New Course Request

Check Appropriate Boxes: Undergraduate credit [✓] Graduate credit [ ] Professional credit [ ]

1. School/Division: Health & Human Services/Dental Education
2. Academic Subject Code: DAST

3. Course Number: A273 (must be cleared with University Enrollment Services)
4. Instructor: Staff

5. Course Title: Advanced Clinical Practice
Recommended Abbreviation (Optional): Adv Clin Pract

(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2011

7. Credit Hours: Fixed at 3.0 or Variable from _______ to _______

8. Is this course to be graded S-F (only)? Yes [X] No [ ]

9. Is variable title approval being requested? Yes [X] No [ ]

10. Course description (not to exceed 50 words) for Bulletin publication:
This course provides continued performance on clinical practice experiences with patients in extramural dental offices. The students will utilize critical thinking skills and evidence-based decision making as they perform clinical treatment with their patients.

11. Lecture Contact Hours: Fixed at 1.0 or Variable from _______ to _______

12. Non-Lecture Contact Hours: Fixed at 6.0 or Variable from _______ to _______

13. Estimated enrollment: 24 of which 9 percent are expected to be graduate students.

14. Frequency of scheduling: Annual
Will this course be required for majors? Yes

15. Justification for new course: Advanced clinical practice necessary for a new degree in dentistry

16. Are the necessary reading materials currently available in the appropriate library? N/A

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date: 4/15/71

Date Department Chairman/Division Director

Dean of Graduate School (when required) Date

Approved by: [Signature] Date: 6/2/71

Dean

Chancellor/Vice-President Date

University Enrollment Services Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

RESET
DAST A273 – Advanced Clinical Practice

Wilhemina R. Leeuw, MS, CDA

College of Health and Human Services
Department of Dental Education
Dental Assisting Program

-1-
COURSE DESCRIPTION: This course provides continued performance on clinical practice experiences with patients in extramural dental offices. The students will utilize critical thinking skills and evidence-based decision making as they perform clinical treatment with their patients. Clinical chairside experience in extramural assignments with a seminar to provide an opportunity for students to share experiences. Class activities and assignments will help to prepare the students for the Dental Assisting National Board exam. The development of a resume, cover letter, and employment interview preparations will also be discussed with projects corresponding to each.

COURSE OBJECTIVES:

1. The clinical assignments will provide the student with practical experience in general dentistry and specialty practices when applicable.

2. The clinical facility, if possible and applicable, will provide the student with experiences in the following areas: clinical practice, providing diagnostic aids, providing clinical supportive functions, performing laboratory procedures, providing oral hygiene instruction, and performing basic business office procedures.

3. The major portion of the student’s time in advanced clinical practice will be spent with patient care.

4. A seminar will be held 1 hour per week to allow the students to share *pertinent clinical experiences with Professor Leeuw and each other. Seminar is not a time to vent frustrations or comment on behaviors observed in private practice. Discussions must remain relevant to the course objectives. If a student has a formal complaint to make, they must schedule an appointment with Dr. Kracher who will then determine the appropriate action to take.

REQUIRED TEXTS & ITEMS:
The DANB Review Book (bookstore)
Modern Dental Assisting w/ CD ROM – 9th Edition – kept from Fall 2010 classes
A172 Course Manual & Forms– Pkt. from Bookstore, printed from Blackboard Vista, handouts*
Liability Ins. Card - must keep with you while in extramural dental offices
Incident Protocol Sheet - must keep with you while in extramural dental offices
Current, signed CPR card

*Additional handouts will be given throughout the semester and it is the student’s responsibility to read them.
EVALUATION CRITERIA:

1. The dental practitioner and his/her staff, in accepting students into their office, agree to objectively evaluate the student’s progress utilizing the evaluation forms provided. A dental assisting faculty member will also visit the General clinical facilities and will evaluate the student utilizing the Clinical Assignment Evaluation form. Offices may share the evaluation with the student, but must be received in a SEALED ENVELOPE. Students are not to open this sealed envelope in any circumstance.

2. The student and dental office will both keep track of the number of hours spent in each extramural facility. The student is required to have a staff member sign the student in & out daily to maintain the correct number of hours. On the last day, the student will have the assigned mentor sign the form. This form must be turned in the following Friday or Tuesday at the beginning of Clinical Science.

3. The student will complete a weekly log form for each day spent at a clinical site. The student will document any skills performed on these weekly sheets. After each Thursday in the office, the student will turn in this sheet at the beginning of each seminar.

4. Students will rotate through *four (4) clinical facilities (general dentistry & specialty) during the fall semester. Attendance is MANDATORY.

5. Each semester, you are required to attend at least one IKDAS meeting. You will be offered extra credit for each additional meeting you attend each semester. You can apply these points toward any class you wish.

6. Complete a resume & cover letter -- not graded, but 1 copy of each must be completed to satisfactory standard. However you are required to produce a professional resume at your meeting with Diane Bell, IKDAS Placement Service.

COURSE GRADE: The points from the Supervised Clinical Progress Reports and the Extramural Site Visit Reports will be totaled. A percentage will be determined by dividing the number of points received by the number of points possible. A letter grade will be assigned according to the following percentage ranges:

\[
\begin{align*}
100 - 94 & = A \\
93 - 88 & = B \\
87 - 81 & = C \\
80 - 75 & = D \\
\text{below 75} & = F \\
\end{align*}
\]

& dismissal from the program

Professor Leeuw will have the full responsibility of determining the final course grade.
COURSE DOCUMENTS:

1. The extramural dental office contracts are mailed to offices prior to the fall semester starting. On the first day of your first rotation, you are to ask your mentor for the contract. You are to bring this contract to the first Tuesday morning A172 Clinical Science Seminar. This contract covers the office for the entire semester.

2. Your attendance sheets are included in this course manual. You are responsible for posting your attendance sheet in each extramural office. You are responsible for obtaining the proper initials each day for time in & out. Failure to do so will result in a point deduction.

EXTRAMURAL ATTENDANCE: Attendance during the extramural clinical assignments is vitally important and mandatory! Discipline and responsibility are fundamental to the practice of dentistry. Because clinical experience is extremely valuable and the number of days are limited, attendance is required during all scheduled clinical days. If the student is absent from an extramural requirement, the student must notify BOTH the affiliating dental office AND Professor Leeuw before 8:00 a.m. the day of the extramural experience. Each absence will result in a loss of 20 points. Failure to notify the clinical site AND Prof. Leeuw (481-6093) will result in an additional loss of twenty (20) points each for EACH incident.

Ex. – Betsy does not go to her extramural, does not call anyone – loss of 60 points for absence and no calls.

Ex. – Suzy’s office has closed early, for whatever reason, more than 30 minutes before schedule. Suzy does not call Prof. Leeuw – loss of 20 points.

Ex. – Joanne’s son is ill and she cannot go to her office. She calls the office and Prof. Leeuw – loss of 20 points for absence.

The only phone number to call for an absence is Prof. Leeuw at 481-6093.

Requirements must be completed by 5:00pm the Friday before finals week. Failure to complete 120 patient care hours will result in an incomplete grade.

EXTRAMURAL TARDINESS: Time in and time out will be documented on the attendance form each day. The mentor/staff member will initial each day’s time and any tardiness must be documented. A student cannot be late more than ten (10) minutes after the agreed upon time or it is considered an unexcused tardy. If this occurs more than once at one office, the mentor has been instructed to contact Prof. Leeuw immediately. Tardiness will result in a loss of ten (10) points for each incident.
EXTRAMURAL MAKE-UP DAYS: Students must make up absentee hours when it is convenient for the affiliating offices and does not interfere with scheduled classes at IPFW.

EXTRAMURAL BANKED HOURS: It is highly recommended that you create a “bank” of hours. Should an office close and you do not have the option to work for your hours that day, Prof. Leeuw may be able to apply these banked hours in a way that you are not in jeopardy of falling below the required 120 hours at the end of the semester. This is totally under the discretion of Prof. Leeuw and is dictated on a case by case basis.

Banked hours can be accumulated by working longer than the expected 8 hours a week. Opportunities may arise on an office by office basis and not controlled by the program. **NOTE:** You may never have the opportunity to use these hours – they exist for office closings that the student has no control over. They are meant as a safety cushion for emergencies and closings.

- Should the student be tardy or become ill, they can use banked time, but will still lose the posted points for not attending the office as instructed.
- These hours cannot be used in the last week just because the student has the hours banked and does not wish to fulfill the assigned obligation to the participating dental office(s.)

SEMINAR ATTENDANCE & TARDINESS: Attendance is required. A deduction of 5 points will be deducted from your final grade each day you are absent from seminar. Tardiness (when the door is closed) - will result in a loss of 2 points for each occurrence and a 2 point deduction for leaving early - NO EXCUSES.

WEEKLY LOG SHEETS: The Weekly Log sheets are to be turned in to Prof. Leeuw each Friday by 5:00pm. These sheets represent your experiences, work, and progress through each dental office. **DO NOT RIP** sheets from 3-ring binders -- they are kept!

The following **point deductions** will be deducted from the student’s total grade for each occurrence:

2 - a. tardy to Seminar or leaving class early
   b. ripping a sheet out of a binder
5 - a. Daily Log Sheets that are late for any reason (i.e. failure to properly complete log sheet information will be returned to student and then considered late)
   b. absence from Seminar for any reason
10 - up to 10 minutes tardy to extramural facility
20 - a. each absence from your affiliation site
    b. being late ten minutes or more (unexcused tardy),
    c. leaving facility by choice for ANY reason without proper notification
    d. not calling office concerning absence
    e. not calling Prof. Leeuw concerning absence (points CANNOT be made up however, hours must be made up)
I - incomplete for the course - not completing class requirements (i.e. not attaining 120 hours of extramural experience)

**INCOMPLETE:** All extramural hours must be completed by 5:00pm the Friday before finals week. Your required 120 extramural hours are tabulated by the entries on your log sheets and verified by your attendance forms. Failure to complete the 120 extramural hours will result in the following:

1. The student receives an incomplete.
2. The student will not graduate.
3. The student may not be eligible to sit for the DANB State and National exams.

**PROFESSIONAL DRESS:** The following dress code has been established for the dental assisting students during their extramural clinical experience to maintain a consistent, professional appearance:

* a clean, unwrinkled, & modestly fitting uniform – pants are required to be the proper length where soles of the shoes must be visible
* no smoking, gum chewing or eating while in uniform
* disposable gowns are to be worn over your uniform during all chairside and laboratory procedures or a uniform is to be provided by the clinical site that will be laundered on site. Gowns are to be disposed of when visibly soiled or at the end of each day
* fingernails must be short and free of polish.
* all visible tattoos must be covered, flesh colored bandages or coverings must be utilized.
* white socks and primarily white, clean, leather uniform shoes are to be worn
* NO JEWELRY - The CDC recommends NO JEWELRY with patient care.
* hair must be CLEAN and NEAT. Hair must be back and off of the dental assistant’s face. Styles MUST prevent hair from falling forward in operator’s face and/or operating field!
* no use of heavy perfumes which may irritate patient or staff allergies
* make-up should be appropriate for a clinical setting (not heavy or dark)
* protective eyewear, a facemask, or face shield with facemask, and examination gloves will be worn during all chairside, radiographic procedures, and laboratory procedures.
* Masks must be worn whenever an aerosol spray or splatter is generated!
* Nytrile gloves must be worn when handling cont. instruments/sharps/etc. – keep one pair in offices at all times!

Special notes concerning SHARP’S EXPOSURES:

***It is important for you to use nitrile utility gloves when handling instruments during sterilization. If the office does not have utility gloves, bring your utility gloves to your office and leave them at the office until your rotation is done. Take them to each and every office, if necessary. You will use a second set of utility gloves on Fridays when you're in radiology or sealant clinics.
***Be careful not to be exposed to a contaminated bur that is sticking out from a handpiece. Make sure the bur is facing away from the area where you and patients walk in the treatment room.

***Be very conscious of what you are doing when you are taking an anesthetic syringe apart. Many incidents occur when a student is not concentrating on what they are doing, or when rushing or around rushing employees. Slow down and take your time. Pay close attention during this procedure. Incidents often occur at the end of the day when people are in a hurry to go home. Slow down and think carefully. Incidents DO NOT have to happen if you are careful and aware of what you are doing!

During the spring semester, uniform attire is to be worn ONLY during clinics and dental materials laboratory, on campus or in the extramural clinical sites.

Professional, mature conduct is expected of all students. Percentages can be deducted from a final grade at the discretion of Prof. Leeuw. Examples of deduction could include, but not limited to:

- excessive talking in class
- inappropriate behavior while in dental offices (unprofessional conversations, etc.)
- cell phone disturbances
- coming to class without necessary items
- taking extended breaks
- disrespect of others, etc.

When we have guest speakers in class, please be sure to be professional giving positive verbal and nonverbal cues. This includes: looking at the speaker, head nodding, smiling, and asking questions. Heads cannot be down on the desk and students cannot be talking. Students will receive 1% professional misconduct per incident.

The practice of dental assisting carries with it a high degree of responsibility and demands complete integrity. Possessing the knowledge and the skill to provide, or assist in providing, oral health care is a great privilege. Practice of this privilege requires dedication on the part of the student. The faculty's responsibility is to instill, in the student, a desire to become the ethical professional that the dental profession demands.

DISABILITIES STATEMENT: If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb, room 113, telephone number 481-6658), as soon as possible to work out the details. For more information, please visit the web site for SSD at [link].

REMININDER: In the event that a situation arises within a dental practice which you feel needs addressing immediately, bring it to the attention of Prof. Leeuw. She will then determine the appropriate course of action. When applicable, the student/s bringing a situation to the attention of Dr. Kracher, Director of Dental Assisting and Chair of the Department of Dental Education,
and must schedule and appointment and be prepared to defend their statement/s before the statement/s will be acted upon.

EMERGENCIES: Dr. Kracher = 481-6567 or pager is 260-698-1229
Prof. Leeuw = 481-6093.
I have listened and participated in the explanation of this syllabus by my course professor. I have fully read and understand its contents regarding evaluations, code of conduct, attendance policies, and deduction of points for A273.

Signed ________________________________ date __________
Witnessed ______________________________ date __________

To be turned in:

______________________________

A273 – Advanced Clinical Practice

I have listened and participated in the explanation of this syllabus by my course professor. I have fully read and understand its contents regarding evaluations, code of conduct, attendance policies, and deduction of points for A273.

Signed ________________________________ date __________
Witnessed ______________________________ date __________
A273 ADVANCED CLINICAL PRACTICE TENTATIVE AGENDA

Tuesdays: 8:30-9:20 am - Neff Hall, Room 161
** Each seminar class will begin with a discussion of extramural experiences.

WEEK OF:

August 21  
Course Orientation

**DUE: Day 1 of Weekly sheet and Office Agreement
**DUE FRIDAY: Days 2 and 3 of first weekly sheet

August 28  
1) Sign, date, and turn in bottom syllabus agreement (from forms packet)
CLASS ACTIVITY: Discuss first week in offices

**DUE FRIDAY: Week 2 Log Sheet

September 4  
CLASS ACTIVITY: Discuss resumes – ACCS handout – Career Guide
**BRING TO CLASS: Your current resume

**DUE FRIDAY: Week 3 Log Sheets

September 11  
CLASS ACTIVITY: Discuss resumes and brainstorm the development of a resume
**BEGIN: Work on your resume

**DUE FRIDAY: Week 4 Log Sheets and Attendance Form

September 18  
**DUE: Typed draft of your resume
CLASS ACTIVITY: Adjective sheet, peer review of resume

**DUE FRIDAY: Week 5 Log Sheets

September 25  
CLASS ACTIVITY: Discuss & brainstorm development of an effective cover letter

**DUE FRIDAY: Week 6 Log Sheets

October 2  
**BRING TO CLASS: Typed draft of a cover letter
CLASS ACTIVITY: Peer review of cover letter

**DUE FRIDAY: Week 7 Log Sheets

October 9  
CLASS ACTIVITY: Discuss – interviewing (info, worksheet)

**DUE FRIDAY: Week 8 Log Sheets

October 16  
CLASSES SUSPENDED - FALL BREAK

-10-
October 23
CLASS ACTIVITY: IKDDS Representative, Diane Bell

DUE FRIDAY: Week 9 Log Sheets

October 30
DUE: Money order for DANB testing, front/back copy of CPR card
CLASS ACTIVITY: Complete DANB National/State Boards applications (with step-by-step handout)
DUE: Final draft of resume and cover letter -- have 1 copy of each ready!

DUE FRIDAY: Week 10 Log Sheets

November 6
CLASS ACTIVITY: MDA CD ROM - Quiz Show

DUE FRIDAY: Week 11 Log Sheets

November 13
CLASS ACTIVITY: MDA CD ROM - Quiz Show
HOMEWORK ASSIGNMENT: The DANB Review text, Chairside questions, 1-50

DUE FRIDAY: Week 12 Log Sheets

November 20
Talk about review questions... getting ready for DANB!!
CLASS ACTIVITY: MDA CD ROM - Quiz Show(s)

DUE FRIDAY: Week 13 Log Sheets

November 27
CLASS ACTIVITY: MDA CD ROM - Quiz Show(s)
...more information regarding DANB Boards

DUE FRIDAY: Week 14 Log Sheets

December 4
Discuss final experiences, class wrap up

FRIDAY, Dec. 14
DUE: Week 15 Log Sheets (last one!): All hours and paperwork must be in to Prof. Leeuw’s mailbox no later than 5:00pm

Dec. 17-21
Final Examination week – NO FINAL IN THIS CLASS
A273 Advanced Clinical Practice

General/Community/Pediatric Dentistry Extramural Clinical Instructional Objectives:

1. Demonstrate professional appearance as outlined in course syllabus.
2. Adhere to the infection control and aseptic policies of IPFW and the clinical site assigned to.
3. Demonstrates self-reliance in working in a general dentistry office setting.
4. Exposure and/or process diagnostically acceptable radiographs.
5. Properly position patient and self.
6. Assemble proper armamentarium for general dentistry procedures.
7. Transfer and/or utilize armamentarium correctly.
8. Prepare, mix, and deliver required dental materials.
9. Prepare diagnostic aids as required.
10. Record laboratory procedures as required.
11. Record procedure data on patient’s chart.
12. Convey post-operative instructions to patient as required.
13. Demonstrate appropriate communication skills with the patient(s).

Specialty Dentistry Extramural Clinical Instructional Objectives:

1. All instructional objectives remain as itemized above, however:
   Assemble proper armamentarium for
   a. oral surgery, b. periodontal, c. endodontic, d. orthodontic procedures.

Clinical Seminar for Extramural Experience Instructional Objectives:

1. Identify general dentistry & specialty instruments.
2. Identify rubber dam & anesthetic syringe armamentarium.
3. Prepare five cover letters corresponding to advertisements for employment opportunities.
4. Prepare a resume & five cover letters for employment.
5. Differentiate situations from extramural experiences that were either positively or negatively beneficial to your professional growth.
6. Describe situations that show an awareness of patient’s needs.
7. Participate in seminar discussions.