DDS 9340 I - DDS Y1 Fall General Clinic

Course Directors: Monique Phipps, Davin Faulkner, Wenlian Zhou
Course Co-directors: Wendy Woodall, Rick Thiriot, Robin Reinke

University of Nevada at Las Vegas
School of Dental Medicine
Course Syllabus
DDS 9340- DDS Y1 Fall General Clinic
Credit Hours: 15 Contact Hours: 303

DDS 9340 I- Year 1 Fall General clinic

1) General Information
   a. Course Director(s):
      Team 1 – Davin Faulkner, DMD
      Team 2 – (Flora) Monique Phipps, DDS
      Team 3 – Wenlian Zhou, DMD
      Wendy Woodall, DDS
      Rick Thiriot, DDS
      Robin Reinke, DDS

      Course Director(s) Email: See below in Participating Faculty section

   b. Office Location: See below in Participating Faculty section
   c. Office Telephone Number: See below in Participating Faculty section
   d. Department: Clinical Sciences
   e. Designation: Clinical
   f. Type: Required
   g. Day and Time: Monday – Friday AM (9 – 11:30am) and PM (2-4:30pm)
      Note: Specialty clinics and rotations begin at 1 PM on all afternoon
   h. Location: SDM Team Clinics and approved affiliate clinics

2) Course Description
   Clinical practice is an essential part of the educational experience for dentists. Activities and outcomes of this course enable the development of clinical practice standards required to ensure graduates are competent to practice dentistry. This is the second in a series of clinical courses where students provide direct patient care under supervision. Prerequisite: A passing grade or better in all pre-clinical laboratory courses, pre-clinical competencies, DDS 9240 or at the discretion of the course director.

3) Learning Resources
   a. All clinic manuals
   b. All clinical & pre-clinical courses manuals and syllabi
   c. Other instructional materials, such as Texts in Vital Sources Tech
   d. Online research & library sites, including Pub-Med, Lexi-comp, etc.

4) Participating Faculty
   Phone Room Email Address
   Dr. Edward Herschaft 774-2654 B214 edward.herschaft@unlv.edu
   Dr. Michael Sanders 774-2660 A204H michael.sanders@unlv.edu
   Dr. Michael Webber 774-2644 D259 michael.webber@unlv.edu
   Dr. Robert Lockhart 774-2657 A204L robert.lockhart@unlv.edu
   Dr. Jonathan Rothbart 774-2516 D262 jonathan.rothbart@unlv.edu
   Dr. David Ord 774-2663 A104D david.ord@unlv.edu
   Dr. Wendy Woodall 774-2722 A204E wendy.woodall@unlv.edu
   Dr. Christine Haskin 774-2676 A204J christine.haskin@unlv.edu
   Dr. Elena Farfel 774-2688 D246 elena.farfel@unlv.edu
   Dr. Monique Phipps 774-2679 D233 monique.phipps@unlv.edu
Various additional current Full and Part Time Faculty will be involved with teaching and evaluation in this course as needed.

5) Course Goals and Objectives
Goals: At the conclusion of this course, the dental student will be able to provide aspects of initial screening, diagnosis, treatment planning and various disciplines of treatment of patients in the general dentistry clinic. This care would be cognizant of state and federal mandates, and would include entering patient data via electronic record.

Objectives: At the conclusion of this course, the dental student will be able to apply principles and techniques of general dentistry in patient care with respect to diagnosis and treatment of various patient populations, including pediatric, teen, adult, and geriatric.

6) SDM Competencies Addressed/Supported
This course supports all UNLV School of Dental Medicine clinical competencies.
This course contributes to the following 13 UNLV SDM Competencies:
1. Develop principles of ethical reasoning and professional responsibility as they pertain to the academic environment, patient care, practice management, and research
2. Demonstrate self-assessment, critical thinking, and problem-solving skills related to the comprehensive care of patients.
3. Promote oral and systemic health of patients within private practice and within the community
4. Assess, diagnose, and perform treatment planning for individual patients of all ages
5. Treat or manage periodontal and peri-implant tissues
6. Restore defective teeth to form, function, and acceptable esthetics
7. Replace missing teeth to form, function, and acceptable esthetics
8. Treat or manage pulpal and periradicular disorders
9. Treat or manage oral mucosal, bone, and temporomandibular disorders
10. Perform uncomplicated oral hard or soft tissue surgical procedures
11. Diagnose and manage malocclusion and occlusal disorders
12. Treat or manage orofacial pain and anxiety
13. Recognize, prevent, diagnose, and treat or manage dental and medical emergencies encountered in dental practice.

7) Evaluation
Students will be evaluated by TEAM faculty at mid-semester and the end of each semester. Students will also be evaluated by faculty as each procedure is performed.

Course grading will be based on competency progress, participation in clinic, breadth of clinical procedures and knowledge, clinical production, quality of work performed, management of assigned patient pool, professionalism during clinic sessions with faculty/staff and patients, and evaluation by team.

Students are NOT allowed to switch rotations. If a student doesn’t show to their scheduled rotation it will be marked as an “unexcused absence”. Only excused absences approved by the team leader/course director (with notice to Dr. Ancajas) will be accepted. All appointment requests during rotations will and should be denied. If a student can’t attend a scheduled rotation and has filled out a “leave of absence form” and its approved the Team Office will let the department know but will not send a replacement student.

If a student receives a failing course grade, the team leader/course director and the Student Progress committee will determine if remediation will be allowed. If successfully remediated, the maximum remedial grade will be a C. If remediation is not permitted, a failing course grade may require repeat of the course, repeat of the year, or dismissal.

The following grading scale is standard for all UNLV School of Dental Medicine clinical courses.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89.99</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79.99</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69.99</td>
</tr>
</tbody>
</table>

The grades are calculated as follows:
1. 40% production points (see scale below)
2. 60% clinical course evaluation, by Team. This is based on daily clinical performance, interaction with faculty, students, staff and patients and the criteria below under clinical course evaluation.
3. Completion of a minimum accumulation of 4-5 clinical competencies to PASS level is recommended per semester. NOTE: by completion of the DS3 year, 14 clinical competencies MUST BE COMPLETED to PASS level and must include the following 4 competencies – SRP, Class II Amalgam, Class II Composite and Class III Composite.
4. Attendance: 2 or more unexcused absences (clinical session or any part thereof) from clinic will result in a lower clinical course grade. Also in accordance to the current UNLV SDM Student Handbook (B. Policies and Responsibilities, Section 1. Attendance and Leave of Absence, Absences for pre-doctoral students for employment interviews and for post-doctoral residency interviews will be limited to a total of ten (10) days an academic year and approval will be dependent on academic progress.

*A failure in any one of section of the grading areas 1-4 is grounds for awarding a failing grade for the course.

The following is a clarification of the above scale.
1. **Production:** DS3 Production is based to the points earned during the semester. Total points may be removed for work not deemed clinically acceptable by covering faculty. Partial or total points may be removed for work performed while not adequately following infection control procedures or clinical operating procedures. Demonstrations do not qualify for points. DS3 production totals at the end of the semester must be a minimum of 2000 points per semester to receive a passing grade (See attached points schedule). A required minimum production point value per semester** translates into the following production grade (40% of final grade):

<table>
<thead>
<tr>
<th>Semester Clinical Production Points</th>
<th>Production Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3800 points and over</td>
<td>100</td>
</tr>
<tr>
<td>3200 points</td>
<td>90</td>
</tr>
<tr>
<td>2600 points</td>
<td>80</td>
</tr>
<tr>
<td>2000 points</td>
<td>70</td>
</tr>
<tr>
<td>1999 points or below</td>
<td>69 or below</td>
</tr>
</tbody>
</table>

**Point value may change (increase/decrease) during semester. You will be notified if change is necessary.
A production grade of less than 70 will result in a failing grade.

2. **Clinical Course Evaluation,** by Team Faculty is 60% of the course grade. Satisfactory performance by students would be achievement of 42 points out of 60 clinical course evaluation points. Clinical course evaluation is based on the following:

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Does Not Meet Expectations</th>
</tr>
</thead>
</table>

1. **Prepared:**
   a) Presents in clinic with authorized treatment plan, updates, consents
   b) Student is prepared for procedure and contingencies
   c) Radiographs displayed, instrumentation and materials present,
   d) Mounted study casts/wax-ups/trays/lab work present
   e) Maintains a neat and orderly working environment throughout the entire clinical procedure

Comments:

2. **Learning:**
   a) Demonstrates knowledge of procedure steps and protocols
   b) Seeks appropriate guidance as needed
   c) Self assessment directed towards self-improvement
   d) Progresses through experiences to gain competency proficiency
   e) Understands and integrates biomedical information and Clinical concepts

Comments:

3. **Patient management:**
   a) Communicates well with patients which promotes understanding and patient acceptance of treatment
   b) Patients schedule and pay for treatment visits
   c) Uses clinic time effectively; fills cancellations

Comments:
Note: Patient load should be maintained between 15-20 patients; but not extend beyond 25 patients. Any patient loads above 25 will result in losing the right to gain new patients, which in turn can result in a lower Clinical Course Evaluation grade.

Clinical Software Grading Scale/Evaluation Card

- Y, Needs Improvement, Does Not Meet Expectations, Clinically Unacceptable: The student has not produced a clinically acceptable result in all of part of the procedure. May require faculty intervention to insure adequacy of the procedure. The lack of knowledge and ability on the part of the student may necessitate faculty intervention, the reappointment of the patient for continuation or a repetition of the care. Students identified as needing improvement may be required to practice on typodonts, undergo clinical retraining or clinical reassignment, etc.

- No grade entered, Meets Expectations, Pass – Pass at grade level: The student demonstrates understanding and preparation for the procedure to be performed. The student produces a clinically acceptable result at the expected level of knowledge and experience. This does not preclude supervising faculty from offering suggestions or answering questions during the procedure. Faculty may demonstrate new approaches or modifications to the core knowledge expected during the procedure.

- E – Exceptional: The student demonstrates understanding and preparation for the procedure to be performed. The student produces a clinically outstanding result beyond the expected level of knowledge and experience. This does not preclude supervising faculty from offering suggestions or answering questions during the procedure.

o Intramural educational activities: These activities occur on campus under the clinical software system. Credit for experiences (if the procedure has no steps), and points are awarded. If procedure is a multistep procedure with multiple operators doing each step then only points are awarded and not experiences.

o Extramural educational activities: These activities occur off campus and are not performed under the clinical software system. No credit for experiences, points and/or competencies is awarded.

o Students may be placed on Clinic Retraining or Reassignment. Retraining indicates that a deficiency is observed and may require written paper, additional training, etc. in order to improve. Reassignment indicates that the student will be removed from the clinic and from treating patients until behavior/skill has improved. Both may negatively affect the
3. **Competencies:** All competencies require proof of at least the stated minimum number of experiences prior to the attempt to take the exam – generally five. Only experiences that have been completed in the student’s assigned team or in specialty areas where the student has completed all steps of the procedure are awarded. Approval for attempting competencies must be given by the Mentor or Team Leader, or their designee, before the competency patient will be scheduled. All competency patients will be scheduled with full-time faculty. Covering Full Time Faculty must designate remedial process or activity prior to re-challenge of competency after receiving any “clinically unacceptable” result. Such challenge(s) beyond the first challenge toward competency requires approval by the team leader (or their designee).

4. **Attendance:** 2 or more unexcused absences (clinical session or any part thereof) from clinic will result in a lower clinical course grade. Points will be deducted from the final course grade for each unexcused absence over 1 absence. See table below for examples of deductions:

<table>
<thead>
<tr>
<th>Unexcused Absences</th>
<th>Points Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
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<td>5</td>
<td>8</td>
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<td>6</td>
<td>10</td>
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<td>7</td>
<td>12</td>
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<tr>
<td>8</td>
<td>14</td>
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<tr>
<td>9</td>
<td>16</td>
</tr>
<tr>
<td>10+</td>
<td>40</td>
</tr>
</tbody>
</table>

8) **Course Schedule (Instructional Sessions)**
Students will be scheduled in clinic based on the posted clinic schedule and rotations, also available in AxiUm scheduler, for them to view, only exception where student are not to attend clinic are scheduled holidays or mandatory school events.

9) **Specific Class Policies and Procedures**
Students must arrive at the clinic location dressed in the appropriate class color and in accordance with the standards stated in handbook. For general course policies see the UNLV School of Dental Medicine Student Handbook. Students must adhere to clinical policies as stated in the most current version of UNLV School of Dental Medicine Clinic Operating Manual and the UNLV School of Dental Medicine Clinical Procedure Manual.

Students who need other special accommodations must be registered with and make arrangements through the Disability Resource Center (895-0866) and properly notify UNLV SDM Associate Dean of Student Affairs as stated in the UNLV SDM Student Handbook. See Section 10 below.

**Attendance Policy Requirements:**
1. **It is expected that each student will have 100% clinical time utilization.** Students with cancellations or no-shows will seek to treat emergency patients, TEAM emergencies, assisting, practice on typodonts, complete lab work or assist treat in specialty areas.
Excused absences are those defined in the Student Handbook, such as illness, approved travel to represent SDM at a national meeting, pre-approved enrichment activities, and limited graduate school interviews. These approved absences may not occur when it would be necessary to cancel patients within 14 days of the date of request.

2. If a student must leave their Team clinic, they are required to leave a cell phone number, or specific clinic location, with the coordinator. The coordinator is the final authority in the assignment of students to care for patients. Any of the following will be interpreted as an unexcused absence with equal penalties as defined previously. Attendance: failure to respond to coordinator within 5 minutes, failure to return to clinic within 10 minutes upon request by clinic staff or faculty, failure to sign in on the clinic sheet as to whereabouts, failure to arrive for patient appointment, arrival of two patients for same appointment time due to student self-scheduling, or when a student cancels a patient on his/her own initiative without a valid reason (illness, lab work not returned from the dental laboratory, etc.)

10) University Wide Policies/Procedures
   a. Disability Resource Center
   UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. Please note that the UNLV Disability Resource Center (DRC) coordinates all accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. The DRC strongly encourages faculty to provide accommodations only if and when they are in receipt of said plan. Faculty should not provide students accommodations without being in receipt of this. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located on the main campus in the Student Services Complex (SSC), Room 137, and the contact numbers are: VOICE (702) 895-0866, TTY (702) 895-0652, FAX (702) 895-0651. For additional information, please visit: http://drc.unlv.edu. In addition, you will need to promptly inform the UNLV SDM Office of Student Affairs of any determination made by the DRC.

   b. Copyright and Fair Use
   The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. YOUR ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT NOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OF STUDENT VIOLATIONS OF FAIR USE LAWS. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at http://provost.unlv.edu/copyright/statements.html

   The information provided to you in this course in the form of handouts, outlines, synopses, PowerPoint presentations, tests, etc. are the intellectual property of the individual faculty. These materials are provided for student use only within the domain of the UNLV School of Dental Medicine. Use of this material by students outside the University setting or distribution of this material to anyone not affiliated with the UNLV SDM constitutes a copyright violation.

   c. Observance of Religious Holidays
   As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the course director of anticipated absences by the last day of late registration to be assured of this opportunity. Faculty may give students an additional week to complete missed work, but must set a
clear deadline. Note: Student who represent UNLV SDM at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es).

d. Falsification of Documents or Other Information
The UNLV Student Conduct Code and the UNLV School of Dental Medicine prohibits the forgery and falsification of any documents or records. This includes, but is not limited to, the forging, altering, misusing, providing or causing any false information to be entered on ANY University or School of Dental Medicine PRINTED OR ELECTRONIC documents, records (including patient records), or identification cards. The falsification of data, improper assignment of authorship of school work or other scholarly activity, claiming another person’s work as one’s own, unprofessional manipulation of experiments or of research procedures, or misappropriation of research funds will not be tolerated. Commission of any act of forgery or falsification as described will result in disciplinary action and sanctions as stated in the School of Dental Medicine Honor Code.

e. Academic Misconduct
Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the exceptions of the “Student Academic Misconduct Policy” and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the internet or any source, without proper citation of the sources.” For more information regarding the “Student Academic Misconduct Policy” (approved December 9, 2005), go to http://studentlife.unlv.edu/judicial/misconductPolicy.html or the UNLV School of Dental Medicine Student Handbook for more information.

f. E-Mail
By policy, faculty and staff should only e-mail students SDMail accounts. SDMail is the UNLV School of Dental Medicine official e-mail system for students. It is the one of the primary ways students receive official university communication. All UNLV SDM students receive an SDMail account after admission to SDM. As a reminder, sending information by e-mail should be done in an appropriate and professional manner.

g. Consensual Relationships
UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, go to http://hr.unlv.edu/Policy/consensual.html.

h. UNLV Writing Center
One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. http://writingcenter.unlv.edu/

i. Tutoring
The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #22 on the current UNLV map. Students may learn more about tutoring services by calling 895-3177 or visiting the tutoring web site at: http://academicsuccess.unlv.edu/tutoring/
j. **Incomplete Grades**

The grade of I – Incomplete – can be granted when a student has satisfactorily completed all course work up to the withdrawal date of that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.