

GRAYSON COLLEGE

Course Syllabus

**DNTA 1460- Clinical Dental Assisting
Spring 2018
Dental Assisting Program
Clinical hours per week **16**
Clock hours per semester**

Assigned Clinical Site per each student Mondays and Tuesdays 8:00 am-5:00 pm

**Professor Contact Information
Tonya Hance CDA, RDA
(903)463-8780
hancet@grayson.edu**

Office Location: Health Science Administrative Offices Room 132

Office Hours:

Monday	8:00 am to 3:00 pm
Tuesday	8:00 am to 3:00 pm
Wednesday	8:00 am to 12:00 pm
Thursday	8:00 am to 9:00 am & 1:00 pm to 3:00 pm
Friday	1:00 pm to 3:00 pm

Professor’s Class Schedule:

Monday	Clinical Evaluations
Tuesday	Clinical Evaluations
Wednesday	1:00 pm to 3:00
Thursday	9:00 am to 12:00 pm
Friday	8:00 am to 12:00 pm

Clinical site visits will be made on Monday’s and Tuesdays between the hours of 8:00 am and 3:00 pm

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Pre-requisites

**DNTA 1311 Dental Science
DNTA 1301 Dental Materials
DNTA 1345 Preventive Dentistry
DNTA 1315 Chairside Dentistry
DNTA 1305 Dental Radiology I
DNTA 1202 Communication in the Dental Office**

Co-requisites

**DNTA 1251 Office Management
DNTA1349 Radiology in the Clinic
DNTA 2130 Clinical Seminar
DNTA1353 Dental Assisting Applications
DNTA 1347 Advanced Dental Science**

Course Description – (1-0-1) a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is

provided by the clinical professional. Students will work side-by-side with the Dentist and Dental Assistant improving skills learned in previous classes.

Course Learning Outcomes: As outlined in the learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business, industry, and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business industry.

Student Learning Outcomes (Course Objectives)-

- Demonstrate fundamental abilities to function as an integral member of the dental health care team.
- Demonstrate ability to relate pertinent information gained through experience(s).
- Appropriately document information regarding assigned clinical objectives.
- Appropriately verbalize thoughts and feelings when applying theory knowledge to clinical experience(s) during class sessions.
- Interpret written information in text and documents (example: patient's charts and daily schedules).
- Receive, attend to, interpret and respond to verbal and nonverbal messages from the dental health care team members and/or clients.
- Recognize and utilize learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations.

Referral Textbooks and Materials

Bird, Doni L., CDA, RDH, MA, and Debbie S. Robinson., CDA, MS, Modern Dental Assisting. Twelfth Edition (2018). Elsevier/Saunders Publishers ISBN: 978-0-323-43030-2

Additional Resources:

- Texas State Board of Dental Examiners website:<http://www.tsbde.state.tx.us/>
- Dental Assisting National Boards website: <http://www.danb.org>

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

As a secondary means of communication, the app GroupMe will be used. It is not a requirement of the class, but I strongly urge each of you join the class GroupMe. Any announcements such as inclement weather, class announcements, or in the event class must be canceled due to instructor illness or emergencies an announcement will be made in Canvas, as well as, GroupMe.

The Schedule below will have the Lecture chapters and Lab dates listed with lab activities and assignments.

The schedule listed below is subject to change with fair notice from the professor. Changes will be announced in the classroom, through the Canvas course, and in GroupMe.

Table 1 Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	January 14 January 15	<ul style="list-style-type: none"> • Clinical Readiness Assessment • Receive Clinical Assignments • HIPPA Lecture & Quiz • Go over Clinical paperwork & practice clinical paperwork • Contact & meet your clinical site
2	Jan. 21 Jan. 22	<p style="text-align: center;">- NO Class- Martin Luther King Jr. Day</p> <p><u>Clinical Day 1</u></p> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: What was the most exciting procedure or experience you had this week? (Due 1/24/2019 by Midnight)
3	Jan. 28 & 29	<p><u>Clinical Day 3 & 4</u></p> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Explain the steps of one procedure you assisted in this week. (Due 1/31/2019 by Midnight) <p style="text-align: center;">*January Time Sheets Due by Feb. 6th- Min. of 32 hrs*</p>
4	Feb. 4 & 5	<p><u>Clinical Day 5 & 6</u></p> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 2/7/2019 by Midnight)
5	Feb. 11 & 12	<p><u>Clinical Day 7 & 8</u></p> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Share about an experience assisting with a patient with a disability or a difficult patient. (Due 2/14/19 by Midnight)

6	Feb. 18 & 19	<u>Clinical Day 9 & 10</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 2/21/19 by Midnight)
Week	Date	Topics, Readings, Assignments, Deadlines
7	Feb. 25 & 26	<u>Clinical Day 11 & 12</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 2/28/19 by Midnight) <p>*February Time Sheets Due by Mar. 6th- Min. of 64 hrs*</p>
8	Mar.4 & 5	<u>Clinical Day 13 & 14</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 3/7/19 by Midnight)
	Mar. 11 &12	Spring Break! Enjoy Your Break
9	Mar. 18 & 19	<u>Clinical Day 15 & 16</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 3/21/19 by Midnight)
10	Mar. 25 & 26	<u>Clinical Day 17 & 18</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: What are your hopes for your next clinical site? What would you like to see, and what would you like to gain from it? (Due 3/28/19 by Midnight) <p>*March Time Sheets Due by Apr. 3th- Min. of 48 hrs*</p>

11	Apr. 1 & 2	<u>Clinical Day 19 & 20</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: What is your favorite procedure you do in your office and why? (Due 4/4/19 by Midnight) <p align="center">**Last Week of the first Clinical Rotation**</p>
12	Apr. 8 & 9	<u>Clinical Day 21 & 22 (New Clinical Rotation)</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 4/11/19 by Midnight)
Week	Date	Topics, Readings, Assignments, Deadlines
13	Apr. 15 & 16	<u>Clinical Day 23 & 24</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Open Clinical Discussion. Post about anything you would like to share about this week in clinical. (Due 4/18/19 by Midnight)
14	Apr. 22 & 23	<u>Clinical Day 25 & 26</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Share your opinion/ view on a completely paperless office. (Due 4/25/19 by Midnight)
15	Apr. 29 & 30	<u>Clinical Day 27 & 28</u> <ul style="list-style-type: none"> • Attend Clinical • Document your clinical time and time spent in each procedure on daily clinical time sheets. • Complete Online Discussion: Share your opinion/ view being cross trained. (Due 5/2/18 by Midnight) <p align="center">*April Time Sheets Due by May. 8th - Min. of 88 hrs*</p>

16	May 6 & 7	<p>No Final Exam for This Class</p> <p>*May Time Sheets for make-up hours Due by May. 8th</p> <p>May/ Make-up time sheets will not be accepted late due to it being the end of the semester.</p> <p>Any absences that have not been made-up can be made-up this week. You MUST have 232 total clinical hours in order to finish and complete this class.</p>
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Methods of Instruction

1. Clinical Experience Daily Time Sheets
2. Monthly Total Time Sheet/Clinical Attendance
3. Online Discussions/Computer Programs via the Internet
4. Evaluations (Faculty, and DDS/Dental Office Staff)

Methods of Evaluation

Grading

Categories	Percentage
Clinical Time Sheets/Online Discussions/Assignments	25%
Clinical Attendance/Absences	25%
Faculty Evaluations	15%
Clinical Site Evaluations	35%
Total =	100%

Grade	
90-100	A
80-89	B
75-79	C
74-70	D
69 or below	F

Grades will be posted via Canvas

Clinical Time Sheets Grading Policy

- Turning in your Signed Clinical Time Sheets and your Monthly Total Sheet each month by the due date listed in your syllabus will result in a grade of a 100.
- If you fail to turn in your time sheet by the due date 10 points will be deducted each day that it is not turned in.
- If you turn them in, but they are not signed you will have 10 pts deducted for each day

you do not have them signed as well.

- You will also be graded on how well you fill out your Time Sheet.
 - **Clinical Time Sheet Due Dates:**
 - Jan.- Due Feb. 6th**
 - Feb.- Due March 6th**
 - March- Due April 3rd**
 - April- Due May 8th**
 - Make-up hours due NO LATER than May 8th**
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- Example: January Time Sheets are due on Feb. 7th. If turned in by the end of the school day on the 7th your grade will start with 100 in the grade book. If turned in on the 8th your grade will start with a 90. On the 9th you will start with an 80, and so on. You will even lose 10 pts each day on the weekends.
- Turn in your Monthly time sheets in the portable filing system in the classroom (I will show you where it is).
- Each one of you will have a file with your name on it in the filing system. Place your signed clinical sheets and your monthly total sheet in your file. (Please staple them together so papers do not get misplaced).
- At the end of the class day on the day they are due I will pick up the filing system and bring it to my office. If your time sheets are in your file, signed, and filled out you will receive a 100. If not I will start deducting your 10 pts, and you must hand them into me.
- Please refer to the Grading Rubric can be found in your Canvas account.

Clinical Attendance/Absences Grading Policy

Each Month you will be graded on your clinical attendance based on the Clinical Time Sheets you turn in. Below is the grading scheme.

1. Zero missed Clinical hours 100
2. Up to 8.0 missed clinical hours 90
3. Between 8.25 and 16.0 missed clinical hours 80
 - **Please Note: If you miss more than 16 clinical hours during this course it can result in being Withdrawn from the program.**
 - **If you miss a clinical day it MUST be an excused absence and you must make-up your time before the end of the course. To complete this course, you must have 232 total clinical hours.**
 - The Grading Rubric can be found in your Canvas account.

Online Discussion Grading Policy

- Each week you will be required to post a discussion in canvas about a procedure or something that happened while in clinical that week.
- You must respond to a minimum of 2 classmates post.
- Each Discussion post is due by midnight on the Thursday after clinical on Monday and Tuesday.
- The Discussion Board will close at midnight, and late discussion post will not be accepted.
- The Grading Rubric can be found in your Canvas account. Please refer to this for the full breakdown on what is expected in each post.

Faculty Site Evaluations Grading Policy

- During the semester, we will be visiting your clinical sites. Based on the time we spend in

your clinical site we will fill out an evaluation form.

- Once all evaluation site visits have been completed we will assess the evaluation form and give you a grade based on the form.
- The grade you earn will be posted into Canvas.
- The Faculty Site Evaluation form can be found in your Canvas account.

Clinical Site Evaluations Grading Policy

- During this semester, you will be assigned a **minimum** of two clinical sites.
- At the completion of your first clinical rotation an evaluation form will be sent to your clinical site.
- You will receive a Clinical Site Evaluation Grade based on the answers we receive from your clinical site.
- Beginning April 8th you will start your second site rotation. You will be assessed on their evaluation during the Summer mini-mester.
- he Clinical Site Evaluation Form can be found in your Canvas account.

Expected Clinical Behavior Outcomes

1. Accepting the responsibility of gathering pertinent information in regards to office policy and philosophy in their initial interview with the assigned Dentist and his/her personnel.
2. Practicing personal and professional ethics.
3. Observing staff member(s) greeting the dental patient in the clinical facility.
4. Remaining aware in their position within the learning process by:
 - a. refraining from advising dentist and office personnel.
 - b. using appropriate procedures.
 - c. refraining from discussing specific patient care with lay persons.
5. Adapting and successfully applying the knowledge and techniques acquired in classroom instruction to the demands of the dental facility environment and dentist.
6. Demonstrating the ability to participate as a member of the dental health care team.

General Instructions, Safety, Cell Phone Use

1. Students who conduct themselves in accordance with GC, the Health Science Division, and the Dental Assisting Certificate Program policies should have no difficulties during their educational experience(s).
2. Shoes must be closed toed and not canvas. No "Clog" type shoes with holes. Clothes must cover students' midriff areas when sitting and/or standing.
3. **NO SMOKING** on clinical days. Tattoos **MUST** be covered at all times during clinical hours.
4. Piercings: The following piercings are **not** allowed during clinical time:
 - a. Nose piercings (Clear tips are acceptable and will not be counted off for)
 - b. Tongue piercings
 - c. Eyebrow piercings
 - e. Lip piercings
 - f. More than 2 Ear piercings along the cartilage of the ears
 - d. Cellular phones are allowed in the clinical facilities, but must be on silent notification and in the break room or purse.
 - e. Students should label their cell phones.
 - f. If student is found using their cell phone during clinical time, (ie. texting, web surfing, calling, paging, etc.) the student will receive an automatic zero for that day's timesheet.
 - g. In cases of emergency or family members who may need to contact the student during the day, the student must notify the clinical facility and should give family members and/or child care givers phone numbers for the clinical facility as emergency numbers.

5. Student conduct that results in Faculty recommendation for disciplinary action, failure, and/or dismissal include, but are not limited to:
- a. The inability, or unwillingness, on the part of the student to change his/her behavior to meet the objectives of the Program in any one of the learning domains (psychomotor, affective or cognitive) in a Clinical Affiliate facility. (This is to include habitual tardiness, excessive absences, and failure to report at assigned time, failure of didactic assignments/examinations, and skills assessments.)
 - b. The misconduct or unreasonable lack of skill or reliability, in performing professional duties. (See Grayson College Policy) For example:
 - (1) revealing the details of professional services rendered or confidences of a patient to the public.
 - (2) performing services requiring the professional competency of a licensed or certified dental health team care member (e.g., dentist, hygienist, certified dental assistant or laboratory technician).
 - (3) falsification of records and/or reports
 - (4) altering existing records and/or reports
 - (5) use of procedures or shortcuts that are not advocated in the clinical site
 - (6) performing professional duties in such a manner as to cause harm to the patient and/or other dental health care members (either intentional or unintentional).
 - (7) performing professional duties under the influence of alcohol or any illegal substance.
 - (8) refusing to perform professional duties as assigned by clinical staff or Professor(s). (This includes end of day cleaning assignments such as removing trash and sweeping floors.)
 - c. The failure to maintain satisfactory working relationships with patients, colleagues, supervisors, dentists, staff members, or professors.
 - d. The slander of a patient, Dentist, Professor or coworker to the public, other students, Professors, and/or any dental health care team member.
 - e. The use of abusive language (or demeanor), and/or profanity toward, or about, another student, patient, dental health care member, or Professor.
 - f. Falsification of required or assigned documents.
 - g. The use of words and/or actions that are discriminatory and/or intimidating (or considered harassing) based on gender, race, creed, color, religion, age, national origin, or disability.
 - h. The termination from a Clinical Affiliate site.

*Satisfactory (letter grade of "C" (75) or better) completion of a course must be accomplished in order to pass the course and to progress and graduate from the Program.

* Due to required instructional, pre-clinical duties, and administrative meetings, it is strongly suggested that an appointment be made for conferences.

*Please refer to the Student Handbook for more detailed information.

Late Work Policy

No Late Work is accepted except for Clinical Time Sheets. They will be accepted after the due date but a penalty of 10 pts per day will be assessed for each day turned in passed the due date. (Please see the Clinical Time Sheet Grading Policy)

Extra Credit Policy

No extra credit will be given.

Dress Code

Dress Code/ Uniform Policy;

The complete uniform consists of program approved scrub pants and top, a lab coat, clean and approved clinical shoes, (no cloth type shoes or shoes with holes), Student ID badges, Dosimetry Badge (as appropriate) and optional approved long sleeve T-shirt.

- 1 Pair of Royal Blue scrubs for pre-clinical days and other school related functions approved by the instructors. Must be bought through the Grayson bookstore.
- 1 Dark Gray Lab Jacket. Must be bought through Grayson bookstore. Must have round neck, snaps down the front with Cotton cuffs at wrist.
- Other scrubs may be any color and either a solid or printed patterns. Must be clean and wrinkle free.
- Under garments must be worn and must not be visible.
- Tattoos must be covered at all times. Some healthcare facilities do not find them acceptable.
- Fingernails should be kept neat, clean, and short. Not visible when looking from the palm of the hand. **NO nail polish or acrylic nails.**
- Sweaters/hoodies are **not** worn with scrubs and/or laboratory coats as recommended by OSHA during Lab/Clinicals. Undershirts may be worn as long as they are clean and stain-free.
- A Grayson College student identification name badge **must be worn at all times** in the Clinic, Clinical Affiliate site and/or during any scheduled events. Name badges, if lost or damaged, must be replaced by the student at their expense **within one (1) week**. Name badges **must not** be defaced with any type of pins, stickers, jewelry, etc.
- Protective eyewear **must** be worn in the lab room, clinic and/or dental setting during all procedures even when observing a procedure. It is the student's responsibility to purchase their protective eyewear.\
- No Jewelry EXCEPT- A wrist watch with a second hand, wedding ring/band, one (1) non-distracting post type (stud) earrings on the earlobes only. NO cartilage studs, NO ADDITIONAL VISIBLE BODY PIERCING (nose, eye, chin, tongue, lip, etc.) is permitted.
- Personal Hygiene/ Body odor: daily baths, shampoos and the use of a good deodorant. **Smoking/Tobacco use for dental health care workers is STRONGLY DISCOURAGED, therefore students who use tobacco products must take precautions to guard against transmission of tobacco smells to patients and others.**
- Light perfume, cologne or body sprays. Strong smells can be offensive to other team members and /or patients.
- Hair must be **neat and clean**. Long hair must be worn off the collar or pinned back away from the face. Bangs, if worn, **MUST** never cover the eye. Hairstyles must be professional. **Extreme colors or styles are unprofessional for class, lab, or clinical and therefore unacceptable.** Hair accessories must be minimal and in no way distracting.
- Conservative make- up is allowed. (lightly applied).
- Facial hair must be short, neatly trimmed and clean at all times.
- Male students should wear a white V-neck T-shirt under uniform top. Sleeves must not extend visibly beyond the scrub top sleeves.
- Any student found in violation of the above policies will be dismissed from clinical and counted absent. Hours missed will be required as make up time.
- Radiation monitoring badges (dosimetry badge), once issued, must be worn at all times while in the clinic. It is the student's responsibility to wear the badges AND to remove the badge prior to leaving the Clinic/ Lab area. The student is responsible for any fees incurred to replace a missing or lost badge. (\$30.00).

- Uniforms must fit well and not hug the body nor hinder bending, stooping or reaching. If the scrub top gaps open at the neck then an under shirt must be worn underneath.
- No chewing gum allowed on pre-clinical or clinical days.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veteran's status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator ([903-463-8714](tel:903-463-8714))
- Dr. Dava Washburn, Title IX Coordinator ([903-463-8634](tel:903-463-8634))
- Dr. Kim Williams, Title IX Deputy Coordinator- South Campus ([903\) 415-2506](tel:903-415-2506))
- Mr. Mike McBrayer, Title IX Deputy Coordinator ([903\) 463-8753](tel:903-463-8753))
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

- GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website:

<http://grayson.edu/current-students/index.html>

Revised: August 23, 2015