



A. GENERAL INFORMATION:

Program:	Dental Hygiene
Course:	Integration into the Workplace
Course Number:	111-613-AB
Day(s) and Time:	Theory: Thursday 8:30-11:30 or 14:00-17:00
Classroom Number:	SE-105
Ponderation:	0-3-3
Credits:	2
Competencies:	Terminal competencies: 00L6 & 00L9
Prerequisites:	All fifth semester Dental Hygiene courses
Semester:	Winter 2017
Teacher's Name:	Sandy Lapointe
Office, Telephone & Email:	SE-215, 514-457-6610 (5197), MIO
Office Hours:	As posted or by appointment

B: INTRODUCTION:

Integration into the Workplace is a course designed to help students integrate into private practice and other work environments. Students work in small groups. The student develops strategies to ease the transition from school into the workplace. Different aspects of the profession are examined, including professional ethics, jurisprudence, professional responsibilities, and office management. A résumé is developed and interview strategies are practiced. The competencies to ***perform administrative tasks in relation to the job environment 00L9*** and to ***analyze the occupation 00L6*** will be terminal in this course. A variety of employment opportunities are discussed. A detailed profile of the course outcome is summarized in the table below.

This course incorporates evidence-based practice: an approach where clinical expertise is blended with the highest quality research while taking into account the client's needs and preferences. The students will use evidence-based practice in all aspects of the course.

COMPREHENSIVE ASSESSMENT

Integration into the Workplace is a part of the Comprehensive Assessment (CA). In order to graduate, the student is required to successfully complete all elements of the competency related to Integration into the Workplace as listed in the CA document. See addendum.

D. EVALUATION PLAN:

Course Content	Value	Ministerial Objectives
Case Studies (2) * According to individual schedule	10%	00L6-1, 2, 3, 4
Oral Presentation: According to individual schedule	10%	00L6-1, 2, 3, 4
Office Management (week 9)	10%	00L9-1,2
Insurance Forms (week 14)	10%	00L9-1,2
Professional Code (weekly exercises)	10%	00L6-1, 2, 3, 4 00L9- 2
Develop a résumé * (week 5)	10%	00L6-3 00L9-1, 2
Mock Interviews (2) *(week 10)	10%	00L6-3
Essay Questions (week 14)	5%	00L6-1, 2, 3
Comprehensive Exam (week 7)	25%	00L6-1, 2, 3, 4 00L9- 1, 2
Total:	100%	

Comprehensive Assessment (CA):

The * indicates a component of the Comprehensive Assessment for which a passing grade of 60% is mandatory. (see attached Addendum for CA checklist)

E. COURSE CONTENT:

Week	Course Content	Course Activity
1	Course Outline Job Interview Cover letter CV Introduced	
2	Comprehensive Assessment (CA) Introduced. & Explanation of Portfolio Case Studies/Presentations (week 2-14) 10% & 10%	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentations
3	Professional Code (weekly exercises) 10%	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentations
4	Insurance codes	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentations
5	Job Interview CV due – 10%	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentations
6	Independent Practice CSST Finances	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentation
	MARCH BREAK	MARCH BREAK

7	Comprehensive Exam – 25%	Exam
8	Licensing across Canada. Application due for 2016 NDHCB Exam. Available on-line.	ETHICAL Issues and MEDICAL Cases based on individual schedule Presentations
9	Salary Working Abroad Office Management assignment 10%	ETHICAL Issues and MEDICAL Cases based on individual schedule Presentations
10	Mock Interviews – 10% Quebec Dental Hygienists Day	Mock interviews
11	OHDQ visit of the Vice President New Technology Alternative Dentistry Office Management National Dental Hygienists Week	ETHICAL Issues and MEDICAL Cases based on individual schedule Presentations
12	Abuse in the Workplace and in Society CAMBRA Volunteering	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentations
13	Community Presentations from CSSS Stage experience. At JAC in the Agora	Community
14	Self-Insurance Insurance forms due 10% Essay Questions due 5%	ETHICAL Issues and MEDICAL Cases based on individual schedule: Presentations
15	Stress management Course evaluation	

F. REQUIRED TEXT and COURSE COST in ADDITION to TEXTS:

Clinic Manual. (2014). Department of Dental Hygiene, John Abbott College. (Acquired in first year)

Darby, M. L. & Walsh, M. M. (2014). *Dental Hygiene Theory and Practice.* (4th Ed.). St Louis, MO: Saunders. (Acquired in first year)

PROFESSIONAL CODE, d'Éditeur Officiel du Québec. (2012).

The Canadian Dental Hygienists Association, (2012). *Code of Ethics.* Ottawa, ON. (Available online free of charge)

The Canadian Dental Hygienists Association (CDHA). *Position Statements,* Important and relevant key issues in the field of dental hygiene, Ottawa, ON. (Available on line free of charge)

Wilkins, E.M. (2013). *Clinical Practice of the Dental Hygienist.* (11th Ed.). Philadelphia, PA: Wolters Kluwer: Lippincott, Williams and Wilkins. (Acquired in first year)

ADDENDUM

Student Portfolio Checklist for CA (as of Winter 2016)

Student: _____ Date of Completion: _____

Assessment:

Orthodontics

- 1. Cephalogram tracing with evaluation sheet.
- 2. Extra and intra-oral photography with evaluation sheet.

Assessment, Planning & Implementation:

Clinic III

- 3. Periodontal client sessions evaluation sheets.
- 4. Restorative sessions' evaluation sheets.

Implementation:

Community Fieldwork

- 5. Community Dental Health Project evaluation sheet.
- 6. STAGE Coordinator's evaluation sheet.

Evaluation:

Clinic III

- 7a. Copy of Dental Hygiene Care Plan for periodontal client, follow-up BOP and Biofilm evaluation sheet from 3 week follow-up appointment.
- 7b. OHI Live evaluation sheet from any client.
- 8. Chart Audit checklist sheet. (photocopy of 1st. audit)

Professionalism:

Integration into the Workplace

- 9. Résumé, Cover Letter and evaluation sheets.
- 10. Mock Interview evaluation sheet.
- 11. Case Studies Ethical Dilemma evaluation sheet.

Self-Evaluation:

Community Fieldwork

- 12. Self-Evaluation for Community STAGE
- 13. Reflection Paper