COURSE: 2264 Techniques IV

CREDITS: 1  CLASS HOURS PER WEEK: 1  PREREQUISITES: 2263

DESCRIPTION OF COURSE This course is designed to provide knowledge and understanding regarding the dental hygiene care and management for patients with special needs.

STUDENT LEARNING OUTCOMES

1. The student will be able to apply principles of enhanced therapeutics for periodontal therapy.

2. The student will be able to discuss the principles of adjunctive oral cancer screening techniques.

3. The student will be able to discuss the role of dentistry in dental forensics.

4. The student will be able to discuss the principles of instrument management.

5. The student will be able to discuss Preceptorship in Dental Hygiene and the Dental Profession.

6. The student will be able to identify different management styles in the dental office.

7. The student will be able to list the responsibilities of the dental hygienist to acquire and maintain licensure in Ohio.

8. The student will recognize the value of an e-portfolio to summarize their competency-based curriculum.

9. The student will be able to demonstrate a job search strategy.

10. The student will be able to determine core values and principles used to solve an ethical dilemma.

11. The student will be able to discuss the function, structure and goals of the American Dental Hygienist Association.

12. The student will be able to discuss the legal aspects of dental hygiene care and treatment.

13. The student will be able to identify characteristics of the dental software systems and the value to the dental hygiene practice.
Units of Instruction/Objectives

Unit 1: The student will be able to apply principles of enhanced therapeutics for periodontal therapy by:
   a. Relating the various adjunctive therapeutics currently available.
   b. Relating the composition of adjunctive therapeutics.
   c. Explaining the placement of adjunctive therapeutics.
   d. Discussing indications and contraindications for use of adjunctive therapy to root planing and scaling.
   e. Listing advantages and disadvantages for use of adjunctive therapy.

Unit 2: The student will be able to discuss the principles of adjunctive oral cancer screening techniques by:
   a. Recognizing various types of adjunctive oral cancer screening techniques.
   b. Explaining how to use the various screening techniques.
   c. Relating the value of each screening technique.

Unit 3: The student will be able to discuss the role of dentistry in dental forensics by:
   a. Explaining the methods used to identify human remains.
   b. Discussing the role that the dental hygienists play on the dental forensic team.
   c. Identifying the technological advances made in forensic dentistry.

Unit 4: The student will be able to discuss the principles of instrument management by:
   a. Recognizing the various types of sharpening devices.
   b. Explaining the principles used with each type of sharpening device.
   c. Relating the principles of assessment of instruments for need for sharpening or replacement.

Unit 5: The student will be able to discuss Preceptorship in Dental Hygiene and the Dental Profession by:
   a. Defining preceptorship.
   b. Relating advantages and disadvantages of preceptorship.
   c. Discussing educational standards for entry level in the dental hygiene profession.

Unit 6: The student will be able to identify different management styles in the dental office by:
   a. Recognizing the differences between a sole proprietorship, partnership, and corporation.
   b. Discussing the business aspects for dental hygiene.
   c. Relating the 5 R’s of management.
   d. Discussing the legal and ethical issues in dentistry.

Unit 7: The student will be able to list the responsibilities of the dental hygienist to acquire and maintain licensure in Ohio by:
   a. Relating criteria for renewing license.
   b. Discussing continuing education requirements.
   c. Discussing permissible practices documentation for the dental hygienist form.
   d. Completing the Ohio Law test for licensure.

Unit 8: The student will be able to demonstrate the value of an e-portfolio to summarize their competency-based curriculum by:
   a. Relating the components of the e-portfolio.
b. Developing an e-portfolio that includes either documentation of or reflective writing of the following:
   i. Professional philosophy
   ii. Goals
   iii. Professional Organization
   iv. Professionalism
   v. Ethics
   vi. Self-Reflection of Growth as a Dental Hygiene Professional
   vii. Community Service
   viii. Life-long Learning

Unit 9. The student will be able to demonstrate a job search strategy.
   a. Composing a professional dental business cover letter.
   b. Developing a professional resume.
   c. Composing a thank you letter after an interview with a dentist.
   d. Developing a connection with employment services.
   e. Recognizing aspects of an interview.

Unit 10. The student will be able to determine core values and principles used to solve an ethical dilemma by:
   b. Discussing reporting of domestic violence
   c. Discussing issues of Access to Care.

Unit 11. The student will be able to discuss the function, structure and goals of the American Dental Hygienist Association by:
   a. Participating in the Legislative Reception sponsored by the Ohio Dental Hygienists’ Association.
   b. Participating in a Columbus Dental Hygienists’ Association meeting.

Unit 12. The student will be able to discuss the legal aspects of dental hygiene care and treatment by:
   a. Discussing aspects of the State Dental Practice Act.
   b. Discussing role of the State Dental Board in licensure, and regulation and enforcement.

Unit 13. The student will be able to identify characteristics of the dental software systems and the value to the dental hygiene practice by:
   a. Identifying and describing the components of a computer system.
   b. Recognizing the business administration, practice promotion and clinical applications of a computerized dental system.

GENERAL EDUCATION OUTCOMES
Columbus State Community College's general education outcomes are an integral part of the curriculum and central to the mission of the college. The faculty at Columbus State has determined that these outcomes include the following competencies:
• Critical Thinking

COURSE MATERIALS REQUIRED
1. A large binder for handouts and power-point unit presentations
2. If any student does not have personal access to a computer or the Internet, CSCC offers accessibility through Cougar Web or free access on campus at the ERC (Library) or TL Commons, and at off-campus sites. Labs and phone numbers are listed in the CSCC student handbook.

TEXTBOOK, MANUALS, REFERENCES, AND OTHER READINGS


GENERAL INSTRUCTIONAL METHODS
Lecture with Power-point presentations
Class Questions
Group Interactions

ASSESSMENT
Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes: (1) to improve student academic achievements; (2) to improve teaching strategies; (3) to document successes and identify opportunities for program improvement; (4) to provide evidence for institutional effectiveness. In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

STANDARDS AND METHODS FOR EVALUATION
Assessments Points
Reflection Paper for In-Office observation 30 points
Quizzes (2) 20 points
Resume 10 points
Cover Letter and Thank you letter 10 points
Case Studies Assignments (5) 50 points
Discussion Board (3) 30 points
e-Portfolio project 50 points
Ohio Law Test (graded by OSDB) 0 course points
Total Points 200 points

GRADING SCALE
Dental Hygiene Grading Scale Points
A= 93-100 A 186-200
B= 92.9-84 B 168-185
C= 83.9-75 C 150-167
D= 74.9-66 D 132-149
E= <66 E less than 132
Upon completion of this course the student will have mastered the stated outcomes with a minimum of 75% through evaluation. The grade of D and E are not acceptable for passing this course and will result in course failure. If the student is unsuccessful in any Dental Hygiene course he/she will be withdrawn from the program.

SPECIAL COURSE REQUIREMENTS

1. Reading assignments should be completed prior to class. This promotes better understanding of the material and allows for attention towards understanding of the material.
2. If time does not permit the completion of each unit as scheduled, the class will complete the material the next week and progress to the next unit. Readings should be completed as scheduled.
3. A web site through BlackBoard will utilized throughout this course. It may be accessed at http://csccl.blackboard.com. Each student will need a login code and password. Please contact IT Support at 287-5050 for additional help. It will be the student’s responsibility to print the handouts and bring to each class.
4. Participation is expected throughout the term. Students bring many ideas, cooperative learning, and experience to a course. Please be courteous to each other and any speaker throughout the course. Confidentiality is expected.
5. Grades will be posted on Blackboard. No make-up quizzes or exam will be permitted in this course unless approved under extreme life circumstances approved by the program coordinator. There will be no extra credit available.
6. One office observation is required. Each student is to arrange to visit an office. Plan on spending one-half day. Refer to the observation criteria for suggestions of areas to observe or question. Please do not be critical of the office when comparing to what you have learned. A 2-5 page paper is due on April 29. The observation paper is worth 20 points.
7. There are two (2) quizzes in this course. The material covered on the quizzes are as follows:
   a. Quiz 1: adjunctive therapy and oral cancer screening. Due on January 17.
8. Each student shall create a professional resume. The resume is due on March 4. The resume will also be included in the portfolio.
9. Each student shall create a cover letter and thank you letter for the resume. The cover letter is due on March 4. The cover letter will be included in the portfolio.
10. There are five (5) case studies to complete for this course. The cases studies are as follows:
    a. Case Study 1: Instrument Sharpening
    b. Case Study 2: Practice Management
    c. Case Study 3: Ethics
    d. Case Study 4: Legal Aspects
    e. Case Study 5: Legal Aspects 2
11. There are three (3) discussion board postings due in this course. The discussion board postings are as follows:
    a. Preceptorship/Education. Due January 24 at 10PM. Post why you value your dental hygiene education. Include in your posting what value or lack of value preceptorship has in dental hygiene education.
b. OSDB. Due 4/12. Post about your learning from attending a meeting of the Ohio State Dental Board. Include in your posting what you learned about the licensing, regulation and enforcement process.

c. ADHA. Due March 22. After attending the Ohio Dental Hygienists’ Association Legislative Reception, please post about the experience. Include in your posting what you learned about ODHA and the legislative process.

12. Complete one portfolio. This is a self-reflection linking education to the practice of dental hygiene.

13. Each student will complete the State of Ohio, Jurisprudence test for dental hygienist. The open book test will be administered on April 22. Passage of the test is one component for obtaining dental hygiene licensure in the State of Ohio.

ATTENDANCE POLICY
1. Any illness or emergency should be reported immediately (before class) to the Dental Hygiene Office at 287-3655. Written documentation of the absence must be submitted to the course faculty director at the following class time or before (may be through email).

2. Attendance policy is stated in the Dental Hygiene Student Handbook.
   - Each student is expected to arrive at class promptly. Late arrival is disrespectful to faculty and students.
   - Student arrival more than ten minutes after the time that class begins counts as being absent for the class period.
   - Every two times a student is less than 10 minutes late for class equals one absence.
   - If a student misses more than 20% of the class lectures, he/she will be automatically withdrawn from the course. Students who are withdrawn from any program course may not continue in the Dental Hygiene Program.
   - Late assignments will receive deduction.

STUDENT CODE OF CONDUCT
As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the student code. The Columbus State Community College expects you to exhibit high standards of academic integrity, respect and responsibility. Any confirmed incidence of misconduct, including plagiarism and other forms of cheating, will be treated seriously and in accordance with College Policy and Procedure 7-10.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY
It is Columbus State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodations because of physical, mental or learning disability, please contact the Department of Disability Services, 101 Eibling Hall, 614.287.2570 (V/TTY). Delaware Campus students may also contact an advisor in the Student Services Center, first floor Moeller Hall, 740.203.8000. Ask for Delaware Campus advising, or www.cscc.edu/delaware, for assistance.

2013-2014
INCLEMENT WEATHER OR OTHER EMERGENCIES
In the event of severe weather or other emergencies that could force the college to close or to cancel classes, such information will be broadcast on radio stations and television stations. Students who reside in areas that fall under a Level III emergency should not attempt to drive to the college even if the college remains open.

Assignments due on a day the college is closed will be due the next scheduled class period. If an examination is scheduled for a day the campus is closed, the examination will be given on the next class day.

Students who miss a class because of weather-related problems with the class is held as scheduled are responsible for reading and other assignments as indicated in the syllabus. If a laboratory or examination is missed, contact me as soon as possible to determine how to make up the missed exam or lab. Remember! It is the student’s responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

In the event the college is forced to close during Final Examination Week, exams will be rescheduled.

FINANCIAL AID ATTENDANCE REPORTING
Columbus State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported each term by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>UNIT OF INSTRUCTION</th>
<th>LEARNING OBJECTIVES/GOALS</th>
<th>ASSESSMENT METHODS</th>
<th>ASSIGNMENTS</th>
<th>ASSIGNMENT DUE DATE</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Enhanced Therapeutics for Periodontal Therapy</td>
<td>1. The student will be able to apply principles of enhanced therapeutics for periodontal therapy.</td>
<td>Quiz (take home)</td>
<td>Wilkins- Pg. 674-685 Three (3) videos posted to BB for students to view Dimensions: The Added Benefit of Antimicrobials</td>
<td>Quiz 1 due on January 17 (print quiz with answers and turn into Mrs. Clark)</td>
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<td>January 14</td>
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<td>2. The student will be able to discuss principles of adjunctive oral cancer screening techniques.</td>
<td>Quiz</td>
<td>Wilkins Pg. 190-193 Three (3) videos posted to BB for students to view Dimensions: Adjunctive Techniques in Oral Cancer Detection</td>
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<td>Oral Cancer Screening</td>
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<td>Week 2</td>
<td>NO SCHOOL</td>
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<td>January 21</td>
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<td>Week 3</td>
<td>Forensics in Dentistry</td>
<td>3. The student will be able to discuss the role of dentistry in dental forensics.</td>
<td>Quiz (take home)</td>
<td>Dimensions: Dental Detective</td>
<td>Quiz 2 due on January 28 (print quiz with answers and turn into Mrs. Clark)</td>
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<td>January 28</td>
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<td>Week 4</td>
<td>Management of Instruments: Replacement, Sharpening</td>
<td>4. The student will be able to discuss the principles of instrument management.</td>
<td>Case Study 1</td>
<td>Wilkins-Pg.-628-640 Four (4) videos posted to BB to view Case Study sharpening</td>
<td>Case Study 1 due February 11</td>
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<td>February 4</td>
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<td>Week</td>
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<td>5</td>
<td>February 11</td>
<td>Management Styles</td>
<td>5. The student will be able to discuss Preceptorship in Dental Hygiene and the Dental Profession.</td>
<td>Discussion Board Post to discussion board why you value your dental hygiene education. Include in your posting what value or lack of value preceptorship has in dental hygiene education.</td>
<td>Discussion board posting about preceptorship/education by January 24 at 10 PM</td>
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<td>6</td>
<td>February 18</td>
<td>DHY Licensure</td>
<td>6. The student will be able to identify different management styles in the dental office.</td>
<td>Case Study 2: practice management</td>
<td>Case Study 2 due February 18</td>
</tr>
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<td>7</td>
<td>February 25</td>
<td>e-Portfolio Project</td>
<td>7. The student will be able to list the responsibilities of the dental hygienist to acquire and maintain licensure in Ohio.</td>
<td>Permissible Practices Documentation for Dental Hygiene Form</td>
<td>Completion of Permissible Practices Documentation for Dental Hygienist Form due February 25</td>
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<td>8</td>
<td>March 4</td>
<td>Social Issues and Decision Making</td>
<td>8. The student will be able to describe the e-portfolio project assessment as used in competency-based dental hygiene program.</td>
<td>Rubric sheet for e-Portfolio Project</td>
<td>Portfolio due May 6</td>
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<td>Professional Organization-ADHA</td>
<td>9. The student will be able to demonstrate a job search strategy.</td>
<td>Cover letter Resume Thank you letter</td>
<td>Cover letter, resume, thank you letter due March 4</td>
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<td>10. The student will be able to determine core values and principles used to solve an ethical dilemma.</td>
<td>Case Study 3: ethics</td>
<td>Case Study 3 due March 19</td>
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<td>11. The student will be able to discuss the function, structure and goals of the case study.</td>
<td>Discussion Board Posting</td>
<td>Discussion Board posting due by 3/22</td>
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<td>Week 11</td>
<td>April 1</td>
<td>Aspects of Law</td>
<td>13. The student will be able to discuss the legal aspects of dental hygiene care.</td>
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<td>March 11</td>
<td>Spring Break</td>
<td>American Dental Hygiene Association.</td>
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<tr>
<th>Week 10</th>
<th>March 25</th>
<th>Job Search Strategy</th>
<th>Unit 9 continued.</th>
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<tbody>
<tr>
<td>March 18</td>
<td>Electronic Health Records</td>
<td>Unit 11 continued</td>
<td>Gary Clark</td>
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<thead>
<tr>
<th>Week 12</th>
<th>April 1</th>
<th>Aspects of Law</th>
<th>Unit 12 continued</th>
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<tbody>
<tr>
<td>April 8</td>
<td></td>
<td>Case Study 4: Legal aspects</td>
<td>Review PPT</td>
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<td>April 1</td>
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<td>Case Study 5: Legal aspects 2</td>
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<tr>
<th>Week 13</th>
<th>April 15</th>
<th>Computer Enhancement in Dental Hygiene Practice</th>
<th>14. The student will be able to identify characteristics of dental software systems and the value to the dental hygiene practice.</th>
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<tbody>
<tr>
<td>April 15</td>
<td></td>
<td>Unit 13 continued.</td>
<td>In-Office observation paper Dentsix/Schein Speaker-Mary Ann McAlees Eaglesoft/Patterson Speaker-Shanna Bunker</td>
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<tr>
<th>Week 14</th>
<th>April 22</th>
<th>Law Test</th>
<th>Law test for the Ohio State Dental Board</th>
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<tr>
<td>April 22</td>
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<td>Law test</td>
<td>Reading the ORC for open book test in class for the Jurisprudence examination</td>
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<th>April 29</th>
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| Week 16 | Finals Week | Portfolio                                  | Due May 6                                                                         |
DHY 2264 Techniques IV

I, ________________________________, have read and listened to the explanation of the syllabus for DHY 2264, Techniques IV. The course instructor has given me the opportunity to ask questions regarding the course syllabus. I comprehend what is expected of me to be successful in DHY2264.

Signed: ________________________________ Date: ________________________________

(signature)

Please return the signed original document to Mrs. Clark by January 14, 2012 at 4:00pm.