



Dental Assistant

curriculum

Dental Assistants work at dentist’s offices, orthodontic practices and dental surgery centers to help administer patient care during dental cleanings and oral surgery. Dental Assistants educate patients about procedures and dental maintenance, give instructions for oral care, order x-rays and other scans and reach out to patients about scheduling routine appointments. They set up dental exam tables, assist during cleanings and fillings and hold dental instruments like suction tubs and mirrors while the Dentist works. Dental Assistants also keep track of administrative duties like scheduling patients, stocking supplies and billing patients or insurance providers

Parts	Modules	Clinical Lab Skills	Takeaways
<p>PART 1 The Profession</p>	<ul style="list-style-type: none"> • Introduction to Dental Assistant • Preventive Dentistry and Nutrition • 	<ul style="list-style-type: none"> • Fluorides • Home-care techniques 	<ul style="list-style-type: none"> • Identify early developments and major contributors to dentistry from early times through the Renaissance period. • Identify members of the dental health team. • List the various tasks that may be performed by the auxiliary personnel • Explain the personal qualifications required of a dental assistant. • Describe the different areas of a dental office and the role of the dental assistant in each of these areas.
<p>PART 2 The Science</p>	<ul style="list-style-type: none"> • Anatomy and Physiology • Dental Anatomy • Dental Terminology and Anatomy • Cavity Classification and Charting 	<ul style="list-style-type: none"> • Charting symbols • Deciduous (baby) teeth • Permanent (adult) teeth • Black’s system of cavity 	<ul style="list-style-type: none"> • Define, pronounce, and use dental terminology correctly. • Know the anatomy of the mouth and identify various parts of the mouth, neck, and throat. • Describe the structure of the tooth. • Name the types of teeth, their functions, surfaces, and classification as either anterior or posterior teeth.

<p>PART 3 Infection Prevention and Hazardous Materials</p>	<ul style="list-style-type: none"> • Preventive Dentistry and Nutrition • Cavity Classification and Charting 	<ul style="list-style-type: none"> • Fluorides • Nutrition • Dental history forms • Vital Signs • Black's system of cavity 	<ul style="list-style-type: none"> • State the primary goal of preventive dentistry. • Discuss dental plaque and calculus and their role in causing dental disease. • Explain the use of fluorides. • Explain how to instruct a patient in home-care techniques. • Explain the role of nutrition in preventive dentistry. • Identify the types of questions asked on the medical and dental history forms. • List medical conditions and their importance in dental treatment. • Explain what vital signs are, how to take them, and how to record the results. • Use and interpret the different charting symbols. • Identify permanent (adult) and deciduous (baby) teeth using three different systems. • Explain Black's system of cavity classification.
<p>PART 4 Dental Law and Ethics</p>	<ul style="list-style-type: none"> • Dental Law and Ethics 	<ul style="list-style-type: none"> • HIPAA • Malpractice • Privacy • Confidentiality • Security. 	<ul style="list-style-type: none"> • Describe the basics of dental jurisprudence and ethical behavior. • Describe what constitutes malpractice. • Discuss the elements and principles of ethical decision making. • Think critically about ethical issues in dentistry. • Describe what HIPAA is, its purpose, and noncompliance penalties. • Explain the differences between privacy, confidentiality, and security.
<p>PART 5 Dental Operator</p>	<ul style="list-style-type: none"> • Dental Operator: Patients, Instrumentation, and Moisture Control • Dental Instrumentation 	<ul style="list-style-type: none"> • Instruments, • Tray Set-Ups • Rotary • Headpieces • Accessories • Tooth preparation instruments • Restorative instruments • Dental burs 	<ul style="list-style-type: none"> • Identify and understand the use of the major pieces of equipment found in a dental operator. • Explain the correct seated position of the operator and assistant at chair side. • Demonstrate how to pass instruments in the position of use. • Recognize at least 10 hand instruments and explain their functions. • Describe the major functions of rotary instruments, both high and low speeds. • Explain the moisture control procedures and their purpose. • Identify the name and parts of each dental instrument. • Recognize the function and use of each dental instrument. • Recognize and select the component parts of an instrument and its use. • Select instruments for a tray-set up for any given dental procedure. • Chair-side Instrumentation for Restorative Procedures: • List and describe the functions of various restorative instruments and their parts. • Describe and understand the function of all types of hand cutting instruments. • List and describe the names, numbers, and functions of burs. • Know and comprehend the function of abrasion rotary instruments.

PART 6
Infection Control

- Disease Transmission, Pathology, and Dental Emergencies
- Infection Control
- Sterilization procedures
- OSHA Regulations
- Radiology 1
- Radiology 2
- Radiography Technique

- Instrument processing and Sterilization
- Autoclaving
- Chemical Vapor
- Slow-Speed Motor
- Dental x-ray machine
- Radiopaque
- Radiolucent
- Radiograph
- Intraoral Dental Film
- Dental Imaging Unit
- Position-indicating device (PID)

- Define cleanliness, decontamination, disinfection, and sterilization.
- Explain the Universal Precautions that are to be taken with every patient.
- Explain the protective barriers used in the treatment room.
- Identify the preferred means of sterilization and/or disinfection for items and equipment found in the dental office.
- Describe proper hand-washing and gloving procedures
- Explain the OSHA regulations relating to the dental office.
- Develop a plan to implement the bloodborne pathogens standard.
- Understand infection control requirements.
- Explain how to evaluate workplace hazards.
- Discuss how to conduct an OSHA training session.
- Describe critical dental office protective procedures and hazard management
- List the hazards and benefits of x-rays.
- Describe cell radiosensitivity and the effects of radiation on cells.
- Define the ALARA principle.
- List the three types of radiation produced by the machine and their hazards.
- Discuss dental film sizes, speeds, components, and storage.
- Discuss the types of dental radiographs, why each is taken, and the legal aspects of dental films
- Describe the properties of a quality diagnostic radiograph.
- Discuss how to prevent common faults in radiographs

PART 7
Pharmacology and Anesthesiology

- Pharmacology and Anesthesiology
- Dental Materials
- Dental Materials Technique

- Water/powder ratio
- Dental gypsum
- Trim a stone or plaster cast
- Final impression materials
- Hydrocolloid materials
- Elastomeric materials
- Occlusal registration

- Describe the use of drugs in the dental practice.
- Discuss the legalities and precautions of handling drugs in the dental office.
- Explain the components and uses of topical and local anesthetic agents.
- Specify the different methods of administering local anesthesia.
- Explain how to prepare an anesthetic syringe and detail the methods of safely recapping after use.
- Describe the use of nitrous oxide, and list the hazards and precautions in its use.
- Distinguish between the different types of dental cements and discuss their use.
- Describe dental amalgam, including its components and mixing procedures.
- Identify the principles of cavity preparation and the different cavity classifications.
- Explain the purpose of a matrix band, retainer, and wedge.
- List the steps for completing an amalgam restoration.
- Explain what a composite material is, its use, and setting methods.

<p>PART 8</p> <p>Dental Specialties</p>	<ul style="list-style-type: none"> • Endodontic/Periodontics • Pediatric Dentistry/Orthodontics • Communicating in the Dental Office • Business Administration for the Dental Assistant • Practice Management Software 	<ul style="list-style-type: none"> • Bookkeeping system. • Practice-Web Dental Software program • Schedule and view appointments. • Arrange payment plans. • Create insurance claims. • Create a Period Chart. • Scan and view images. • Manage patients' accounts. • Send an e-claim. 	<ul style="list-style-type: none"> • Describe the types and causes of pulpitis and other endodontic conditions. • List the methods used to diagnose endodontic conditions. • Recognize the most common endodontic instruments. • Define the types of endodontic procedures. • Identify the location and significance of the tissues of the periodontium • Specify the different forms of periodontal disease. • Define pediatric dentistry. • Explain emergency procedures in the pediatric dentist's office. • Identify the office, instruments, and procedures used in an orthodontic practice. • List the procedures performed in a prosthodontic office. • Describe the different types of appliances used in the mouth. • Explain the procedures performed in oral surgery, the instruments used, and the importance of infection control. • Explain the techniques used to greet the patients. • Describe the eight levels of relating to others. • Describe the proper way to greet a patient in person and on the telephone. • Outline different methods for recalling patients for checkups and follow-up care. • List the five parts of a bookkeeping system. • List three guidelines for storing supplies. • Identify eight ways to resolve conflict. • Describe how to monitor and assess dental fears.
<p>PART 9</p> <p>Career Development Skills</p>	<ul style="list-style-type: none"> • Job placement assistance (classroom) training • Identify potential employers for employment • Resume writing • Interview skills • Employment application • Professional ethics 	<ul style="list-style-type: none"> • Cover letter • Résumé • Interview 	<ul style="list-style-type: none"> • Explain the key components of a uniform. • List some of the professional organizations of which you may become a member. • Write a cover letter and a résumé for employment. • Describe the elements of a professional appearance. • Identify resources for locating job opportunities. • Describe interview
<p>PART 8</p> <p>Dental Assisting Examination Prep</p>	<ul style="list-style-type: none"> • HESI Dental Assisting Practice Tests • Self-study practice quizzes and exams • Dental Assisting Practice Test 	<ul style="list-style-type: none"> • Web-based Practice Exam • HESI 	<ul style="list-style-type: none"> • Detailed rationales for each question reinforce Students understanding of key concepts and help you develop sound clinical reasoning skills. • Self-study practice quizzes and exams give you unlimited opportunities to test your comprehension and include both comprehensive and content-specific assessments. • Convenient, web-based platform allows you to study and assess your knowledge anywhere, anytime.