



Jordan University of Science and Technology
Faculty of Applied Medical Sciences
Allied Dental Sciences Department

ADS376 Organizing Dental Clinic And Sterilization - JNQF Level: 6

Second Semester 2022-2023

Course Catalog

1 Credit Hours. This course is designed to expose Allied Dental Science students to the area of office practice management. Included will be information and assignments to assist the development of business writing, telephone communication, effective practice management skills and computer-assisted office management. In addition to clinical records management, business and financial records, and skill-building for success. Students activity include preparing a self- Résumé . and an emphasis on the sterilization methods used to care of dental unit, the role of the dental assistant in infection control application, and sterilization methods, studying of different species of microorganisms, and the new methods available this purpose. Besides this course will introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include an overview of microbiology, infection diseases, and disease transmission, principles of infection control, instrument sterilization and biological monitoring, chemical disinfectants, aseptic technique, biohazard management, and OSHA standards for dental practice.

Text Book

Title	Dental Office Management Mosby?s Comprehensive Review of Dental Hygiene
Author(s)	Ellen Dietz Leonardi Darby, BSDH, MS
Edition	2nd Edition
Short Name	dental office management
Other Information	

Instructor

Name	Mrs. Reem Tubaishat
Office Location	Faculty of Applied Medical Sciences/ Second Floor
Office Hours	
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Class Schedule & Room

Section 1:

Lecture Time: Sun : 18:00 - 19:00

Room: متزامن الحضور منصة الكترونية

Prerequisites

Line Number	Course Name	Prerequisite Type
522122	ADS212 Oral Microbiology	Prerequisite / Study

Tentative List of Topics Covered

Weeks	Topic	References
Week 1	- Introduction to course - Go over syllabus - Resume/ due date	
Week 2	Microbiology and disease transmission -Chain of infection	
Week 3	Pathways for cross contamination -hand hygiene: resident/ transient flora -PPE -latex allergy - medical waste management, waterlines disinfection	
Week 4	Environmental surfaces and equipment asepsis Cleaning through spray-wipe-spray/ wipe-discard-wipe techniques -classification of instruments: critical, semi-critical, noncritical instruments	
Week 5	Disinfectant solutions: low-level, intermediate-level, high-level disinfectants	
Week 6	Instrument processing: holding, presoaking, precleaning, manual scrubbing, ultrasonic scrubbing -packaging materials, labeling, wrapping and bagging	
Week 7	-Sterilization methods -sterilization monitoring: biological, chemical, physical -instrument protection Aseptic technique	
Week 8	Midterm Exam	
Week 9	Understanding the culture of dental care: practice policy and guidelines -dental reception practice, front of house- skills -the communication chain: verbal, non-verbal -listening, personal space, eye contact, etc Telephone answering techniques	
Week 10	Understanding patient's rights: confidentiality, informed consent/refusal -dealing with difficult patients -internal/ external marketing for the dental office	
Week 11	Using the appointment book: recall, payment -electronic and manual booking	
Week 12	Motivational leadership	
Week 13	Storage of business records -filing process -active/non-active files	

Week 14	Inventory System and Ordering Dental Supplies	
Week 15	Creating a resume: types, objectives Resume information Job interview	

Mapping of Course Outcomes to Program Outcomes and NQF Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
office practice management. Included will be information and assignments to assist the development of business writing, telephone communication, effective practice management skills and computer-assisted office management. [10L6K1, 10L6S1, 10L6S2]	30%	midterm exam
clinical records management, business and financial records, and skill-building for success. Students activity include preparing a self- Resume. [10L6S1]	10%	midterm exam
emphasis on the sterilization methods used to care of dental unit, the role of the dental assistant in infection control application, and sterilization methods, studying of different species of microorganisms, and the new methods available this purpose. [10L6K1, 10L6K2, 10L6S1]	30%	midterm exam
introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include an overview of microbiology, infection diseases, and disease transmission [10L6S2]	10%	midterm exam
principles of infection control, instrument sterilization and biological monitoring, chemical disinfectants, aseptic technique, biohazard management, and OSHA standards for dental practice. [10L6K2, 10L6S1]	20%	midterm exam

Relationship to NQF Outcomes (Out of 100%)			
L6K1	L6K2	L6S1	L6S2
20	20	40	20

Evaluation	
Assessment Tool	Weight
midterm exam	50%
Final exam	50%

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