

Lamar Institute of
Technology

DHYG 1223

Course Syllabi

Spring 2010

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DENTAL HYGIENE PRACTICE

TABLE OF CONTENTS

LECTURE SCHEDULE.....	3
COURSE DESCRIPTION:.....	4
COURSE GOALS:	4
SCANS SKILLS AND COMPETENCIES	5
CREDIT HOURS	5
CLASS MEETING TIMES:	5
INSTRUCTOR:	5
PROGRAM POLICIES:.....	5
Attendance Policy:.....	5
Tardy Policy:.....	6
Examination Policy:.....	6
DISABILITIES STATEMENT	6
TEACHING METHODS:.....	6
REQUIRED TEXTS:.....	6
REFERENCES:	7
COURSE REQUIREMENTS:.....	7
EVALUATION CRITERIA:	7
CONTENT OUTLINE FOR DHYG 1223	8
LEARNER OBJECTIVES:	9
APPENDIX.....	12
PURPOSE FOR THE CURRENT ISSUE REPORT:.....	13
GUIDELINES FOR CURRENT ISSUE REPORT:	13
Current Issue Report Evaluation	14
PURPOSE FOR THE RESUME:	15
GUIDELINES FOR RESUME:.....	15
Resume Evaluation.....	16
GRADE COMPUTATION.....	17

LECTURE SCHEDULE

January	11	Introduction to Course, Course Requirements, Jurisprudence
	13	Jurisprudence-Contracts and Practice Agreements
	18	<i>No School-MLK Holiday</i>
	20	Jurisprudence-Legal Issues in the Dental Office
	25	Occupations Code and Rules and Regulations
	27	Occupations Code and Rules and Regulations
February	01	Occupations Code and Rules and Regulations
	03	Occupations Code and Rules and Regulations
	08	EXAM 1
	10	Ethics/Professionalism
	15	Ethics/Professionalism
	17	Practice Management, Fees and Insurance
	22	Practice Management, Time Motion Management
	24	Recall and Evaluation
March	01	<i>No class-ADEA Conference</i>
	03	EXAM 2 - <u>Written Current Issue Report Due</u>
	8-12	SPRING BREAK
	15	Professional Development-Preparing a Resume
	17	Professional Development –Interviewing
	22	Professional Development-Employment Arrangements
	24	Professional Development
	29	Professional Development
	31	EXAM 3
April	05	Technology and Dentistry
		<u>Resume due</u>
	07	Technology and Dentistry
	12	Computers in Dentistry
	14	Current Issue Reports
	19	Current Issue Reports
	21	Current Issue Reports
	26	Current Issue Reports
28	Current Issue Reports	
May	03	Current Issue Reports
	05	Exam 4

COURSE DESCRIPTION:

Examination of the dental hygienist's role in practice settings including dental office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene and the ethical standards established by the dental hygiene profession.

PREREQUISITES / CO-REQUISITES:

Admittance to the dental hygiene program and completion of courses from all previous semesters.

COURSE GOALS:

Upon completion of this course, the student will be able to:

1. Discuss legal liabilities and responsibilities of the licensed dental hygienist.
(F1.4, F5.5, F16.4, C5.5, C6.4, C7.4, C12.4)*
2. Demonstrate competence in selecting, researching, and presenting a short paper on a current issue in dental hygiene.
(F1.4, F2.4, F5.5, F6.4, F8.3, F14.4, C6.5, C7.4, C8.4, C10.3, C12.4, C18.3, C19.3)*
3. Discuss ethics of the dental hygienist.
(F1.5, F5.5, F7.3, F11.4, F13.4, F17.4, C5.5)*
4. Describe career options in the profession of dental hygiene.
(F1.4, F5.5, F7.3, F15.3, C5.4, C7.4)*
5. Discuss and compare practice management strategies.
(F1.4, F5.5, F6.3, F7.4, C5.4, C7.4)*
6. Discuss and compare patient recall and evaluation systems.
(F1.5, F6.4, F7.4, C5.4, C6.4, C7.5)*
7. Compare various types of employment arrangements and salary contracts.
(F1.5, F6.4, F7.4, F11.4, C5.4, C6.4, C7.5)*
8. Discuss the benefits of membership in professional organizations.
(F1.4, F5.5, F6.4, F14.4, C6.4, C7.4)*
7. Compose a professional resume.
(F2.4, F7.4, F8.4, F9.4, C4.3, C12.4, C18.3, C19.3)*
9. List and discuss the correct mannerisms to demonstrate and questions to ask during interviews.
(F2.4, F5.4, F6.4, F7.4, F8.4, F10.4, F11.4, F13.4, F14.4, F15.4, F16.4, C9, C12.4, C13.4, C14.4)*
10. Compare the Texas Occupation Code to other states in the nation.
(F1.5, F9.4, F11.4, C5.5, C9.5)*
11. Discuss the use of lasers in dentistry.
(F1.5, F5.5, F10.4, C18.3, C19.3)*
12. Discuss how intra-oral photography can be used in dentistry.
(F1.5, F5.5, F6.4, F10.4, C18.3, C19.3)*
13. Describe the use of computers in dentistry.
(F1.5, F5.5, F10.4, C18.3, C19.3, C20.3)*

SCANS SKILLS AND COMPETENCIES

*Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies. The three-part foundation skills and five-part workplace competencies are further defined in the student handbook.

CREDIT HOURS

Course Credit- 2 hours
Class Hours- 2 hours
Course Lab- 0 hours

CLASS MEETING TIMES:

10:10am - 11:00am Monday/Wednesday Room 103 Multipurpose Building

INSTRUCTOR:

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PROGRAM POLICIES:

Attendance Policy: In order to ensure that the student in the dental hygiene program acquires the necessary didactic competencies outlined in the curriculum, it is necessary that the student complete all assigned lecture classes. Dental hygiene students will be allowed two absences in any lecture.

In the event that a student misses a lecture class beyond the allowed absences, the faculty will review the student's academic record. When it becomes inadvisable for the student to continue in the program, the faculty will initiate an administrative drop from the course.

Tardy Policy: Students are expected to arrive and leave class according to the published schedule or as instructed by the faculty member. Students who arrive late for class not only miss important information but also disturb fellow classmates. Therefore, **STUDENTS WHO ARRIVE LATE FOR CLASS WILL NOT BE ALLOWED TO ENTER AND DISTURB OTHERS.** This means that your tardy then becomes an unexcused absence. Please see attendance policy above for clarification of action taken due to unexcused absences.

Examination Policy: Students are expected to complete examinations as scheduled. Make-up examinations will be given **ONLY** if the absence is due to illness (confirmed by a physician's excuse), a death in the immediate family, or at the discretion of the instructor. All make-up examinations must be taken within two (2) weeks from the scheduled exam date. All examinations must be returned to the instructor to be kept on file. Students may have access to the examination by appointment during the instructor's office hours. Exams may be reviewed up to two (2) weeks following the exam date.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

TEACHING METHODS:

Lecture by instructor
Guest lectures
Class discussion
Media assignments
Student presentations
Cooperative Learning

REQUIRED TEXTS:

Beemsterboer, Phyllis, Ethics and Law in Dental Hygiene, 2nd Edition, W.B. Saunders Co., 2001.
ISBN- 978-1-4160-6235-6

Wilkins, Esther, Clinical Practice of the Dental Hygienist, 7th Edition, Williams & Wilkins, 1989. ISBN-978-0-7817-6322-6

DHYG 1223
Course Syllabus
Spring 2010

REFERENCES:

Darby, Michele L. and Margaret M. Walsh, Dental Hygiene Theory and Practice, W. B. Sanders company 1994.

Davidson, Judith A., Legal and Ethical Considerations for Dental Hygienists and Assistants, Mosby 2000.

Ganssle, Catherine L., Managing Oral Healthcare Delivery, Delmar Publishers, 1995

COURSE EVALUATION / REQUIREMENTS:

Exams

Four exams will be given. Exams will cover lectures and assignments scheduled since the previous exam. Exams will comprise **80%** of your grade.

Resume

Each student will develop a professional resume that will comprise **10%** of your grade.

Current Issue Report and Presentation

Each student will research a current issue in Dental Hygiene, prepare a typed report and present an oral report to the class. The Current Issue Report and Presentation will comprise **10%** of your grade.

GRADE SCALE:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

COURSE OUTLINE

- I. Legal Concepts and Considerations
 - A. Criminal law and civil law
 - B. Malpractice
 - C. Types of contracts
 - D. Breach of contract
 - E. Dental hygienist and patient relationship
 - F. Dental hygienist and employer relationship
- II. Jurisprudence
 - A. Texas Occupations Code
 - B. Texas Rules and Regulations
- III. Employment Arrangements
 - A. Resume writing
 - B. Interviewing tips
 - C. Types of employment
 - D. Types of compensation
- IV. Professional Development
 - A. Employment alternatives
 - B. Stress management
- V. Practice Management
 - A. Appointment scheduling
 - B. Time/motion utilization
 - C. Fees
 - D. Dental Insurance
- VI. Evaluation and Recall
 - A. Objectives of evaluation
 - B. Recall intervals for specific patients
 - C. Components of the recall visit
- VII. Technology in Dentistry
 - A. Computers in dentistry
 - B. Digital radiography
 - C. Intra-oral photography
 - D. Lasers in dentistry
 - E. Current issues in dentistry

LEARNER OBJECTIVES:

Legal Concepts

1. Define tort and civil wrong.
2. Define negligence and malpractice.
3. Define the rule of “reasonable prudent man”; give an example.
4. Define “contributing negligence”.
5. Identify common errors that account for the majority of dental malpractice claims.
6. Define the doctrine of “res ipsa loquitur”.
7. Define “Good Samaritan Law”.
8. Define “technical assault”.

Legal Considerations

1. Define contract.
2. Identify the two most common grounds for incompetence.
3. Describe three essential elements for a binding contract.
4. Discuss the binding of oral contracts which must be written to be enforceable.
5. Identify two classes of contracts which must be written to be enforceable.
6. Define and “express” agreement.
7. Give an example of an “implied” contract.
8. Identify a common form of patient breach of contract.
9. Identify essential terms in an implied dentist-patient contract.
10. Discuss contracts for specific results.
11. Identify two branches of civil law.
12. Define criminal law.
13. Identify the major basis of most criminal law.

Computers in Dentistry

1. Define computer literacy.
2. Explain the four operations of a computer.
3. Compare general use and specific use software.
4. Describe four ways in which computers can be used clinically.
5. Compare and contrast computer applications currently used in the dental field.
6. Discuss the use of computers by the dental hygienist in the role of:
 - Clinician
 - Change Agent
 - Consumer Advocate
 - Researcher
 - Educator and Health Promoter
 - Administrator and Manager

Intra-oral Photography

1. Discuss how intra-oral photography can be used in dentistry.
2. Discuss the different components of a clinical camera system.
3. Discuss the rationale for intra-oral video cameras in dentistry.
4. List the four types of clinical camera systems.
5. Discuss the specific criteria to evaluate when purchasing a camera.

Practice Management

1. Describe the effects of appointment scheduling on productivity and efficient utilization of time.
2. Compare a “fee-for-service” vs. a “pre-paid service plan.
3. Compare efficiency of a one-operatory facility with a multi-operatory facility.
4. Describe a team provider approach to time utilization.
5. Describe methods to reduce broken appointments.
6. Describe methods to compensate for broken appointments.
7. Identify ways to “read” a patient about making an appointment.

Management of Time and Motion

1. Identify the main objective for management of time and motion.
2. Define work simplification.
3. Describe a well organized facility in terms of location and efficient utility.
4. Identify four environmental factors that affect productivity.
5. Assess the Lamar Dental Hygiene Clinic in terms of efficiency and productivity.
6. Assess your personal efficiency and productivity.

Evaluation and Recall

1. Identify three basic phases for evaluation.
2. State the objectives for immediate evaluation.
3. Describe inspection following and during treatment for deposits.
4. Describe a thoroughly cleaned tooth and what observation should be made.
5. Identify one benefit from post-operative care and instruction.
6. Describe the purpose and technique for applying an antiseptic after scaling.
7. Identify possible post-operative instructions after scaling
8. Describe an adequate rinse after scaling.
9. Describe the six steps in the follow-up evaluation.
10. Define recall/maintenance/recare.
11. Describe acceptable recall intervals.
12. Describe the first recall.
13. Identify examples of patients which require frequent recall.
14. Describe a recall/recare maintenance system.

Professional Development

1. Describe employment alternatives to clinical dental hygiene.

2. Explain why stress and burn-out are common among dental hygienists.
3. List stress management techniques.

Employment Arrangements

1. Define employee.
2. Define independent contractor.
3. Differentiate between independent contracting and employee status in terms of employee arrangement.
4. Identify any differences in tax implications and responsibilities for a dental hygienist as an employee versus self-employment.
5. Identify benefits of an independent contractor dental hygienist.
6. List benefits to the dentist from utilizing an independent contractor.
7. Describe three types of compensation for your work as a dental hygienist.
8. List and define "fringe benefits".
9. Give the primary benefit of a written employment contract.
10. Identify specific areas which should be addressed in a working agreement.

Fees

1. Describe the express fee.
2. Describe an implied fee and possible legal complications for the dentist.
3. Identify the time for payment of a dental bill.
4. Identify the point at which the law will interfere in the charging of a fee.
5. Identify persons relieved from legal responsibility for dental fees.
6. Describe cases in which persons requesting services for a third party are responsible for payment of fees.
7. Define Third party in terms of dental service responsibility for payment.
8. Discuss parent/child request for treatment and legal responsibilities for payment of fees.
9. Discuss legal responsibilities of husband/wife, estate of deceased patients and bankrupt patients for payment of fees.
10. List methods of forcing payments of dental fees.
11. Define four considerations for "reasonableness" of a fee.
12. Give two ways of avoiding malpractice suites over fees.
13. Explain the legal importance of the patient record.
14. Define "res gestae".

Partnership and Corporations

1. Define partnership.
2. Define "respondent superior".
3. Describe liabilities or partners in a partnership.
4. Give the time(s) when dissolution of partnerships occurs.
5. Discuss the partnership agreement
6. Differentiate between partnership and corporations.

DHYG 1223
Course Syllabus
Spring 2010

APPENDIX

PURPOSE FOR THE CURRENT ISSUE REPORT:

The purpose of the Current Issue Report is to provide the student an opportunity to research current trends and issues affecting the practice of dental hygiene. After researching a topic, the student will develop a written report and an oral presentation. The oral presentation will be delivered to the class and will be a vehicle for relating new information to the group. The importance of staying current with what is happening in the profession is an on-going challenge that each student must accept, once they graduate, in order to provide the best patient care possible.

GUIDELINES FOR CURRENT ISSUE REPORT:

1. Topic: Approval by Instructor
2. Oral Report: 5 minutes
3. Written Report: Computer generated, 2-3 pages not including references. At least 3 references from 2000 to present. One reference *must* be obtained from the internet.
4. Written report and the following evaluation form should be turned in together on the due date.

Due Date: March 3, 2010

10 point deduction for late work

DHYG 1223		
Current Issue Report Evaluation		
ADA Standard	2-26	Graduates must be competent in the evaluation of current scientific literature.
Student		
Title of Report		
Evaluator		Date:
1=Meets requirements 1/2= Needs improvement 0=Does not meet requirements		<u>Grade:</u>

The student, in accordance with the standards set forth by the ADA and the Dental Hygiene Program, has demonstrated the following criteria.		Total Points	Points Awarded	
1	Thoroughly defined and discussed the topic on written presentation	1		
2	Used and noted adequate references (3 from 2000-present)	1		
3	Written presentation was 2-3 pages in length	1		
4	There were no typos on written presentation	1		
5	Correct grammar was used on the written and oral presentations	1		
6	Written presentation was submitted on time	1		
7	Oral presentation was professionally presented	1		
Comments:				

PURPOSE FOR THE RESUME:

The purpose of the resume is to assure that each student has a professional resume to distribute to potential employers upon graduation.

GUIDELINES FOR RESUME:

Written Report: Your resume should be computer generated, professional quality and printed on appropriate quality paper. A copy of your resume and the evaluation form, found on the following page, should be turned in on the due date.

Format (Chronological):

Cover Letter

Name, Address, Phone

Career Objective

Education- Information should start with current degree and work backwards

Honors

Work Experience- Information should start with most recent position and work backwards

Interests

References (three minimum)

Due Date: April 5, 2010

10 point deduction for late work

DHYG 1223
 Course Syllabus
 Spring 2010

DHYG 1223 Resume Evaluation			
ADA Standard			
Student			
Evaluator			Date:
1= Meets requirements ½= Needs improvement 0=Does not meet requirements		Grade:	

The student, in accordance with the standards set forth by the ADA and the Dental Hygiene Program, has demonstrated the following criteria.		Total Points	Points Awarded	
1	Appropriate cover letter	1		
2	All contact information is made available (Name, address, phone)	1		
3	Career objective is clearly stated	1		
4	Education is listed from most recent back	1		
5	Honors or special recognition are listed	1		
6	Work experience is documented from most recent back	1		
7	Special interests are noted	1		
8	References are complete with name, title, address and phone	1		
9	Typing contains no errors	1		
10	Format and design is attractive and easily read	1		
11	Resume is submitted on time	1		
Comments:				

