

Academic Year/course: 2021/22

29352 - Odontology Clinic Management

Syllabus Information

Academic Year: 2021/22

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 and 5

Semester: First semester

Subject Type: Optional

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

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.

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.

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: Occupational Health and Occupational Risk Prevention Management in the Dental Clinic.

- 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

To consult the bibliography and recommended resources, you must access the *Recommended Bibliography* link.