

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

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| <u>COURSE NUMBER:</u> | DNAS 101 |
| <u>COURSE TITLE:</u> | FUNDAMENTALS IN DENTAL ASSISTING |
| <u>SEMESTER CREDIT HOURS:</u> | 2 |
| <u>DEPARTMENT:</u> | Dental Assistant |
| <u>DIVISION:</u> | Health Science |
| <u>PREREQUISITE:</u> | Acceptance into Dental Assistant Program |
| <u>REVISION DATE:</u> | February 2016 |

COURSE DESCRIPTION:

Introduces the profession of dental assisting, which includes history, educational requirements, functions and credentials of dental health team members, ethics and legal aspects of dentistry, the patient record and dental terminology.

COURSE OUTCOMES AND COMPETENCIES:

Students that successfully complete this course will be able to:

1. Discuss early contributions to the field of dentistry and summarize educational and professional development in the United States.
 - Describe the roles and contributions of relevant historical figures in the medical ethics and dental field.
 - Name the scientist that discovered radiographs.
 - Name the physician that first used nitrous oxide for tooth extractions.
 - Discuss the purpose and activities of the National Museum of Dentistry.
2. Demonstrate and discuss the characteristics of the professional dental assistant as part of the dental health care team.
 - Discuss the concept of professionalism.
 - Outline the three essential aspects of a professional appearance.

- Demonstrate the personal qualities of a professional dental assistant.
- Summarize the role and purpose of the American Dental Assistants Association (ADAA).
- List the benefits of membership in the ADAA.
- Describe the role of the Dental Assisting National Board (DANB).
- Explain where to obtain information about the DANB.
- Identify the purpose of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

3. List and describe the role of each member of the dental health care team.

- Name the members of the dental health care team and describe their roles.
- Identify the minimal educational requirements for each member of the dental health care team.
- Identify supportive services provided by others outside of the dental health care team to the practice.
- Describe the role of the clinical dental assistant and differentiate between a chairside assistant and a circulating assistant.
- Explain responsibilities of the sterilization assistant.
- Summarize what it means to be an expanded-functions dental assistant (EFDA) and be able to give an example of how to discover EFDA allowable functions in any given state.
- List the various responsibilities of the business assistant.
- Name and describe each of the recognized dental specialties

4. Explain and give examples of the basic principles of ethics.

- Explain and provide examples of being “legal” and being “ethical”.
- Describe the steps involved in ethical decision making.
- List the six basic principles of ethics and provide a description of each.
Discuss the American Dental Assistants Association Code of Ethics.
- Give examples of ethical dilemmas for each principle of ethics.

5. Explain and give examples of how law affects dentistry and the role of the dental assistant in compliance with legislation.

- Explain the purpose of the state Dental Practice Act provide information on where to access it for each state.
- Explain the purpose for licensing of dental health professionals.
- Describe the types of dental auxiliary supervision.
- Summarize the concept of Duty of Care/Standard of Care.
- Explain the circumstances required for patient abandonment.
- Explain the principle of contributory negligence.
- Describe the differences between civil and criminal law.
- Name the four conditions that must be present for a malpractice lawsuit to be successful.
- Describe ways to avoid malpractice suits.
- Give examples of and define written and implied consent.
- Describe guidelines for informed consent for adults and minors.
- Explain when it is necessary to obtain an informed refusal.

- Discuss the role of dental team members in reporting suspected abuse and/or neglect of patients including dental neglect.
- Explain the purpose of HIPAA.
- Define key terms.

6. Describe sections of a patient record, demonstrate the steps in completion of information gathering forms required to register a patient and explain why the patient record is the most important document for each patient in the dental practice (PROCEDURAL – SKILL ASSESSMENT 1).

- Illustrate how to obtain and review a patient registration form.
- Obtain a medical/dental health history and discuss the importance of medical alert information to the dental team.
- Record completed dental treatment.
- Illustrate the appropriate method to correct a chart entry.
- Describe methods of records retention and transfer.
- Understand the importance of a patient record in the dental office.
- Record the completed/existing dental work of a patient.
- Illustrate the appropriate method for correcting a chart entry.

7. Chart dental treatment and utilize dental terminology to explain dental diseases and restorative/surgical procedures.

- Define various terms routinely used in dental practices.
- Recognize abbreviations and make appropriate associations.
- Demonstrate charting of teeth/dental conditions.
- Learn definitions of commonly used dental terminology.
Select common abbreviations/symbols used in dental terminology.