



**Prince Sultan Military College of Health Sciences –  
Dhahran**

*Dental Assistant program*

**Program Manual**

**AY 2023**

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## **A. INTRODUCTION**

Since its establishment, the Department of Dental and Oral Health at the Prince Sultan Military College of Health Sciences in Dhahran has provided the best services in the field of oral health as an essential part of its educational program. In addition, the department emphasizes the importance of education through participation in numerous campaigns and exhibitions aimed at raising awareness among citizens and emphasizing the importance of prevention of dental diseases.

Education for dental assistants is based on the understanding that dental care is a crucial component of health services, playing a significant role in promoting oral health and enhancing quality of life. The involvement of dental assistants in health care delivery is essential to achieving better health for everyone. Their practice is shaped by, and in turn shapes, social and cultural factors, as well as the values of the communities they serve.

To address the growing demand for dental services, it is important to implement various initiatives to ensure a sufficient supply of well-prepared and qualified dental assistants. The Dental Assistant program at the Prince Sultan Military College of Health Sciences (PSMCHS) is designed to equip graduates to work effectively in diverse dental care settings and within the community.

This program is approved by the Ministry of Higher Education, and the courses and degree offered are equivalent to those awarded by dental schools in the Kingdom of Saudi Arabia. The PSMCHS Dental Assistant program meets the criteria set by the Saudi Dental Council, ensuring compliance with national standards. The primary aim of the program is to supply qualified dental assistants to the Medical Services Division (MSD) hospitals and throughout the Kingdom, addressing the need for a consistent supply of skilled dental professionals. The curriculum is

developed with consideration of the cultural and religious context of Saudi Arabia, with the ultimate goal of alleviating the significant shortage of dental assistants in the Kingdom.

## **B. VISION, MISSION, Goals & Graduate Attributes**

### **Vision:**

To be a distinguished program, locally and regionally, in preparing dental assistants and providing them with a high level of knowledge and skills.

### **Mission:**

To graduate competent and qualified dental assistants by offering distinguished education and training, to provide high quality dental and oral healthcare, and are prepared to serve the community and participate in research.

### **Goals:**

- Provide quality dental assistant education.
- Ensure ongoing enhancements of academic education practices.
- Organize continual professional development opportunities.
- Contribute in scientific research.
- Undertake community service initiatives.

## **GRADUATE ATTRIBUTES**

After the completion of graduation requirements, graduates will be granted a Bachelor's degree in Applied Medical Sciences as a Dental Assistant and will be able to:

- Develop a mastery of all the clinical, professional, and interpersonal skills needed to perform within their clinical and administrative scope of practice as a part of the dental team, utilizing evidence-based practice.
- Integrate didactics with clinical skills in the dental sciences, prevention, and oral health promotion to various treatment situations in the dental setting.
- Demonstrate effective leadership and teamwork communication skills and ethical behavior within the healthcare system toward quality oral care and system improvement.
- Contribute to scientific research using appropriate methodology and critical thinking.

## **C. PROGRAM DESCRIPTION**

The Bachelor Degree of Dental Assistant program involves a 4-year course of study and one- year of internship, leading to the award of a Bachelor of Science in Dental Assistant degree. On completion of four years of instructions, and one year of internship, the student will assume the role of a qualified professional dental assistant within a hospital, health clinic or any health care facilities. For a student to graduate, she needs to successfully complete 139 credit hours of study. English is the medium of instruction.

The program provides a thorough grounding in all the basic, essential skills required by the dental assistant profession, with a heavy emphasis placed on the development and acquisition of practical skills. In addition, the program incorporates major elements of the dental assistant's role within the health care delivery system. Part of this also includes, not only, the preventive measures taken to avoid dental diseases or injury, but also information and methods on promoting dental oral health and a healthy style of living by means of active educational programs.

The development of the Dental Assistant Curriculum is a major responsibility of the Dental and Oral Health Department at PSMCHS.

In addition, the department will direct the range and structure of the various services and clinical courses undertaken by the English, Science and other clinical departments in the College. The department is entirely responsible for the content, preparation, selection, production and development of the relevant teaching materials pertaining to the dental assistant courses.

## D. PROGRAM LEARNING OUTCOMES

<b>3. Program Learning Outcomes*</b>	
<b>Knowledge and Understanding</b>	
K1	Recognize the core theoretical knowledge necessary as a dental assistant.
K2	Describe structure, function, and pathology of oral and overall body tissues.
K3	Identify uses and hazards of a variety of dental materials, techniques, and equipment in the dental clinic and local decontamination unit.
<b>Skills</b>	
S1	Develops efficient and safe workflow plan in the dental clinic for quality dental care.
S2	Manipulate proper dental materials and instruments for procedures performed in the dental field.
S3	Perform all the clinical duties of a dental assistant professionally with patients under all conditions (regular and emergency).
S4	Demonstrate the ability to operate radiographic machines and dental equipment in the dental setting.
S5	Perform infection control procedures according to international standards.
S6	Demonstrate effective communication skills with peers, patients, and multidisciplinary team.
S7	Utilize information technology for finding oral health information for epidemiological purposes in research and health promotion.
<b>Values, Autonomy, and Responsibility</b>	
V1	Demonstrate leadership skills to promote holistic, ethical and compassionate care.
V2	Illustrate teamwork and professionalism in providing culturally sensitive patient centered care.

**PLOS aligned with graduate attributes:**

<b>Program learning Outcomes:</b>		<b>Graduate Attribute</b>
<b>Knowledge and Understanding:</b>		
<b>K1</b>	Recognize the core theoretical knowledge necessary as a dental assistant.	GA1
<b>K2</b>	Describe structure, function, and pathology of oral and overall body tissues.	GA1
<b>K3</b>	Identify uses and hazards of a variety of dental materials, techniques, and equipment in the dental clinic and local decontamination unit.	GA2
<b>Skills:</b>		
<b>S1</b>	Develops efficient and safe workflow plan in the dental clinic for quality dental care.	GA1
<b>S2</b>	Manipulate proper dental materials and instruments for procedures performed in the dental field.	GA2
<b>S3</b>	Perform all the clinical duties of a dental assistant professionally with patients under all conditions (regular and emergency).	GA2
<b>S4</b>	Demonstrate the ability to operate radiographic machines and dental equipment in the dental setting.	GA1
<b>S5</b>	Perform infection control procedures according to international standards.	GA1
<b>S6</b>	Demonstrate effective communication skills with peers, patients, and multidisciplinary team.	GA3
<b>S7</b>	Utilize information technology for finding oral health information for epidemiological purposes in research and health promotion.	GA4
<b>Values, Autonomy, and Responsibility:</b>		
<b>V1</b>	Demonstrate leadership skills to promote holistic, ethical and compassionate care.	GA3
<b>V2</b>	Illustrate teamwork and professionalism in providing culturally sensitive patient centered care.	GA3



## **E. SYSTEM OF STUDY**

The Dental Assistant Program operates on the Semester Credit Hour (SCH) system with courses distributed between two 16 weeks semesters in each academic year, plus a summer session, if needs be. Certain courses in the curriculum are designated as prerequisites and co - requisites for subsequent courses. A student may not enroll in a course in which she has failed the prerequisite until this course has subsequently been passed.

## **F. PROGRAM SPECIFICATION**

It includes:

- I. A general descriptive information about the program with emphasis on learning outcomes expected of students
- II. It is a comprehensive document outlining the approach to teaching and student assessment strategies to develop the learning outcomes in different NQF domains of learning.

It supports the planning, monitoring, and improvement of the program by those responsible for its delivery. The emphasis is on the program being an integrated package of learning experiences provided through the courses taught. The program specifications include plans for ongoing evaluation of its effectiveness and planning processes for improvement.

## **G. COURSE SPECIFICATION**

It includes:

- I. A brief summary of the course description, content, objectives and outline of the main topics to be covered.
- II. A comprehensive departmental document, covering all systematic and theoretical aspects of the course.

The comprehensive syllabus acts as the basis for the teaching notes and is prepared, primarily, to assist the teaching staff at PSMCHS, in particular, those, who are recent recruits to the program. This document would not only cover the breadth of topics in a course, but also, the depth to which each topic is to be studied.

## **H. COURSE DESCRIPTION**

A course description is a short statement, which informs a student about the subject matter, approach, and applicability of the course focuses on content. It is a brief summary of the significant learning experiences for a course.

## **I. LABORATORY SKILLS / CLINICAL PRACTICE**

The laboratory skills, demonstration or clinical practice is intended to reinforce the systematic element of the course, providing the student with first-hand experience of applied methods and procedures, equipment, and problem-solving activities. The assessment, intervention and implementation are skills, which will take the student time to develop and acquire expertise. Constant exposure to a variety of clinical practices in the hospital will help the student gain the confidence and experience necessary to obtain these vital and essential skills. Other important reasons for incorporating practical/ clinical training are to consolidate the student's knowledge and understanding, which will help him to develop a critical approach to his/her learning.

In the science-based courses, an extensive range of activities are encountered, and new skills learned, (e.g., manipulation and function of apparatus, handling, and accurate use of measuring devices, making observation, tabulation and recording of results, drawing and labeling diagrams, report-writing, interpretation of results and making inferences). In the clinical and professional courses, the dental assistant student will meet and learn to develop other important skills, (e.g., clinical methods, practices and procedures, patient care and management, professional ethics and integrity, inter-personal skills and teamwork, health and safety, infection control measures, dental materials assessment, intervention, and implementation).

Simulation in dental assistant curriculum is used as a teaching strategy that introduces students to the best practices in dental materials manipulation, patient safety and quality of care. Students learn to think critically, solve problems, and provide care in a safe, nonthreatening environment where mistakes can be made with no risk to patients. Simulation will be considered as a gateway between skills laboratory and clinical rotation. Each student should get her competence check list

signed for the procedures done in clinical sessions and that will be considered for assessment. (Appendix I, II).

Objective Structured Clinical Examination (OSCE) is an assessment tool designed to assess the students' ability to competently apply professional dental assisting skills and knowledge based on objectives. The assessment process introduces the students to different clinical scenarios through a series of stations. The dental assistant program applies objective structured clinical examination (OSCE) to assess student's professional skills. In clinical courses, scores obtained in OSCE will contribute to 40 % of the total grade.

## **J. CLINICAL Dental, I-VI**

The dental assistant clinical courses are 6 in total. The first three clinical courses (I-III) are provided in the department dental clinic, where students can practice and apply their clinical skills on simulation mannequins or where fellow students will act in the place of live-patients as required. In the more advanced clinical courses (IV-VI), the courses are delivered in a working hospital environment, with involvement of live-patients. In each course, the student will be assessed by a designated senior dental assistant over each 16-week period. The assessment structure will incorporate students' performance and skills in all dental specialties, sterilization unit and practice management.

At the end of each course, a practical and oral examination will be given. All marks are recorded on a ERMS platform by the course instructor and submitted to the Registrar's Department through approval of the Head of the Department followed by the approval of the Vice Dean of Academic Affairs, which will then process grades, GPA and GPA indices. (Appendix III).

## **K. PROGRAM POLICY**

The Dental and Oral Health Department is required to prepare and submit to the Vice Dean of Academic Affairs at PSMCHS a Departmental Policy document, outlining the course assessment

for theory and clinical courses. Each policy document would remain in force, until amended in response to any departmental consultation or review. The head of the Dental and Oral Health Department verifies and approves the final grades of theory and clinical courses entered in ERMS by the course instructor before submitting to Vice Dean of Academic Affairs.

## **Working Hours:**

- All employees are expected to report to work on the schedule time and to complete work 8 hours per day as per college policy and ministry of labor, excluding weekend days.
- Break time total of one-hour lunch break per day, inclusive of coffee / tea and any other breaks.
- Faculty and staff must notify their immediate supervisor if they fail to report to work for any reason.
- Permission to leave during working hours is to be filled 24hrs in advance. (Faculty should apply through the system for approval)
- Always adhere to office and clinical hours.
- Always sign-in and sign-out without fail.

## **Dress Code:**

- Faculty should always have the college ID.
- Faculty should wear white Lab Coat with PSMCHS logo issued by PSMCHS and skirt / trousers whilst in the College.
- Clinical Instructors should wear white lab coat with PSMCHS logo issued by PSMCHS and black/navy/ blue/ any dark colored skirt /slacks when in the clinical area in order to uphold infection control considerations in the clinical environment.
- Head cover (for Muslim faculty and staff).
- The college dress code has to be adhered to as addressed in the master employment contract. Uniforms, lab coats, a suit and tie, are to be worn at all times as assigned. Personal hygiene and professional appearance is a must.
- Faculty to be a role model at all times. (Appendix IV).

## **Orientation of New Teaching Staff**

New faculty members must go through orientation process, which includes:

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- Brief orientation is devoted thru meetings with the department head, reading faculty's handbooks to understand the mission and regulations of the department and program.
- Attendance of different lectures given by senior faculty members.
- The coordinator of the program orients new faculty with his/her responsibilities and teaching loads in the program and be ready to answer any queries.
- He / She will be given program and course specifications.
- Periodical meetings with heads of academic committees and course coordinators.
- Presenting objectives and mission of the department and explain the philosophy of the program and the courses.
- Presenting the accomplishments of department and faculty members mainly academic and community contributions and transformations undergone by presenting equipment and facilities available.
- Defined the rights and duties of faculty members at the institution.
- Presenting development opportunities available and the possibility of contribution. .
- Field visit to the department, college, skills laboratories and clinical areas.

The orientation process goes through the following mechanisms mentioned in the table below.

No.	Description	Time	Person responsible	Area of Concern
1	Human resources orientation, ID and tour.	Shortly after contract signing, before semester starts	HR	Administrative/Human Resources
2	Tour in the college facilities.	Shortly after contract signing.	COD	Academic

3	<p>a. Orientation program done by VDDQ that includes the following:</p> <p>b. HR orientation lecture (MenaMe).</p> <p>c. Workshop on the usage of PSMCHS IT Services.</p> <p>d. Workshop on PSMCHS student information system (ERMS).</p> <p>e. Workshop on PSMCHS Learning Management System (Blackboard Learn).</p> <p>f. PSMCHS quality assurance system &amp; accreditation.</p> <p>g. Effective clinical &amp; developing high quality exam questions.</p> <p>h. Effective research in health sciences.</p>	Shortly after contract signing.	VDDQ	Academic
4	Brief introductory orientation on program and course specifications, committees and manuals.	Shortly after contract signing, before semester starts.	COD Quality Coordinator	Academic
5	<p>Orientation regarding field experience to include:</p> <ul style="list-style-type: none"> <li>• Clinical Rotation Guidelines</li> <li>• Clinical Rotation Schedule</li> <li>• Clinical Evaluation Tool</li> <li>• Clinical Documents</li> <li>• Clinical Postings</li> </ul>	Before the semester starts.	Clinical Coordinator	Academic (Field Experience)
6	Attend lectures of senior faculty members for newly hired Asst. Professor and dental Lecturer.	Within one week after contract signing.	COD Faculty Member	Academic

## **Professional Development for Teaching Staff**

The program provides appropriate educational learning experiences for the faculty and staff to ensure that they sustain best practices and enhance existing knowledge through formal and informal professional development.

The program encourages faculty to attend lectures and workshops conducted by the skills development unit (SDU) at the college level. The SDU at the college level provides weekly lectures which include teaching and learning strategies, learning outcome assessment, quality assurance, research and statistical methods, Information technology, curriculum development, and others.

The program promotes the participation and attendance of faculty in national and international conferences, trainings, and lectures that are related to dental and oral health discipline especially with CME units that would be very beneficial in the re-registration of professional license at the Saudi Commission for Health Specialties.

Moreover, the program also encourages professional development in an informal context through independent reading of evidence-based practices, peer discussions on a shared topic or need, and observation of colleagues' work.

### **Faculty leaves**

- Each faculty member is entitled to apply for different categories of leaves as per faculty/departmental needs under HR policy and procedures. (Appendix IV).

For further information and details refer to HR portal via:

<http://pscvmhr01/Menaitech/application/hrms/mename/index.php?sp=appfeedback&m=13217&em=a50d1b4c80c5b9b350816f489c0f18c1da88d038&i=2>



## **Professional Conduct**

- Faculty and staff should strictly keep students' records and any meetings conducted confidential.
- Faculty should not discuss or release final examination marks to students, even in the most general of terms (students are notified of their academic performance by the Registration Department through official channels).
- All faculty and staff should follow the official channel of communication at all times.

## **Conduct of Classes**

- There are normally eight periods of 50 minutes each on the college timetable.
- Teaching staff should be present in every class ahead of time.
- Teaching staff is expected to take attendance at "time zero". For example, for a 9:30am class, attendance must be taken at exactly 9:30am.
- Any student attempting to enter the class after "time zero", i.e. from 9:31 onwards in the example above, may be admitted at the discretion of the teaching staff but he must be marked absent on the register. There is no such thing as an excused or unexcused absence.
- All cases of absence or lateness are recorded as absences on the register.
- There are breaks of at least 5 minutes between consecutive classes.
- All classes should finish on time and should not cut short arbitrarily.
- Exceptions to this include classes used for examinations or practical, both of which may finish early if all students have completed their work.

## **Medium of instruction**

The only medium of instruction in all college academic departments is English Language and must be followed at all times.

## **Classroom Discipline**

Instructors are expected to maintain strict discipline in class at all times. In cases where a student shows persistent indiscipline, she should be given two verbal warnings and if repeated for the third time a “violation report form “will be filled up. The incident should be reported to the Head of Department, using “Violation Report” form.

The student is then called in for counseling by the academic advisor. This is forwarded then to Student Affairs Department for further action. A copy of the “Violation Report” is also placed in the students file in Dental and Oral Health Department for the purpose of documentation.

(Appendix V)

## **Department Council**

The department is required to conduct monthly meetings (with minutes of the meeting). The monthly department council is an ideal forum for discussion of student progress, curriculum delivery/content, department goals and tasks. The department has council secretary who is responsible for scheduling and arranging the meetings as per program requirements. The Head of Department is required to attend monthly College Board meetings and to disseminate information from the College Board to his/her staff. At the same time, he/she reports to the College Board on progress within the department, including any problems, which needs the attention of higher authorities.

## **Faculty / Students Guidelines for Examination**

- Faculty will monitor all exams and / or quiz sessions closely.
- Students will put their name on the test paper as soon as the test paper is pass out to them.
- Students will return quizzes or exams to faculty before leaving the classroom.
- Students are responsible for completely erasing any changes on her answer sheet. Once the answer sheet is handed over to the instructor, no more changes can be done on the answer sheets.

- Students will not be permitted to check over or see their answer sheet after it is turned in to the instructor.
- Once the answer sheet is handed into the instructor, no more changes can be done on the answer sheets.
- Students will not discuss questions on exam or quiz with other students who have not taken that exam or quiz.
- Students will obey rules for test taking in the testing lab where any cheating will be reported to faculty by lab technician.
- Students may be asked to sit in the number assigned seats and receive a numbered assigned exam if faculty believes it is necessary.
- All spoiled papers should be destroyed by shredding or otherwise secured.
- Examination security is the sole responsibility of the examiner, except when the papers are passed over for review by peers, department head or examination committee.
- All instructors are expected to undertake mid-semester and final examination invigilation duties.

Further details regarding examination rules & regulations for invigilators and students in appendix VI and Appendix VII.

## **Guidelines for Final Examination**

All course lecturers should be aware of the Final Exam Evaluation Timeline. The final exams prepared by the course lecturers will undergo internal and external review before final approval.

### ***Internal Review***

- Guidelines for building and evaluating exams has been prepared by Curriculum and Study Plan Unit of the College for guidance of all course lecturers.
- Course lecturers should prepare in advance the final exam papers covering the whole topic and in relation to course learning outcomes.
- Final exam blue print will be created and submitted together with the final exam papers on week 11 of the current semester.
- Academic committee members will receive the final exam papers of the course lecturers and review it using the “final exam evaluation checklist” based on the guidelines for final exam of PSMCHS.
- Suggestions / recommendations will be made if needed and will be send back to course lecturers for revision.
- Head of Department will sign the approval form to be send for external review on week 12 of the current semester.

### ***External Review***

- An examination review committee at the college level will be assigned to review the final exam papers of course lecturers.
- The external reviewer along with suggestions for necessary changes will fill out exam evaluation checklist and final exam papers will be given back to course lecturers for revision if needed.
- Printing of final exam papers is the responsibility of course lecturer considering the importance and confidentiality of the content.
- Course lecturer will print the final exam papers as to the number of students, put it in a sealed envelope with her signature and submit to Registration Department with required

forms attached at least two days before the final exam. (Appendix VIII).

## **L. ACADEMIC INTEGRITY POLICY**

**Violations of Academic Integrity Policy will include, but not be limited to, the following examples:**

**Cheating during examinations includes any attempt to:**

- Look at another student's examination paper with the intention of using their answers for their personal benefit.
- Communicate by any means and in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination;
- Use any materials, such as notebooks, notes, textbooks, or other sources, not specifically designated by the instructor of the course for student use during the examination period.
- Engage in any other activity for the purpose of seeking aid not authorized by the instructor.

### **Statement on Cheating**

The following statement is a supplement to the College Rules and Regulations on cheating. They are presented to ensure that cheating will not be allowed. Should cheating occur, students will be aware of what action will be taken by the faculty.

Academic dishonesty cannot be disregarded. When such misconduct is established as having

occurred, it subjects to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available in disciplinary matters.

- Plagiarism is the copying from a book, article, notebook, video, and/or other source material. Whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources. Moreover, passing off as one's own the ideas, words, writings, programs, and experiments of another whether or not such actions are intentional or unintentional. Besides, plagiarism will also include submitting, without the consent of the instructor, an assignment already tendered for academic credit in another course.
- Collusion is working together in preparing separate course assignments in ways that are not authorized by the instructor. Academic work produced through a cooperative (Collaborative) effort of two or more students is permissible only upon the explicit consent of the instructor.
- Lying is knowingly furnishing false information, distorting data or omitting to provide all necessary required information to the College's advisor, registrar, admission counselor, instructor etc., for any academically related purpose.

Other concerns that relate to Academic Integrity Policy include such issues as computer security, stolen tests, falsified records and vandalism of library materials. No list could possibly include all the possible violations of academic integrity. The examples given should however, give a clearer idea of the intent and extent of applications of this policy.

### **Faculty Responsibilities for Upholding the Academic Integrity Policy**

Faculties are expected to be familiar with the academic integrity policy. Each faculty member will inform students of the applicable procedures and conditions early on in each semester before the first examination or assignment is due.

Ordinarily, class tests and final exams should be observed. Invigilation is defined as having a faculty member present in the room. Invigilation is the responsibility of the faculty member

teaching the course although, where necessary, that responsibility may be shared with or delegated to faculty colleagues assigned to the course.

## **M. DENTAL ASSISTANT STUDENTS STANDARDS OF CONDUCT**

The student is expected to follow the Saudi Commission of Health Specialties Code of Ethics for health practitioners. The Code of Academic and Clinical Conduct are based on an understanding that to practice dental assisting as a student is an agreement to uphold the trust with which society has placed in us. The statement of the code provides guidance for the dental assistant student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. As a student is involved in the clinical and academic environments, ethical principles are a necessary guide to professional development. Therefore, within these environment the student will:

1. Advocate for the rights of all patients.
2. Maintain patients confidentiality.
3. Take appropriate action to ensure the safety of patients, self and others.
4. Provide care for the patients in a timely, compassionate, and professional manner.
5. Communicate patients care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for actions.
7. Promote excellence in dental assisting by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patients care.
10. Use every opportunity to keep faculty informed of learning needs.
11. Seek mentoring opportunities from clinical staff, faculty, and peers.
12. Refrain from performing any technique or procedure for which the student has not been adequately prepared.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patients, self or others.
14. Assist the senior dental assistant or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from patients regarding any form of treatment or research.
15. Abstain from the use of beverages or any substances in the academic and clinical

- setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
  17. Support access to treatment and rehabilitation for self and others who are experiencing impairments related to substance abuse and mental or physical health issues with faculty consultation.
  18. Uphold College policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per College grievance policy.

Failure to uphold the Dental Assistant Student Standards of Conduct and the PSMCHS Academic Integrity Policy may result in dismissal from class, course, program and/or college.

## **N. COUNSELING AND GUIDANCE SERVICES**

Academic advising is an ongoing interactive process involving the student, advisor and institution. The primary goal of which is to assist students in the development and accomplishment of meaningful educational plans that is compatible with their life.

Academic advisors have a deep understanding of the curriculum, faculty, college rules and regulations, deadlines and academic policies. They can guide students every step of the way by helping them not only select appropriate courses but also determine the correct sequence in which they should be taken. They have knowledge of the academic culture and can let students know how to take full advantage of all the opportunities available at the college.

The primary goal of academic advising is to assist students in the development and accomplishment of meaningful educational plans that is compatible with their life goals. It also helps to ensure adequacy and appropriateness of learning resources and services provided to support student learning. To guide students and follow up with their progress during their academic semester, group meeting conducted at least two times throughout the semester. Each students group is composed of 10-15 students. Each group is assigned to a faculty member or staff who will act as Academic Advisor. At the start of academic semester, each academic advisory will publicize a planned available hours announced to the students for any individual academic advice inquiry. (Appendix IX).



## O. PROGRAM COURSE OUTLINE (YEAR 4)

Based on curriculum structure, the Institution Requirements are 22 courses, 63 credit hours which equalizes to 42.3%. The program Requirements are 29 courses, 74 credit hours which equalizes to 55.76%. The Capstone Course/Project requirement is 1 course with 2 credit hours which equalizes to 1%. Thus in total the curriculum comprises of 52 courses with 139 credit hours.

### 1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	22	63	42.30%
	Elective	-	-	
Program Requirements	Required	29	74	55.76%
	Elective	-	-	
Capstone Course/Project		1	2	1.92%
Field Training/ Internship	Required	12 Months	-	-
<b>Total</b>		<b>52</b>	<b>139</b>	<b>100%</b>

### 1. Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENG 108	English Language	Required	-	7	Institution
	MATH 101	Mathematics I	Required	-	3	Institution
	COM 100	Computer Studies I	Required	-	3	Institution
	ULS 101	University Life Skills	Required	-	2	Institution
	HLS 102	Healthy Lifestyle	Required	-	2	Institution
Level 2	ENG 109	English Language II	Required	ENG 108	5	Institution
	BIOL 101	Biology I	Required	-	4	Institution
	CHEM	Chemistry I	Required	-	4	Institution

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	101					
	PHYS 101	Physics I	Required	-	4	Institution
	THQ 111	The Holly Quran Studies	Required	-	1	Institution
Level 3	IST 200	Islamic Studies II	Required	-	2	Institution
	ANP 201	Anatomy & Physiology	Required	-	4	Institution
	HIS 111	Medical Terminology	Required	-	2	Institution
	DOH 203	Dental Materials	Required	-	2	Department
	DA 205	Introduction to Head & Neck Anatomy	Required	-	2	Department
	DA 201	Clinical Skills & Procedures I	Required	-	3	Department
	ENG 230	English Academic Writing	Required	-	2	Institution
	INE 222	Innovation and Entrepreneurship	Required	ULS 101	1	Institution
Level 4	IST 201	Islamic Studies III	Required	-	2	Institution
	DA 210	Dental Terminology	Required	-	1	Department
	DOH 217	Oral Morphology	Required	-	3	Department
	DA 216	Preventive Dentistry	Required	-	2	Department
	DA 217	Dental Specialty	Required	-	3	Department
	DOH 200	Microbiology	Required	-	3	Department
	DA 211	Clinical Skills & Procedures II	Required	DA 201	3	Department
	ARB 213	Arabic Studies I	Required	-	2	Institution
Level 5	IST 300	Islamic Studies IV	Required	-	2	Institution
	DA 302	Dental Radiology I	Required	DA 205	2	Department
	DA 303	Introduction to Oral Pathology	Required	-	2	Department
	DA 304	Infection Control in Dentistry	Required	-	2	Department
	DA 305	Occupational Health & Safety	Required	-	2	Department
	BST 312	Biostatistics	Required	-	2	Institution
	DA 301	Clinical Skills & Procedures III	Required	DA 211	4	Department
Level	DOH 314	Dental Materials For Dental Assistant	Required	DOH 203	2	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
6	DA 317	Dental Assisting Profession	Required	-	2	Department
	PHRM 201	General Pharmacology	Required	-	3	Institution
	RM 320	Research Methodology	Required	BST 312	2	Institution
	DOH 413	Public Oral Health	Required	-	2	Department
	DA 320	Medical Emergencies in the Dental Clinic	Required	-	2	Department
	DA 310	Dental Radiology II	Required	DA 302	2	Department
	DA 311	Clinical Skills & Procedures IV	Required	DA 301	4	Department
Level 7	ARB 214	Arabic Studies II	Required	-	2	Institution
	COM 213	Communication & The Health Profession	Required	-	2	Institution
	DOH 400	Oral Health Education	Required	-	3	Department
	DA 401	Clinical Skills & Procedures V	Required	DA 311	5	Department
	DOH 406	Nutrition	Required	-	2	Department
	DA 402	Practice Management	Required	-	2	Department
Level 8	DA 410	Quality Management in Dental Clinics	Required	-	2	Department
	DA 416	Ethics & Profession	Required	-	2	Department
	DA 413	Special Needs & Medically Compromised Patients	Required	-	2	Department
	DA 490	Graduation Project	Required	RM 320	2	Department
	DA 415	Sociology	Required	-	3	Department
	DA 411	Clinical Skills & Procedures VI	Required	DA 401	5	Department

## DOH DEPARTMENT ORGANIZATIONAL CHART

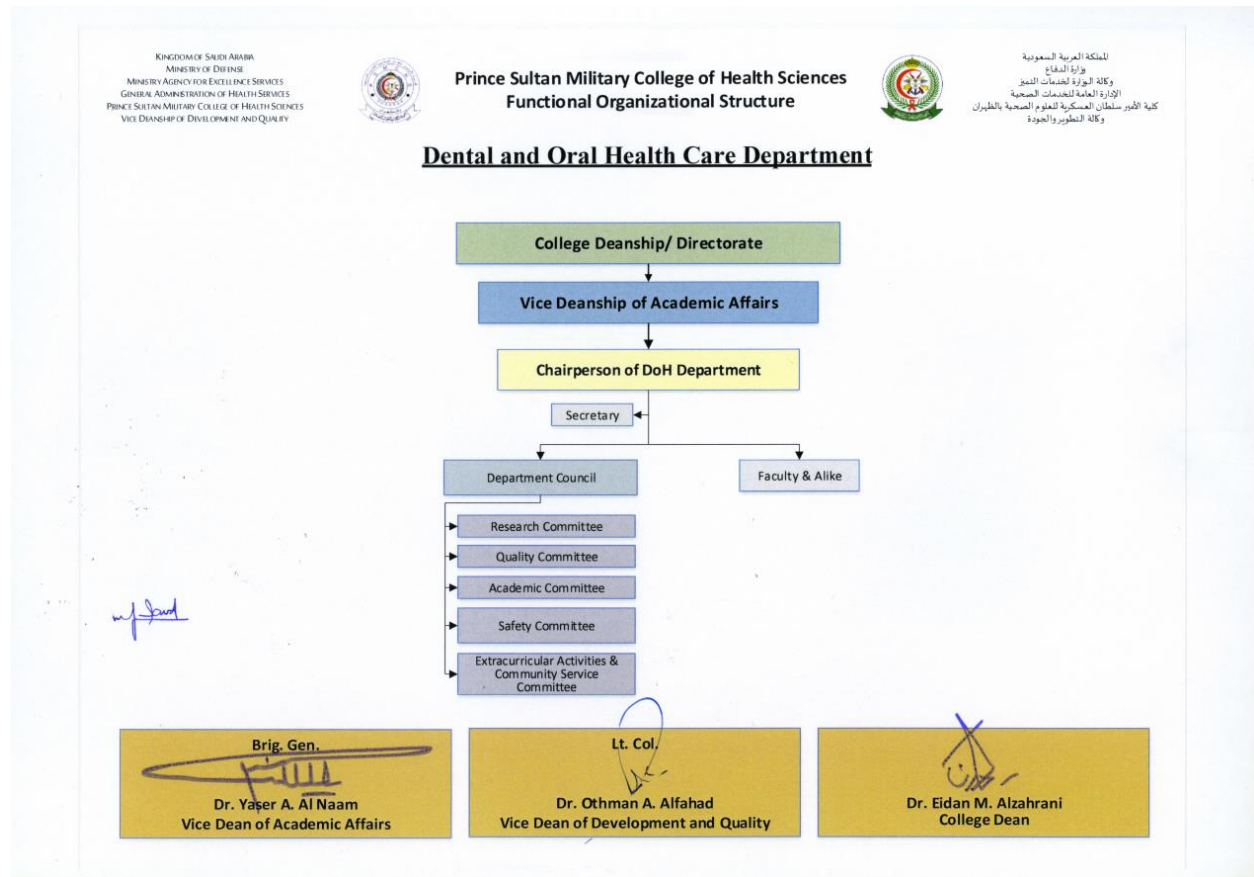


Figure 1. Organizational structure of Dental Assistant Program

## List of Appendices

<b>Appendix. No</b>	<b>Title of the Document</b>	<b>Availability</b>
I	Laboratory Manual	Available
II	Sterilization Manual	Available
III	Clinical Manual	Available
IV	Faculty Handbook	Available
V	Student Handbook	Available
VI	Examination Rules & Regulations for Invigilators	Available
VII	Examination Rules & Regulations for Students	Available
VIII	Guidelines for Building & Evaluating Exams	Available
IX	Students Rights, Academic Guidance & Advisory Unit	Available