



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

ADS378 Organizing Dental Clinic And Sterilization Practical - 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.

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: Tue : 13:30 - 15:30
Room: المركز الصحي

Tentative List of Topics Covered

Weeks	Topic	References
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Week 1	Introduction to course - Go over syllabus - Resume/ due dates	
Week 2	Infection control regulations and protection	
Week 3	Surface and equipment asepsis	
Week 4	Instrument processing	
Week 5	Sterilization methods	
Week 6	Understanding the culture of dental care/ insert patient's information into system	
Week 7	Midterm Exam	
Week 8	Use of disinfecting solutions	
Week 9	Differentiate between clean-area and dirt-area	
Week 10	Storage of instruments	
Week 11	Handscrubbing/ sterilization	
Week 12	Handscrubbing/ sterilization	
Week 13	Types of patients encountered in the dental clinic	
Week 14	Communication skills/ scheduling appointments	
Week 15	preparing Resume	

Mapping of Course Outcomes to Program Outcomes and NQF Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Learn how to prepare instruments and materials before the treatment session [10L6K1]	10%	midterm exam
understand the Infection control regulations and protection [10L6K1, 10L6K2]	20%	midterm exam
Surface and equipment asepsis, instrument processing, sterilization techniques [10L6K2, 10L6S1, 10L6S2]	30%	midterm exam
Understanding the culture of dental care/ insert patient's information into system [10L6K1, 10L6K2]	20%	midterm exam
Communication skills/ scheduling appointments [10L6S1, 10L6S2]	20%	midterm exam

Relationship to NQF Outcomes (Out of 100%)			
L6K1	L6K2	L6S1	L6S2
30	30	20	20

Evaluation	
Assessment Tool	Weight
midterm exam	20%

Final exam	30%
casebook assessment	30%
Resume preparation	20%

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