Course Syllabus

Course:	PHR 371: Professional Development	
Units/Hours:	2.0 Units / 45 Hours (15 Theory/Lecture, 30 Lab/Application)	
Total Weeks:	5 Weeks	
Instructor: **Advising Times:** **Phone:** **Email:**		
Class Schedule:	Monday through Thursday Insert Dates and Time of Class	
Textbook(s):	**Title:**	Mosby's Review for the Pharmacy Technician Certification Examination
	Author(s):	James J. Mizner, Jr.
	Edition:	3
	ISBN:	9780323113373
	Title:	Pharmacy Practice for Technicians: Mastering Community & Hosp. Competencies
	Author(s):	Ballington/Anderson
	Edition:	5
	ISBN:	9780763852269
	Title:	The Pharmacy Technician
	Author(s):	Perspective Press
	Edition:	6
	ISBN:	9781617314872
	Title:	The Pharmacy Technician Workbook and Certification Review
	Author(s):	Perspective Press
	Edition:	6
	ISBN:	9781617314889

Prerequisite(s):

PHR 15, PHR 20, PHR 25, PHR 30, PHR 100, PHR 120, PHR 135, PHR 312

Course Description:

The focus of this course is to prepare students for the certification exam through practice and review based on established certification criteria. Students will be provided with an online self-paced study program and instructor facilitated review. Students will also take a practice exam built to content specifications with the same look, feel, and functionality as an actual certification exam.

Course Learning Outcomes

Upon completion of this course, the successful student will be able to:

1. Demonstrate competencies needed for certification
2. Devise an individualized study plan for certification

Grade Item Weights

- 40% Homework and Projects
- 30% Exams

- 20% Quizzes
- 10% Professionalism

Course Policies

To successfully complete this course, review the course policy information below. For additional information regarding course/institutional polices please view your College Catalog.

Academic Honesty and APA	Students are required to do their own work honestly, without cheating or plagiarizing. Plagiarism is defined as using another's statements or thoughts without giving that source proper credit. SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. Click here for some additional information on Plagiarism and how to avoid it.
Attendance Policy	Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.
Late Assignment Policy	Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit. If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam.
Programmatic Requirements	Some programs hold different requirements than mentioned above. See your instructor and/or your program handbook for details.

Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	**-**	**100%**	**=**	**A**
80	**-**	**89%**	**=**	**B**
70	**-**	**79%**	**=**	**C***
65	**-**	**69%**	**=**	**D**
	Below 65		**=**	**F**

*** Students must pass this course with 70% or better for credit in the course**

Weekly Outline of Curriculum

Week 1

Course Learning Outcome(s) Addressed

CLO 1: Demonstrate competencies needed for certification

- 1.1 Know and apply pharmacology for technicians
  - 1.1.1 Differentiate generic and brand names of pharmaceuticals
  - 1.1.2 Explain therapeutic equivalence
  - 1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient)
  - 1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy
  - 1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications
  - 1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements
- 1.2 Understand and apply pharmacy law and regulations
  - 1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)
  - 1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)
  - 1.2.3 Evaluate controlled substance transfer regulations (DEA)
  - 1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)
  - 1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)
  - 1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)
  - 1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine
  - 1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)
  - 1.2.9 Explain the requirement for consultation (e.g., OBRA'90)
  - 1.2.10 Explain FDA's recall classification
  - 1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)
  - 1.2.12 Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)
  - 1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)
  - 1.2.14 Understand the reconciliation between state and federal laws and regulations
  - 1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)
- 1.3 Understand sterile and non-sterile compounding
  - 1.3.1 Describe Infection control standards (e.g., hand washing, PPE)
  - 1.3.2 Describe handling and disposal requirements (e.g., receptacles, waste streams)
  - 1.3.3 Explain the reason for documentation (e.g., batch preparation, compounding record)
  - 1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)
  - 1.3.5 Explain selection and use of equipment and supplies
  - 1.3.6 Explain sterile compounding processes
  - 1.3.7 Explain non-sterile compounding processes
- 1.4 Summarize medication safety
  - 1.4.1 Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)
  - 1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)
  - 1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, misuse, missed dose)

1.4.4 Recognize look-alike/sound-alike medications

1.4.5 Recognize high-alert/risk medications

1.4.6 Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)

1.5 Discuss pharmacy quality assurance

1.5.1 Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)

1.5.2 Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)

1.5.3 Describe risk management guidelines and regulations (e.g., error prevention strategies)

1.5.4 Identify communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages)

1.5.5 Explain productivity, efficiency, and customer satisfaction measures

1.6 Explain medication order entry and fill process

1.6.1 Explain order entry process

1.6.2 Describe intake, interpretation, and data entry

1.6.3 Calculate doses required

1.6.4 Describe the fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final check)

1.6.5 Explain the labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information)

1.6.6 Explain the packaging requirements (e.g., type of bags, syringes, glass, pvc, child resistant, light resistant)

1.6.7 Describe the dispensing process (e.g., validation, documentation and distribution)

1.7 Understand protocol for pharmacy inventory management

1.7.1 Explain the function and application of NDC, lot numbers and expiration dates

1.7.2 Describe formulary or approved/preferred product list

1.7.3 Explain the ordering and receiving processes (e.g., maintain par levels, rotate stock)

1.7.4 Describe the storage requirements (e.g., refrigeration, freezer, warmer)

1.7.5 Describe removal (e.g., recalls, returns, outdates, reverse distribution)

1.8 Summarize pharmacy billing and reimbursement

1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)

1.8.2 Describe third party resolution (e.g., prior authorization, rejected claims, plan limitations)

1.8.3 Describe third-party reimbursement systems (e.g., PBM, medication assistance programs, coupons, and self-pay)

1.8.4 Describe healthcare reimbursement systems (e.g., home health, long-term care, home infusion)

1.8.5 Describe coordination of benefits

1.9 Explain information systems usage and application

1.9.1 Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)

1.9.2 Describe databases, pharmacy computer applications, and documentation management (e.g., user access, drug database, interface, inventory report, usage reports, override reports, diversion reports)

CLO 2: Devise an individualized study plan for certification

2.1 Discuss various methods to prepare for certification exam(s)

2.2 Complete a practice certification exam and perform a needs assessment of content areas outlining strengths and weaknesses

2.3 Evaluate tips for studying that match personal style

2.4 Develop a certification examination plan that is realistic and personal for preparing for a successful examination outcome

2.5 Utilize expertise of instructor to guide individualized course of study for certification

WEEK 1 ACTIVITIES		
Objective(s)	**Topics**	**Assignment/Due Date**

Weekly Outline of Curriculum

Week 2

Course Learning Outcome(s) Addressed

CLO 1: Demonstrate competencies needed for certification

1.1 Know and apply pharmacology for technicians

- 1.1.1 Differentiate generic and brand names of pharmaceuticals
- 1.1.2 Explain therapeutic equivalence
- 1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient)
- 1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy
- 1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications
- 1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements

1.2 Understand and apply pharmacy law and regulations

- 1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)
- 1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)
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- 1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)
- 1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)
- 1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)
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- 1.2.12 Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)

1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)

1.2.14 Understand the reconciliation between state and federal laws and regulations

1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)

1.3 Understand sterile and non-sterile compounding

1.3.1 Describe Infection control standards (e.g., hand washing, PPE)

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1.3.3 Explain the reason for documentation (e.g., batch preparation, compounding record)

1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)

1.3.5 Explain selection and use of equipment and supplies

1.3.6 Explain sterile compounding processes

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1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)

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CLO 2: Devise an individualized study plan for certification

2.1 Discuss various methods to prepare for certification exam(s)

2.2 Complete a practice certification exam and perform a needs assessment of content areas outlining strengths and weaknesses

2.3 Evaluate tips for studying that match personal style

2.4 Develop a certification examination plan that is realistic and personal for preparing for a successful examination outcome

2.5 Utilize expertise of instructor to guide individualized course of study for certification

WEEK 2 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date

Weekly Outline of Curriculum

Week 3

Course Learning Outcome(s) Addressed

CLO 1: Demonstrate competencies needed for certification

1.1 Know and apply pharmacology for technicians

1.1.1 Differentiate generic and brand names of pharmaceuticals

1.1.2 Explain therapeutic equivalence

1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient)

1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy

1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications

1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements

1.2 Understand and apply pharmacy law and regulations

1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)

1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)

1.2.3 Evaluate controlled substance transfer regulations (DEA)

1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)

1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)

1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)

1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine

1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)

1.2.9 Explain the requirement for consultation (e.g., OBRA'90)

1.2.10 Explain FDA's recall classification

1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)

1.2.12 Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)

1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)

1.2.14 Understand the reconciliation between state and federal laws and regulations

1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)

1.3 Understand sterile and non-sterile compounding

1.3.1 Describe Infection control standards (e.g., hand washing, PPE)

1.3.2 Describe handling and disposal requirements (e.g., receptacles, waste streams)

1.3.3 Explain the reason for documentation (e.g., batch preparation, compounding record)

1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)

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1.6.3 Calculate doses required

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1.6.5 Explain the labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information)

1.6.6 Explain the packaging requirements (e.g., type of bags, syringes, glass, pvc, child resistant, light resistant)

1.6.7 Describe the dispensing process (e.g., validation, documentation and distribution)

1.7 Understand protocol for pharmacy inventory management

1.7.1 Explain the function and application of NDC, lot numbers and expiration dates

1.7.2 Describe formulary or approved/preferred product list

1.7.3 Explain the ordering and receiving processes (e.g., maintain par levels, rotate stock)

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1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)

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WEEK 3 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date

Weekly Outline of Curriculum

Week 4

Course Learning Outcome(s) Addressed

CLO 1: Demonstrate competencies needed for certification

1.1 Know and apply pharmacology for technicians

- 1.1.1 Differentiate generic and brand names of pharmaceuticals
- 1.1.2 Explain therapeutic equivalence
- 1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient)
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1.8.5 Describe coordination of benefits

1.9 Explain information systems usage and application

1.9.1 Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)

1.9.2 Describe databases, pharmacy computer applications, and documentation management (e.g., user access, drug database, interface, inventory report, usage reports, override reports, diversion reports)

CLO 2: Devise an individualized study plan for certification

2.1 Discuss various methods to prepare for certification exam(s)

2.2 Complete a practice certification exam and perform a needs assessment of content areas outlining strengths and weaknesses

2.3 Evaluate tips for studying that match personal style

2.4 Develop a certification examination plan that is realistic and personal for preparing for a successful examination outcome

2.5 Utilize expertise of instructor to guide individualized course of study for certification

WEEK 4 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date

Weekly Outline of Curriculum

Week 5

Course Learning Outcome(s) Addressed

CLO 1: Demonstrate competencies needed for certification

1.1 Know and apply pharmacology for technicians

1.1.1 Differentiate generic and brand names of pharmaceuticals

1.1.2 Explain therapeutic equivalence

1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient)

1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy

1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications

1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements

1.2 Understand and apply pharmacy law and regulations

1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)

1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)

1.2.3 Evaluate controlled substance transfer regulations (DEA)

1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)

1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)

1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)

1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine

1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)

1.2.9 Explain the requirement for consultation (e.g., OBRA'90)

1.2.10 Explain FDA's recall classification

1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)

1.2.12 Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)

1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)

1.2.14 Understand the reconciliation between state and federal laws and regulations

1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)

1.3 Understand sterile and non-sterile compounding

1.3.1 Describe Infection control standards (e.g., hand washing, PPE)

1.3.2 Describe handling and disposal requirements (e.g., receptacles, waste streams)

1.3.3 Explain the reason for documentation (e.g., batch preparation, compounding record)

1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)

1.3.5 Explain selection and use of equipment and supplies

1.3.6 Explain sterile compounding processes

1.3.7 Explain non-sterile compounding processes

1.4 Summarize medication safety

1.4.1 Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)

1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)

1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, misuse, missed dose)

1.4.4 Recognize look-alike/sound-alike medications

1.4.5 Recognize high-alert/risk medications

1.4.6 Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)

1.5 Discuss pharmacy quality assurance

1.5.1 Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)

1.5.2 Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)

1.5.3 Describe risk management guidelines and regulations (e.g., error prevention strategies)

1.5.4 Identify communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages)

1.5.5 Explain productivity, efficiency, and customer satisfaction measures

1.6 Explain medication order entry and fill process

1.6.1 Explain order entry process

1.6.2 Describe intake, interpretation, and data entry

1.6.3 Calculate doses required

1.6.4 Describe the fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final check)

1.6.5 Explain the labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information)

1.6.6 Explain the packaging requirements (e.g., type of bags, syringes, glass, pvc, child resistant, light resistant)

1.6.7 Describe the dispensing process (e.g., validation, documentation and distribution)

1.7 Understand protocol for pharmacy inventory management

1.7.1 Explain the function and application of NDC, lot numbers and expiration dates

1.7.2 Describe formulary or approved/preferred product list

1.7.3 Explain the ordering and receiving processes (e.g., maintain par levels, rotate stock)

1.7.4 Describe the storage requirements (e.g., refrigeration, freezer, warmer)

1.7.5 Describe removal (e.g., recalls, returns, outdates, reverse distribution)

1.8 Summarize pharmacy billing and reimbursement

1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)

1.8.2 Describe third party resolution (e.g., prior authorization, rejected claims, plan limitations)

1.8.3 Describe third-party reimbursement systems (e.g., PBM, medication assistance programs, coupons, and self-pay)

1.8.4 Describe healthcare reimbursement systems (e.g., home health, long-term care, home infusion)

1.8.5 Describe coordination of benefits

1.9 Explain information systems usage and application

1.9.1 Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)

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WEEK 5 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date

Technology Requirements (Hardware/Software)

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B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.

C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:

   i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.

   ii. Missed quizzes may not be taken.

   iii. Missed midterms or final exams, however, may be taken in accordance with college policy.

D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.

E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.

F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.

G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

This syllabus is only a guideline and subject to change.

***Some programs have additional program requirements. Please see your Program Director or Instructor for details.**

Instructional Strategies and Methods for Assessing Student Learning Outcomes:

1. **Critical Thinking Tasks and Assignments:**
   Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.
2. **Required Reading, Writing, Projects, and Outside of Class Assignments:**
   Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.
3. **Methods to Measure Achievement of Student Learning Outcomes:**
   Students in this course will be graded in the following categories:
   a) **Writing Assignments:**
      - Written homework
      - Research papers
      - Term or other papers

   b) **Computational or Non-Computational Problem Solving Demonstrations:**
      - Exams
      - Homework problems
      - Quizzes

   c) **Skill Demonstration:**
      - Individual and group presentations
      - Performance exams

- Skill competencies
- Case studies

d) Objective Examinations:

- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

Evaluation of student performance may be based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. The final grade in the course is determined by the percent ranges converted to the letter grade.

Library Resources

CREDO	Credo will take you through various online modules and give you the foundation you need to write your next paper. • Starting Your Research Paper • Types of Sources • Search Strategies and Techniques • Evaluating and Using Information • APA Citations and Tools • Presenting Information Access Credo through InfoZone under the "eCourses" tab. Credo can be found in the "My Courses" section.
LIRN	The Library Information Resources Network (LIRN) provides millions of resources covering a wide variety of topics for general education, business, medical, technical and more. • Access to databases • Journals, magazines, newspapers • Reference works • Podcasts, audio, video and images Access LIRN through InfoZone under the "Links" tab and enter the code for SJVC. **Username**: 83762 **Password**: sjvclib77

	
Ebook Central	Ebook Central is part of LIRN and offers access to thousands of eBooks from trusted publishers in all academic subject areas along with powerful research tools. Access Ebook Central by first logging into LIRN. Once in LIRN, select "Ebook Central" from the available databases.
Destiny	Looking for a book in your campus library? Destiny allows you to do an online search through your on-campus library resources. Access Destiny through InfoZone under the "Links" tab, then select your campus.
NEED HELP?	• Instructors can clarify their expectations. • Student Center Coordinators and Librarians can provide help along the way. • Email SJVCLibrary@sjvc.edu Contact information for the Student Center and Library can be found by accessing Destiny through InfoZone under the "Links" tab, then selecting your campus.

Course Syllabus

Course:	DA 235: Restorative Procedures	
Units/Hours:	2.0 Units / 45 Hours (15 Theory/Lecture, 25/5 Lab-Preclinical/Clinical)	
Total Weeks:	5 Weeks	
Instructor: **Advising Times:** **Phone:** **Email:**	Ms. Eversull 12:00 to 12:30 (951) 296 -6015 Laura.eversull@sjvc.edu	
Class Schedule:	Monday through Thursday May 7 to June 7, 2018 @ 12:00	
Textbook(s):	**Title:**	Dental Assisting Online for Modern Dental Assisting (Access Code, Textbook, and Boyd: Dental Instruments 6th edition Package)
	Author(s):	Doni L. Bird & Debbie S. Robinson
	Edition:	12th
	ISBN:	9780323495875
	Title:	CDC Guide: Policy to Practice Workbook
	Author(s):	OSHA
	Edition:	2004
	ISBN:	9780975251904
	Title:	California RDA Law and Ethics Exam Prep Book and Card Set
	Author(s):	FADE
	Edition:	3rd
	ISBN:	9781467557252

Prerequisite(s):

DA 105, DA 110, DA 115, and DA 230

Course Description:

This course emphasizes the chairside application of four handed restorative dentistry. Emphasis is given to procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients, and clinical observation in an extramural facility.

Course Learning Outcomes

Upon completion of this course, the student should be able to:

1. Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology
2. Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures
3. Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

Grade Item Weights

- 40% Skills
- 20% Quizzes

- 20% Homework and Projects
- 20% Exams

Course Policies

To successfully complete this course, review the course policy information below. For additional information regarding course/institutional polices please view your College Catalog.

Academic Honesty and APA	Students are required to do their own work honestly, without cheating or plagiarizing. Plagiarism is defined as using another's statements or thoughts without giving that source proper credit. SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. Click here for some additional information on Plagiarism and how to avoid it.
Attendance Policy	Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.
Late Assignment Policy	Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit. If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam.
Programmatic Requirements	Some programs hold different requirements than mentioned above. See your instructor and/or your program handbook for details.

Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	**-**	**100%**	**=**	**A**
80	**-**	**89%**	**=**	**B**
70	**-**	**79%**	**=**	**C***
65	**-**	**69%**	**=**	**D**
	Below 65		**=**	**F**

*** Students must pass this course with 70% or better for credit in the course**

Skill Competency

Upon completion of this course the student will be able to perform the following duties of the DHCP to minimum standards

Objective	Skill Competency ID	Dental Healthcare Professional (DHCP) Auxiliary Function	Introduce Develop Master	Minimum Performance Achieved	Skills Test #
2.8	SC #7	Diagnostic: Take intra-oral impressions for all non-prosthodontic appliances	D	8	2
2.2	SC #8	Diagnostic: Use of automated caries detection devices	I	7	1
2.2	SC #10	Operative: Anesthetic Syringe	I, D	7-8	1-2
2.8	SC #11	Operative: Apply Topical Agents	I	7	1
2.8	SC #12	Operative: Chemically Prepare Teeth for Bonding and Place Bonding Agent	I	7	1
2.2	SC #13	Operative: Instrument Exchange	D, M	9	2
2.2	SC #14	Operative: Operatory and Instrument Procedure Tray Preparation	D	8	2-4
2.2		Organize operatory for a restorative procedure, including armamentarium and patient records	D	8	5-6
2.6	SC #15	Operative: Maintaining a Clear Field of Operation	M	9	2
2.6	SC #17	Operative: Place and Remove Rubber Dams	I, D	8	1-2
2.3	SC #18	Operative: Place wedge and remove matrices	I	7	1

Weekly Outline of Curriculum

Week 1

Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures

1.1.1 Business and Professions Code 1750.1(a)(1-3)(b)(1-18)(c): Unlicensed Dental Assistant (DA)

1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)

CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures

CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.1 Evaluate protocol patterns for compliance related to BBPS/OSHA such as injury/illness prevention, hazard communication, general office safety, exposure control, post exposure incidents, sharps management, laboratory areas, waterline maintenance, regulated and non-regulated waste management, and instrument processing

3.2 Review the SDS sheet for chemicals utilized for endodontic and prosthodontic procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

WEEK 1 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
2.2 3.1	Syringe loading	Skill Off and Quiz
2.2	Topical Placement	Skill Off and Quiz
2.2	Rubber Dam	Skill Off

Weekly Outline of Curriculum

Week 2

Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures

1.1.1 Business and Professions Code 1750.1(a)(1-3)(b)(1-18)(c): Unlicensed Dental Assistant (DA)

1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)

CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

2.3 Explain the purpose and identify the parts of various matrix systems

2.4 Compare the different types of hand pieces utilized in operative dentistry

2.5 Compare the shape, use and care of rotary devices used in the high and slow-speed hand pieces

2.7 Categorize the classification of cavities restorative materials

CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.1 Evaluate protocol patterns for compliance related to BBPS/OSHA such as injury/illness prevention, hazard communication, general office safety, exposure control, post exposure incidents, sharps management, laboratory areas, waterline maintenance, regulated and non-regulated waste management, and instrument processing

3.2 Review the SDS sheet for chemicals utilized for restorative procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

WEEK 2 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
2.3	Tofflemire and Matrix Band	Skill Off and Quiz
2.8	Liner and Bases	Skill Off
2.8	Sedative Temp fill	Skill Off
2.5	Dental Handpieces and Accessories	Skill Off
2.4	Dental Handpieces and Accessories	Skill Off and Mid-term Exam

Weekly Outline of Curriculum

Week 3

Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures

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1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)

CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures

2.6 Identify various isolation techniques utilized in restorative dentistry

2.7 Categorize the classification of cavities restorative materials

2.11 Role-play communicating pre- and post-operative patient instructions effectively for restorative procedures

2.13 Enter clinical data regarding restorative procedures

CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.2 Review the SDS sheet for chemicals utilized for endodontic and prosthodontic procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

WEEK 3 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date

2.7 3.2	Amalgam Restorative	Worksheet and Quiz
2.11	Amalgam Restorative	Dropbox
2.13 3.2	Composite	Quiz
2.6	Clear Field	Skill Off
2.2	Instrument Transfer	Skill Off

Weekly Outline of Curriculum

Week 4

Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures

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2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures

2.8 Demonstrate the procedure for mixing, manipulating and/or dispensing contemporary dental materials

2.9 Report clinical observations of restorative procedures in an extramural facility

2.12 Schedule a patient appointment for direct restorative procedures

CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.2 Review the SDS sheet for chemicals utilized for endodontic and prosthodontic procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

WEEK 4 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
2.8 3.2	Chemical Etching / Bonding	Skill off
2.9	Clinical Observation Report	Due Day 16
2.2	Caries Detection	Skill Off

2.12	Scheduling Appointment	Skill Off

Weekly Outline of Curriculum

Week 5

Course Learning Outcome(s) Addressed

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CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

2.1 Create a chart which compares and contrasts principles and protocols for restorative procedures

2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures

2.3 Explain the purpose and identify the parts of various matrix systems

2.4 Compare the different types of hand pieces utilized in operative dentistry

2.5 Compare the shape, use and care of rotary devices used in the high and slow-speed hand pieces

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2.7 Categorize the classification of cavities restorative materials

2.8 Demonstrate the procedure for mixing, manipulating and/or dispensing contemporary dental materials

2.9 Report clinical observations of restorative procedures in an extramural facility

2.10 Demonstrate the ability to review and effectively discuss medical/dental health history data with a patient

2.11 Role-play communicating pre- and post-operative patient instructions effectively for restorative procedures

2.12 Schedule a patient appointment for direct restorative procedures

2.13 Enter clinical data regarding restorative procedures

CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

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WEEK 5 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
2.8	Digital Photography	Place in Dropbox
2.8	Impression on Patients	Evaluation models

3.1	Disinfecting Impression	Skill Off

Technology Requirements (Hardware/Software)

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E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.

F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.

G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

This syllabus is only a guideline and subject to change.

***Some programs have additional program requirements. Please see your Program Director or Instructor for details.**

Instructional Strategies and Methods for Assessing Student Learning Outcomes:

1. **Critical Thinking Tasks and Assignments:**
   Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.

2. **Required Reading, Writing, Projects, and Outside of Class Assignments:**
   Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.

3. **Methods to Measure Achievement of Student Learning Outcomes:**
   Students in this course will be graded in the following categories:

   a) **Writing Assignments:**
   - Written homework
   - Research papers

- Term or other papers

b) Computational or Non-Computational Problem Solving Demonstrations:
- Exams
- Homework problems
- Quizzes

c) Skill Demonstration:
- Individual and group presentations
- Performance exams
- Skill competencies
- Case studies

d) Objective Examinations:
- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

Evaluation of student performance may be based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. The final grade in the course is determined by the percent ranges converted to the letter grade.

Library Resources

CREDO	Credo will take you through various online modules and give you the foundation you need to write your next paper. • Starting Your Research Paper • Types of Sources • Search Strategies and Techniques • Evaluating and Using Information • APA Citations and Tools • Presenting Information Access Credo through InfoZone under the "eCourses" tab. Credo can be found in the "My Courses" section.
LIRN	The Library Information Resources Network (LIRN) provides millions of resources covering a wide variety of topics for general education, business, medical, and more. • Access to databases • Journals, magazines, newspapers • Reference works • Podcasts, audio, video and images

	Access LIRN through InfoZone under the "Links" tab and enter the code for your campus. Campus codes can be found below.  Aviation 19037; Bakersfield 67295; Delano 53454; Fresno 14293; Hanford 58188; Hesperia 38884; Lancaster 74708; Madera 03804 Modesto 49556; Online 32421; Ontario 14426; Porterville 22219; Rancho Cordova 98989; San Diego 83490; Temecula 22984; Visalia 58188
eBraryAcademic Complete™:	eBrary is part of LIRN and offers access to thousands of eBooks from trusted publishers in all academic subject areas along with powerful research tools. Access eBrary by first logging into LIRN. Once in LIRN, select "Academic Complete" from the available databases.
Destiny	Looking for a book in your campus library? Destiny allows you to do an online search through your on-campus library resources. Access Destiny through InfoZone under the "Links" tab, then select your campus.
NEED HELP?	• Instructors can clarify their expectations. • Student Center Coordinators and Librarians can provide help along the way. • Email SJVCLibrary@sjvc.edu Contact information for the Student Center and Library can be found by accessing Destiny through InfoZone under the "Links" tab, then selecting your campus.