

Dental Assisting Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our practicing dental office. During your course of study, you will learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 25 hours of instruction in radiology and are therefore **certified** according to the requirements of the State of Florida. Students are also trained in the essential Expanded Duties deemed most important by dentists as outlined below. Details of the student's extensive clinical training are outlined below.

Students have performed the following essential clinical skills:

1. Take a full FMX (18 films) + Panoramic xray
2. HVE suctioning
3. Instrument passing to doctor
4. Setup and breakdown of treatment room
5. Rubber dam placement
6. Upper and lower alginate impressions, model pouring and trimming
7. Place sealants on teeth
8. Acrylic temporary crown fabrication
9. Acid etching and bonding application
10. Nitrous Oxide Administration and Monitor
11. Pack gingival retraction cord
12. Fabrication of upper and lower bleach trays
13. Coronal polishing

All students have received training in the following areas:

- Dental Theory and Terminology**
 - A. Dental and oral anatomy, tooth identification and numbering system
 - B. Instrument nomenclature for all aspects of General Dentistry
 - C. Dental terminology
 - D. Equipment operation, chair positioning, assistant equipment usage
 - E. Treatment options available, depending on oral conditions
- I. Receptionist - Front Desk Office Management**
 - A. Phone techniques and appointment book control
 - B. Billing: accounts receivable and accounts payable, collections
 - C. Filing insurance forms and pre-treatment estimates
 - D. Insurance terminology
- II. Four-Handed Dental Assisting**
 - A. Instrument transfer techniques, chair-side assisting and patient HVE suctioning techniques
 - B. Chair-side doctor-patient-assistant positioning
 - C. Tub and tray systems of instruments and materials
 - D. Familiarity and use of instruments, materials and procedures in assisting for:
 1. Preparing treatment room, anesthetic syringe, patient
 2. Operative Dentistry-amalgam and composite restorations, materials and instruments
 3. Oral Surgery - instruments, procedures and post-op protocols
 4. Crown and Bridge - polyvinyl "gun type" impression taking, temporary acrylic crown fabrication, cord packing, hemostatic agents
 5. Endodontics - instruments, medicaments and materials: how and why they are used
 6. Periodontics - disease origin and usual treatment methods
 7. Pedodontics - commonality and differences in treating children vs. adult patients
- III. Radiology**
 - A. X-ray theory and technique, use of Rinn® holders and other methods
 - B. Intraoral, bitewing, panoramic and endodontic exposure methods
 - C. Introduction to Digital Radiography
 - D. Developing x-rays using the automatic processor
 - E. Darkroom care and maintenance
 - F. X-ray identification, interpretation, safety and precautions, mounting FMXs
- IV. Impressions and Model Trimming, Bleaching Trays**
 - A. Impression materials and practice in their uses: alginates, polyvinyl siloxane, etc.
 - B. Bite registrations, counter impressions,
 - C. Model pouring and trimming
 - D. Fabrication and delivery of bleaching trays
- V. Cements and Liners**
 - A. Introduction to various cements and liners used in dentistry
 - B. Practice mixing cements and liners
- VI. Nitrous Oxide Administration**
- VII. Sterilization Techniques**
 - A. Sterilization theory and terminology, autoclave operation
 - B. Instrument and equipment sterilization / disinfection
 - C. Treatment room disinfection and asepsis techniques
 - D. Handpiece care and maintenance
- VIII. Job Interview Coaching**
 - A. Proper image, dress, resume, and how to prepare for the job interview itself