



CDM 4555 - Dental Auxiliary Utilization

I. Course Information

Course: CDM 4555 - Dental Auxiliary Utilization
Semester Credit Hours: 1.0
Course CRN and Section: 24048 - P01
Semester and Year: Fall 2021
Course Start and End Dates: 07/26/2021 - 12/12/2021

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
	07/26/2021 - 12/12/2021		Ft Lauderdale/Davie Campus	-

IV. Course Description

The Dental Auxiliary Utilization Course is designed to train dental students in the application of the concepts of four handed dentistry, dental team, and ergonomics learned in D-1 year in the effective delivery of dental services in a comfortable and minimum stress environment providing complete comprehensive care to our patients. Application of these concepts can later be applied to private practice. The student should become familiar with what is expected and required of the assistant as well as the requirements of the operator and the assistant to work efficiently and effectively in completing all procedures.

V. Course Objectives / Learning Outcomes

Course Learning Outcomes

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

1. Have practical experience in the effective use of a chair side auxiliary.
2. Have appropriate chair side techniques for the delivery of dental services.
3. Develop and adhere to a schedule.
4. Gain practical knowledge of the various functions and responsibilities of chair side auxiliaries and other supportive personnel so he/she may be better prepared to train and utilize these auxiliaries in his/her practice.
5. Appreciate the value of well-trained chair side dental auxiliaries so he/she will use them in his/her practice at their maximum capability.

6. Delegate to the auxiliary those tasks which do not require the expertise of a dentist in accordance with Florida Statute 466 and FAC 64B
7. Develop proper posture and dynamic motion techniques to providing four-handed dental treatment in a comfortable and relaxed manner.
8. Develop clinical skills which will improve his/her efficiency and which will enhance the opportunity to increase his/her productivity and the quality of the services he/she provides.
9. Gain enhanced knowledge of techniques concerning management of personnel, appointment control and scheduling.
10. Understand the roles of members of the health care team and work well with other healthcare professional students and practitioners;

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 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:

22. Graduates must be competent in applying legal and regulatory concepts related to the provision and/or support of oral health care services. [CODA Predoctoral Standard 2-18]

Formative: Students are assessed by online exam in Examsoft

23. Graduates must be competent in applying the basic principles and philosophies of practice management, models of oral health care delivery, and how to function successfully as the leader of the oral health care team. [CODA Predoctoral Standard 2-19]

Formative Students are assessed by online exam in Examsoft

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 Examsoft

- This refers to the same as the items in the CDM Competency Document

FOUNDATION KNOWLEDGE STATEMENTS FOR THE GENERAL DENTIST

FK9: Apply knowledge of sociology, psychology, ethics and other behavioral sciences in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

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: DAU Clinic Manual

Faculty Note: Please indicate the textbooks that are **required** for the class and if available, hyperlinks 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:

1. Texts
2. Readings
3. Website References
4. Clinic Manuals

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:

<i>Number of clinic sessions</i>	<i>Procedures</i>	<i>Role of the Assistant</i>	<i>Evaluated by the Assistant</i>
<i>Two ½ sessions (am or pm) per month per student</i>	<ol style="list-style-type: none"> 1. <i>Sealants</i> 2. <i>Amalgams</i> 3. <i>Composites</i> 4. <i>Post and Cores</i> 5. <i>Crowns</i> 6. <i>Bridges</i> 7. <i>Implants</i> 8. <i>Root Canal Therapy</i> 	<ol style="list-style-type: none"> 1. <i>Application of topical agents</i> 2. <i>Acid etching</i> 3. <i>Placement of matrices for restorations</i> 4. <i>Placement and removal of rubber dam</i> 5. <i>Polishing restored teeth</i> 6. <i>Holding and removing impression material after placement in the patient's mouth by the student dentist</i> 7. <i>Placing of amalgam in prepared cavities with the carrier to be condensed and carved by the student dentist</i> 8. <i>Application of sealants</i> 9. <i>Serving as a chair side assistant aiding the student dentist's treatment by concurrently performing supportive procedures for the student dentist</i> 10. <i>Removal and recementation of temporary crowns/bridges</i> 	<ol style="list-style-type: none"> 1. <i>Positioning</i> 2. <i>Posture and Dynamic Motion</i> 3. <i>Finger Rests</i> 4. <i>Auxiliary Placement</i> 5. <i>Time Management</i> 6. <i>Respect</i> 7. <i>Attitude</i> 8. <i>Communication</i>

Topic Outline:

Not applicable

“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

Due to the closure of the clinics, the phase-in approach implemented by NSU-CDM to open the clinics, specifically, initially the clinics opened at 50% capacity and gradually increased service capacity to a 100% by the end 2020 and, the community response to the COVID-19 restrictions recommended by local and national health services agencies, the number of patients serviced during the 2020-2021 academic year is less than in years prior to COVID-19.

IX. Assignments

Description of Assignments, Point Value and Rubrics

The students are required to complete two ½ sessions (am or pm) per month per student.

All DAU encounters are to be completed at the Davie clinic ONLY.

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:

Fall semester grades will be PR (Progress) or NPR (No progress);

Winter semester grades will be Pass /Fail

Written exam at end of course- must pass with a grade of 70 or higher

Students are required to complete **at least 24** DAU encounters with an assistant.

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.

Final Course Grade:

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%20PreDoctoral%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 mgl189@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

Section XII. University Policies:

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.

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>