- Guest speakers.
- Discovery learning.

11. Assessment of Intended Student Learning Outcomes Standards Grid attached

Grid of Maui Community College Student Learning Outcomes- Dental Assisting

KEY: 3 Major Emphasis: The student is actively involved (uses, reinforces, applies, and evaluated) in the student learning outcomes. The learner outcome is the focus of the class.
2 Moderate Emphasis: The student uses, reinforces, applies and is evaluated by this learner outcome but it is not the focus of the class.
1 Minor Emphasis: The student is provided an opportunity to use, reinforce, and apply his learner outcome but does not get evaluated on this learner outcome.
0 No Emphasis: The student does not address this learner outcome.

Dental Assisting Educational Standards

- I Demonstrate an understanding of dental assistant roles including the legal, professional, and ethical responsibilities within the community.
- II Demonstrate basic theoretical knowledge and skills in biological science, dental radiology, chairside dental assisting, and business office procedures to support dental assisting practice and build the foundation for an associate degree dental hygiene program
- III Demonstrate a commitment to life long learning and advancing competency over a lifetime of clinical practice.

General Education Standards

Standard 1 - Written Communication

- Outcome 1.1 Use writing to discover and articulate ideas
Outcome 1.2 Identify and analyze the audience and purpose for any intended communication
Outcome 1.3 Choose language, style, and organization appropriate to particular purposes and audiences.
Outcome 1.4 Gather information and document sources appropriately
Outcome 1.5 Express a main idea as a thesis, hypothesis, or other appropriate statement
Outcome 1.6 Develop a main idea clearly and concisely with appropriate content
Outcome 1.7 Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics
Outcome 1.8 Demonstrate proficiency in revision and editing
Outcome 1.9 Develop a personal voice in written communication

Standard 2 - Quantities Reasoning

- Outcome 2.1 Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately
Outcome 2.2 Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate
Outcome 2.3 Communicate clearly and concisely the methods and results of quantitative problem solving
Outcome 2.4 Formulate and test hypotheses using numerical experimentation
Outcome 2.5 Define quantitative issues and problems, gather relevant information, analyze that information, and present results
Outcome 2.6 Assess the validity of statistical conclusions

Standard 3 - Information Retrieval and Technology

- Outcome 3.1 Use print and electronic information technology ethically and responsibly
Outcome 3.2 Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology
Outcome 3.3 Recognize, identify, and define an information need
Outcome 3.4 Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information
Outcome 3.5 Create, manage, organize and communicate information through electronic media
Outcome 3.6 Recognize changing technologies and make informed choices about their appropriateness and use

Standard 4 - Oral Communication

- Outcome 4.1 Identify and analyze the audience and purpose of any intended communication
Outcome 4.2 Gather, evaluate, select, and organize information for the communication
Outcome 4.3 Use language techniques, and strategies appropriate to the audience and occasion
Outcome 4.4 Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion
Outcome 4.5 Summarize, analyze, and evaluate oral communications and ask pertinent questions as needed
Outcome 4.6 Use competent oral expression to initiate and sustain discussions

Standard 5 - Critical Thinking

- Outcome 5.1 Identify and state problems, issues, arguments, and questions containing in a body of information
Outcome 5.2 Identify and analyze assumptions and underlying points of view relating to an issue or problem
Outcome 5.3 Formulate research questions that require descriptive and explanatory analyses
Outcome 5.4 Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis
Outcome 5.5 Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence
Outcome 5.6 Apply problem-solving techniques and skills, including the rules of logic and logical sequence
Outcome 5.7 Synthesize information from various sources drawing appropriate conclusions
Outcome 5.8 Communicate clearly and concisely the methods and results of logical reasoning
Outcome 5.9 Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of theirs

Standard 6 - Creativity

- Outcome 6.1 Generate responses to problems and challenges through intuition and non-linear thinking
Outcome 6.2 Explore diverse approaches to solving a problem or addressing a challenge
Outcome 6.3 Engage in activities without a preconceived purpose
Outcome 6.4 Apply creative principles to discover and express new ideas
Outcome 6.5 Demonstrate the ability to trust and follow one's instincts in the absence of external direction
Outcome 6.6 Build upon or adapt the ideas of others to create unique expressions or solutions

	DENT 120	DENT 150	DENT 151	DENT 152	DENT 164	DENT 165	DENT 176	DENT 177
Outcome 1.1	3	3	2	3	0	0	1	1
Outcome 1.2	3	3	2	3	0	0	1	1
Outcome 1.3	3	3	3	3	0	0	1	1
Outcome 1.4	3	3	3	3	0	0	1	1
Outcome 1.5	3	3	3	3	0	0	1	1
Outcome 1.6	1	3	0	0	0	0	1	1
Outcome 1.7	1	3	0	0	0	0	1	1
Outcome 1.8	3	3	0	1	0	0	1	1
Outcome 1.9	3	3	1	0	0	0	1	0
Outcome 2.1	3	1	3	3	0	0	3	3
Outcome 2.2	3	0	3	3	0	0	3	3
Outcome 2.3	3	2	3	0	0	0	3	3
Outcome 2.4	0	2	0	0	0	0	3	3
Outcome 2.5	2	3	0	0	0	0	3	3
Outcome 2.6	0	1	0	0	0	0	3	0
Outcome 3.1	3	3	3	3	0	0	1	2
Outcome 3.2	3	3	0	2	0	0	1	2
Outcome 3.3	3	3	0	0	0	0	1	2
Outcome 3.4	3	3	0	1	0	0	1	2
Outcome 3.5	3	3	3	3	0	0	1	2
Outcome 3.6	2	3	2	2	0	0	1	2
Outcome 4.1	3	3	3	3	2	2	3	3
Outcome 4.2	3	3	3	3	2	2	3	3
Outcome 4.3	3	3	3	3	2	2	3	3
Outcome 4.4	3	3	3	3	2	2	3	3
Outcome 4.5	3	3	3	3	2	2	3	3
Outcome 4.6	3	3	3	3	2	2	3	3
Outcome 5.1	3	3	3	3	2	2	3	3
Outcome 5.2	3	3	3	3	2	2	3	3
Outcome 5.3	0	2	0	0	0	0	0	0
Outcome 5.4	0	2	0	0	0	0	0	0
Outcome 5.5	1	3	3	3	0	0	3	1
Outcome 5.6	0	3	3	3	2	2	3	1
Outcome 5.7	3	3	3	3	2	2	3	3
Outcome 5.8	3	3	3	3	2	2	3	3
Outcome 5.9	3	3	3	3	2	2	3	3
Outcome 6.1	2	2	1	1	1	1	1	1
Outcome 6.2	3	3	3	3	1	1	2	2
Outcome 6.3	0	0	0	0	0	0	0	0
Outcome 6.4	2	0	0	0	2	2	3	3
Outcome 6.5	2	0	0	0	0	0	1	1
Outcome 6.6	2	1	0	0	0	0	2	2