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## COURSE OUTLINE

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**The Approved Course Description is available on the web @**

<http://camosun.ca/learn/calendar/current/web/cda.html#CDA142>

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*Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records.*

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### 1. Instructor Information

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|-------------------------|---|---------------------|---------------------------|
| <b>(a) Instructors</b>  | Trina Sims; Sheryl Haynes; Janet Reagan   |                     |                           |
| <b>(b) Office hours</b> | By Appointment  |                     |                           |
| <b>(c) Location</b>     | F106A   |                     |                           |
| <b>(d) Phone</b>        | 250-370-3188 (TS)<br>250-370-3229 (SH)<br>250-370-3228 (JR)   | <b>Alternative:</b> | 370-3189<br>(Heather Bos) |
| <b>(e) E-mail</b>       | <a href="mailto:simst@camosun.bc.ca">simst@camosun.bc.ca</a> <a href="mailto:hayness@camosun.bc.ca">hayness@camosun.bc.ca</a><br><a href="mailto:reaganj@camosun.bc.ca">reaganj@camosun.bc.ca</a> |                     |                           |
| <b>(f) Website</b>      |   |                     |                           |

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### 2. Intended Learning Outcomes

Upon successful completion of this course, the graduate will:

1. Use critical thinking processes for problem-solving and decision-making.
2. Interact respectfully and equitably with diverse individuals, families and groups.
3. Prepare dental practice environments, support the operator and client, and confidently perform certified dental assistant skills while adapting to the client and situation.
4. Communicate effectively with clients, families, colleagues and team members.
5. Provide information that promotes oral health and helps clients make informed choices.
6. Use effective time management and organization to facilitate the comfort and safety of the client and to contribute to the efficient functioning (and economic viability) of the dental office.
7. Collaborate with the dental team to contribute to effective working relationships and the achievement of mutual goals.
8. Identify own learning needs and assume responsibility for own learning.
9. Be accountable for own actions, decisions, and professional development.

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### 3. Required Materials

(a) Texts –

Refer to current textbooks as needed throughout the Public Clinic and the Practicum Experience including:

Clinical Practice of the Dental Hygienist. Wilkins, E.M., Lippincott, Williams and Wilkins, 11<sup>th</sup> Edition, 2013.

Color Atlas of Common Oral Disease. Langlais & Miller. Lippincott, Williams and Wilkins, 4<sup>th</sup> Edition, 2009.

Dental Office Administration. Girtel, G. and Girtel, G.S., Lippincott, Williams and Wilkins. 2010.

Dental Radiography, Principles and Techniques, 4th Edition, Iannucci, Joen M. & Howerton, Laura Jansen. Saunders Elsevier, St. Louis, Missouri, 2012.

Modern Dental Assisting, Bird, Doni L., and Robinson, Debbie S. 10<sup>th</sup> edition. Saunders Elsevier, St. Louis, Missouri, 2012.

(b) Other –

CDA 142 Public Clinic Policies and Protocols;  
CDA 142 Public Clinic Guidelines;  
CDA 142 Student Progress Notes;  
CDA 142 Practicum Guidelines.

### 4. Course Content and Schedule

#### Course Content:

CDA 142 provides opportunities to practice, integrate, and consolidate the content learned in semester one and semester two. Learners will provide care to clients in the Camosun College Public Clinic and in private general dentistry offices.

#### Pre-requisites:

CDA 111,121,141,151  
Attendance at CDA 142 Orientation Sessions

#### Co-requisites:

None (CDA 142 is the only course offered in the Spring Term)

#### Course Particulars:

- (a) Credits: 3.0
- (b) Components: a) Public Clinic b) Dental Office Practicum
- (c) Is the course available by distributed education? No
- (d) Contact Hours – Please also refer to the CDA Program Spring 2013 Timetable

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*Public Clinic:* April 29 – May 17, 2013  
*Dental Office Practicum:* May 21 – May 31, 2013

**Note:** *the Practicum may conclude at the time that 64 hours (less 8 hours for Statutory Holiday on May 20) have been fulfilled within the timeframe of May 21 to May 31, 2013.*

(e) Is prior learning available for this course? No

## 5. Basis of Student Assessment (Weighting)

Completion of all components of CDA 142 (public clinic and practicum) must be achieved to a “Competent (COM)” level. Students will only proceed to practicum following successful completion of the public clinic requirements.

### (a) CDA 142 Public Clinic Assignments:

- Final evaluation will be determined by the CDA Faculty upon conclusion of the CDA 142 Public Clinic Component. The final grade will be based on the learner’s overall achievement of the CDA 142 Learning Outcomes, using information gathered from all client contacts. Please refer to the *CDA 142 Public Clinic Policies and Protocols and CDA 142 Public Clinic Guidelines* for more detailed information.

### (b) CDA 142 Practicum Assignments:

- Completion of *Student Progress Notes* as required and provided on the due dates requested by the Instructor.
- The completion of 64 documented hours of practicum in a general dental office (*less 8 hours for Statutory Holiday on May 20, 2013*).
- Students will have their completed *Student Progress Notes* ready for review and discussion as per the course requirements at an on-site visit with the Instructor at approximately the mid-point of the practicum experience.

## 6. Grading System

<http://www.camosun.bc.ca/policies/policies.php>

### Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

| Grade | Description   |
|-------|---|
| COM   | The student has met the goals, criteria, or competencies established for this course, practicum or field placement.   |
| DST   | The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement. |
| NC    | The student has not met the goals, criteria or competencies established for this course, practicum or field placement.  |

***The minimum grade for successful completion of CDA 142 is “COM”.***

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## Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

| Temporary Grade | Description   |
|-----------------|---|
| I               | <i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.   |
| IP              | <i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.   |
| CW              | <i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement. |

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.  
<http://www.camosun.bc.ca/policies/E-2.5.pdf>