

**IMPERIAL VALLEY
REGIONAL OCCUPATIONAL PROGRAM**

1. **COURSE TITLE:** Dental Careers
2. **CBEDS TITLE:** Dental Assistant
3. **CBEDS NUMBER:**
4. **JOB TITLES:** Entry level Dental Assistant
5. **COURSE DESCRIPTION:**

This course is designed to give the student the background information, skills, and practice in all areas relating to the field of dental assisting and an introduction to careers in dentistry. The dental assistant is a member of the dental health team who performs many essential duties in the dental office. These duties may include preparing the patient for treatment, assisting the dentist in all procedures, recording health history, taking and recording of vital signs, processing and mounting radiographs, sterilizing instruments and basic laboratory procedures. The dental assistant may also assist the front office by making appointments for patients, confirming appointments and helping with other office records. Instruction consists of clinical and non clinical duties and functions.

6. **HOURS:** 540
7. **PREREQUISITES:** MINIMUM HIGH SCHOOL JUNIOR OR MINIMUM 16 YEARS OF AGE
8. **DATE:** AUGUST 2008
9. **COURSE OUTLINE:**
 - a) **CONTENT AREA SKILLS**
 - i) **EXPECTED STUDENT OUTCOMES**
 - ii) **HOURS OF INSTRUCTION**

COURSE OUTLINE

CONTENT AREA SKILLS Sector / Pathways Alignment – Health-Sci Therapeutic (E) Primarily & Support (D)/Informatics (C)	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	CLASSROOM
1. Introduction to Dentistry and Dental Assisting a) History and ethics 3.5, 8.0 b) Dental fields 3.2 c) Dental assisting fields 3.2 d) Personal appearance 7.1 e) Oral hygiene f) Dental settings	1. Understand the history of dental and its progress along with conforming to the standards of conduct expected in a dental office. 2. Know the eight specialties in the dental field including the areas of work available to the assistant. 3. Know the educational requirements of careers in dentistry. 4. Demonstrate the techniques required for good oral hygiene.	31
2. Interpersonal and Human Relationships E1.0 a) Understanding patient behavior E1.1 b) Communication skills/staff and patients E1.2	1. Understand the various behavior patterns that a patient may demonstrate and how to deal with them. 2. Discuss and demonstrate good communication skills in class and the office.	26
3. Dental Anatomy and General Physiology E3.0 a) Bones of the skull b) Arteries and veins c) Trigeminal nerve d) Muscles of mastication e) Paranasal sinuses f) The oral cavity g) Morphology of teeth and tooth eruption h) Terminology i) Histology and oral embryology	1. Identify basic knowledge needed regarding anatomy and general physiology through testing.	60
4. Microbiology and Sterilization D2.0 a) Historical figures and field of microbiology b) Identification of microorganisms c) Methods of which microorganisms may produce disease	1. Have knowledge of microorganisms and the diseases they cause. 2. Test and pass techniques used to sterilize and disinfect instruments, counter tops and operatory area. 3. Discuss and demonstrate the methods for using equipment for sterilization.	26

d) Methods of control and modification of bacterial population e) Sterilization		
5. Occupational Health and Safety Administration /Infection Control 6.0:6.5 a) Safety regarding infectious diseases b) Safety regarding equipment	1. Pass a written test on "OSHA" regulations. 2. Demonstrate proper hand washing technique.	20
6. Anesthesia E4.0 a) Background and history b) Local anesthesia c) General anesthesia d) Topical anesthesia e) Medical history review f) Vital signs	1. Understand the different types of anesthesia and pass a written test identifying them. 2. Identify the different types of anesthesia by doing a practical exam. 3. Be able to load the different types of anesthesia syringes. 4. Be able to perform pulse, respiration and blood pressure assessment.	20
7. First Aid 6.0: 6.1 a) General procedures in emergencies b) Emergencies requiring first aid c) Cardiopulmonary resuscitation 10.6	1. Be able to pass a written test on advanced cardiopulmonary resuscitation. 2. Will demonstrate the procedures in administering CPR on the adult, the child and the infant. 3. Describe common signs and symptoms of medical emergencies. 4. Demonstrate how to respond to medical emergencies.	26
8. Oral Pathology E4.0 a) General information and definitions b) Inflammation, regeneration and repair c) Pathology of hard and soft tissues d) Oral manifestations of diseases e) Congenital and development defects of the oral cavity	1. Have the knowledge of Oral Pathology and pass a written test.	30
9. Chairside Assisting E4.0 a) Chairside duties b) Classification of cavities c) Moisture control d) Hand instruments e) Amalgam restorations f) Acrylic resin restorations g) Composite resin restorations	1. Be able to test and pass a written exam on how to properly sit during assisting the doctor, such as chair height and support. 2. Pass a written test on classifications. 3. Demonstrate how to properly suction during dental procedures. 4. Pass various practical tests on identifying instruments, their use and how to pass them properly to the doctor.	80

<p>h) Gold inlay, crown and bridges, preparation and cementation</p> <p>i) Custom tray construction</p> <p>j) Denture and partial dentures</p> <p>k) Charting</p>	<p>5. Demonstrate how to mix amalgam, load and pass to the doctor.</p> <p>6. Know the different types of acrylic resin and composite materials through testing.</p> <p>7. Demonstrate how to mix the different types of resin and composite materials.</p> <p>8. Be able to identify inlays, crowns, bridges, custom trays and dentures through various practical tests.</p> <p>9. Be able to chart existing restorations.</p>	
<p>10. Introduction to Radiation Safety E4.0</p> <p>a) History of dental radiology</p> <p>b) Safety and protection</p> <p>c) Dental film</p> <p>d) Dental radiation equipment</p>	<p>1. Understand the history and evolution of dental radiology.</p> <p>2. Identify dental radiology equipment.</p> <p>3. Know safety procedures.</p>	15
<p>11. Dental Materials</p> <p>a) Gypsum products</p> <p>b) Irreversible hydrocolloid</p> <p>c) Tray materials</p> <p>d) Base cements</p> <p>e) Amalgam</p> <p>f) Reversible hydrocolloid</p> <p>g) Rubber base</p> <p>h) Dental casting</p>	<p>1. Pass written tests given on all dental materials, their use and consistency when mixed.</p> <p>2. Demonstrate by mixing various dental materials to their proper consistency.</p> <p>3. Know how to store these various materials and their shelf life.</p> <p>4. Have the knowledge on the different procedures for casting crowns, bridges and partial dentures.</p>	60
<p>12. Dental Specialties 3.2</p> <p>a) Endodontics</p> <p>b) Oral and Maxillofacial Surgery</p> <p>c) Prosthodontics</p> <p>d) Pedodontics</p> <p>e) Periodontics</p> <p>f) Orthodontics</p> <p>g) Oral Pathology</p> <p>h) Dental Public Health</p>	<p>1. Be able to pass written tests on the different dental specialties regarding the procedures they do to treat patients.</p> <p>2. Pass written tests on instrument trays and materials each specialty will use.</p>	40
<p>13. Nutrition</p> <p>a) Definitions and terminology</p> <p>b) Basic nutritional need of the body</p> <p>c) Dental health and nutrition</p> <p>d) Oral manifestations of nutritional deficiencies</p> <p>e) Fluoride</p>	<p>1. Take written tests on basic nutrition needs for an individual.</p> <p>2. Be able to define the lack of good nutrition and how it will affect the oral cavity if not followed.</p> <p>3. Understand the use of fluoride.</p>	20
<p>14. Pharmacology E4 &</p>	<p>1. Have an understanding regarding</p>	20

E2.2 a) General uses of drugs for dentistry b) Prescriptions c) Responsibilities of dental assistant in handling drugs	the uses of drugs in dentistry. 2. Know the legal specifications regarding prescription writing and the standards practiced when handling drugs in the office.	
15. Basic Office Techniques C4.0 & C5.0 a) basic computer skills b) Appointment book control c) Insurance forms d) Telephone techniques e) Recall systems f) Scheduling of patients g) Clinical records h) Credit collections i) Correspondence j) Filing	1. Have basic knowledge about dental software programs. 2. Understand the unit system and how long it may take for each appointment when scheduling. 3. Basic understanding of dental insurance. 4. Know good telephone techniques. 5. Brief introduction on collections and how they may be handled in or out of the office. 6. Be able to demonstrate how to file properly and do light correspondence.	30
16. Essential Employability Skills/Career Prep. a. Understand how personal skill development effects employability 8.3 b. Understand principles of effective interpersonal skills 9.0 c. Importance of Academic Skills 1.0, 5.0 d. Effective Communication 2.0 e. Occupational Safety issues and rules. 6.0 f. Career Awareness paths and strategies 3.0 g. changing tech. 4.0 h. <u>Seeking Employment</u> 1) Employment applications 2) Cover letter 3) Resumes 4) Interview 5) Termination 6) Student Portfolio	1. Complete a perfect employment application. 2. Complete a perfect cover letter. 3. Complete a perfect resume. 4. Will have completed a perfect portfolio containing the above along with any awards through school and letters of recommendation.	36
17. Community classroom a) General dental offices b) Specialty dental offices c) Dental laboratory	Community classroom may be available during the course.	
	Total hours:	
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10. COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

i) EXPECTED STUDENT OUTCOMES

ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
1. Personal Skills <ul style="list-style-type: none"> • Classroom policies and procedures • Ethics (work & business) • Sexual harassment laws • Mandated reporting • Personal skills, including positive attitude, self-confident, honesty, perseverance and self-discipline • Professional appearance • Time management • Lifelong learning 	1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management and other positive traits affect employability. <ul style="list-style-type: none"> • Demonstrate and understand classroom policies and procedures • Define work and business ethics and demonstrate the importance of ethical standards and social responsibilities in the business environment • Discuss the laws applicable to sexual harassment and discuss tactics for handling harassment situations • Discuss the laws pertaining to mandated reporters • Demonstrate personal skills in class and/or business environment • Demonstrate and model personal hygiene and acceptable professional attire • Prioritize tasks and meet deadlines • Explain the importance of lifelong learning 	Integrated into content area skills
2. Interpersonal skills <ul style="list-style-type: none"> • Group dynamics • Conflict resolution and negotiation • Team work • Etiquette across gender and cultural groups 	2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution and negotiations. <ul style="list-style-type: none"> • Identify and explain the key concepts of group dynamics • Discuss and demonstrate the dynamics of conflict resolution 	Integrated in content area skills

	<p>and negotiation and their importance within a business environment</p> <ul style="list-style-type: none"> • Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles • Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	
<p>3. Thinking and Problem-Solving Skills</p> <ul style="list-style-type: none"> • Critical and creative thinking skills • Logical reasoning and problem-solving skills • Numerical estimation, measurement, and calculation • Identify, locate and organize needed information and propose, evaluate and select alternative solutions 	<p>3. Understand the importance of critical thinking and problem-solving skills in the workplace</p> <ul style="list-style-type: none"> • Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed • Demonstrate logical reasoning and problem solving skills in a work environment • Apply numerical estimation, measurement and calculation skills to business applications including the following: whole number math, decimals and fractions, counting and monetary functions, use of tables and graphs • Recognize problem situations: identify, locate and organize needed information and propose, evaluate and select from alternative solutions 	<p>Integrated in content area skills</p>
<p>4. Communication skills</p> <ul style="list-style-type: none"> • Written communication • Verbal and Nonverbal communications • Active and effective listening • Proper etiquette in business communications • Writing and editing skills • Use of reference material and handbooks • Oral presentation 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> • Read and implement written instruction, technical manual, written communication and reference books • Present a positive image of verbal and nonverbal communication through use of appropriate methods • Demonstrate proper etiquette in business communications, including an awareness of requisite for international communications (languages, customs and time zones) • Demonstrate the following writing and editing skills: use correct grammar, punctuation, 	<p>Integrated in content area skills</p>

	<p>capitalization, vocabulary and spelling</p> <ul style="list-style-type: none"> Exhibit a proficiency in the use of reference materials such as dictionary, thesaurus, telephone directory, almanac, zip code directory and office handbooks 	
<p>5. Occupational Safety</p> <ul style="list-style-type: none"> Good safety practices 	<p>5. Understand occupational safety issues, including avoidance of physical hazards</p> <ul style="list-style-type: none"> Model and implement good safety practices including: avoidance and reporting of physical hazards in the work environment, safe operation of equipment and proper handling of hazardous materials 	Integrated in content area skills
<p>6. Employment Literacy</p> <ul style="list-style-type: none"> Expand awareness of career opportunities Set employment goals and objectives Aptitudes, personal characteristics and interests Develop portfolio Develop interviewing techniques 	<p>6. Understand career paths and strategies for obtaining employment.</p> <ul style="list-style-type: none"> Explore career opportunities and develop a career plan Identify steps for setting goals and writing personal goals and objectives Examine aptitudes related to career options: relate personal characteristics and interest to education and occupational opportunities Develop a portfolio to include: resume, job application, licenses, certificates, awards, transcripts, letters of recommendation and work samples 	Integrated in content area skills
<p>7. Technology Literacy</p> <ul style="list-style-type: none"> Apply industry specific technology Use industry specific software Demonstrate keyboarding Accessing information Lifelong enhancement of technology skills 	<p>7. Understand and adapt to changing technology.</p> <ul style="list-style-type: none"> Identify and demonstrate use of appropriate technology Identify and use industry specific software Input and retrieve information Understand the importance of lifelong learning in adapting to changing technology 	Integrated in content area skills

11. ADDITIONAL RECOMMENDED/OPTIONAL ITEMS

- a. ARTICULATION
High Schools
- b. ACADEMIC CREDIT
15 units per semester
- c. INSTRUCTINAL STRATEGIES
Cooperative team work
Individualized instruction
Individual practice
Lab practical experience
Community classroom
- d. INSTRUCTIONAL MATERIALS
Computers (word-processing, research and tutorial software)
Textbook: Modern Dental Assisting, 9th edition, Torres and Ehrlich
Internet-based component of textbook
Reference manuals
Speakers from the community and advisory board
Classroom posters
Industry publications
Videos
HOSA materials
- f. CERTIFICATES
Course certificate
Successful completion of established proficiencies
leading to certificate competency levels