



Jordan University of Science and Technology
 Faculty of Applied Medical Sciences
 Department of Applied Dental Sciences
 Second Semester 2013-2014
 Course Syllabus

Course Information	
Course Title	Expanded duties of the dental assistant
Course Code	ADS 472
Prerequisites	ADS 471
Course Location	Post-grad Dental Clinics (JUST)/ Dental Teaching Center (Irbid)
Credit Hours	5 (Practical)
Course Level	Fourth year, Senior ADS students, 2 nd Semester
Instructor	Suhair R. Obeidat, BSc ADS, MSDH
Office Location	Faculty of AMS – 2 nd floor
Office Phone #	02/ 7201000 ext. (26885)
Office Hours	-
E-mail	saobeidat@just.edu.jo
Teaching Assistant(s)	Abeer Qtaish, Abed Almalek Tabanjah
Course Description	
<p>This course is designed to familiarize the ADS students about the advanced chair-side dental assisting skills that are legally delegated by the dentist to a dental assistant. This will be accomplished through seminars, practicing in the laboratory sessions, proficiency evaluations and implementing most skills in the clinical settings. The performance of these skills will take place in clinical rotations.</p>	

Textbook	
Title	Modern Dental Assisting
Author(s)	Doni L. Bird, and Debbie Robinson
Publisher	Torres and Ehrlich
Year	2011
Edition	10 th Edition
Book Website	-
Other references	<ul style="list-style-type: none"> - Obeidat, S. R. A guide for clinical dental assisting (Part one) 2007. - Dental Assisting, A Comprehensive Approach, Phinney and Halstead, Delmar (1999)

*Assessment		
Assessment	Expected Due Date	Percentage
Inter-semester Evaluation:		60%
1. Midterm Exam	Week 8	20%
2. Continuous Assessment (Case Book)	Weekly	40%
Final Evaluation:		40%
- Final Exam	Week 15	40%

** Subjected to change according to the changes that may occur during the semester*

Course Objectives	Percentage
1. Prepare the dental unit properly	10%
2. Apply the principles and standards of infection control including PPE (Personal Protective Equipment), disinfection, and sterilization.	10%
3. Apply the principles of 4-handed dentistry such as instrument handling and transfer, operating position, and maintaining the operating field during the procedure	10%
4. Demonstrate effective communication skills with the client, operator, and colleagues	5%
5. Manage effectively the dental unit and patient	5%
6. Recognize the instruments and materials required for each dental procedure	5%
7. Explain the rationales and objectives of selected clinical procedures	10%
8. Mix properly the dental materials including alginate, ZnOE, Polyvinyl Siloxane , cements, restorative materials, liners, etc.	5%
9. Educate the patients about oral health and provide them with postoperative instructions	5%
10. Identify the exact sequence of each dental procedure performed in the dental unit	10%
11. Have adequate knowledge of the basic tasks required from dental the dental assistant	5%
12. Have adequate knowledge of the practice of cross-infection control, and the importance of cross-infection control to the patient and to the practitioners	5%
13. Have already assisted in all dental clinics and performed the specific tasks asked for from the dentist or the dental students	5%
14. Have appropriate understanding of the dental assistant role and status within the dental team	5%
15. Have appropriate understanding of the dental assistant-hygienist role in promoting oral health to the public	5%

Teaching & Learning Methods

- Seminars
- Dental clinics supervised by the faculty members and teaching assistants
- laboratory sessions

Additional Notes

Attendance policy: JUST POLICY REGARDING ABSENCES WILL BE FOLLOWED

Due to the unique responsibilities associated with becoming a competent professional and provider of health care, and the progressive nature of the curriculum and its importance to the provision of quality oral health services, attendance to dental clinics is necessary. Should an absence be necessary, the student must contact the course coordinator immediately within 3 days. Session missed must be made on another day as arranged by the course coordinator. The students must complete written make up session request within a week from that absence. Final decisions to make up sessions will be determined by the instructor. *Tardiness more than 10 minutes will be counted as an absence. For excused absence, student must submit a written formal documentation.* **According to JUST policy, Unexcused Absences of more than 10% and Excused absences of more than 20% will result in dropping the student from the course.**

Expected workload:

- 1. Clinic sessions begin immediately at 9:00 a.m, and 1:30 p.m:** Students are expected to arrive to the clinic no later than 10 minutes prior to the scheduled clinic time. Students are required to be prepared with their lab coats, nametags, protective eyeglasses, cement spatula, "A Guide for Clinical Dental Assisting Part One" Book in each dental clinic. Long hair must be tied. Jewelries, long nails, high-heel and open shoes/ sandals, and athletic shoes and jeans are not permitted. Please turn off all cell phones and pagers during class.
- 2. Clinical dental assisting sessions are scheduled for 3 full time hours:** Students must *not leave* clinic early without permission from their assigned faculty or TA.
- 3. Meeting Established Deadline:** All course related assignments are to be submitted to the course director on the established due dates. Work submitted to the course director after the deadline will be penalized on that particular assignment.
- 4. *Plagiarism:*** All academic work submitted to fulfill a course requirement is expected to be the result of each student's own thought, research, and self-expression. A student will have committed plagiarism if he/she reproduces someone else's work without acknowledging its source, making changes in the grades in the assessment book, or any changes in the assessment book. **Any changes in the Assessment Case Books is considered plagiarism and the student will be penalized.**

Course Evaluation:

- 1. Daily Dental assisting Skills/ Process Evaluations (Continuous assessment):** Students' performance will be observed and assessed by the assigned faculty. The faculty will provide feedback on student's strengths and weaknesses as needed and discuss that with the student. Evaluations of the student's skills and performance will be recorded on a **Dental Assisting Logbooks/Case Books** designed for the dental clinics. These evaluations will be based on the instructor observation and rating/judgment of the student's performance and a grade will be given accordingly. ***Completion of all assigned skills/ process evaluations is required to successfully complete this***

course. Each incomplete process evaluation means one point deduction from the overall course grade. It is the responsibility of the student to ensure that the assigned instructor record the dental assisting skill/process performed, name of the operator (dental student or dentist) name-he/she worked with, patient's name, and date in the Dental Assisting Logbook and have the assigned instructor evaluate and signed it **in the same day the process is completed.** **No grades will be given after that day the process is completed.**

Note: For all POIs required, student must submit 2 written copies of the POIs to both instructor and patient in order to receive a grade for that requirement

2. In addition to the chairside dental assisting skills, the student must practice and perform the following dental assistant **expanded-functions/ duties** either in the dental clinics or on simulated laboratory:
 1. making of temporary bridges and crowns
 2. removal of sutures
 3. applying topical fluoride and topical anesthetic
 4. preliminary examinations
 5. charting
 6. record management
 7. assist in the management of emergencies
 8. apply and remove rubber dam
 9. apply and remove tofflemire and matrix band
 10. Taking primary impressions and pouring study casts

Feedback:

Concerns or complaints should be expressed in the first instance to the course instructors. 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 to the following addresses saobeidat@just.edu.jo