

Licenciatura en Cirujano Dentista (Dental Surgeon Bachelor's Degree)



Dental office administration

Optional course
Mixed modality

1. GENERAL IDENTIFICATION DATA

a. Course name	Dental practice administration (ADMI)				
b. Type	Optional				
c. Modality	Mixed				
d. Suggested semester	From the seventh semester				
e. Total duration in hours	64	Classroom hours	32	Out of classroom hours	32
f. Hours per week	4	Classroom hours	2	Out of classroom hours	2
g. Credits	4				
h. Academic requirements	Have accredited english language domain				
i. Language	English preferred, if not necessary then could be given in Spanish				
j. Responsible (s) for the elaboration	M.Sc. Fernando Javier Aguilar Pérez				

2. FORMATIVE INTENTIONALITY OF THE COURSE

The dentist is often forced to carry out intuitively the administration of his own clinic or dental office, even more at the beginning of his professional practice. Considering the competition generated by the increase in the supply of dental services, the recent opening of large clinics and franchises, it is essential that the dental professional has knowledge of the administrative function and its formal process. By incorporating the study of administration, we provide the student with the necessary tools to face the challenges of an increasingly competitive market.

3. RELATION WITH OTHER COURSES FOR GRADUATION'S COMPETENCES

The course has an indirect relationship with the clinical subjects of the program, because in it the student can understand and integrate knowledge to establish time, inputs, human resources, among others, for the development of their professional practice as a graduate.

4. MAIN COMPETENCE OF THE COURSE

Design an efficient and effective administrative system that is suitable for them future professional practice, using the basic principles of modern administration; which will allow them to integrate into the labor market in a competitive way.

5. GENERIC, DISCIPLINARY AND SPECIFIC COMPETENCES OF THE COURSE

Generic	<ol style="list-style-type: none">1. Apply the knowledge in their professional interventions and in their personal lives.2. Intervenes with initiative and entrepreneurial spirit in their professional practice in an autonomous and permanent way.3. Use ICT in their professional interventions and in their personal lives in a relevant and responsible way.4. Formulates, manages and evaluates projects in their professional practice and personal lives, considering the criteria of sustainable development.5. It shows his commitment to quality and continuous improvement in his professional practice and in his personal life in a responsible manner.6. Promotes sustainable development in society with their active participation.
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Disciplinary	<ol style="list-style-type: none">1. Applies the fundamentals of the relevant basic and biomedical sciences, the scientific method and evaluation of the evidence in their professional practice.2. Use the basic knowledge of scientific research for the analysis of information or development of works based on scientific knowledge.3. Applies the official standards of health's area in the care of patients, to ensure that the health services provided comply with parameters aimed at protecting life, safety and the environment.
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4. Respects the rights of patients particularly in relation to confidentiality and informed consent.
5. Establishes a climate of trust between the dental staff, the patient and their companions to obtain their acceptance and collaboration during the interventions.
6. Obtain the patient's consent, informing him of the conditions and expected result of the treatment to be applied.
7. Adequately uses informational and computer resources in relation to dentistry.
8. It rationally uses natural resources and their derivatives, taking care of the adequate disposal of all types of waste.

Especific

1. Plans objectives, policies, procedures, budgets and other administrative mechanisms related to the profession in various exercise scenarios, in accordance with current regulations.
2. It integrates the available resources and organizes the structure of work, hierarchies, schedules, logistics, and other processes oriented to the effective and efficient care of patients under the bioethical considerations of the profession.
3. Establishes administrative control procedures through continuous evaluation oriented to decision making, application of corrective measures, process modification, adaptation of times, staff's training and other mechanisms for the competitive operation of their professional practice.

6. ESSENTIAL CONTENTS FOR DEVELOPMENT OF COURSE'S COMPETENCE

Administration principles and concepts.
 Administrative process and its application in health services.
 Design a proyect for a dental office.
 Introduction to costs and maketing.

7. TEACHING-LEARNING STRATEGIES

Instructional practices.
 Litearture review.
 Cases of study.
 Cooperative learnig.
 Reflexive and aoutonomus learning proces.

8. GENERAL STRATEGIES FOR EVALUATION

Process evaluation: 70%
 Use of graphic organizers.
 Presentation of simulation proyect for a dental office.
 Product evaluation: 30%
 Performance test.
 Portfolio of evidence.

9. REFERENCES

Kootz H. Essentials of Management. 8th ed. McGraw-Hill Education 2010.
Kotler P, Armstrong G. Principles of Marketing. 17th ed. Pearson. India 2018.
Grady. Seminars in orthodontics. 2011, 17:4
O'Connor, Am j orthod dentofacial orthop. 1993, 103:2
Eaton. Seminars in orthodontics. 2011, 17:4.
Bray. Seminars in orthodontics. 2011, 17:4.
White. Seminars in orthodontics. 2011, 17:4.

10. PROFESSOR'S DESIRABLE PROFILE

The teacher for this course must be a dental surgeon with a specialty or master's degree, with competences for the teaching of the course in English, experience in dental office administration, and preferably with teaching experience.