

DISCIPLINE FILE

1. Program data

1.1 Higher education institution	UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR BABEȘ" TIMIȘOARA
1.2 Faculty	FACULTY OF DENTAL MEDICINE
1.3 Department	I
1.4 Domain of studies..... ¹⁾	License / Health
1.5 Study cycle ²⁾	Licentiate
1.6 Education / Qualification Program	DENTAL MEDICINE

2. Discipline data

2.1. Course title	MANAGEMENT OF DENTAL MEDICAL CABINET							
2.2 Course Lecturer	(Prof. Ph.D. Ramona Amina POPOVICI, med. dr., Holder (basic norm))							
2.3 Holder of laboratory activities	Supl.Asist.PhD Mihaela Carmen CUȚUI							
2.4 Year of study	V	2.5 Semester	9	2.6 Type of assessment	Oral examination	2.7 The discipline regime	Content ³⁾ compulsorine ss ³⁾	DS Mr

3. Estimated total time (hours per semester of teaching activities)

3.1 Number of hours per week	2	3.2 of which: course	1	3.3 laboratory	1
3.4 Total hours of the curriculum	28	3.5 of which: course	14	3. Laboratory	14
Distribution of Time Fund					hours
Study after student's book, course support, bibliography and notes					20
Additional documentation in the library, on the specialized electronic platforms and on the field					4
Training seminars/ laboratories / projects, themes, papers, portfolios and essays					4
Tutorial					
Examinations (1 seminar, 1 VP, 1 practical exam, 1 final exam)					4
Other activities					
3.7 Total hours of individual study	28				
3.8 Total hours per semester	60				
3.9 Number of credits⁵⁾	2				

4. Preconditions (where applicable)

4.1 of the curriculum	Not applicable
of competences	Not applicable

5. Conditions (where applicable)

5.1 of developing the course	<ul style="list-style-type: none"> Room equipped with laptop and video projector Mobile phones will be closed during classes, telephone conversations are not tolerated during the course, nor do students leave the classroom to take over personal phone calls; The students' delay in the course will not be tolerated as it turns out to be disruptive to the educational process;
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	The attendance at the course is mandatory, with a maximum of 30% absences being accepted.
5.2 of the seminar / laboratory / project	<ul style="list-style-type: none"> • Mobile phones will be shut down during the lab, with no phone calls tolerated during the lab, nor students leaving the room to pick up personal phone calls; • The students' delay in the course will not be tolerated as it turns out to be disruptive to the educational process; • The attendance at the laboratory is compulsory, with a maximum of 15% absences being accepted; Reimbursements can be made in the last week of each semester in agreement with the group assistant after paying the appropriate fee (except for medical cases); • The dates of the seminars' support for the course material and the final colloquium are established by the professor in agreement with the students. Applications for postponement will not be accepted for reasons other than a legitimate objective; • The dates supporting the semester and semester examinations at the end of the semester are established by the professor in agreement with the students. Claims for postponement will not be accepted for reasons other than a legitimate objective.

6. Specific competences accumulated

Professional skills:	-Possibility to conduct a health management in the dental office; -Evaluation of the opportunity in the domain and the appreciation of the chances of success; -Analysis of the labor market in the field of dentistry, -Efficient communication and ethical and deontological attitude in the relationship with the patient and other medical staff.
Transversal skills:	-Identification of the role and responsibility within a multidisciplinary team;-Techniques of networking and effective work in a multidisciplinary team and in relationship with the patient;-Efficient use of information sources, resources and training both in the Romanian language, as well as in an international language;-Identification of the objectives, work phases, deadlines, available resources, risks and conditions of projects' completion under the coordination.

7. Discipline objectives (based on the specific competencies accumulated)

7.1 General objective of the discipline	Knowledge and understanding Knowledge, understanding and appropriate use of discipline-specific Explanation and interpretation Explaining and interpreting the theoretical and practical contents discipline Instrumental - applicative Use and adaptation of general management / marketing tools for the office Attitudinal - Managing a positive and responsible attitude towards the scientific field studied - Optimal and creative optimization of your own potential for progress in the dental office.
7.2 Specific objectives	Acquiring knowledge about the organization and development of the dental office. Knowledge of the organization and functioning of the health system and the legislation in force in Romania, the basic notions of general management and sanitary economy. Understanding

	the resource management required for the dental office. Knowledge of the current legislation for the development of dental health services, but also for interaction with the institutions authorized to control the medical activity of the dental office.
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8. Contents

8.1	Teaching methods	Number of hours	Comments
1. General management notions	Courses are designed in an interactive manner, introducing the PowerPoint presentations, designed with the help of the video projector. The material is continuously adapted to the latest information in the field of dental health management and marketing Each course presents the educational objectives at the beginning and ends with the summary of the notions presented.	1	
2. Health systems		1	
3. Information and communication management. Educational and project management in dental medicine		1	
MANAGEMENT OF DENTAL MEDICAL CABINET		1	
5. Management of human resources in dental medicine		1	
6. Relational management and conflicts in the dental office		1	
7. Health legislation. Health insurance in Romania		1	
8. Management of waste resulting from medical activities in the dental office		1	
9. Quality management of dental services		1	
10. Getting Economics of Dental Services		1	
11. Financing health services		1	
12. Financial Management of the Dental Office		1	
13. Medical dental marketing		1	
14. Malpractice legislation. Ensuring malpractice		1	

Required Bibliography:

1. Ramona Amina Popovici - Elements of Management and Medico-Pharmaceutical Legislative Issues, Ed. Mirton, Timisoara, 2016;
2. Ramona Amina Popovici, Mihaela Codrina Levai, Angela Codruța Podariu, Laura Rusu, Alin Faur - Particularities of Communication in Medicine, Ed. Mirton, Timisoara, 2016;
3. Ramona Amina Popovici, Virgil. Ciobanu, Angela Ccodruta Podariu, Mariana. Pacurar, Ruxandra. Sava-Rosianu - Oral Public Health. Management, Epidemiology and Biostatistics, Ed. Mirton, Timisoara, 2014;
4. Ramona Amina Popovici- The Education Connection - Communication in the Management of Oral Health Promotion Activities, Nagard Publishing House, Lugoj, 2009;
5. V. Ciobanu, RA Popovici - Practical Guide to Sanitary Management and Organization - Ed. Solness, Timisoara, 2007;
6. Ramona Popovici, Angela Podariu, Daniela Jumanca, Atena Galuscan, Roxana Oancea, Ruxandra Sava-Roșianu - Education for ortho-dental health, Management of educational projects, Mirton Publishing House, Timișoara 2007;

Optional bibliography:

1. Băileșteanu Gh - Economic Semiotics: theoretical bases. Ed. Mirton-Timisoara 2005
2. Vlădescu, C., et al. Public Health and Health Management, Cartea Universitară Publishing House, Bucharest, 2004.
3. Quality Management of Services in Sanitary Units - Opincaru C, Galetescu EM, Imbri E, Ed. CNI CORESI, Bucharest 2004
4. Gower Management Manual - Ed. CODECS - Bucharest - 2001
5. Management- Emilia Novac, Denisa Abrudan- Ed. Mirton - Timisoara 1999
6. Corneliu Amariei - Introduction to dental management - Ed. Romanian Medical Life -

<p>Bucharest 1998.</p> <p>7. Essential Manager's Manual - Heller R. HindleT. - Ed. Dorling Kindersley Limited - London 1988</p> <p>8. Ursoniu S. Public Health and Management of the Dental Medicine Faculty Students, Lito UMFT 1997</p>			
8.2 Seminary / Laboratory / internship / project	Teaching and learning methods	Number of hours	Comments
1. Managerial Skills	<p>LECTURE+ DEBATE + STUDIES - CASE PRESENTATIONS</p> <p>Presentation of the main general management / marketing tools and their adaptation to dental services</p> <p>Presentation of the practical aspects of opening and functioning a dental office</p> <p>Presenting the importance of physician communication in relationship with the medical assistant, with the patient and colleagues, knowing the feed-back importance in communication.</p> <p>Discuss in detail on the harmonization between the administrative and professional aspects of the dental office, of the technical-physician and the nurse-technician relational management</p> <p>Discuss in detail the most important aspects of malpractice risk avoidance techniques, legal documents, relationship management with third-party professionals, malpractice insurance</p> <p>Presentation of the practical aspects of the selection of medical and auxiliary personnel in a dental office</p> <p>Presentation of the ways of realizing the profit in a dental office, in order to</p>	1	
2. The organization and functioning of the sanitary system and the current legislation in Romania		1	
3. Communication; Planning the population information campaign on oral health through educational projects		1	
4. Organizing a Dental Clinic - Forms for opening a dental office		1	
5. Forms of employment in a dental office.		1	
6. Employing the staff necessary for the operation of a dental office. Interview, selection criteria.		1	
7. Establishment of the human, financial, time and acquisition resources required by the legislation in force		1	
8. The rules imposed by the Public Health Authority for the operation of a dental office.		1	
9. Accessibility for dental services		1	
10. Relationship with the Ministry of Health, the Public Health Authority, the College of Dental Technicians		1	
11. The legal and financial aspects of the operation of a dental office.		1	
12. Maintain a profitable dental office		1	
13. Marketing plan		1	
14. Techniques to avoid the risk of malpractice. Legal Documents.		1	

	understand the necessity of the existence of planned medical services capable of serving the communities with dental medical activities.		
Required Bibliography:			
<ol style="list-style-type: none"> 1. Ramona Amina Popovici - Elements of Management and Medico-Pharmaceutical Legislative Issues, Ed. Mirton, Timisoara, 2016; 2. Ramona Amina Popovici, Mihaela Codrina Levai, Angela Codruța Podariu, Laura Rusu, Alin Faur - Particularities of Communication in Medicine, Ed. Mirton, Timisoara, 2016; 3. Ramona Amina Popovici, Virgil. Ciobanu, Angela Ccodruta Podariu, Mariana. Pacurar, Ruxandra. Sava-Rosianu - Oral Public Health. Management, Epidemiology and Biostatistics, Ed. Mirton, Timisoara, 2014; 4. Ramona Amina Popovici- The Education Connection - Communication in the Management of Oral Health Promotion Activities, Nagard Publishing House, Lugoj, 2009; 5. V. Ciobanu, RA Popovici - Practical Guide to Sanitary Management and Organization - Ed. Solness, Timisoara, 2007; 6. Ramona Popovici, Angela Podariu, Daniela Jumanca, Atena Galuscan, Roxana Oancea, Ruxandra Sava-Roșianu - Education for ortho-dental health, Management of educational projects, Mirton Publishing House, Timișoara 2007; 			
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<ol style="list-style-type: none"> 1. Băileșteanu Gh - Economic Semiotics: theoretical bases.Ed. Mirton-Timisoara 2005 2. Vlădescu, C., et al. Public Health and Health Management, Cartea Universitară Publishing House, Bucharest, 2004. 3. Quality Management of Services in Sanitary Units - Opincaru C, Galetescu EM, Imbri E, Ed. CNI CORESI, Bucharest 2004 4. Gower Management Manual - Ed. CODECS - Bucharest - 2001 5. Management- Emilia Novac, Denisa Abrudan- Ed. Mirton - Timisoara 1999 6. Corneliu Amariei - Introduction to dental management - Ed. Romanian Medical Life - Bucharest 1998. 7. Essential Manager's Manual - Heller R. HindleT. - Ed. Dorling Kindersley Limited - London 1988 8. Ursoniu S. Public Health and Management of the Dental Medicine Faculty Students, Lito UMFT 1997 			

9. Corroborating the contents of the discipline with the expectations of the representatives of the epistemic communities, professional associations and representative employers in the field related to the program

-Guiding the skills of efficient use of information resources and professional development. -The acquisition of effective communication skills for the harmonization of the administrative and professional aspects in the activity of the dental office Critical, selective and practical thinking.
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10. Evaluation

Business Type	10.1 Evaluation Criteria	10.2 Assessment methods	10.3 Weight of the final note
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10.4	<p><i>Knowledge for the 5 mark:</i> Achieve a minimum score of 60% of the maximum score, according to the scoring system used in the residency</p> <p><i>Knowledge for the 10 mark:</i> Achieve a minimum score of 95% of the maximum score, according to the scoring system used in the residency</p>	<p><i>Continuous evaluation:</i> 1 seminar consisting of each of a grid test with 20 questions from the subject taught at the course until the date of the seminar</p> <p><i>Final evaluation:</i> 50-multiple-choice question grid test</p>	<p>60% (10%+50%)</p> <p>10%</p> <p>50%</p>
10.5 Laboratory / Internship	<p><i>Knowledge for the 5 mark:</i> Understanding and correctly using management concepts and tools</p> <p><i>Knowledge for the 10 mark:</i> Demonstration of acquired skills, including those in the field of dental medical management, and the development of a marketing plan.</p>	<p><i>Continuous assessment</i> One time to time Verification (VP) consisting of a 20-question grid test of the material taught over to LP until the date of the verification; activity at practical work</p> <p><i>Final evaluation:</i> exam oral which precedes the theoretical examination and consists of presenting the marketing plan drawn up in the dental office; a multiple choice test with 20 questions.</p>	<p>40%</p> <p>10%</p> <p>5%</p> <p>25%</p> <p>(10%+15%)</p>
10.6 Minimum performance standard			
Understanding and correctly using management concepts and tools			
Active participation in courses and practical works.			

Date 25.10.2018	Signature of course holder (Prof. Ph.D. Ramona Amina Popovici)	Signature of lab holder / trainee 1. Supl. Asist. Ph.D. Mihaela Carmen Cuțui
Signature of the Head of Discipline (Prof. Ph.D. Ramona Amina Popovici)		
Date of approval in the department 25/10/2018	Signature of Department Director Prof. Ph. D. Angela PODARIU	