

Lamar Institute of
Technology

DHYG 2153

Course Syllabus

Spring

Taught by:
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DENTAL HYGIENE PRACTICE

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Practice Management

Lecture Schedule

Class Day	Lecture Agenda	Student Assignment
Week 1	1 st Class Day Discuss Syllabus/Clinic Issues	Review Class & Clinic Syllabus prior to class
Week 2	Chapter 1 Moral Philosophy & Reasoning	Read Chapter 1 prior to class
	Chapter 2 Ethical Principles & Core Values	Read Chapter 2 prior to class
Week 3	Chapter 3 Informed Consent	Read Chapter 3 prior to class <i>Moral Compass due</i>
	Chapter 4 Decision Making	Read Chapter 4 prior to class
Week 4	<i>Exam 1- Chapters 1-4</i>	
	Chapter 5 Jurisprudence	Read Chapter 5 prior to class
Week 5	Rules and Regulations Texas Codes	Review documents on Blackboard prior to class
	Chapter 6 Social Issues	Read Chapter 6 prior to class
Week 6	Chapter 7 Aspects of Practice Management	Read Chapter 7 prior to class
	<i>Guest Lecture – Lynn Partain</i>	
Week 7	<i>Exam 2 – Chapter 5-7</i>	
	Chapter 8 The Business of Dental Hygiene	Read Chapter 8 prior to class
Week 8	<i>Radiology Board Review</i>	
	<i>Pharmacology Board Review</i>	
Week of Spring Break	<i>Spring Break!!!!</i>	<i>Study for Boards!!!</i>
Week 9	Chapter 9 Alternative Practice Models	Read Chapter 9 prior to class
	Chapter 10 Seeking Employment	Read Chapter 10 prior to class
Week 10	Chapter 11 Planning for the Future	Read Chapter 11 prior to class
	<i>Exam 3 – Chapters 8-11</i>	

Practice Management

Week 11	Writing a Resume	
	Interviewing	
Week 12	Guest Speaker/Interviewing Skills	
	Mock Interviews	
Week 13	Mock Interviews	<i>Resume Due</i>
	Guest Speaker – Jim Holley Dental Assistance	
Week 14	Guest Speaker – Kristy Chen Dental Force	
	Portfolio Completion	
Week 15	Portfolio Completion	
		<i>Portfolios Due</i>

Practice Management

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.

COURSE GOALS:

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

1. Discuss legal liabilities and responsibilities of the licensed dental hygienist.
2. Discuss ethics of the dental hygienist.
3. Describe career options in the profession of dental hygiene.
4. Discuss and compare practice management strategies.
5. Discuss and compare patient recall and evaluation systems.
6. Compare various types of employment arrangements and salary contracts.
7. Discuss the benefits of membership in professional organizations.
8. Compose a professional resume.
9. List and discuss the correct mannerisms to demonstrate and questions to ask during interviews.
10. Compare the Texas Occupation Code to other states in the nation.

CREDIT HOURS

Course Credit - 2 hours

CLASS MEETING TIMES:

10:10 am - 11:00 am Wednesday/Wednesday Room 103 MPC

INSTRUCTOR:

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PROGRAM POLICIES:

Attendance Policy

In order to ensure the students in the dental hygiene program achieve the necessary didactic and clinical competencies outlined in the curriculum, it is necessary that the student complete all assigned lecture classes, clinical and laboratory hours. It is the responsibility of the student to attend class, clinic or lab. The instructor expects each student to be present at each session.

It is expected that students will appear to take their exams at the regularly scheduled examination time. Make-up examinations will be given **only** if the absence is due to illness (confirmed by a physicians' excuse), a death in the immediate family, or at the discretion of the instructor.

If students are unable to attend lecture class, clinic or lab, it is **mandatory that you call the appropriate instructor prior to the scheduled class, clinic or lab time**. The student is responsible for all material missed at the time of absence. Extenuating circumstances will be taken into account.

Practice Management

Extenuating circumstances might include but are not limited to: funeral of immediate family member, maternity, hospitalization, etc. If the student has surgery, a debilitating injury, or an extended illness, a doctor's release will be required before returning to clinic.

a. **Fall/Spring Semesters:**

Dental hygiene students will be allowed **two excused absences** in any lecture, clinic or lab. Absences must be accompanied by a written excuse on the next class day. In the event that a student misses class, clinic or lab beyond the allowed absences, the following policy will be enforced:

2 absences = verbal warning

Beginning with the 3 absence, **2 points** will be deducted from the final course grade for each absence thereafter.

b. **Summer Sessions:**

Dental hygiene students will be allowed **one excused absence** in any lecture, clinic or lab. Absences must be accompanied by a written excuse on the next class day. In the event that a student misses class, clinic or lab beyond the allowed absences, the following policy will be enforced:

1 absence = verbal warning

Beginning with the 2nd absence, **2 points** will be deducted from the final course grade for each absence thereafter.

Tardiness

Tardiness is disruptive to the instructor and the students in the classroom. It is expected that students will arrive on time for class, clinic or lab, and remain until dismissed by the instructor. If tardiness becomes an issue, the following policy will be enforced:

Tardy 1 time = verbal warning

Tardy 2 times is considered an absence.

Students should plan on attending classes, labs and clinic sessions as assigned throughout the semester. Family outings, vacations and personal business should be scheduled when school is not in session and will not be considered excuses for missing assignments, examinations, classes, labs or clinic time.

Examination Policy

Students are expected to complete examinations as scheduled. Make-up examinations will be given only at the discretion of the instructor. All examinations must be returned to the instructor to be kept on file. Students may have access to the exams by appointment during the instructor's office hours. Exams may be reviewed up to two weeks following the exam date.

Please refer to the student handbook for a comprehensive listing of the program policies.

Faculty has the authority to modify the above policies if unusual circumstances mandate a change.

Late Assignments

Students are expected to turn in assignments on the specified due dates. Late assignments will not be accepted.

Please see the Dental Hygiene Student Handbook for additional information on Policies.

TECHNICAL REQUIREMENTS (for Blackboard)

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/en-](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy)

[us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy). A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

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.

TEACHING METHODS:

Lecture/Discussion	PowerPoint Presentations
Cooperative Learning	Guest Lecturers
Mock interviews	

REQUIRED TEXT:

Kimbrough-Walls, Vickie J. and Charla J. Lautar, Ethics, Jurisprudence and Practice Management in Dental Hygiene, 3rd Edition, Prentice Hall, 2011. ISBN#9780131394926

REFERENCES:

Wilkins, Esther, Clinical Practice of the Dental Hygienist, 12th Edition, Williams & Wilkins, 2017.
Beemsterboer, Phyllis, Ethics and Law in Dental Hygiene, 3rd Edition, W.B. Saunders Co., 2017.

COURSE REQUIREMENTS:

Exams

Three (3) exams will be given. Exams will cover lectures and assignments scheduled since the previous exam. Exams will comprise **50%** of your grade.

Resume

Each student will develop a personal resume. The resume will comprise **25%** of your grade. See Appendix for Resume instructions and rubric.

Portfolio

Each student will complete their Dental Hygiene Portfolio. The portfolio will comprise **20%** of your grade. See Appendix for Portfolio instructions and rubric.

Class Participation

Class Participation will comprise **5%** of your grade. It will include participation in class discussions and activities, completing a moral compass assignment, and attendance in class.

Grading Scale:

A = 92 – 100

B = 83 – 91

C = 75 – 82

D = 60 - 74

F = below 60

CONTENT OUTLINE FOR DHYG 2253

- I. Introduction to Moral Philosophy and Moral Reasoning
 - A. Ethical Theories: A Survey of Moral Theories
 - 1. Utilitarianism
 - 2. Kantian Ethics
 - 3. Virtue Ethics
 - B. Social Philosophy
 - 1. Utilitarianism and Justice
 - 2. Liberalism and Rights
 - 3. Rawls's Theory of Justice
- II. Ethical Principles and Core Values
 - A. Ethical Principles
 - 1. Autonomy
 - 2. Confidentiality
 - 3. Societal Trust
 - 4. Nonmaleficence
 - 5. Beneficence
 - 6. Justice
 - 7. Veracity
 - 8. Fidelity
 - 9. Paternalism/Parentalism
 - 10. Utility
- III. Informed Consent
 - A. Rights and Duties of Informed Consent
 - B. Evolution of Informed Consent
 - C. Exceptions to the Rule
 - D. The Ideal Context
 - E. Disclosure in the Office
 - F. Informed Consent and Research
 - G. Use of Photos and Other Recording Devices
 - H. Disclosure by Infected Health Care Providers
 - I. Patients' Bill of Rights
- IV. Decision Making
 - A. Ethical Dilemma
 - B. Developing the Ability to Solve Ethical Problems
 - C. Steps of Decision Making
- V. Jurisprudence
 - A. Criminal Law
 - B. Civil Law
 - C. Tort Law
 - D. Contract Law
 - E. Licensure
 - F. State Practice Act
- VI. Social Issues

- A. Workplace Legislation
- B. Reporting Domestic Violence
- C. Access to Care
- VII. Aspects of Practice Management
 - A. Pros and Cons of Management Consultants
 - B. Management Styles
 - C. The Team Concept
 - D. Defining Staff Roles
 - E. Cross Training
 - F. Staff Meetings and Their Benefits
 - G. Expectations and Public Relations
- VIII. The Business of Dental Hygiene
 - A. Maximizing Skills
 - B. Dental Insurance and Hygiene Services
 - C. Continuing Care and Recare Systems
 - D. Time Management
 - E. Working with Other Dental Hygienists
 - F. Alternative Practice Settings
- IX. Alternate Practice Models: Future Trends for Oral Health Care
 - A. Overview of Alternate Practice in the United States
 - B. Alternate Practice Models
 - C. Current Alternative Practice Models in the United States
- X. Seeking the Dental Hygiene Position
 - A. Working as a Temporary
 - B. Employment Resources
 - C. Preparing for Interviews
 - D. Beginning the New Job
- XI. Planning for the Future and Career
 - A. The Basics of Investing
 - B. Spend Money Wisely
 - C. Insurance Coverage for Dental Hygienists
 - D. Professional Membership

LEARNER OBJECTIVES:

Introduction to Moral Philosophy and Moral Reasoning

1. Define the terms ethics, deontology and teleology.
2. Distinguish between the ethical theory of utilitarianism and Kant's ethical theory.
3. Compare rule utilitarianism with act utilitarianism.
4. Contrast a right with a duty and a right with a privilege.
6. Discuss the role of social justice in determining ethical behavior.

Ethical Principles and Core Values

1. Identify the core values found in the Code of Ethics of the ADHA.
2. Compare other codes of ethics found in the dental hygiene profession.
3. Define the terms autonomy, confidentiality, societal trust, nonmaleficence, beneficence, justice, veracity, fidelity, paternalism, and utility.

Informed Consent

1. Discuss the criteria necessary for informed consent.
2. Relate conditions for not obtaining informed consent.
3. Compare the ethical principles found in codes of ethics, informed consent, patients' bill of rights, and other documents related to patient care.

Decision Making

1. Define the term ethical dilemma.
2. List the steps involved in ethical decision making.
3. Solve ethical dilemmas using a decision-making process.
4. Determine core values and principles used to solve an ethical dilemma.
5. Discuss the role of laws in determining alternatives for solving an ethical dilemma.

Jurisprudence

1. Compare the concepts of civil law with criminal law, utilizing examples found in dental hygiene practice.
2. List the types and circumstances of supervision found in the Dental Hygiene Practice Act of Texas.
3. State the condition necessary for a contract between a patient and a dental hygienist with regard to dental hygiene services.
4. Define and distinguish between the following terms:
intentional tort and unintentional tort
malpractice and negligence
libel and slander
assault and battery
implied contract and expressed contract
5. Discuss the rights of patients protected by law and duties of providers regulated by law from both the ethical and legal perspectives.

Social Issues

1. Identify legislation that protects and aids the patient and the dental hygienist against discrimination in dentistry.
2. Describe how HIPAA protects patients' confidentiality.
3. Recognize the signs of abuse (child, spouse, elderly).
4. List barriers to access to care and reasons for disparities in oral health care.
5. Discuss the advantages and disadvantages of various reimbursement or insurance plans.

Aspects of Practice Management

1. Discuss the need for practice management in the dental office.
2. Identify different management styles.
3. Differentiate between oral health care and the business of oral health care.
4. Discuss the team concept.
5. Identify the benefits of cross training.
6. Differentiate types of staff meetings.
7. Differentiate between employer expectations and employee expectations.
8. Identify uses of public relations and image for the dental/dental hygiene practice.
9. Identify patient needs as they relate to dental hygiene.
10. Discuss how marketing relates to the dental/dental hygiene practice.
11. Identify advantages and disadvantages of profit centers.

The Business of Dental Hygiene

1. Describe the scope of the dental hygiene diagnosis.
2. Discuss business aspects for dental hygiene.
3. Discuss time management issues and plan a treatment hour.
4. Identify leadership traits.

Alternate Practice Models

1. Describe different models for alternate practice.
2. Discuss legislative barriers to alternate practice.
3. List different duties for dental hygienists in alternative practice and dental therapists.
4. Develop a business plan for an alternative practice model.

Seeking the Dental Hygiene Position

1. Recognize the scope of job searching.
2. Identify different employment opportunities for dental hygienists.
3. Discuss the process of interviews between employers and employees.
4. Identify the advantages and disadvantages of working interviews.
5. Identify contents and needs for office policy manuals.
6. Discuss benefits as they relate to the dental hygienist.
7. Apply negotiating skills related to employee benefits.

Planning for the Future and Career Longevity

1. Describe the differences between stocks, mutual funds, and IRAs.
2. Explain the meaning of portfolio.
3. Describe CD investments.
4. Explain liability insurance.
5. Explain disability insurance.
6. Identify the need for self-care and physical health.
7. Describe the benefits of professional membership.

APPENDIX

PURPOSE OF THE RESUME ASSIGNMENT:

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

GUIDELINES FOR RESUME ASSIGNMENT:

Your resume assignment should be computer generated, professional quality and printed on appropriate quality paper.

Your resume assignment will consist of the following:

1. Cover Letter
2. Resume
3. Reference Page
4. Thank You Note
5. Evaluation Form

Heading:

- Identical heading should appear on all pages of the assignment
- Include name, address, contact information (phone number, email)
- Attractive, professional, eye catching

Cover Letter:

- Reason for submitting the resume
- Reason for your interest in their practice
- Express thanks for reviewing resume

Resume:

- Career Objective
- Education - Information should start with current degree and work backwards
- Honors/awards/skills
- Work Experience - Information should start with most recent position to least recent
- Interests/hobbies

Reference Page:

- Minimum of three references
- Not on resume - on a separate page
- Name, title, address and phone number

Thank You Note:

- Brief thank you for the interview
- Restate your interest
- Restate your qualifications

Practice Management

DHYG 2253 Resume Assignment Evaluation		
LIT Dental Hygiene Competencies	CC.3 Continuously perform self-assessment for lifelong learning and professional growth.	
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	Heading: Appears on all pages		
2	Heading: All contact information is made available (Name, address, phone)		
3	Cover Letter: Appropriate information is included		
4	Resume: Career objective is clearly stated		
5	Resume: Education is listed from most recent to least recent		
6	Resume: Honors/awards/hobbies/special interests are listed		
7	Resume: Work experience is documented from most recent to least recent		
8	References: Complete with name, title, address and phone		
9	Thank You Note: Appropriate information is included		
10	Typing contains no errors		
11	Format and design is attractive and easily read		
12	Resume Assignment is submitted on time		

GRADE COMPUTATION

Exams: _____, _____, _____

Exam Average: _____ X .50 = _____

Resume: _____ X .25 = _____

Portfolio: _____ X .20 = _____

Participation: _____ X .05 = _____

Total _____