

Dental Science Careers - Dental Assistant

Description: In our NEW, state-of-the-art dental learning lab, you will be introduced to a wide variety of dental career possibilities, educational requirements, licensure, employment outlook and compensation, and will gain a solid foundation of skills necessary to become a Dental Assistant. The program will include:

- Chair side/sterilization/front office: Learn about instruments, dental materials, four-handed dentistry, preventative, restorative and specialty procedures, receptionist duties and sterilization;
- Radiography (Bite wings, full mouth series), safety, digital and traditional x-ray: expose, develop and mount x-rays, and read charts electronically;
- General and oral anatomy, microbiology, terminology;
- First Aid, CPR, Infection control, HIV/AIDS training;
- General safety, universal precautions, OSHA/CDC standards and hazardous materials management;
- Field trips, clinical observations, guest speakers, community service and leadership activities.

Competencies: Patient care skills; CPR/first aid; Basic oral anatomy & terminology; Disease pathology; Infection control; Sterilization techniques; Dental charting and exam procedures; Radiography; Chair side procedures; Impressions and study models; Safety standards and regulations; Career exploration, job shadowing, community service activities.

Requirements: Grades 11, 12.

College Credit (TBD): Curriculum alignment is underway, and college credit may be earned through Tech Prep.

Certification: First Aid, CPR, HIV/AIDS, Sterilization Technician

Contact WaNIC with questions or to schedule a visit: jeyoung@lwsd.org or 425-936-1462

WaNIC Dental Assisting

Course Outline

- Introduction to Dental
- Safety
- Professionalism - Communication
- Professionalism - Teamwork
- Professionalism - Problem Solving
- Professionalism - Problem Solving
- Professionalism - Goal setting
- Professionalism - Employability
- Professionalism - Community / Citizenship
- History
- Psychology of Dentistry
- Dental Sciences - Nutrition
- Dental Sciences - General Anatomy and Physiology
- Basic Dental Sciences - Head and Neck Anatomy
- Basic Dental Sciences - Embryology and Histology
- Basic Dental Sciences -Tooth Morphology
- Basic Dental Sciences - Dental Charting
- Basic Dental Sciences -Microbiology
- Preclinical Dental Skills - Infection Control
- Preclinical Dental Skills - Management of Hazardous materials
- Preclinical Dental Skills - Preparations For patient care
- Preclinical Dental Skills - Pharmacology
- Preclinical Dental Skills - Emergency Management
- Clinical Dental Procedures - Introduction to chairside assisting
- Clinical Dental Procedures - Chairside Instruments and tray systems
- Clinical Dental Procedures - Management of Pain and Anxiety
- Clinical Dental Procedures - Dental Radiography
- Dental Specialties
- Chairside restorative materials
- Laboratory materials and techniques
- Expanded functions
- Dental Practice Management
- Ethics and Jurisprudence

Dental Assisting

Course Outline and Syllabus

Unit of Study	Unit Outcomes (The student will...)	Competencies (The Task: What the student will do.)	Standards
Unit 1 Introduction To Dental	Demonstrate cognitive knowledge of Policies and expectations	Understand basic knowledge of policies: <ul style="list-style-type: none"> • Attendance • Driving • Dress Code and uniform expectations • Health/Medical Insurance • Vaccine Documentation • Discipline • Weapons • Smoking, Drug, and Alcohol • Food and drink policy • Visitors • Office use • Harassment • Emergency procedures – evacuation, lockdown, earthquake, fire • School closure Information • Electronic Equipment • Safety 	
Unit 1 Introduction to Dental	Demonstrate cognitive Knowledge	Pass written assessment with score of 70% or higher	
Unit 1 Introduction To Dental	Interact with others by using tact and courtesy in both verbal and non verbal communication	<ul style="list-style-type: none"> • Practicing program’s language policy. • Work in variety of groups in appropriate ways to accomplish various tasks. • Teach another student dental skills and terminology. 	
Unit 1 Introduction to Dental	Define and apply industry Standards guidelines when interacting with others	<ul style="list-style-type: none"> • Establish (my job/ your job) classroom / clinic standards and responsibilities • Establish and demonstrate an understanding of class rules • Self-assess interpersonal communication skills and establish personal goals for improvement • Examine, discuss and model proper doctor / assistant interactions • Examine, discuss and model proper provider / patient interactions • Use proper dental terminology and demurer • Examine, discuss, and adhere to workplace harassment guidelines 	
Unit 1 Introduction to Dental	Become familiar with dental careers and post secondary opportunities	1.Participate in classroom discussions In the following areas <ul style="list-style-type: none"> • College articulation agreement • Internships • Opportunities through the military • Direct employment • Post secondary opportunities • Second year CCSC Dental Assisting Program 2.Participate in discussions with guest speakers <ul style="list-style-type: none"> • Scholarship • Dentist / Specialist • Dental supply representatives • Dental lab Technician • Public Health 	

Unit 1 Introduction to Dental	Understand instructor's Expectations and requirements in CCSC Dental Assisting Program	<ul style="list-style-type: none"> • Develop my job / your job list with instructor to define expectations • Supply items required for program participation • Describe course grading criteria <ul style="list-style-type: none"> ◆ Participation ◆ Expectations ◆ Lab and Clinic ◆ Requirements ◆ Units of Study ◆ Time management ◆ Expectations ◆ Enrichment ◆ Opportunities 	
Unit 1 Introduction to Dental	Demonstrate Customer Service Expectations	<ul style="list-style-type: none"> • Develop Telephone Skills • Demonstrate Greeting Visitors/patients 	
Unit 1 Introduction to Dental	Value and demonstrate Community concern and Social responsibility	<ul style="list-style-type: none"> • Explore and evaluate potential community volunteer projects • Research and select an appropriate dental volunteer project that teams a community need with the student's skills and abilities • Plan and Carry out a volunteer project plan • Evaluate the results of the volunteer project and make suggestions for improvement • Develop an Appreciation for the role of that individual and/ or group can play in the betterment in their community. 	
Unit 2 Safety	Recognize, understand, discuss, and value clinic/ classroom and internship Safety and practices	<ul style="list-style-type: none"> • Describe and model Uniform safety Code for CCSC • Provide Documentation of necessary vaccinations • Wear safety glasses when appropriate • Wear PPE when appropriate • Wear proper clothing and foot wear • Demonstrate proper hand washing techniques • Demonstrate safe and proper use of dental equipment • Demonstrate good housekeeping practices • Define, locate, and use an M.S.D.S. • Define O.S.H.A, their guidelines for universal precautions, and their function • Understand Hazard Communication Guidelines • Define H.I.P.A.A and its purpose • Define C.D.C and its purpose • Define W.I.S.H.A and its purpose 	
Unit 2 Safety	Examine risks associated with the interaction of the dental setting involving living things	<ul style="list-style-type: none"> • Participate in classroom discussion of possible health risks in various dental settings (materials, fumes, chemicals, disease transmission, etc). • Participate in classroom discussion on advancements in PPE and reporting an incident • Participate in classroom discussion on ergonomics in the dental setting • Participate in classroom discussion the effects of protective aseptic techniques on the environment 	GLE 3.1.2, 3.1.3
Unit 2 Safety	Demonstrate cognitive Knowledge	Pass written assessment with score of 80% or higher	
Unit 2 Safety	Put into practice the knowledge of Disease Transmission and prevention	Explaining Blood borne Pathogens: <ul style="list-style-type: none"> • Hepatitis • Aids/ HIV • Tuberculosis • Etc. Demonstrating and practicing a sterile environment, clean environment,	GLE 2.2.2, 2.3.1, 2.3.2

		<p>contaminated environment.</p> <ul style="list-style-type: none"> Engaging in operatory disinfection Engaging in proper instrument handling during procedure set up, during procedure usage, transportation to sterilization for debris removal, and sterilization. Engaging in proper instrument storage Engaging in proper handling and exposing of radiographs Engaging in proper anesthetic syringe assembly, handling, exchanging, disassembly techniques Engaging in proper hand piece and equipment use in all areas of the dental setting 	
Unit 3 Professionalism Communication	Demonstrate effective communication through a variety of presentation opportunities	<ul style="list-style-type: none"> Use an effective structure and presentation style when speaking Identify parts of an effective presentation Demonstrate effective participation on internship, prepare a speech, or illustrate presentation Demonstrate effective job interviewing techniques Lead or participate in a classroom tour <ul style="list-style-type: none"> Sophomore tours VIP tours 	GLE 3.2.1, 3.2.2
Unit 3 Professionalism Communication	Utilize effective listening skills by identifying and demonstrating verbal / non verbal cues that show listening skills	<ul style="list-style-type: none"> Ability to ask relevant questions during lectures, guest speakers, clinic, internships, and classroom demonstrations Actively participates in classroom review, clinic preview, clinic debrief, and classroom discussions Properly addresses and responds to other student's questions Discuss and be aware of body language communication Demonstrate proper gestures (body language) during classroom lectures, job interviews, clinic, internships, etc. Ability to use proper eye contact when interviewing for a job, or addressing a doctor and/ or a patient Demonstrates the ability to complete tasks properly after receiving instruction Facilitates teaching of another student a dental competency *Demonstrate the ability to follow and give complete verbal instructions Demonstrate nonverbal cues that show listening; eye contact, leaning forward, repeating back paraphrased statements 	
Unit 3 Professionalism Communication	Adapt communication skills to specific environments while demonstrating proper industry terminology	<ul style="list-style-type: none"> Demonstrate ability to write and present professional goals Pass written and oral tests Orally describe proper usage of instruments and hand pieces Demonstrate proper use of dental terminology Actively participate in SSR (silent sustained reading) using dental periodicals, journals, articles. Align Weekly "dental text" book chapter question assignments with weekly chapter reading Master written competencies and assignments Accurately follow instructions for projects (volunteerism, anatomy, clinics, etc) Demonstrate proper work place phone etiquette. Understand and demonstrate filling out a 'master' bill for patient dismissal Effectively utilize aids while presenting or during presentations. Demonstrate industry standards speaking, proof reading, and using references and resources Demonstrate the ability to follow and give complete written instructions Accurately relay written or verbal information in a variety of settings (e-mail, telephone, etc.) 	

		<ul style="list-style-type: none"> Use overhead projector, poster boards, computer, and visual aids when giving presentations. 	
Unit 3 Professionalism Communication	Demonstrate understanding of group organizational skills and processes.	<ul style="list-style-type: none"> Participate actively in team building activities (challenge course initiatives) Demonstrate the ability to work positively with team members to complete various projects, such as clinic rotations, community service, and class socials Facilitate program or committee meetings, agenda development, and activities Participate in team building activities (challenge course initiatives) 	
Unit 3 Professionalism Teamwork	Relate and interact effectively in teams consisting of individuals with differing interests, genders, backgrounds, and professions	<ul style="list-style-type: none"> Identify and discuss interactive styles in order to work effectively with others (challenge course initiatives, clinics) Recognize and demonstrate knowledge of diversity and tolerance, challenge course initiatives and clinics Interact positively with team members to complete various projects and clinics Perform self analyses on teamwork and clinical duties at the end of all clinics Interact with clinic providers professionally (asking relevant questions to further clinical knowledge, secondary educational options, or employability) Demonstrate resolving conflicts that arise that come while working with others that are different Recognize various harassment issues and ways to defuse situations Recognize and discuss the value of diversity Apply problem solving strategies within a team and make adjustments Recognize and value the asset of diversity within the group Participate in self evaluation using various personalities and learning style assessment 	
Unit 3 Professionalism Teamwork	Collaborate with other team members to plan, complete, and evaluate a project	<ul style="list-style-type: none"> Participate in group to implement a social with another class. Participate in a group to implement group involvement and quality during clinic. Participate in group competencies 	
Unit 3 Professionalism Teamwork	Demonstrate leadership or support capacity for various projects and events	<ul style="list-style-type: none"> All students will learn and follow the program rules and policies Participate with team to plan and implement social with other class Participate in class opportunities for leadership (ASB, class officers, etc) Participate with team during challenge course initiatives Participate with team during clinics to implement time management and quality Complete all assignments on or before due date Recognize that professional behavior will be held as the expectation and all students will demonstrate knowledge by acting in a professional manner Values, understands, and applies acceptance responsibility for actions and consequences of their choices 	
Unit 3 Professionalism Problem Solving	Develop the following techniques for dealing with challenges and	<ul style="list-style-type: none"> Demonstrates ability to adjust to changes in the schedule during clinic Demonstrates ability to adjust to changes in clinic teams if team members are not present Demonstrates ability to Adjust to different changing moods and attitudes of the individual team members 	GLE 3.3.1

	conflicts in the workplace / classroom	<ul style="list-style-type: none"> • Demonstrates ability to Adjust to class schedule changes • Demonstrates ability to Adjust dental techniques during a procedure to meet the various challenges that occur • Discuss and/or Journal reflections and evaluations Recognize problems • Analyze alternatives • Apply decision making skills to choose best alternatives • Develop and carry out plan of action • Reflect and evaluate the outcome 	
Unit 3 Professionalism Problem Solving	Manage and resolve stress and adversity	<ul style="list-style-type: none"> • Evaluating quality issues in the dental office • Resolve and work out solutions to solve or repair issues in the dental office • Resolving conflicts that arise while working with others • Adapt to changing schedules in the dental office • Discuss and/ or Journal reflections and evaluations of the outcome • Wellness: reducing stress, nutrition, sexual health 	GLE 2.4.1, 2.4.3, 2.4.4, 2.4.8, 2.4.9, 3.1.1
Unit 3 Professionalism Goal setting	Acquire goal setting skills in both group and individual venues	<ul style="list-style-type: none"> • Demonstrate the ability to follow an established action plan for all class projects and competencies • Establish and follow a career goals action plan • Develop and follow a timeline on all class projects and competencies • Maintain schedule during clinics to support quality patient care and foster established clinical requirements • Discuss and/ or Journal action plan outcomes 	
Unit 3 Professionalism Employability	Exhibit attributes appropriate to the dental field regarding appearance and conduct necessary to obtain and maintain employment	<ul style="list-style-type: none"> • Participate in lesson on “professional image” in the workplace • Practice correct professional appearance in the interview and in the clinical setting • Demonstrate proper hair, clothing style, and jewelry appropriate for the job • Wear clothing appropriate for classroom, challenge course, clinics, interview, and internships. • Bring required supplies to class each day • Exhibits a positive “can do” attitude to work each day • Making an honest 100% effort each day • Demonstrates promptness, ready to work, and maintain appropriate attendance • Practices all safety rules • Wears PPE when required • Demonstrates use of appropriate language • Demonstrate initiative, consistently striving to improve 	
Unit 3 Professionalism Employability	Recognize steps involved in employment search and how to prepare for successful employment	<ul style="list-style-type: none"> • Identify sources of employment (newspaper, internet, referrals, phonebook) • Identify various post secondary opportunities • Participate in Lesson on effective interviewing • Demonstrate proper job interviewing attire and body language • Prepare a resume and cover letter. • Practice interviewing skills and communication during a mock interview. • Prepare a post interview ‘thank you’ letter and address for mailing, 	
Unit 3 Professionalism Community / Citizenship	Develop and apply quality citizenship attributes in school, family, and work settings.	<ul style="list-style-type: none"> • Define community and understand the relationship to the global society • Recognize responsibilities of the individual to the whole of society 	

Unit 3 Professionalism Community / Citizenship	Value and Demonstrate community concern and social responsibility	Explore and evaluate potential community service projects <ul style="list-style-type: none"> • Research organizations that might benefit from dental support • Appreciate the role that the individual and/ or group can play in the betterment of a community 	
Unit 4 History	Value the History Of Dentistry	<ul style="list-style-type: none"> • Explore the progress of dentistry throughout history. • Appreciate the ever changing 'role' of the dental assistant • Understand the progress of dentistry in the United States. • Learn the evolution of Education and Organized Dentistry • Distinguish the evolving roles of different members of the Dental team <ul style="list-style-type: none"> ▪ Dentist ▪ Dental Hygienist ▪ Dental Laboratory Technicians ▪ Dental Assistants ▪ Other Members of the dental team 	
Unit 5 Psychology of Dentistry	Understand how to interact successfully with patients	<ul style="list-style-type: none"> • Identify and discuss interactive styles in order to work effectively with others • Demonstrate appropriate communication skills to give quality patient care • Incorporate listening skills as important part of effective communication and quality patient care • Discuss and be aware of body language communication in patient care • Understand Maslow's Hierarchy of needs • Recognize cultural differences of multi cultural patients without assumptions in communication • Present proper Oral Hygiene instruction with appropriate age education and motivation 	
Unit 6 Dental Sciences Nutrition	Value and demonstrate an understanding of oral health and nutrition	<ul style="list-style-type: none"> • Demonstrate knowledge in the importance of good oral hygiene to maintain optimal oral health • Understand the process of plaque formation • Summarize the demineralization process • Perform to instructor how to use oral hygiene aids to support proper oral hygiene care and practice giving oral hygiene instructions during a clinic • Distinguish how to instruct oral hygiene care to a patient with special needs • Provide examples of how Fluoride benefits the reduction of dental caries • Discuss how fluoride is absorbed in the body whether systemically or topically • Explain the importance of balanced nutrition both for the dental assistant and patient • Create a personal balanced nutrition plan • Understand the importance of good nutrition, and how proper nutrition supports optimal oral health 	GLE 2.1.1, 2.2.3
Unit 6 Dental Sciences	Utilize proper terminology of the body anatomy	<ul style="list-style-type: none"> • Demonstrate a general understanding of the ten systems of the body <ul style="list-style-type: none"> ◆ Skeletal system ◆ Muscular System ◆ Nervous system 	GLE 2.2.1

General Anatomy and Physiology		<ul style="list-style-type: none"> ◆ Endocrine system ◆ Circulatory system ◆ Digestive system ◆ Respiratory system ◆ Lymphatic system <ul style="list-style-type: none"> • Communicate understanding of the basic body planes and directions <ul style="list-style-type: none"> ◆ Sagittal plane ◆ Mid-Sagittal plane ◆ Transverse plane ◆ Horizontal plane ◆ Frontal plane • State the two body cavities <ul style="list-style-type: none"> • Dorsal cavity • Ventral cavity 	
Unit 6 Basic Dental Sciences Head and Neck Anatomy	Identify and recall parts of the Head and Neck anatomy	<ul style="list-style-type: none"> • List and identify the landmarks of the face and oral cavity • Identify the bones of the cranium and the face • Identify the landmarks on the maxilla and mandible • Identify parts of the temporomandibular joint and describe how the joint work • Identify the nerves of the maxilla and the mandible • Understand the arteries and veins of the head and neck 	
Unit 6 Basic Dental Sciences Embryology and Histology	Demonstrate an understanding of prenatal growth and the development of the oral cavity	<ul style="list-style-type: none"> • Identify the terms and times of three prenatal phases and times of the three prenatal phases of pregnancy • Describe how the human face develops and changes during and the zygote and embryo phases • Describe the life cycle of a tooth and identify the stages • Identify the four primary structures of the tooth and the function of each • Identify and list the substances of enamel, dentin, cementum, and pulp and their identifying marks • Identify the components of the periodontium and the considerations of the alveolar bone • Describe the structures of the gingiva 	
Unit 6 Basic Dental Sciences Tooth Morphology	Demonstrate an understanding of the study of tooth structure and the form of teeth.	<ul style="list-style-type: none"> • Identify the dental arches and quadrants using correct terminology • List the primary and permanent teeth by name and location • Understand the eruption schedule for primary and permanent teeth • Understand the different divisions of the tooth, including clinical and anatomical • Identify the surfaces of each tooth and their locations and their locations • Recognize the anatomical structures and their definitions 	
Unit 6 Basic Dental Sciences Dental Charting	Demonstrate recording the conditions in a patient's oral cavity on a dental chart entry using	<ul style="list-style-type: none"> • Explain why dental charting is used in dental practices • Identify charts that use symbols to represent conditions in the oral cavity • List and explain the systems used for charting the permanent and deciduous dentitions • Define G.V. Black's six classifications of cavity preparations • List common abbreviations used to identify simple, compound, and complex cavities 	

	symbols, numbers, and colors appreciate	<ul style="list-style-type: none"> • Describe basic dental charting terminology • Explain color indicators and identify charting symbols • Practice dental charting in clinic and internships 	
Unit 6 Basic Dental Sciences Microbiology	Differentiate a general understanding of different microorganisms that might benefit the body or harm it (pathogens)	<ul style="list-style-type: none"> • Relate a understanding of important people in microbiology <ul style="list-style-type: none"> ○ Anton Van Leeuwenhoek ○ Louis Pasteur ○ Robert Koch • Distinguish a general understanding of different groups of microorganisms <ul style="list-style-type: none"> ○ Bacteria ○ Protozoa ○ Rickettsiae ○ Yeast and Molds ○ Viruses • Recognize diseases that are a major concern to the dental assistant <ul style="list-style-type: none"> ○ Herpes Simplex ○ Viral hepatitis ○ Human Immunodeficiency Virus ○ Acquired Immunodeficiency Syndrome • Understand how the body fights disease. Explain different immunities and routes of microorganism exposure. 	
Unit 7 Preclinical Dental Skills Infection Control	Demonstrate an understanding of the process of adequate infection control, and how compliance with all regulations must be accomplished on a continual basis.	<ul style="list-style-type: none"> • Identify the rational, regulations, recommendations, and training that govern infection control in the dental office. • Describe how pathogens travel from person to person in the dental office • Restate three primary routes of microbial transmission and the associated dental procedures that affect the dental assistant • Demonstrate the principles of infection control, including medical history, handwashing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage. • List various disinfectants and their applications as used in dentistry • Identify and demonstrate the usage of different types of sterilizers • Explain the usage of several types of sterilization monitors, such as biological and process indicators • Identify and show the proper usage of preprocedure mouth rinses, high volume evacuation, dental dams, and disposable items • Identify and demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, as well as at the end of the dental treatment, in the dental radiography area, and in the dental laboratory 	
Unit 7 Preclinical Dental Skills Management of Hazardous materials	Apply and demonstrate the requirements of the Occupational Safety and Health Administration (OSHA) and Blood Borne/Hazardous Materials Standard	<ul style="list-style-type: none"> • Identify the scope of the OSHA Blood Borne/Hazardous Materials standard • Identify physical equipment and mechanical devices provided to safeguard employees • Demonstrate safe disposal of sharps • Describe MSDS manuals and where they are located in the classroom • State the use of colors and numbers in the hazardous chemical identification • Describe employee training required to meet the OSHA standard for hazardous chemicals 	

Unit 7 Preclinical Dental Skills Preparations For patient care	Prepare and demonstrate the process of patient preparation	<ul style="list-style-type: none"> • Help a patient complete the patient history • Review the medical and dental health history. Alert the dentist to any areas of concern during a clinic. • Perform or assist the dentist in an oral evaluation including lips, tongues, glands, and oral 	
Unit 7 Preclinical Dental Skills Pharmacology	Demonstrate a basic understanding of Pharmacology	<ul style="list-style-type: none"> • Distinguish the difference between prescription drug names and generic drug names • Recognize who in the dental team is allowed to write the prescription • Identify the Drug Enforcement Agency and their role • Understand what and why a DEA number is written on a prescription • Recall the basic parts of a prescription • Aid and watch a Dentist writing a prescription during clinic / internship • Substance Abuse 	GLE 2.4.5, 2.4.6, 2.4.7
Unit 7 Preclinical Dental Skills Emergency Management	Discover how to recognize and deduce the role of a dental assistant during a medical emergency in the dental office	<ul style="list-style-type: none"> • Describe several emergency situations that may take place in the dental office, and explain how dental assistants can be prepared for these possibilities • Describe the ABS's of CPR and demonstrate the associated skills during a classroom CPR class • Obtain a CPR license/ card • Define the terms and anatomy used in CPR delivery and demonstrate knowledge of opening the air way and when and how to deliver chest compressions • Identify several causes of airway obstructions in the dental office. Demonstrate the ability to open the airway and to perform the Heimlich maneuver, manual and chest thrust, and the finger sweep. • Identify the causes, signs, and treatments of the emergencies of syncope, asthma, allergic reaction, anaphylactic reaction, hyperventilation, epilepsy, 	GLE 2.4.2
Unit 8 Clinical Dental Procedures Introduction to chairside assisting	Understand the basic overview of a dental office, it's design, appearance, and to function as a dental assistant	<ul style="list-style-type: none"> • Understand the basic overview of a dental office, it's design, and appearance <ul style="list-style-type: none"> ➢ Reception room ➢ Reception desk and business office ➢ Sterilization area ➢ Dental office laboratory ➢ X –ray processing room ➢ Radiography room ➢ Treatment rooms ➢ Dental equipment • Demonstrate concepts of dental assisting <ul style="list-style-type: none"> ➢ Prepare the treatment room ➢ Seating the dental patient ➢ Ergonomics for the operator ➢ Ergonomics for the assistant ➢ Dismissing the patient ➢ Understanding a patient with special needs ➢ Instrument transfer ➢ Maintaining the operating field 	

		➤ Techniques for moisture control and isolation	
Unit 8 Clinical Dental Procedures Chairside Instruments and tray systems	Memorize and demonstrate the use of chairside Instruments and tray systems	<ul style="list-style-type: none"> • Demonstrate and perform knowledge of basic chairside procedures <ul style="list-style-type: none"> ➤ Dental Hand Instrument identification ➤ Saliva ejector ➤ Evacuation system ➤ Air water syringe ➤ Lightening ➤ Retraction of tissues ➤ Procedure set up ➤ Dental rotary Instrument identification ➤ Abrasives ➤ Dental handpieces identification and maintenance ➤ Tray systems 	
Unit 8 Clinical Dental Procedures Management of Pain and Anxiety	Hypothesize management of pain and anxiety for the dental patient	<ul style="list-style-type: none"> • Illustrate and summarize anesthetics and sedation • Describe the methods used to manage the pain anxiety related to the dental procedure • Explain different topical anesthetics and their placements • Describe types of local anesthetics • List the steps for preparing for the administration of local anesthetic • Identify sites for the maxillary mandibular arches • Describe the equipment and materials needed to administer local anesthetics • Identify the injection sites for the maxillary and mandibular arches • Describe the equipment and materials needed to administer local anesthetics • Identify supplemental techniques to administer anesthetics 	
Unit 8 Clinical Dental Procedures Dental Radiography	Know and understand the evolution of Dental Radiography and its use in the dental office.	<ul style="list-style-type: none"> • Explain the history of radiation and the use of the Hittorf-Crookes and Coolidge tubes • List the properties of radiation and explain the biological effects of radiation exposure • Identify the components of a dental x-ray unit and explain the function of each component • Describe the safety precautions when using radiation • Explain how an x-ray is produced • Describe the composition, sizes, types, and storage of dental x-ray film • Explain intraoral and extraoral x-ray production • Identify means of producing quality radiographs on various patients • Explain the bisecting and paralleling techniques • List common production errors • Describe processing techniques, the composition of solutions, and the storage of final radiographs • Explain and demonstrate mounting procedures • Identify radiographic landmarks • List standardized procedures and state policies that dental offices follow to ensure quality radiographs • Understand the components of the dental x-ray unit and apply safety measures taking radiograph. 	

<p>Unit 9</p> <p>Dental Specialties</p>	<p>List and understand the different dental specialties in the dental field, and describe their function</p>	<ul style="list-style-type: none"> • Define endodontics and describe what an endodontist does <ul style="list-style-type: none"> ◆ Describe pulpal and periapical disease ◆ Identify diagnostic procedures • Describe what a oral and maxillofacial surgeon does <ul style="list-style-type: none"> ➤ Describe the scope of oral and maxillofacial surgery ➤ Identify the surgical instruments used in various types of surgery and describe their functions ➤ List postoperative instructions given to patients ➤ Demonstrate knowledge of the consent for oral surgery form and apply its use during a clinic • Recognize and have a general understanding of oral pathology <ul style="list-style-type: none"> ➤ Define the dental assistant's role ➤ Characterize the process of inflammation ➤ Recognize oral lesions • Describe what an orthodontist does <ul style="list-style-type: none"> ➤ Define the role of the dental assistant ➤ Describe occlusion and malocclusion ➤ Differentiate between fixed and removable appliances • Describe what a pediatric dentist does <ul style="list-style-type: none"> ➤ Describe the pediatric office and team members ➤ Explain the common behavior characteristics of children of various ages ➤ Describe child behavior management techniques ➤ Explain the role of the parent or guardian in pediatric dentistry • Describe what a periodontist does <ul style="list-style-type: none"> ◆ Describe the scope of periodontics ◆ Describe stages of periodontal disease ◆ Describe the importance of periodontal charting • Describe what a Prosthodontist does <ul style="list-style-type: none"> ◆ Define the scope of fixed prosthodontics ◆ Understand the differences between a crown and bridge ◆ Describe the difference between fixed and removable appliances 	
<p>Unit 10</p> <p>Chairside restorative materials</p>	<p>Define different types of dental materials used in the dental office to restore cavity preparations</p>	<ul style="list-style-type: none"> • Explain the types of dental restorative materials • List dental standards and organizations responsible for those standards • Explain the role of the dental assistant • List and explain the properties of dental materials • List types of materials used to restore cavity preparations • Assist on a cavity preparation • Assist on restoring the cavity preparation • Describe the steps of a cavity preparation • Explain the properties, composition, and manipulation of 	

		<p>dental amalgam</p> <ul style="list-style-type: none"> • Identify the armamentarium and steps of an amalgam procedure • Explain the composition of composite resins • Identify the armamentarium and steps of a composite restoration • Demonstrate how to properly mix zinc oxide • Demonstrate how to properly mix ZOE/IRM for a temporary filling 	
<p>Unit 10</p> <p>Laboratory materials and techniques</p>	<p>Demonstrate the use of dental materials used in the laboratory used to support the dentist in restoring the patients oral structure</p>	<ul style="list-style-type: none"> • Identify the materials used in the dental laboratory and perform the associated procedures • Demonstrate the necessary knowledge and skills needed to prepare, take, and remove alginate impressions and wax bites • Demonstrate the knowledge and skills necessary to pour and trim a patient’s alginate impression (diagnostic cast) • Demonstrate the knowledge and skills necessary to fabricate custom whitening trays 	
<p>Unit 11</p> <p>Expanded functions</p>	<p>Demonstrate a knowledge and skill of select expanded function abilities of the dental assistant</p>	<ul style="list-style-type: none"> • Identify the dental dam and its purpose <ul style="list-style-type: none"> • Explain the purpose of the dental dam and identify who places the dental dam on a patient • List and explain the advantages and contraindications of the dental dam • Identify the armamentarium needed for the dental dam placement, explain how to determine the isolation area, and describe and demonstrate how the dental dam is prepared • List and demonstrate the steps of placing and removing the dental dam • Identify the matrix and wedge and its purpose <ul style="list-style-type: none"> ◆ Define the matrix and the wedge ◆ List the uses and types of matrices ◆ Describe the functions, parts, placement, and removal of the tofflemire • Identify the purpose for a Coronal Polish <ul style="list-style-type: none"> ◆ Define coronal polish ◆ Explain indications and contraindication for a coronal polish ◆ Describe and identify dental deposits and stains ◆ List the types of abrasives and explain the characteristics of each type ◆ List and explain the types of equipment and materials used to perform a coronal polish ◆ Explain how to maintain the oral cavity during the coronal polish ◆ List auxiliary polishing aids and their functions ◆ Describe the steps in the coronal polish procedure • Identify and apply the enamel sealant; state and its purpose <ul style="list-style-type: none"> ◆ Explain the purpose of using enamel sealants and where they are placed 	

		<ul style="list-style-type: none"> ◆ List the indications and contraindications of placing enamel sealants ◆ Discuss the role of the dental assistant in the placement of enamel sealants ◆ List and describe the steps of the application procedure • Identify whitening techniques <ul style="list-style-type: none"> ◆ Explain the benefits of the whitening process used in dentistry ◆ Explain information given to the patient concerning outcomes, procedures, responsibilities, and precautions related to whitening 	
Unit 12 Dental Practice Management	Understand the role of dental management	<ul style="list-style-type: none"> • Identify the dental office staff and their areas of responsibility • Outline and demonstrate proper procedure for answering an incoming call • Describe and demonstrate the information every message should contain • Describe telephone and business office technology and its uses • Give examples of ways in which computers are used in the dental office • Explain why ergonomics is important at a computer work station • Demonstrate checking in and dismissing a patient from the reception desk • Demonstrate confirming a patient for an appointment • Demonstrate filling out a receipt for the patient after the dental procedure is completed • Demonstrate pulling and filling charts during a clinic • Demonstrate creating a new patient chart 	
Unit 13 Ethics and Jurisprudence	Apply and exhibit an understanding of self responsibility daily decisions in the workplace/classroom	<ul style="list-style-type: none"> • Identify the difference between civil and criminal law • Define the Dental Practice Act and what it covers • Identify who oversees the Dental Practice Act and how licenses for the dental field are obtained • Define expanded functions for different states • Identify due care and give examples of malpractice and torts • Identify fraud and the services that can be given under the good Samaritan Law • Identify four areas of the Americans with Disabilities Act • Identify the responsibilities of the dental team in regard to the dental records, implied and informed consent, subpoenas, and the statute of limitations • Define ethics and give examples of the American Dental Association and American Dental Assistants Association Principles of ethics • State how dentistry follows ethical principals in regards to advertising, professional fees and charges, and professional responsibilities and rights 	