



Jordan University of Science and Technology  
Faculty of Applied Medical Sciences  
Department of Applied Dental Sciences  
Second Semester 2016-2017  
Course Syllabus

<b>Course Information</b>	
<b>Course Title</b>	Organizing dental clinic and Sterilization
<b>Course Code</b>	ADS 376
<b>Prerequisites</b>	--
<b>Course Website</b>	<a href="http://www.just.edu.jo/e-learning/ads">www.just.edu.jo/e-learning/ads</a> 463
<b>Instructor</b>	Ms. Reem Saleem Tubaishat
<b>Office Location</b>	Applied Medical Sciences Faculty/ 2 <sup>nd</sup> floor
<b>Office Phone #</b>	26952
<b>Lecture time</b>	Thursday 12.30-1.30/ N4 206
<b>E-mail</b>	<a href="mailto:reemsafa@just.edu.jo">reemsafa@just.edu.jo</a>
<b>Teaching Assistant(s)</b>	--
<b>Course Description</b>	
<p>This course is designed to expose Allied Dental Science students to the area of office practice management. Included will be information and assignments to assist the development of business writing, telephone communication, effective practice management skills and computer-assisted office management.</p> <p>In addition to clinical records management, business and financial records, and skill-building for success. Students activity include preparing a self- Résumé . and an emphasis on the sterilization methods used to care of dental unit, the role of the dental assistant in infection control application, and sterilization methods, studying of different species of microorganisms, and the new methods available this purpose.</p> <p>Besides this course will introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include an overview of microbiology, infection diseases, and disease transmission, principles of infection control, instrument sterilization and biological monitoring, chemical disinfectants, aseptic technique, biohazard management, and OSHA standards for dental practice.</p>	

<b>Textbook</b>	
<b>Title</b>	Dental Office Management Mosby's Comprehensive Review of Dental Hygiene
<b>Author(s)</b>	Ellen Dietz Leonardi Darby, BSDH, MS
<b>Publisher</b>	Delmar Thomson Learning MOSBY ELSEVIER
<b>Year</b>	2000, 2006
<b>Other references</b>	Instructor's handout

<b>Assessment</b>		
<b>Assessment</b>	<b>Expected Due Date</b>	<b>Percentage</b>
<b>First Exam</b>	<b>2/3/2017</b>	30%
<b>Second Exam</b>	<b>6/4/2017</b>	30%
<b>Final Exam</b>	To be announced later	40%

<b>Course Objectives</b>	<b>Percentage</b>
Explain the importance of management within an office setting.	5%
Explain the importance of infection control strategies in an office setting.	5%
Define and demonstrate Official letter formatting	5%
Demonstrate the different letter styles used in a dental office	5%
Describe the different forms kept in a patient record	5%
Describe the various filing systems used in a dental office	5%
Describe the function of the components of a clinical file	5%
Develop a telephone technique	5%
Describe the appointment book and factors in scheduling	5%
Describe the communication skills required for managing dental office	5%
Identify the basic principles of microbiology	5%
Define basic terms used in dental microbiology	5%
Identify and describe bacterial diseases	5%
Identify the basic principles of microbiology	5%

Define basic terms used in dental microbiology	5%
Identify and describe bacterial diseases	5%
Identify various preventive measures, universal precautions to follow in order to reduce the risk of disease transmission	5%
Identify and demonstrate accepted methods of sterilization	5%
Describe proper methods used in the dental unit, storage and handling of instruments	5%
Identify the basic principles of microbiology	5%

### **Teaching & Learning Methods**

- Lectures, group Discussion,
- Reading Articles
- Handling assignments,
- Instructor handouts

#### **Teaching duration:**

A full- time lecture 12.30-1.30 each Thursday in N4 206

### **Additional Notes**

**Attendance policy:** students must attend 100% of all scheduled classes. Should an absence be necessary, student should contact the course instructor by telephone immediately. Work missed can ONLY made up with an excused absence.

- No make-up exams or quizzes will be given for unexcused absences
- Late arrivals to class are unexcused absences
- Any excuse for an exam must be formally signed by the dean of the faculty

All course make-ups, test, and so forth, must be completed within 14 days from the date of the excused absence.

#### **Expected workload:**

All course requirements are to be submitted to the instructor on the established due dates. Work submitted after the established deadlines will b penalized. Students are encouraged to keep a duplicate copy of all written assignments submitted

#### **Feedback:**

Concerns or complaints should be expressed in the first instance to the course instructor. If no resolution is forthcoming then the issue should be brought to the attention of the Department Chair and if still unresolved to the Dean. Questions about the material covered in the lecture, notes on the content of the course, its teaching and assessment methods can be also sent by e-mail

<b>Course Content</b>			
<b>Week</b>	<b>Date</b>	<b>Title of the Lecture</b>	<b>Lecturer</b>
1	2/2/2017	- Introduction to course - Go over syllabus - Resume/ due date	Ms. Reem Tubaishat
2	9/2/2017	microbiology and disease transmission	Ms. Reem Tubaishat
3	16/2/2017	Patient care and use of personal protective equipment	Ms. Reem Tubaishat
4	23/2/2017	Barrier protection	Ms. Reem Tubaishat
5	2/3/2017	<b>First Exam</b>	<b>Study Hard</b>
6	9/3/2017	Disinfectant solutions	Ms. Reem Tubaishat
7	16/3/2017	Ultrasonic cleaning/ packaging	Ms. Reem Tubaishat
	23/3/2017	Sterilization methods	Ms. Reem Tubaishat
8	30/3/2017	Practice management for the dental team/ Dental team management	Ms. Reem Tubaishat
9	6/4/2017	<b>Second Exam</b>	<b>Study Hard</b>
10	13/4/2017	Creating resume	
11	20/4/2017	Patient management	Ms. Reem Tubaishat <b>Resume due date</b>
12	27/4/2017	Appointment management systems	Ms. Reem Tubaishat
13	4/5/2017	Inventory System and Ordering Dental Supplies	Ms. Reem Tubaishat
14	11/5/2017	Storage of business records	Ms. Reem Tubaishat
15	<b>To be announced</b>	<b>Final Exam</b>	<b>Good Luck</b>