



DISCIPLINE SHEET

1. Study programme

1.1.	"CAROL DAVILA" UNIVERSITY OF MEDICINE AND PHARMACY BUCHAREST
1.2.	FACULTY OF DENTISTRY
1.3.	DEPARTMENT: 2nd DEPARTMENT
1.4.	DISCIPLINE: Scientific research methodology-ergonomics
1.5.	STUDY DOMAIN: Health, sectoral regulated within the European Union
1.6.	STUDY LEVEL: I (Bachelor's degree) and II (Master's degree)
1.7.	STUDY PROGRAMME: DENTAL MEDICINE IN ENGLISH

2. Discipline

2.1.	Discipline name according to the study curriculum: DENTAL OFFICE - GENERAL PRESENTATION				
2.2.	Discipline code: MD02OP18EN				
2.3.	Discipline type (FD/SD/CD): -				
2.4.	Discipline optionality (COD/ED/FAD): ED				
2.5.	Lectures tenure: Cristina Pirvu, Lecturer; Cristina Preoteasa, Assoc Prof				
2.6.	Practical classes / seminar tenure: Anca Axante, Teaching assistant; Cristina Pirvu, Lecturer; Cristina Teodora Preoteasa, Assoc Prof				
2.7. Year of study	III	2.8. Semester	III	2.9. Evaluation (E/C/V)	C

3. Estimated total time (hours/ semester of teaching and training activity /individual study)

I. University training						
3.1. Number of hours per week	2	from which:	3.2. lecture	1	3.3. practical class/ seminar	1
3.4. Total hours in the study curriculum	28	from which:	3.5. lecture	14	3.6. practical class/ seminar	14
II. Preparation/ individual study						
Time distribution						hours
Study of lecture materials, textbooks, books, study of the minimum recommended bibliography						10
Additional documentation activity in the library, on online platforms						8
Specific preparation activities for projects, practical classes, preparation of assignments, reports						8
Preparation for presentations or evaluations, preparation for the final examination						2
Tutoring activity						2
Other activities						2
3.7. Total hours of individual study						32
3.8. Total hours per semester (3.4.+3.7.)						60
3.9. Number of credits						2

4. Prerequisites (where appropriate)

4.1. curriculum	
4.2. proficiencies	

5. Conditions (where appropriate)

5.1. for lecture activity	Minimum 50 seats conference hall, laptop, video projector, internet and scientific database access
5.2. for practical class/ seminar activity	Dental offices appropriate equipment and devices for exemplifications practical applications.

6. Learning outcomes*

Knowledge	Skills	Responsibility and autonomy
C1 - Knowing the particular aspects of dental offices, in regard to aim, requirements, mandatory and optional equipment, in accordance with the specifics of the activity C2 - be able to indicate various types of dental offices and list their minimum equipment C3 - be able to describe the dental unit and present its characteristics C4 - be able to identify and classify the instruments used in dental practice C5 - Knowing of training, roles and interactions of people working in a dental office. C6 - Knowing basics of activity flow in the dental office and on collaboration with other units (e.g., dental laboratories, dental imaging centers). C7-to know the documentation necessary for dental work and to describe ways of managing data C8-to be able to present the types of external collaborations of the dental office C9- to explain how digital dentistry has changed the characteristics of current practice	A1 - Ability to state general coordination of the dental office, as general and specific requirements, equipment, instruments, materials, characteristics of the staff working in a dental office A2 - Ability to do a critical appraisal of a dental office, considering aspects linked to specifics of the activity, requirements, opportunities and constraints A3 - the student can use the dental unit, knowing the usual commands A4 - the student can recognize and use the dental consultation and partial treatment instruments A5 - the student can complete some documents necessary in dental practice and manage medical data A6 - the student has acquired communication skills with the office staff and external partners A7 - the student is able to communicate in new terms, specific to digital dentistry	RA1- the student can manage, under supervision, simple dental procedures RA2- the student knows how to complete the documentation necessary for dental medical practice RA3- the student communicates effectively with the clinic staff and external collaborators RA4- the student shows openness and curiosity towards everything that digital dentistry offers RA5 - Communication, teamwork, critical thinking, problem-solving skills, in the context of training in the medical and dental field RA6 - Proving preoccupation for professional development RA7 - Proving interest for participation in activities in the dental office

7. Discipline objectives (correlated with learning outcomes)

7.1. General objective	Knowing the features of a dental office, as a particular and distinct type of medical care unit
7.2. Specific objectives	<p>Knowing the structure of a dental office, as general features, equipment, instruments and other</p> <p>Knowing the particularities of functioning of a dental office.</p> <p>Understanding of specific roles of dental team members form the dental office, and pattern of external collaboration with external units e.g., dental laboratory.</p> <p>Developing basic skills and abilities needed for participating in the dental office activities.</p>

8. Contents

8.1. Lecture	Teaching methods	Observations
1. Dental office – aim; general and specific features	Lecture, interactive presentation, power point video presentation	
2. Mandatory and optional large dental equipment e.g., dental unit and dental chair, stools, dental microscope		
3. General presentation and use of dental instruments and materials		
4. Human resources of the dental office – roles and professional training		
5. External collaborations during the activities of dental offices (e.g., with dental laboratories, dental imaging centers, other medical care units)		
6. Data management in the dental office and the impact of digitalization and the use of artificial intelligence on the activity in the dental office		
7. Workflows in dental activity and resource management		
Recent bibliography: 1. Lectures, version for 2025-2026 academic year - available on discipline’s domain of Google Classroom 2. Preoteasa CT, Pirvu, CF Axante A., Enache AM, Preoteasa E. (2017). Four-handed dentistry-tasks of team members and general rules for instrument transfer. <i>Romanian J Oral Rehab</i> , 9(4), 61-65. 3. Dietz, F.J., Ettl, R., <i>Essentials of Dental Medicine</i> , Springer, (2021), 1st Edition, ISBN 978-3-030-75509-0. 4. Hollins, C., <i>Basic Guide to Dental Procedures</i> , Wiley-Blackwell, (2021), 2nd Edition, ISBN 978-1-119-70565-7. 5. Mitchell, D.A., Mitchell, L., <i>Oxford Handbook of Clinical Dentistry</i> , Oxford University Press, (2022), 7th Edition, ISBN 978-0-19-967985-0.		
8.2. Practical classes/ seminar	Teaching methods	Observations
1. General presentation of the dental office and the relation between functional	Practical and theoretical applications using conventional	

compartments (with waiting room, sterilization room and others)	and digital frameworks, working individually or in micro groups, case studies, debates in a dental office	
2. Presentation and exemplification of use of mandatory and optional large dental equipment e.g., dental unit, stools, dental microscope		
3. Presentation and exemplification of use of dental instruments and materials frequently used in the dental office.		
4. Presentation of the members of in-office dental team – training, roles, rights and obligations		
5. Case studies of external collaboration with external units e.g., dental laboratory, dental imaging centers		
6. Dental office workflow (I) – preparation of the dental office; performing an oral examination		
7. Dental office workflow (II) – exemplification and complete/partial application of dental procedures (e.g., impression taking; application of dental filling with usage of rubber-dam as isolation method)		
Recent bibliography: <ol style="list-style-type: none">1. Lectures, version for 2025-2026 academic year - available on discipline’s domain of Google Classroom2. Preoteasa CT, Pirvu, CF Axante A., Enache AM, Preoteasa E. (2017). Four-handed dentistry-tasks of team members and general rules for instrument transfer. <i>Romanian J Oral Rehab</i>, 9(4), 61-65.3. Dietz, F.J., Ettl, R., <i>Essentials of Dental Medicine</i>, Springer, (2021), 1st Edition, ISBN 978-3-030-75509-0.4. Hollins, C., <i>Basic Guide to Dental Procedures</i>, Wiley-Blackwell, (2021), 2nd Edition, ISBN 978-1-119-70565-7.5. Mitchell, D.A., Mitchell, L., <i>Oxford Handbook of Clinical Dentistry</i>, Oxford University Press, (2022), 7th Edition, ISBN 978-0-19-967985-0.		

9. Assessment

Activity type	9.1. Evaluation criteria	9.2. Evaluation methods	9.3. Percentage of final grade
9.4. Lecture	Knowledge and use of medical terminology correctness, the ability to correlate and summarize information.	Oral examination	70%

9.5. Practical classes/ seminar	The ability to apply theory in practical skills (Assessment of a proposal for the title, plan and research protocol developed for a dissertation thesis)	Oral examination	30%
9.5.1. Individual project (if any)			
Minimum performance standard			
Grade for each evaluation- 5 minimum Knowledge of the basic elements regarding the dental office regarding, i.e. mandatory dental equipment and instruments, coordinates of the workflow in the dental office.			