# Dental Assistant Course No. 36054 Credit: 1.0

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| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Health Science (51.9999)

Course Description: **Application Level:** This course prepares students to assist a dentist or dental hygienist performing the functions of a dental practice. Topics include a detailed study of dental instruments, their care and function, chairside assisting, patient preparation, front office functions, and selected dental office laboratory procedures.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Examine the field of dentistry.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Identify the important contributions of the key people to the field of dentistry (e.g. G.V.Black, Wilhelm Conrad Roentgen, C. Edmund Kells, Pierre Fauchard, Horace Wells, Paul Revere, Ida Gray-Rollins, Emeline Roberts Jones, Malvina Cueria, Irene Newman, Lucy B. Hobbs-Taylor, Juliette, A. Southard). |  |
| 1.2 | Describe dental health team members including educational requirements, professional organizations, responsibilities, and licensure (e.g. Dentist, Dental Hygienist, Dental Assistant Administrative Assistant, Dental Laboratory Technician).  |  |
| 1.3 | Describe the areas of specialization in dentistry (Dental Public Health, Endodontics, Oral & Maxillofacial Radiology, Oral & Maxillofacial Surgery, Oral Pathology, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics). |  |
| 1.4 | Describe the characteristics of a professional dental assistant.  |  |
| 1.5 | Identify professional work habits for a dental assistant.  |  |
| 1.6 | Outline methods for helping patients feel comfortable before, during, and after treatment. |  |
| 1.7 | Explain patient confidentiality. |  |
| 1.8 | Describe communication with patients including telephone, special needs patients, and team members. |  |
| 1.9 | Demonstrate professional appearance, hygiene, dental health, and behaviors. |  |

## Benchmark 2: Identify areas of the dental office and basic dental equipment.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Identify and describe the areas of the dental office (dental operatory-treatment area, reception area, administration/business area, sterilization area, dental laboratory, dentists private office, consultation room, dental staff lounge). |  |
| 2.2 | Identify and describe proper use and maintenance of clinical equipment (operator stool, assistant stool, dental chair, operating light, air water syringe, oral evacuation system, curing light, amalgamator, rheostat-foot control, x-ray systems). |  |
| 2.3 | Outline basic morning & evening routines. |  |

## Benchmark 3: Demonstrate an understanding of appropriate ethical and legal behavior in a dental setting.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Define the difference between ethics and laws, including the importance of professional and personal ethics in the workplace. |  |
| 3.2 | Discuss ethical and legal responsibilities for the dental healthcare worker. |  |
| 3.3 | Identify standards of the Health Insurance Portability and Accountability Act/HIPAA and discuss the need to protect the patient’s privacy. |  |
| 3.4 | Explain the purpose of the state dental practice act and how it applies to the role of the dental assistant. |  |
| 3.5 | Discuss the role of the dental assistant in recognizing and reporting domestic violence, neglect, and child abuse. |  |

## Benchmark 4: Demonstrate personal safety procedures based on OSHA and CDC guidelines.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Outline the Centers for Disease Control and Prevention guidelines and identify components of a written exposure control plan. |  |
| 4.2 | Explain the OSHA Bloodborne Pathogen Standard, including: 1. Training requirements 2. Employee medical records 3. Exposure protocol. |  |
| 4.3 | Demonstrate proper use of PPE and correct hand washing technique.  |  |
| 4.4 | Outline the OSHA Hazard Communication Standard, including: 1. Training program 2. Chemical inventory 3. Locate OSHA posters and MSDS sheets on site. |  |

## Benchmark 5: Demonstrate infection control protocol.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Identify methods of disease transmission, including chain of infection and modes of transmission in the dental office. |  |
| 5.2 | Outline standards for prevention of disease transmission including preventing cross contamination and maintaining aseptic conditions. |  |
| 5.3 | Identify how to properly dispose of waste. |  |
| 5.4 | Perform sterilization procedures including proper chemicals and methods used for sterilization and the purpose of sterilization. |  |
| 5.5 | Perform disinfection procedures including chemicals and methods used for disinfection and the purposes of disinfection. |  |

## Benchmark 6: Identify intra-oral anatomy and surrounding structures.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Identify teeth by name; location; and permanent, primary, or mixed dentition. |  |
| 6.2 | Identify anatomical parts, tissues, and surfaces of a tooth. |  |
| 6.3 | Identify supporting structures (periodontal ligaments, alveolar bones, gingival, and cementum). |  |
| 6.4 | Identify primary and permanent teeth using the Universal Tooth Numbering System.  |  |
| 6.5 | Identify major landmarks of the oral cavity and surrounding structures (maxillary sinus, salivary glands and ducts, maxilla, mandible, TMJ, incisive papilla, rugae, uvula, frenulums, soft palate, hard palate, tongue, teeth, oral mucosa, gingival tissue, temporal bone, and trigeminal nerve). |  |
| 6.6 | Describe genetic and developmental factors that can affect dental development (tori, geographic tongue, fissure tongue, supernumerary, enamel dysplasia, cleft palate, cleft lip, tongue-tied, anodontia, microdontia, and macrodontia). |  |

## Benchmark 7: Identify the infectious process of dental caries and other diseases of the oral cavity.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Outline the dental caries process.  |  |
| 7.2 | Describe the clinical characteristics of gingivitis (red, swollen gingival tissues that bleed easily). |  |
| 7.3 | Recognize the diseases/conditions of the oral cavity, including oral cancer, candidiasis (thrush), cellulitis, conditions of the tongue (fissured tongue, geographic tongue, and glossitis), and herpes. |  |
| 7.4 | Identify the effects of methamphetamine use.  |  |
| 7.5 | Describe the oral conditions of a patient with eating disorders. |  |

## Benchmark 8: Identify components of a comprehensive preventive dentistry program.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Explain the parts of a preventive dentistry program including nutrition, patient education, plaque control, fluoride therapy, and dental check-ups. |  |
| 8.2 | Identify different products used for oral hygiene and their uses including toothbrushes, dental floss/tape, interdental aids, toothpastes, mouth rinses. |  |
| 8.3 | Outline techniques for educating patients in oral hygiene including tooth brushing methods, flossing, disclosing. |  |
| 8.4 | Instruct a patient in preventive education and oral hygiene instruction. |  |
| 8.5 | Explain how diet and nutrition can affect oral conditions.  |  |
| 8.6 | Analyze the six areas of the food pyramid (grains, vegetables, fruits, oils, milk, and meat/beans). |  |

## Benchmark 9: Perform the skills and responsibilities of a dental assistant in the front office.

### Competencies

| **#** | Discuss and apply oral communications.  | **Rating** |
| --- | --- | --- |
| 9.1 | Demonstrate good phone courtesy.  |  |
| 9.2 | Discuss the importance of understanding cultural diversity in the dental office. |  |
| 9.3 | Outline the process of scheduling appointments. |  |
| 9.4 | Identify the functions of computerized practice management systems and manual bookkeeping practices. |  |
| 9.5 | Identify the data gathering process and prepare a patient record including registration forms, medical-dental health history forms, clinical examination forms, progress note forms. |  |
| 9.6 | Describe how to use these filing systems: alphabetic, numeric, cross-reference, and chronologic. |  |
| 9.7 | Define terminology related to insurance including assignment of benefits, carrier, co-insurance, deductible, dependent, eligibility, exclusions, maximum, provider, subscriber. |  |
| 9.8 | Discuss and apply oral communications.  |  |

## Benchmark 10: Perform basic life support skills.

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Describe the signs and symptoms of a common medical emergency and describe how to respond to them. |  |
| 10.2 | Demonstrate how to treat syncope. |  |
| 10.3 | Demonstrate how to treat postural hypotension. |  |
| 10.4 | Obtain current CPR certification. |  |

## Benchmark 11: Perform the skills and responsibilities expected of a dental assistant in a dental examination.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Describe the role of the dental assistant in the clinical examination.  |  |
| 11.2 | Receive patients and prepare room for treatment. |  |
| 11.3 | Take, record, and monitor vital signs (using automated systems). |  |
| 11.4 | Chart existing restorations or conditions.  |  |
| 11.5 | Explain the importance of a treatment plan. |  |
| 11.6 | Maintain field of operation during dental procedures.  |  |
| 11.7 | Explain the difference between an oral prophylaxis and coronal polishing. |  |
| 11.8 | Demonstrate safety precautions to be followed during coronal polish. |  |
| 11.9 | Perform coronal polish.  |  |
| 11.10 | Outline the methods of fluoride therapy. |  |
| 11.11 | Apply topical fluoride. |  |
| 11.12 | Maintain records in accordance with legal guidelines. |  |
| 11.13 | Record the examination in patient record. |  |
| 11.14 | Demonstrate how to correct an error on the patient chart. |  |

## Benchmark 12: Demonstrate patient and operator protection, infection control procedures, expose and process, evaluate, mount, and label dental x-rays.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Explain to a patient the benefits of dental x-rays. |  |
| 12.2 | Identify types of intraoral and extraoral radiographs and the purpose of each. |  |
| 12.3 | Identify the components of the dental x-ray machine and their use. |  |
| 12.4 | Demonstrate methods of radiation protection for the patient during x-ray exposure. |  |
| 12.5 | Demonstrate methods of radiation protection for the operator during x-ray exposure. |  |
| 12.6 | Demonstrate infection control during x-ray procedures. |  |
| 12.7 | Assemble the XCP instrument. |  |
| 12.8 | Demonstrate techniques for intraoral x-rays. |  |
| 12.9 | Outline the advantages and disadvantages of digital radiography. |  |
| 12.10 | Demonstrate extraoral x-ray techniques. |  |
| 12.11 | Evaluate x-rays for diagnostic quality. |  |
| 12.12 | Identify common exposure and technique error. |  |
| 12.13 | Identify common processing errors. |  |
| 12.14 | Outline care of the automatic processor. |  |
| 12.15 | Identify radiographic landmarks for mounting intraoral films. |  |
| 12.16 | Mount and label radiographs. |  |

## Benchmark 13: Examine pharmacology and pain control in the dental office setting.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 13.1 | List each part of a prescription. |  |
| 13.2 | Identify common prescription abbreviations. |  |
| 13.3 | Record prescription in the patient record. |  |
| 13.4 | List commonly prescribed drugs in dentistry. |  |
| 13.5 | Prepare for a local anesthetic injection. |  |
| 13.6 | Identify local anesthetic agents |  |
| 13.7 | Identify the complications and precautions for dental anesthesia. |  |
| 13.8 | Explain the use and purpose of nitrous oxide in dental treatment. |  |
| 13.9 | Describe the procedure for monitoring nitrous oxide/oxygen analgesia. |  |
| 13.10 | Document the use of anesthesia and pain control in the patient record. |  |

## Benchmark 14: Identify components of operative procedures and assist in patient treatment.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 14.1 | Identify reasons for restorative and esthetic dental treatment. |  |
| 14.2 | Outline responsibilities of the dental assistant in operative dental procedures. |  |
| 14.3 | Identify handpieces and burs, their common uses in operative dentistry, and maintenance. |  |
| 14.4 | Mix restorative dental materials. |  |
| 14.5 | Outline treatment options for vital bleaching. |  |
| 14.6 | Outline steps for instrument setup and care. |  |
| 14.7 | Set up for a Class II amalgam procedure using proper instruments and accessories. |  |
| 14.8 | Set up for a composite procedure using proper instruments and accessories. |  |
| 14.9 | Provide post-operative instructions for restorative procedures. |  |
| 14.10 | Record the amalgam procedure in patient record. |  |
| 14.11 | Record the composite procedure in patient record. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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