



CERTIFICATE IN DENTAL FACILITY MANAGEMENT (CDFM)

Department of Basic Dental and Public Health Sciences (DBDPS)

INSTRUCTIONS

1. Understand the programme's structure: <https://orapuh.org/cdfm-catalogue>
2. Understand School Fees policies: <https://orapuh.org/fees>
3. Read this roadmap thoroughly and keep it handy throughout your programme
4. Keep to your lecture and webinar schedules and submit your assignments promptly

CDFM COURSES

CODE	USCH	TITLE
PC1-011	2	The Dental Facility
PC1-012	3	Fundamentals of Management
PC1-013	3	Processes, Artificial Intelligence, and Quality Improvement
PC1-014	2	Factors of Production
PC1-015	3	The Revolving and other Fund
PC1-016	3	Branding, Markets & Moral Values
PC1-017	6	CDFM Capstone (Practicum/Field Work and Seminar)

T. CREDITS 22 USCH (44 ECTS)

Other components of the curriculum

RL00	0	GRIT
RL01	0	Developing your personal career strategy
WBN01	0	We are the Future
WBN04	0	Designing and Developing Healthcare Facilities & Programmes
WBN07	0	Stress and our Health and Illness States
WBN11	0	Communication in Health Education Programmes
WBN12	0	Anxiety Disorders
WBN13	0	Diagnosis of Oral Disease: History Taking
WBN14	0	Diagnosis of Oral Disease: Routine Physical Examination
WBN15	0	Diagnosis of Oral Disease: Choosing & Ordering Investigations
WBN16	0	Working in Resource-Limited Settings

**Additional Modules**

BUSINESS PLAN			CAREER BOOST PLAN		
CODE	USCH	MODULE	CODE	USCH	MODULE
BUS 101	0	Product Development	CRR 101	0	Career Landscape
BUS 102	0	Business Strategy	CRR 102	0	Gaining Visibility
BUS 103	0	Sales & Marketing	CRR 103	0	Career Advancement
BUS 104	0	Leadership and Organisational Behaviour	CRR 104	0	Becoming Indispensable
BUS 105	0	Business Accountability & Ethics	CRR 105	0	Performance Improvement

WEEK 1**PC1-000: Orientation**

This component of the study introduces the learner to Orapuh School, what it takes to study at the school, and their specific programme of choice.

Mon	10:00 am WAT – Faculty Introductions	Wed	10:00 am WAT – Lectures + Activities
Mon	11:00 am WAT – Student Introductions	Thurs	10:00 am WAT – CDFM orientation
Mon	12:00 pm WAT – Initial Student Orientation	Fri	10:00 am WAT – Competencies and careers + Course 011 Orientation
Tue	8:00 – 8:25 pm WAT – Webinar		

WEEK 2-12

Live Sessions: Hold on the last day of each course (Saturday) by 7.15 pm WAT

Summative Assessment submission deadline: On the day of each live session by 11.59 pm. Each assignment should be submitted to the relevant faculty's email and school.repository@orapuh.org

Assessment conventions: Back page. 1000 words minimum, excluding preliminary pages and references. Sub-headings. Pagination. 1.5 line spacing. Times New Roman. Font size 12. Justified margins. Balanced paragraphs. APA7 in-text citations & references. 10 % or less plagiarism rate.



WEEK 2

PC1-011: The Dental Facility

This course introduces the learner to the concept of the Dental Facility and teaches how to become a dental entrepreneur (start your own dental business) or enhance the operations of a present workplace. It explores the cost-effective organization and business models and the steps in birthing or boosting a dental business.

Faculty: V. E. Adamu (Ph.D.) v.adamu@orapuh.org

1. Write short notes on 5 specific different types of dental facility that you can identify in your country (online and offline), giving their names and locations.
 2. If you were to begin your own dental facility today, which would it be? What name would you give to your facility? Which organization model would you adopt? Which business model(s) would you employ? Would the facility be online, offline, or both?
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WEEK 3 & 4

PC1-012: Fundamentals of Management

This course teaches the basic principles of management that the learner may apply to a dental business. It details the resources that are managed in a dental facility and suggests the best type of management that ensures success in a dental business.

Faculty: N. I. F. Eneojo (M.Ed.) f.eneojo@orapuh.org

1. Give a summarised account of the Healthcare Delivery System in your country
 2. Discuss the Healthcare Financing mechanism in your country, giving its key features, merits, and limitations
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WEEK 5 & 6

PC1-013: Processes, Artificial Intelligence, and Quality Improvement

This course teaches the learner the management of processes and quality and the engagement of AI in a dental business.

Faculty: V. E. Adamu (Ph.D.) v.adamu@orapuh.org

1. What business have you chosen to run? Outline associated products and services
 2. List the processes in the production or delivery of each product or service
 3. Detail how you would engage the forces of OHQM to improve on your products and services
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WEEK 7

PC1-014: Factors of Production

This course explores the interplay between the factors of production and a dental business. It teaches the mobilization, deployment, and optimization of land, labour, capital, and entrepreneurship to maximize productivity and profit and minimize redundancy and loss.

Faculty: N. I. F. Enejo (M.Ed.) f.enejo@orapuh.org

You are the sole entrepreneur in the business that you have decided to run. Give a step-by-step analysis of how you will utilize the other factors of production to the advantage of your business – maximizing productivity and profit, and minimizing redundancy and loss, assuming that you are starting the business from the scratch.

WEEK 8 & 9

PC1-015: The Revolving and other Fund

This course teaches the learner how to mobilise funds for, and retain the same in, a dental business. It teaches how to commit funds to the business and grow that initial seed to maximum capacity

Faculty: V. E. Adamu (Ph.D.) v.adamu@orapuh.org

1. Explain how you would create a revolving fund account in your dental business (from your business capital)
 2. List all the revolvable consumables in your chosen dental business/facility and detail how you would revolve 1 of them to make 80% profit from the sale of a unit of the material
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WEEK 10 & 11

PC1-016: Branding, Markets, and Moral Values

This course teaches the learner how to create, sustain and promote a dental brand to achieve optimum market visibility, great customer patronage and niche-recognition. It also delves into how to continually improve your products or introduce new products into the market and operate within the confines of legal and regulatory frameworks.

Faculty: V. E. Adamu (Ph.D.) v.adamu@orapuh.org

1. How would you create a resilient and formidable brand for your chosen business
 2. How would you ensure that your business operates with good moral values?
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**WEEK 12****PC1-017: CDFM Capstone**

This is the capstone in the CDFM programme. The learner is expected to carry out a seminar work and specified practicum and present the reports of the works in a class situation. The thoroughness and quality of the 2 reports will inform the learner's grade in the course.

Seminar Activities:

1. Assignment of a seminar supervisor (**Week 1**)
2. Working with your Supervisor to submit Seminar Proposal to OREB (www.orapuh.org/oreb) for consideration and approval during the week following orientation (**Week 2**). Submit a topic that can summarise your area of study
3. Commence writing your seminar under the guidance of your supervisor by **Week 3**
4. Finalise all writing and tidy up the paper by **Week 11**
5. Supervisor must approve every component of the paper as they are written

Period: **Week 2 – 11** **Deadline for submitting the paper:** Last day of W11; 11.59 pm **Submit:** MS Word & MS PowerPoint versions to your supervisor and school.repository@orapuh.org

Seminar presentation

Seminar presentation will take place on the session's last Monday (7.15 pm WAT). You will be given 20 minutes for the presentation. You should expect to answer questions during the exercise.

Practicum Activities:

1. Locate a dental public health facility in which to carry out the practicum by **Week 8**
2. The modalities for the practicum are available in the Practicum Report Template available in the Learning Resource Centre (LRC). Should you need a letter of introduction to take to your prospective practicum venue, do not hesitate to ask for one from the registry team (registrar@orapuh.org) – Ask for the letter by **Week 6**

Period: **Week 12** **Deadline for submitting the report:** On the session's last Friday; 11.59 pm **Submit:** MS Word & MS PowerPoint versions to school.repository@orapuh.org

Practicum presentation

Practicum presentation will take place on the session's last day (7.15 pm WAT). You will be given 20 minutes for the presentation. You should expect to answer questions during the exercise

Seminar paper and practicum formats

Get the seminar paper and practicum report templates from Learning Resource Centre (LRC).

**Archiving of the seminar paper and practicum report**

Each student should upload the corrected final copy of their seminar paper and practicum report in MS Word formats (after the presentations) to Orapuh Academic Repository (www.acadrep.orapuh.org) for safe-keeping and perpetual public availability.

Academic Webinars

There will be academic webinars during this programme. Webinars typically take place from 8.00 to 8.25 pm WAT on Wednesdays. Students are expected to attend every webinar as the webinar modules are components of the CDFM curriculum.

In-text Citation and Referencing Style

For writing academic papers, in-text citations, and referencing style, students should adopt the APA referencing manual, 7th edition always. This is a required activity and will be considered during the grading of summative assignments and the capstone.

Submission of Assignments and other Papers

Summative Assignments should be set in MS Word using the following file name format: '*FirstnameLastname_Coursecode_Year*' (e.g., OnuhAmos_PC1-011_2024). Files that are not properly saved using this required file name format will be rejected. All assignments should be emailed to the relevant faculty, with school.repository@orapuh.org in copy.

GRADING SYSTEM

GRADE	SCALE	WEIGHT	GP	DESCRIPTION	OUTCOME
A	70-100	4	3.5-4.0	Distinction	Pass
B	60-69.9	3	3.0-3.4	Merit	Pass
C	50-59.9	2	2.0-2.9	Pass	Pass
F	<50	1	< 2.0	Fail	Fail

RECOMMENDED TEXTBOOKS

1. Managing a Dental Practice the Genghis Way (Young, M. R.)
2. Practice Management for the Dental Team (Finkbeiner, B. L., & Finkbeiner, C. A.)

All the textbooks are available at the school library (<https://orapuh.org/library>)

ADDITIONAL INFORMATION

- a) Learn more about the school at https://orapuh.org/about_orapuh_school
- b) Other programmes of the school can be found here: <https://orapuh.org/academics>
- c) The quality assurance policy of the school can be found here: <https://orapuh.org/qap>
- d) The teaching philosophy of the school can be found here: <https://orapuh.org/teaching-philosophy>