



CDM 2999 - Clinic Prerequisite Orientation

I. Course Information

Course: CDM 2999 - Clinic Prerequisite Orientation
Semester and Year: Summer I 2021
Course Start and End Dates: 05/03/2021 - 07/25/2021
Course Reference Number: 50203
Semester Credit Hours: 1.0
Building and Room: HPD-Assembly I Building - 2105HULL

II. Instructor Information

Professor: Rashondia W Gaines
Email: rgaines@nova.edu
Phone: 954 - 262-7338
Office Hours:
 By appointment only

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room
MT	05/03/2021 - 05/07/2021	8:00 AM - 11:59 AM	Ft Lauderdale/Davie Campus	HPD-Assembly I Building- 2105HULL
MT	05/03/2021 - 05/07/2021	1:00 PM - 4:59 PM	Ft Lauderdale/Davie Campus	HPD-Assembly I Building- 2105HULL
W	05/05/2021 - 05/05/2021	1:00 PM - 2:59 PM	Ft Lauderdale/Davie Campus	HPD-Assembly I Building- 2105HULL

IV. Course Description

This first segment of the mandatory Clinic Orientation will provide the student with a review of clinic protocols, policies, and documentation. Each department's Chair or designee will provide the student with course and department specific syllabi, clinic education expectations, benchmarks, and methods of student assessment toward competency. In addition, Clinic Orientation will introduce the student to the clinical staff support systems including, collections and billing, clinical administration, assistants and dispensing, OSHA, and the Patient Management Coordination (PMC) system, which will familiarize the student with the management policies for patient appointment scheduling and handling of patient electronic health records, and will provide the student with their initial patient assignments. Upon receiving contact information, the student will be expected to contact their patients and introduce themselves to their patients.

V. Course Objectives / Learning Outcomes

Course Learning Outcomes

The purpose of the orientation is to enable the entering clinic student to:

1. Be familiar with clinic policies, procedures, and all documentation necessary to carry out patient care and learning experiences in the CDM clinics.
2. Be familiar with the Patient Management Coordinator system.
3. Be familiar with the Team Leader format in the CDM clinics
4. Review OSHA protocols
5. Review axiUm procedures for managing electronic health records
6. Be familiar with course and section specific clinic education expectations and learning goals
7. Stay current with professional requirements, including and not limited to BLS Certification and CDM Annual Compliance Training.

COLLEGE OF DENTAL MEDICINE COMPETENCY STATEMENTS Faculty Note: Use the most updated version of the CDM Predoctoral Competency document to select the corresponding competencies for this course. Be sure to select the number of the competency statement and the verbatim competency statement as it appears on the competency document. For each competency indicate the type of assessment (formative or summative) that will be employed to measure the attainment of the competency

Core Competencies:

21. Graduates must be competent in managing a diverse patient population and have the interpersonal and communications skills to function successfully in a multicultural work environment.

[CODA Predoctoral Standard 2-17]

Formative: Students are assessed by online exam in Canvas

24. Graduates must be competent in communicating and collaborating with other members of the health care team to facilitate the provision of health care.

[CODA Predoctoral Standard 2-20]

Formative: Students are assessed by online exam in Canvas

26. Graduates must be competent in the use of critical thinking and problem-solving, including their use in the comprehensive care of patients, scientific inquiry and research methodology.

[CODA Predoctoral Standard 2-10]

Formative: Students are assessed by online exam in Canvas

- This refers to the same as the items in the CDM Competency Document; please see them listed below.

FOUNDATION KNOWLEDGE

STATEMENTS FOR THE GENERAL DENTIST

FK10: Apply quantitative knowledge, critical thinking, and informatics tools in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

VI. Materials and Resources

Course Required Texts and Materials:

Not applicable

Faculty Note: Please indicate the textbooks that are **required** for the class and if available, a hyperlink to the textbook. Also, indicate if there are articles or links to **required readings** that are required for the class *and* the site where the articles are available for the student (such as: Canvas, library, database).

Course Supplemental Materials:

Not applicable

- Supplemental, Recommended, Optional, NOT required.

The access to all instructional resources included in this course, such as, lectures, handouts, manuals, PowerPoint presentations, videos, photographs, pictures, articles and web links is

limited to students who are enrolled in the course and is not for public distribution. The use of these instructional resources is exclusively for non-commercial and non-profit educational use. Students are recommended to download the instructional resources provided in the course, UNLESS, the course director instructs NOT to download specific files. We recommend that all students download, save, and keep the instructional materials from all the courses. These instructional resources will be very helpful references as you progress from year to year in the program.

VII. Course Schedule and Topic Outline

Course Schedule:

Monday May 3rd, 2021 Morning (Zoom) & Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
8:30am - 9:00am	Dean Steve Kaltman	Welcome
9:00am - 9:30am	Dr. Rashondia Gaines	Introduction to Orientation
9:30am - 11:00am	Dr. Rafael Castellon	Intro. To Comprehensive Care Clinic and Group – Practice Model
11:00am - 12:00pm	Dr. Michael Siegel	Patient Boxes-Exams
12:00pm - 1:00pm		LUNCH
1:00pm - 5:30pm	Dr. Mark Schweizer	Fit Testing

Tuesday May 4th, 2021 Morning (Zoom) & Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
8:30am - 9:00am	Dr. Michael Siegel	Introduction to Oral Medicine
9:00am – 11:30am	Dr. Lina Mejia	Tobacco Cessation Counseling
11:30am - 12:00pm	Dr. Mark Schweizer	Infection Control - Extraoral Suction Units
12:00pm - 1:00pm		LUNCH
1:00pm - 5:30pm	Dr. Mark Schweizer	Fit Testing

Wednesday May 5th, 2021 Morning (Zoom) & Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
8:10am - 9:00am	Dr. Elaine Lara	CDM 3200 –as per schedule – Group A
9:00am – 12:00pm	Dr. Elaine Lara	Predoc Clinic – Group A (1 st floor clinic)
12:00pm - 1:00pm		LUNCH
1:00pm - 4:00pm	Dr. Mark Schweizer	Fit Testing
4:10pm – 6:00pm	Dr. Marvin Golberg	CAD/CAM

Thursday May 6th, 2019 Morning (Zoom)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
8:30am - 10:00am	Dr. Ana Ospina	Introduction to Oral Surgery
10:00am – 12:00pm	Dr. James Gutmann	Introduction to Endodontics

12:00pm - 1:00pm		LUNCH
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Thursday May 6th, 2021 Afternoon (Zoom)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
1:00pm–2:00pm	Dr. Evren Kilinc Dr. Jorgelin Rodriguez	Cariology and Restorative Review
2:00pm – 3:00pm	Dr. Chin Yu Lin	Introduction to Orthodontics
3:00pm - 4:00pm	Dr. Romer Ocanto Dr. Victor Oramas	Introduction to Pediatric Dentistry

Friday May 7th, 2021 Morning & Afternoon (Zoom)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
9:00am-12:00pm	Dr. Sharon Siegel	Introduction to Prosthodontics
12:00pm - 1:00pm		LUNCH
1:00pm - 2:00pm	Ms. Gigi Ivanovski	Predoc Dispensing / Supplies / Assisting
2:00pm - 3:00pm	Ms. Irene Allen	OSHA/Instrument Dispensing
3:00pm - 5:00pm	Ms. Alysia Salley Ms. Ramona Gittens	Patient distribution and Patient management review

Monday May 10th, 2021 Morning (Zoom)& Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
9:00am - 11:00am	Dr. Ambar Pagani	Implants
11:00am – 12:00pm	Mrs. Carolyn Coleman	QA Advisors – On Call Rotation
12:00pm – 1:00pm		LUNCH
1:00pm – 2:00pm	Dr. John Virag Ms. Barbara Mulholland	Introduction to Periodontology
2:00pm – 5:00pm		Meet with Team Leaders and/or QA Advisors/PMC

Tuesday May 11th, 2021 Morning (Zoom) & Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
9:00am – 10:00am	Dr. Maritzabel Hogge Dr. Eun Choi	Introduction to Radiology

10:00am – 11:00am	Dr. Mairelina Godoy Ms. Aixa Diaz	Rotations
11:00am – 12:00pm	Dr. Maria Hernandez	Competency Based Curriculum, Externships, Attendance, Time Management
12:00pm – 1:00pm		LUNCH
1:00pm – 5:00pm		CPD Remediation Exam or Meet with Team Leaders and/or QA Advisors/PMC

Wednesday May 12th, 2021 Morning (Zoom) & Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
8:10am - 9:00am	Dr. Elaine Lara	CDM 3200 –as per schedule – Group A
9:00am – 12:00pm	Dr. Elaine Lara	Predoc Clinic – Group B (1 st floor clinic)
12:00pm – 1:00pm		LUNCH
1:00pm – 4:00pm		Meet with Team Leaders and/or QA Advisors/PMC
4:00pm – 6:00pm	Dr. Marvin Golberg	CAD/CAM

Thursday May 13th, 2021 Morning & Afternoon (TBD)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
9:00am-12:00pm		Meet with Team Leaders and/or QA Advisors/PMC
12:00pm – 1:00pm		LUNCH
1:00pm – 5:00pm		Meet with Team Leaders and/or QA Advisors/PMC

Friday May 14th, 2021 Morning & Afternoon (Zoom)

<u>Time</u>	<u>Facilitator</u>	<u>Topic</u>
9:00am-12:00pm		CDM 2999 Examination
12:00pm – 1:00pm		LUNCH
1:00pm-5:00pm		Meet with Team Leaders and/or QA Advisors/PMC

Topic Outline:

Refer to above

“Important note – Please note that due to the current Coronavirus pandemic, course schedules and course activities may be modified now and in future. Faculty and students are responsible for keeping apprised of these changes and adjusting their schedules accordingly.”

VIII. Instructional Methods

In this section of the syllabus you will find information about any course (instructional, assessment, assignments, benchmarks and/or clinical) modifications that were added to the course as a result of COVID-19

Delivery of didactic content was done remotely using Zoom as opposed to Face to Face.

IX. Assignments

Description of Assignments, Point Value and Rubrics

Chart Reviews

Students are to review the records of the patients that are assigned to their families. Students will meet individually with their Team Leaders during the week of May 6th thru May 10th, 2019 according to the scheduled time blocks on the scheduled. Students may go to the PMC office and meet with their assigned PMC for any PMC related questions Tuesday, Wednesday and Thursday from 3:30pm until 5:00pm. The PMC office is located on the first floor behind the front desk in room 7168.

X. Grading Criteria

Provide a List of all the graded work in the course (Assessments, Class Activities, Classwork and Assignments) with Point or Percentage Values, or required Completion item.

Grading Scale:

Attendance is **60%** (15% x 4 days) and Exam is **40%** of the grade.

Course Final Grade Mode for the course (Pass/Fail, PR/NPR or Letter Grade). For a continuum course, please specify the grade mode for each semester.

Grade Mode:

Pass/Fail

Course Grading Scale

Letter Grade	GPA	Equivalence
A	4	93 to 100
A-	3.75	90 to < 93
B+	3.5	86 to < 90
B	3	83 to < 86
B-	2.75	80 to < 83
C+	2.5	76 to < 80
C	2	70 to < 76
F	0	<70

XI. Course Policies

COURSE ATTENDANCE REQUIREMENTS, REMEDIATION POLICY, ALL CDM POLICIES

Attendance Policy : Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

Link to the handbook:

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20a2020%20CDM%20Pre%20Doctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

Remediation Policy: Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

“Successful completion of each CDM course requires compliance with the CDM Code of Behavioral Conduct.”

CDM College Attendance Policy Please note that, the Office of Admissions, Student Affairs and Services manages excused absences including sick days, mission trips, dental meetings, externships, interviews, family events, and other personal leave time, etc. and all student absences will continue to be tracked in axiUm. (Please refer to NSU Wide Religious Holidays Policy in the Student Handbook.) • Planned excused absences: please fill out the appropriate paperwork, with backup documentation (e.g. physician's note), and submit on the online portal for the Office of Student Services prior to the scheduled absence, so that we can approve the leave time, and help you map out a plan to make up the work. It is the student's responsibility to inform the course director for any courses you will be missing, your team leader for any clinic sessions that will be missed and/or the Coordinator of Extramural Programs (Dr. Mairelina Godoy), etc. of your planned absence(s). • Unplanned excused absences: please email Dr. Galka at agalka@nova.edu with a cc to cdmservices@nova.edu to report that you will be out, the reason for your absence and to also let us know if you plan to return to school the following day. You should also email the course director for any courses you will be missing, Dr. Mairelina Godoy mg1189@nova.edu for any rotations you will be missing and/or your team leader for any clinic sessions scheduled for that day. You must continue to email us daily to keep us updated if you will be out additional days and you can submit your SREA form together with backup documentation when you know the date you will return to school. • The student will be responsible for making up all missed rotations, all material presented in lectures, all laboratory projects, all written and practical examinations (including OSCEs) and must fulfill all didactic and clinical responsibilities as outlined in the individual course syllabi. Also, please review the attendance policy in the individual course syllabi. • Please do not schedule externships or interviews when you are scheduled for an examination or rotation. • Remember, it is your responsibility to reach out to our office for any unexcused absences to see if these fall under excused absences and/or to see how the unexcused absence will be managed. Also, please contact Dr. Mairelina Godoy directly to arrange makeup of any and all missed rotations, which will take place during optional clinic weeks. • Every student will be able to take 1 Personal Day/per Semester (3 Personal Days/Academic Year) with NO BACKUP DOCUMENTATION REQUIRED, provided the day(s) are not taken when you are scheduled for a rotation, written examination, practical/competency examination, OSCE or taken directly before/after a school holiday, etc. These absences will be managed through our office and designated as excused absences, provided our office is notified by email in advance or on the day of the absence. (Please indicate in the email if you will be using a personal day and designate D-1, D-2, D-3 or D-4 student.) For any additional absences to the 1 Personal Day/per semester, or in the event that you will be missing a written examination, a preclinical or clinical practical/competency examination, including an OSCE, or rotation, backup documentation WILL be required. Again, it is the student's responsibility to notify all course directors, team leaders, and/or the Coordinator of Extramural Programs, etc. affected by your absence(s). Please check your individual schedule before requesting a personal day, to be sure that you will not be missing a rotation or an exam. A personal day will be recorded as a full day. (Half days cannot be requested.) A personal day must be requested on or before the day in question and cannot be used retroactively. **COVID-19 Protocol (subject to change)** 1. NO STUDENT IS TO COME TO SCHOOL SICK- if you do not feel right- please do NOT come to school. Email Dr. Galka- Assistant Dean for Admissions, Student Affairs and Services (agalka@nova.edu) 2. If a student has had direct/close contact with someone who has been infected with COVID-19 or is experiencing COVID-like symptoms- immediately self- isolate/quarantine. Email Dr. Galka and Dr. Schweizer- Director Infection Prevention Programs (schweize@nova.edu). a. Direct Exposure/ Asymptomatic: test on day 7- if negative test result- can come back after 10 days : if NO test- quarantine 14 days b. Symptomatic (with or without Direct Exposure): test immediately and then again on day 7- if negative test result on day 7- can come back after 10 days : NO test- quarantine 14 days and must be symptom-free for 72 hours 3. If a student tests positive for COVID-19: remain self-isolated. To return to school: student needs to have 2 consecutive negative test results in a row (at least 24 hours apart). 4. Students who are in quarantine, need to contact both Dr. Galka and Dr. Hernandez (marher@nova.edu) to determine if they can participate in online courses during this time

XII. University Policies

Academic Integrity: Cheating or inappropriate behavior during any written examination, quiz, any assignment, any project; plagiarism of any work(s), or other unethical behavior will not be tolerated; the student risks receiving a grade of zero (0) for said examination, quiz, assignment, project and may be referred to the Associate Dean for Academic Affairs and the Student Progress Committee. Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook. and the NSU Student Handbook located at

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0> .

Plagiarism Policy: All assignments, exams, works, patient care - written, laboratory, oral, clinical must be done as the independent work of each individual student. Plagiarism, copying or sharing the work of another or altering documentation to reflect something is your own work that is not; reflect false attendance, are considered serious offences that will not be tolerated. THESE ACTIONS WILL BE CONSIDERED IN VIOLATION OF THE UNIVERSITY AND THE CDM CODE OF BEHAVIORAL CONDUCT AND WILL BE REFERRED FOR APPROPRIATE ACTION. Students who need assistance in their learning goals should communicate with the appropriate NSU-CDM course director and/or faculty. Please refer to appropriate pages of the NSU and the CDM 2020-2021 Student Handbook. Following a link to the NSU Student Handbook

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

University Policy

Class content throughout this course may be recorded in accordance with the NSU Class Recording Policy. If class content is recorded, these recordings will be made available to students registered for this course as a supplement to the classroom experience. Recordings will be made available to all students who were registered to attend the live offering of the class, regardless of a student's section or discipline, or whether the student is participating in the course online. If recordings are intended to be accessible to students or third parties who were not registered for the live offering of the class, students' personally identifiable information will be removed or redacted from the recording, unless (1) their written consent to such disclosure was previously provided, or (2) the disclosure is permissible in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Students are prohibited from recording audio or video, or taking photographs in classrooms (including online classes) without prior permission from the instructor or pursuant to an approved disability accommodation, and from reproducing, sharing, or disseminating classroom recordings to individuals outside of this course.

Students found engaging in such conduct will be in breach of the Student Code of Conduct and subject to disciplinary action.

Title IX/Sexual Misconduct: Sexual violence and sexual harassment are contrary to our core values and have no place at Nova Southeastern University. In accordance with Title IX and other laws, NSU prohibits discrimination, including sex-based discrimination and discrimination towards pregnant/parenting students. If you or someone you know experience(s) sexual violence and/or sexual harassment, there are resources and options available. To learn more or to report an incident, please visit the NSU Title IX website at www.nova.edu/title-ix. Please be aware that as an instructor, I am not a confidential resource, and I will need to report any incidents of sexual misconduct to the NSU Title IX Coordinator. You can also contact Laura Bennett, NSU's Title IX Coordinator directly at laura.bennett@nova.edu or 954-262-7858.