

# **Complete Dental Care Educational Center, PLLC**

## **Registered Dental Assistant Program Syllabus**

### **Course information**

#### **Instructors:**

Mark Holifield, D.M.D- Owner  
Cora Sanders RDA, EFDA- Didactic/Clinical  
Jessica Griffin, RDH- Didactic/Clinical

**Time Allotment:** Monday- Friday 8 a.m.- 5 p.m. with 1-hour lunch from 12 p.m. to 1 p.m. This is a 4-week course, with an accumulation of 160 total clinical and didactic hours

#### **Course Description**

Are you interested in a new and exciting profession that allows for expansion and opportunity? Do you have strong communication skills, working with your hands and enjoy helping others? Then Complete Dental Care Educational Center, PLLC is the place to start. At Complete Dental Care Educational Center, PLLC, we offer a state of the art registered dental assistant program that will allow you to complete the program with the skills and education that is required to become a successful and competent registered dental assistant. Registered dental assistants are very important members of the dental office; they greatly increase the efficiency of the dentist in delivering quality care for every patient. Registered dental assistants are essential in providing patient comfort and support. This course will prepare you for what it takes to work alongside dentists, orthodontists and other oral healthcare specialists. You will leave this course with the knowledge of basic dental procedures and equipment, radiology uses and safety, dental terminology, preparation of dental materials, dental specialties, proper safety and infection control and the skills to perform efficiently chairside.

#### **Course Objectives:**

- Upon completion of this Registered Dental Assistant course, students will be able to:
- Demonstrate professionalism and ethics within the dental office.
- Demonstrate the proper use of personal protective equipment along with safety and sterilization standards.
- identify dentitions, landmarks, and development of the oral cavity based on knowledge gained from oral histology and embryology, head and neck anatomy and pathology.
- Identify the uses of dental instruments and dental materials in the office.
- Demonstrate proper use of radiology and equipment.

- Utilize the knowledge of various specialty procedures that will allow the student to qualify for an entry level position as a Registered Dental Assistant, the graduates from this program will have the core skills needed to secure employment into many areas of the dental field.

**Instructional methods:**

Lecture, Discussions, Case Studies, independent study, simulations in clinic, study models, clinical experience and practice

**Textbooks and Materials:**

-Bird, D. and Robinson,D. (2015). Modern dental Assisting. (11<sup>th</sup>) Elsevier Saunders. ISBN 978-1-4557-7451-7

-Bird, D. and Robinson,D. (2015). Student Workbook for Modern Dental Assisting. (11<sup>th</sup>) Elsevier Saunders. ISBN 978-1-4557-7454-8

-Bartolomucci Boyd, L.R. (2015). Dental Instruments: A Pocket Guide. (5<sup>th</sup>). Elsevier Saunders. ISBN: 978-0-323-18594-3

**Course Requirements:** Students must maintain a C average throughout the program, if any student falls below a C average, the student must seek tutoring at an additional cost of \$50 per 1 hour session. Tutoring is available Monday through Thursdays from 5pm to 7 pm. If a student fails to arrange the tutoring sessions within 1 day of falling below a C average or fails to arrange or attend tutoring; the student will be dismissed from the program and refunded according to the refund policy. Remember to ask as many questions as you would like during didactic or clinical sessions, if you are unclear about any portion of the curriculum, to help you stay on track and to help you understand all processes as they are being taught. If a student is failing and is unable to bring their grades to satisfactory standards even with the assistance of tutoring, that student will be dismissed with no readmission due to the length of the course.

**Grading Scale:**

A-93-100

B-92-85

C-84-75

D- 74-70

F-69 or below

## **Honor Code**

All work must be your own work; this includes study models, mounting of radiographs, and any and all tests. Being dishonest only hurts yourself and your future career. Again, if you need help, you only need to ask.

## **Attendance Policy**

Students are required to attend all 20 sessions of class throughout this program. Being present is essential for staying on track with the materials being taught daily. Punctuality and dedication are keys to success in this program. If students do not have the mandatory 160 hours in this program, they will not be able to receive certification of completion for the program. Should a student have to miss class with an excused absence, the student will schedule to make up missed hours on their first day back in class, students will have one day to make arrangements for tutoring to make up missed class hours. The opportunity to make up for missed class hours with tutoring will be available from 5 pm to 7pm Monday through Thursday. Tutoring, to make up for missed class time, will be available only in the case of excused absences; tutoring will be available for these instances for an additional fee of \$275. This additional cost will be mandatory in order to make up missed hours with tutoring and the fee is to be paid prior to the tutoring sessions. If a student fails to make up the missed hours, the student will be dismissed from the program and refunded according to the refund policy. An additional \$50 per 1 hour session will be charged to those who require tutoring but do not have an absence; this fee is to be paid after the tutoring session has concluded. Students are encouraged to ask as many questions as needed during class time to help with clarification on any needed subjects to avoid tutoring fees. Unexcused absences will not be tolerated. If a student has an unexcused absence the student will not be allowed to make those hours up and will be dismissed from the program, and their tuition refunded according to the refund policy.

## **Refund Policy**

A full refund of all monies paid will be made to or on behalf of the applicant if the applicant requests cancellation before the start of the first class. There is a \$100.00 non-refundable application fee.

**Refund Policy** Students are responsible for making suitable arrangements to pay for tuition and fees incurred as a result of their enrollment at Complete Dental Care Educational Center, PLLC. In the event that a student withdraws or is dismissed from all classes during the term, refunds of tuition and fees are calculated according to the schedule below. Refunds are not given for books and supplies that have already been issued. Refunds will be made within 30 calendar days of the student's determined date of withdrawal.

## **Cancellation and Refund Policy in Tennessee**

1 (a) If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00)

(b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student;

(c) In addition to subparagraph (1)(b) of this rule, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00);

(d) In addition to subparagraph (1)(b) of this rule, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or

(e) In addition to subparagraph (1)(b) of this rule, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.

(f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

(2) When computing refunds pursuant to the default refund policy, the last day of attendance for a student shall be one of the following:

(a) The date on the expulsion notice if a student is expelled from the institution;

(b) The date the institution receives a written notice of withdrawal from a student;

(c) When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or

(d) The date the student fails to return from an approved leave of absence.

## **WEEK 1**

### **Day 1**

1. Meeting the Dental team
  - a. Dentist
  - b. Dental Hygienist
  - c. Front Desk, reception
2. Putting on Personal Protective Equipment (PPE)/ Removing Personal Protective Equipment (PPE)
  - a. Gloves
  - b. Mask
  - c. Lab Jacket or Gown
  - d. Eyewear
3. Sterilization and infection prevention in Dentistry
  - a. Steam
    - i. Statim
    - ii. Autoclave
  - b. Cold Sterile
  - c. Disinfection
  - d. Chemicals
  - e. Biohazard
  - f. Sharps

### **Day 2**

4. Ethics and Jurisprudence
5. Dentistry and The Law
6. Regulatory and Advisory Management
  - a. HIPPA
  - b. OSHA**

### **Day 3**

7. Dentition
  - a. Primary and Permanent
  - b. Surfaces of the teeth-- Mesial, Distal, Occlusal, Buccal/facial, Lingual, Incisal
  - c. Root, Crown, dentin, enamel, pulp
  - d. Eruption pattern of teeth

8. Tooth Morphology
9. Charting and classification
10. Diagnosing and treatment planning
11. Mirror and Explorer Use
  - a. Mirror use
    - a. -Indirect Vision
    - b. -Light reflection
    - c. -Retraction
    - d. -Tissue Protection
  - b. Explorer Use
    - a. -Decay Detection by Dentist
    - b. -Calculus Detection
    - c. -noting discrepancies in tooth structure
12. Operating oral evacuation systems and air/water syringe use
13. Maintaining clear field of vision, using various isolation techniques
14. Proper instrument transfer, methods of transfer
15. Proper ergonomics for Dental Assisting

#### **Day 4**

16. The Patient Record
  - a. Recording and reviewing medical History
  - b. Maintaining patient records
17. Vital Signs
  - a. Taking manual Blood pressure and pulse
18. Assisting in a Medical Emergency
19. Delivering Dental Care
20. The Special Needs and Medically compromised patient
21. Seating and dismissing patients

#### **Day 5**

22. General Anatomy
23. General Physiology
24. Head and Neck Anatomy

## **Week 2**

### **Day 6**

**Morning- Test-Written test over materials from days 1-4**

**Tooth test (correctly label the teeth, surfaces, and parts)**

**Afternoon- Clinical**

### **Day 7**

25. Landmarks of the oral cavity
26. Oral histology and Embryology
27. Microbiology

### **Day 8**

28. Radiology 8 hrs
  - a. safety
  - b. Lead Apron
  - c. Digital/ Traditional radiology
  - d. kV, mA and their purpose
  - e. Intraoral/extraoral imaging.
  - f. the use of XCP Instruments, Bite tabs, quick bites
  - g. proper mounting of films

### **Day 9**

Radiology (clinical practice) 8hrs

1. taking a full mouth series of radiographs
2. correctly mounting the complete series of radiographs

### **Day 10**

29. Morning- Midterm Exam

Written Exam along with

Radiology test

Labeling landmarks of the oral cavity

## **Week 3**

## Day 11

30. Dental instruments and their functions
  - a. Brief overview of all instrument set ups (instruments for each specialty will be identified within that specialty in week 4)
31. Handpieces
  - a. highspeed
  - b. slow speed
  - c. burs and their functions

## Day 12

32. Restorative and esthetic Dental Materials
  - a. Amalgam
  - b. Composite
  - c. Glass Ionomers
  - d. Temporary Restorative materials
  - e. Provisional Restorative materials
  - f. Whitening materials
33. Dental Materials
  - a. Alginate
    - i. How to mix
    - ii. How to use
  - b. Smart wetting impression material
    - i. How to use
    - ii. Selection of triple trays
  - c. Types of trays
    - i. Selecting size for alginate impressions
  - d. Wax
  - e. Vacuum former
  - f. Model trimmer
  - g. vibrator
34. Stone
  - a. pink stone
  - b. yellow stone
  - c. white stone
    - i. know mix and set times for the different types of stone

### **Day 13**

- 35. -Dental Liners, bonds, Bases
  - a. Mixing and placement of liners and bases
- 36. -Dental Cements
  - a. Mixing of dental cements
  - b. Loading of dental cements
  - c. Removing excess cement

### **Day 14**

- 37. Dental Matrix systems
  - a. Types
  - b. How to place
  - c. How to remove
  - d. Wedges
- 38. Rubber Dams
  - a. How to place
  - b. How to remove
- 39. Anesthesia
  - a. Lidocaine
  - b. Articaine
  - c. Marcaine
  - d. Mepivacaine
  - e. Citanest
- 40. Assisting with Syringe use
- 41. Dental pain management
  - a. Pharmacology
- 42. Placing topical for injections

### **Day 15-Test-Taking impressions and making study models**

### **Day 16**

### **Test 3**

**Written test over days 11-14, Turn in Study Models**

## **Afternoon begin the Dental Specialties**

### 43. General Dentistry

- a. Instrument use in General Dentistry / setting up a tray
- b. Proper suctioning (will apply to all areas of dentistry)
- c. Giving pre and post-operative instructions
- d. Calling in prescriptions for the dentist (will apply to all areas of dentistry)
- e. properly setting up instrument trays for treatment
- f. packing cord for gingival retraction
- g. fabricating, placing and removing temporary restorations
- h. removal of cement after restorations
- i. applying Fluoride
- j. applying desensitizing agents

### 44. Pediatric Dentistry

- a. Instrument use in Pediatric Dentistry / setting up a tray
- b. Stainless steel crowns (orientation of SSC on the tooth)
- c. Pulpotomy paste placement
- d. Oral hygiene instructions
- e. Applying fluoride
- f. Giving pre and post-operative instructions

## **Day 17**

### 45. Oral and Maxillofacial Surgery/ setting up a tray

- a. Instrument use in Oral and Maxillofacial Surgery
- b. removing sutures/staples
- c. placement and removal of socket dressings
- d. irrigating extraction sites
- e. Giving pre and post-operative instructions

### 46. Prosthodontics

- a. Instruments used in Prosthodontics
- b. Procedures performed by a prosthodontist
- c. Different types of appliances used in the mouth
  - i. Removable

- ii. Fixed
- d. Giving pre and post-operative instructions

## **Day 18**

### 47. Orthodontics

- a. Instruments used in orthodontics
- b. Removal of ligature and arch wires
- c. bending, selecting, pre-sizing arch wires and okaying arch wires after final approval from the dentist
- d. selecting, pre-fitting, cementation, curing, and removing of orthodontic bands or brackets
- e. Removal of loose or broken bands or brackets
- f. placement of springs or wires
- g. placement of hooks on brackets
- h. placement of chain elastics on brackets
- i. Giving pre and post-operative instructions

### 48. Endodontics

- a. Instruments used in Endodontics / setting up a tray
- b. Drying canals with paper points
- c. Pulp testing
- d. Learn about Pulpitis and other endodontic conditions
- e. Common Endodontic instruments
- f. Types of endodontic procedures
- g. Giving pre and post-operative instructions

### 49. Periodontics

- a. Instruments used in Periodontics
- b. removal of periodontal dressing
- c. Recognizing periodontal instruments
- d. Giving pre and post-operative instructions

## **DAY 19**

Review for final exam

### 50. Professionalism

- a. Interviewing
- b. Making a Resume

- 51. Speaking to the patient or parent of a patient
- 52. Dental Terminology
  - i. Calling in prescriptions for the Dentist
  - ii. Proper dental terms/usage
- 53. Front office skills
  - a. Use of Eaglesoft and Dentrix

**Day 20**

- 54. **Final written Exam covering materials from day 1**
  - a. **Instrument test**