

## 29352 - Odontology Clinic Management

### Syllabus Information

**Academic Year:** 2020/21

**Subject:** 29352 - Odontology Clinic Management

**Faculty / School:** 229 - Facultad de Ciencias de la Salud y del Deporte

**Degree:** 442 - Degree in Odontology

**ECTS:** 6.0

**Year:** 4

**Semester:** First semester

**Subject Type:** Optional

**Module:** ---

### 1.General information

#### 1.1.Aims of the course

#### 1.2.Context and importance of this course in the degree

#### 1.3.Recommendations to take this course

### 2.Learning goals

#### 2.1.Competences

#### 2.2.Learning goals

#### 2.3.Importance of learning goals

### 3.Assessment (1st and 2nd call)

#### 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

### 4.Methodology, learning tasks, syllabus and resources

#### 4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as theory sessions, practice sessions, assignments, autonomous work and study, assessment tasks, and tutorials.

In accordance with the indications of the health and academic authorities that consider that various scenarios should be considered at the beginning of the 2020-21 academic year, including a total or partial reduction of the classroom attendance, if this occurs the teaching methodology would be modified from the following ways:

1. The theoretical classes would be held, synchronously, by videoconference.
2. The practical classes would be held weekly, asynchronously and via videoconference, assigning to each work group the proportional part of time resulting from dividing the total schedule between the number of working groups formed.
3. The tutorials would be carried out, at the request of the interested student or work group, by videoconference or by solving specific questions through the University's email.

#### 4.2.Learning tasks

This 6 ECTS course organized as follows:

- **Theory sessions:** 1,6 ECTS. The aim of this method is to provide condensed information adapted to the level of

the student. The most important aspects of the topics, analysis, and synthesis of information coming from different sources usually inaccessible to students, will be explained. To facilitate the presentation of topics auxiliary resources such as Power-point presentations are used so students don't need to waste time copying since this material will be available in Moodle.

- **Practice sessions:** 0,8 ECTS. Practice sessions and seminars are held reasonably coordinated with theory sessions. The exercises are representative of the issues, varied and training. Certain exercises can be used to develop new aspects of knowledge that have not been subject to previous explanations. Students should try to resolve the issues by themselves, addressing the difficulties of each one before explaining its decision. This allows them to build their own learning in a context that approaches them to reality. The teacher's role will be to guide and moderate.
- **Tutorials.** They aim to resolve any doubts that may have the student during the study of the course, as well as orient and guide the student conducting case studies and documents to be made.
- **Assignments:** 1,6 ECTS
- **Autonomous work and study:** 1,84 ECTS
- **Assessment tasks:** 0,16 ECTS

### 4.3.Syllabus

**This course will address the following topics:**

Management Dental Clinic subject is divided into two sections comprising a total of 12 topics. Section I: Organization and Management Company. Section II: Occupational Health and Occupational Risk Prevention Management in the Dental Clinic.

#### SECTION I

1. The company and the environment: Macro and microenvironment
2. The management process
3. The financial Area
4. HR Management
5. The subsystem operations in the dental clinic.
6. Quality. Theories, and management of dental services

#### SECTION II

- 1.- Basics in occupational health. and health risk. Historical background. Objectives and functions.
2. Legal framework on occupational health and prevention of occupational risks, I. Occupational medicine and health surveillance of workers. Specialties prevention.
3. Legal Framework on occupational health and risk prevention II Spanish Health Organization's occupational health and safety at work.
4. Legal framework on occupational health and risk prevention III. Concept of accident and occupational disease. Situations arising.
5. Managing the prevention of occupational risks in the company.
6. Labor risks in the dental clinic. Prevention measures.

### 4.4.Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Faculty of Health and Sports Sciences website and Moodle.

### 4.5.Bibliography and recommended resources

<http://psfunizar7.unizar.es/br13/privado/index.php>