

Course Number and Title: DHY 215 Practice Management

Campus Location:

Dover, Wilmington

Effective Date:

2021-51

Prerequisite:

DHY 212

Co-Requisites:

none

Course Credits and Hours:

1.00 credits

1.00 lecture hours/week

0.00 lab hours/week

Course Description:

This course is designed to assist the student seeking a professional career in dental hygiene. Emphasis is placed on interview skills, legal implications, professional organizations, alternative practice settings, and dental office management.

Required Text(s):

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:

Dental Hygiene Program Policy and Procedures Manual

Allied Health/Science Department Program Student Policy Manual

Schedule Type:

Classroom Course

Disclaimer:

None

Core Course Performance Objectives (CCPOs):

1. Analyze the economics of managing a dental practice. (CCC 1, 2, 3, 4, 5, 6; PGC 2, 5, 6)
2. Evaluate the role of the dental hygienist as a leader in the dental team. (CCC 1, 2, 3, 4, 5, 6; PGC 2, 4, 5, 6)
3. Analyze the state and federal laws governing the practice of dental hygiene. (CCC 2, 3, 4, 6; PGC 2, 5, 6)
4. Compare various career opportunities for dental hygienists. (CCC 1, 2, 3, 4, 6; PGC 2, 6)
5. Prepare strategies for seeking employment. (CCC 1, 2, 4; PGC 6)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Analyze the economics of managing a dental practice.
 1. Discuss economic considerations for a profitable practice, including production, collection, overhead, and marketing.
 2. Describe types of appointment book management systems.
2. Evaluate the role of the dental hygienist as a leader in the dental team.
 1. Develop and present, orally and in writing, a patient case that demonstrates appropriate patient selection, assessment, treatment, follow-up, and discussion.
 2. Define *manager*, and discuss the management process.
 3. Describe different leadership styles.
 4. Discuss quality assurance mechanisms, standards, criteria, and the dental hygienist's role as a quality assurance manager.
 5. Develop a philosophy of practice.
3. Analyze the state and federal laws governing the practice of dental hygiene.
 1. Discuss the rules and regulations governing the practice of dental hygiene in Delaware.
 2. Compare and contrast the rules and regulations governing the practice of dental hygiene in Delaware with those of neighboring states.
4. Compare various career opportunities for dental hygienists.
 1. Discuss the six roles of the dental hygiene professional.
 2. Discuss career opportunities available to the dental hygienist, including but not limited to educator, salesperson, researcher, hospital dental hygienist, and advocate.
 3. Examine the possibility of continuing one's education to complete a bachelor's degree.
 4. Discuss the purpose and function of a professional organization.
5. Prepare strategies for seeking employment.
 1. Develop a case presentation that reflects the dental hygiene educational experience.
 2. Create a résumé and e-résumé.
 3. Prepare for and participate in a mock interview and follow-up discussion of the interview process.
 4. Differentiate among types of employment contracts, methods of remuneration, and elements of a performance evaluation.

Evaluation Criteria/Policies:

The grade will be determined using the Delaware Tech grading system:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
0	-	69	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):

1. Collect and analyze baseline data in a critical and scientific manner regarding the patient's health status to determine dental hygiene treatment needs.
2. Utilizing professional communication skills and behaviors, initiate and responsibly advocate health care promotion and disease prevention for diverse populations.
3. Provide dental hygiene care in a safe manner.
4. Utilizing self-assessment skills, evaluate clinical performance and the effectiveness of dental hygiene treatment.
5. Accurately document information related to dental hygiene care through proper record keeping.
6. Recognize and manage the professional and ethical issues of dental hygiene practice in a dynamic environment.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.