

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