



**Washington Academy of General
Dentistry Dental Assistant School
19415 International Blvd #410
Sea Tac, WA 98188-5308
(206)212-4969**

Registered Dental Assistant Program Description & Outline

Program information

Instructor:

Marta Card, RDH

Program clock hours & schedule:

The program schedule is Monday- Friday, 8 a.m.- 5 p.m., with an hour lunch from 12 p.m. – 1 p.m. This course is four weeks in length, a total of 160 clock hours.

Program Description:

Washington Academy of General Dentistry Dental Assistant School offers a state-of-the-art dental assisting program that will allow students to complete the program with the skills and education that is required to become a successful and competent dental assistant. This program will prepare the students with the training to be able to work alongside dentists and dental specialists. This includes the knowledge of infection control and instrument processing, professionalism, basic dental procedures, equipment, dental radiology techniques and safety, dental terminology, preparation of dental materials, dental specialties, and chairside assisting. After completion of the program, the students can apply to the Washington Dental Board to become a registered dental assistant.

Program Objectives:

- To prepare dental assisting students for employment as a dental healthcare professional.
- An understanding of dental ethics and the laws of dentistry.
- To properly demonstrate and describe infection control techniques including disinfection, instrument processing, sterilization, proper use of personal protective equipment.
- Identify and locate dentitions, landmarks, and development of the oral cavity.
- To be able to identify dental instruments and materials, and their uses in general dentistry and dental specialties.
- Interpret Dental Radiology terminology and safety. Also, demonstrate proper techniques and use of equipment.
- Demonstrate clinical competencies of an entry level dental assistant.

Instructional Methods:

The methods of instruction utilized during the program will be classroom lectures, discussions, case studies, independent study, clinical simulations, and study models.

Textbooks and Materials:

- Bird, D. and Robinson, D. (2021). Modern Dental Assisting, 13th Edition. Elsevier Inc. ISBN:978-0-323-62485-5
- Bird, D. and Robinson, D. (2021) Student Workbook for Modern Dental Assisting, 13th Edition. Elsevier Inc. ISBN:978-0-323-673167
- Bartolomucci Boyd, L.R. (2021). Dental Instruments: A Pocket Guide, 7th Edition. Elsevier Inc. ISBN:978-0-323-67243-6

Student Evaluation Techniques:

A test may be administered after each week to determine the amount of learning that has taken place. Test scores that are below 75 percent are an

indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Grading Scale:

A: 100-93

B: 92-85

C: 85-75

D: 74-70

F: 69 & below

Incomplete Grades:

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students do not turn in work or do not take tests. If a student does not make arrangements to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades:

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Attendance Requirements:

Washington Academy of General Dentistry Dental Assisting School records the daily attendance of each student. Records are available for student review. Absenteeism with no doctor's excuse constitutes cause for dismissal. Students must attend all twenty sessions of class. A student who has any unexcused absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

Program Outline

Week 1:

Day 1:

1. The Professional Dental Assistant
 - a. Characteristics of a Professional Dental Assistant
 - b. Career Opportunities
2. The Dental Healthcare Team
 - a. Dentist
 - b. Dental Hygienist
 - c. Dental Assistant (Business & Clinical)
 - d. Dental Laboratory Technician
3. Dental Ethics
 - a. Basic Principles of Ethics
 - b. Applying Ethical Principles
4. Dentistry & the Law
 - a. State Dental Practice Act
 - b. Malpractice
 - c. Risk Management
 - d. Patient Record
 - e. HIPAA & Patient Privacy

Day 2:

5. Disease Transmission & Infection Prevention
 - a. Infection Control
 - b. Use of Personal Protective Equipment
 - c. Disease Transmission
 - d. Responsibility & Roles of CDC & OSHA
 6. Principles & Techniques of Disinfection
 - a. Touch, Transfer, and Contact Surfaces
 - b. High Level Disinfectants
 7. Principles & Techniques of Sterilization & Instrument Processing
 - a. Classifications of Patient Care Items
 - b. Instrument Processing
 - c. Methods of Sterilization
 - d. Sterilization Monitoring
 - e. Sterilization of Dental Handpieces
- Clinical Simulation Exercise- Practicing Disinfection & Sterilization Techniques

Day 3:

6. Overview of the Dentitions
 - a. Dentition Periods
 - b. Dental Arches
 - c. Types & Functions of Teeth
 - d. Tooth Surfaces
 - e. Tooth Numbering Systems
 - f. Charting Exercise
7. The Patient Record
 - a. Obtaining & Reviewing Patient's Medical History
 - b. Electronic Dental Records
8. Vital Signs
 - a. Factors that may affect vital signs
 - b. Respiration
 - c. Pulse
 - d. Blood Pressure

Clinical Simulation Exercise for Recording Vital Signs

Day 4:

9. Assisting in a Medical Emergency
 - a. Preventing Medical Emergencies
 - b. Recognizing Medical Emergencies
 - c. Emergency Equipment & Supplies
 - d. Common Medical Emergencies in the Dental Office
10. The Special Needs & Medically Compromised Patient
 - a. The Role of the Dental Assistant
 - b. The Special Needs Patient
 - c. Disorders of the Medically Compromised Patient
11. The Patient Record
 - a. Recording and reviewing medical history
 - b. Maintaining patient records
12. The Dental Office
 - a. Design of Dental Office
 - b. Clinical Equipment & Care
 - c. Morning and Evening Routines for Dental Assistants
13. Delivering Dental Care

- a. Preparing the Treatment Area
- b. Greeting and Seating the Patient
- c. Team Dentistry
- d. Operating Zones
- e. Instrument Transfer
- f. Patient Education

Day 5:

- 14. Dental Hand Instruments
 - a. Identifying Hand instruments
 - b. Mirror and Explorer Uses
 - c. Instrument Classification
- 15. Oral Diagnosing and Treatment Planning
 - a. Examination and diagnostic techniques
 - b. Recording the dental examination
 - c. Clinical examination
 - d. Treatment planning

Day 6:

Test over days 1-5

- 16. Oral Embryology and Histology
 - a. Facial Development and Growth
 - b. Life cycle of a tooth
 - c. Anatomic parts of the tooth
 - d. Supporting Structures
 - e. Oral mucosa
- 17. Head and Neck Anatomy
 - a. Regions of the Head
 - b. Bones of the Face
 - c. Temporomandibular Joints and temporomandibular Disorders
 - d. Muscles of the Head and Neck
 - e. Salivary Glands
 - f. Blood supply to the head and neck
 - g. Nerves of the head and neck

Day 7

- 18. Landmarks of the Face and Oral Cavity
 - a. Landmarks of the Face
 - b. The oral cavity
- 19. Tooth Morphology

- a.Types of teeth in Permanent Dentition & their functions
- b.Types of teeth in Primary dentition & their functions

Day 8:

- 20. Dental caries
 - a.Bacterial infection
 - b.The Caries Process
 - c.Caries Diagnosis
- 21. Periodontal Disease
 - a.Periodontal Disease & Systemic Health
 - b. Causes of Periodontal Disease
 - c.Types and Descriptions of Periodontal Disease

Day 9:

- 22.Preventive Dentistry
 - a. Components of preventive Dentistry Program
 - b. Early Dental Care
 - c. Dental Sealants
 - d. Fluoride
 - e. Nutrition
 - f. Plaque Control
- Clinical Exercise for Disclosing and Flossing Techniques

Day 10:

- 23. Dental Handpieces and Accessories
 - a. Types of hand pieces and their uses
 - b. Types of Burs and their uses
- 24. Moisture Control
 - a. Oral Evacuation Systems
 - b. Methods of Isolation
 - c. The Dental Dam and set-up
- 25. Principles of Pharmacology
 - a. Overview of Drugs
 - b. Drugs commonly prescribed in Described in Dentistry & their dosage
 - c. Adverse Drug Effects

Day 11:

Test over day 5-10

- 26. Foundations of Radiography
 - a. Radiation Physics

- b. The Dental X-Ray Machine
 - c. X-Ray Production
 - d. Characteristics of X-Ray Beam
 - f. Radiation Effects, Measurement and Safety
27. Digital Imaging, Dental Film, and Processing Radiographs
- a. Digital Radiography
 - b. X-Ray Film and Processing
 - c. Positioning Instruments
28. Legal Issues, Quality Assurance, and Infection Prevention
- a. Legal Considerations
 - b. Quality Assurance
 - c. Infection Control for Radiology
- Clinical Simulation Exercise- Practicing Dental Radiology Infection Control

Day 12:

29. Intraoral Imaging
- a. Full- Mouth Survey
 - b. Intraoral Imaging Techniques
 - c. Paralleling Technique
 - d. Bitewing Technique
 - e. Occlusal Technique
 - f. Mounting Dental Radiographs
- Clinical Exercise- Practicing Intraoral Techniques
30. Extraoral Imaging
- a. Panoramic Imaging
 - b. Three-Dimensional Digital Imaging
 - c. Specialized Extraoral Imaging
- Clinical Exercise- Practicing Extraoral Techniques

Day 13:

Dental Radiology Exam

31. Restorative and Esthetic Materials
- a. Standardization & Properties of Dental Materials
 - b. Direct Restorative Materials
 - c. Temporary Restorative Materials
 - d. Indirect Restorative Materials
32. Dental Liners, Bases, and Bonding Systems
- a. Pulpal Responses

- b. Cavity Liners & Sealers
- c. Dental Bases
- d. Desensitizers
- e. Dental Etchant
- f. Dental Bonding

Day 14:

33. Dental Cements

- a. Classifications of Dental Cement
- b. Variables Affecting Cementation
- c. Types of Cement
- d. Cement Removal

Clinical Exercise- Mixing Dental Materials

34. Anesthesia and Pain Control

- a. Topical Anesthesia
- b. Local Anesthesia
- c. Inhalation Sedation
- d. General Anesthesia
- e. Documentation of Anesthesia and Pain Control

Clinical Exercise- Practice Setting Up the Dental Operatories

Day 15:

35. Impression Materials

- a. Classification of Impressions
- b. Impression Trays
- c. Hydrocolloid Materials
- d. Elastomeric Materials
- e. Occlusal (Bite) Registrations

36. Laboratory Materials and Procedures

- a. Safety in the Dental Laboratory
- b. Dental Lab Equipment
- c. Dental Models
- d. Custom Impression Trays
- e. Dental Waxes

Clinical Simulation Exercise: Taking Alginate Impressions, Pouring Dental Models, Trimming & Finishing Models, Constructing a Vacuum- Formed Custom Tray

Day 16:

Exam over Dental Materials

- 37. General Dentistry
 - a. Restoration Process
 - b. Permanent Restorations
 - c. Intermediate Restorations
 - d. Veneers
 - e. Tooth Whitening
- 38. Matrix Systems for Restorative Dentistry
 - a. Posterior Matrix Systems
 - b. Anterior Matrix Systems
 - c. Alternative Matrix Systems
- 39. Fixed Prosthodontics
 - a. Types of Fixed Protheses
 - b. Overview of a Crown Procedure
 - c. Overview of a Bridge Procedure
 - d. Computer Assisted Restorations
- 40. Provisional Coverage
 - a. Categories of Provisional Coverage
 - b. Criteria for Provisional Fabrication
 - c. Home Care Instructions for Patients
 - d. Removal of Provisional Crown or Bridge
- 41. Removable Prosthodontics
 - a. Removable Partial Denture
 - b. Complete Denture
 - c. Immediate Denture
 - d. Overdentures
 - f. Denture Adjustments & Relines
 - g. Denture Repair & Duplication

Day 17:

- 42. Dental Implants
 - a. Indications & Contraindications for Dental Implants
 - b. Types of Dental Implants
 - c. Preparation of Dental Implants
- 43. Endodontics
 - a. Pulpal Damage
 - b. Endodontic Diagnosis
 - c. Endodontic Procedures
 - d. Endodontic Instruments & Accessories

- e. Medicaments & Dental Materials used in Endodontics
 - f. Overview of Root Canal Therapy
 - g. Surgical Endodontics
44. Periodontics
- a. The Periodontal Examination
 - b. Periodontal Instruments
 - c. Surgical & Nonsurgical Treatment
 - d. Lasers in Periodontics
- Clinical Simulation Exercise- Periodontal Charting
45. Oral and Maxillofacial Surgery
- a. The Surgical Setting
 - b. Surgical Instruments & Accessories
 - c. Surgical Procedures
 - d. Postoperative Care & Complications
- Day 18:**
46. Pediatric Dentistry
- a. The Pediatric Dental Team & Office
 - b. The Pediatric Patient
 - c. Pediatric Procedures
 - d. Coronal Polishing
 - e. Dental Sealants
47. Orthodontics
- a. Benefits of Orthodontic Treatment
 - b. Classes of Occlusion
 - c. Orthodontic Records
 - d. Orthodontic Instruments & Accessories
 - e. Orthodontic Treatment
- Day 19:**
- Exam over Dental Specialities
48. Communication in the Dental Office
- a. Communicating with Patients & Colleagues
 - b. Written Communications
49. Business Operating Systems
- a. Computer Software and Applications in the Dental Office
 - b. Record Keeping
 - c. Inventory Management
 - d. Appointment Scheduling

e. Equipment Repairs & Maintenance
Clinical Simulation Exercise- Utilizing Dental Software
Course Review

Day 20:

50. Marketing Your Skills

- a. Your Professional Career
- b. Locating Employment Opportunities
- c. Seeking Employment

Course Review

- d. Preparing Resumes
- c. Preparing for Job Interviews

Final Examination

