



Course Prefix/Number/Title: DAST 124 Clinical Assisting I

Number of Credits: 5 credits

Course Description:

This course provides information on the history of dentistry, members of the dental healthcare team and their roles in the practice of dentistry. The student will be performing the CDC Standards of Infection Control in Dental Settings while learning chairside skills such as taking and recording medical and dental histories, dental charting, and the use of the air-water syringe and oral evacuation devices. Students will identify dental hand and rotary instruments and practice instrument transfer. Students will demonstrate proficiency in chairside ergonomics and oral hygiene instruction.

Pre-requisites:

- Accepted into the Dental Assisting program
- DENT 116 Dental Anatomy

Co-requisite:

- DENT 117 Introduction to Infection Control, Immunology and Medical Emergencies in the Dental Practice

Course Objectives:

1. Describe dental health team members regarding educational requirements, dental organizations, and professional roles in the dental office
2. Discuss the American Dental Assistants' Association Professional Code of Ethics
3. Apply standards of infection and hazard control techniques
4. Discuss, identify, operate, and maintain dental operatory equipment
5. Take/review and record medical and dental histories
6. Assist with and/or perform soft tissue extra/intra oral examinations
7. Assist with and/or perform dental charting
8. Maintain accurate patient treatment records
9. Operate oral evacuation devices and air/water syringe
10. Maintain clear field of vision including isolation techniques
11. Perform a variety of instrument transfers
12. Identify dental hand instruments, burs, and rotary instruments
13. Maintain dental handpieces
14. Utilize appropriate chairside assistant ergonomics and positioning
15. Explain the dental caries process

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16. Perform Caries Risk Assessment
17. List caries intervention methods
18. Name and describe the periodontium
19. Provide patient preventive education and oral hygiene instruction

Dental Assisting Student Learning Outcomes addressed in this course

1. **Competently execute dental assisting skills:** Utilize current guidelines for infection control, occupational safety, and perform four-handed chairside dental assisting duties and advanced functions as permitted by the North Dakota Board of Dentistry.
2. **Maintain dental and business office records:** Ensure compliance with HIPAA regulations while managing dental office records effectively.
3. **Apply legal and ethical standards:** Adhere to the North Dakota Dental Practice Act and exhibit professionalism in all interactions with patients, coworkers, and other healthcare professionals.
4. **Provide compassionate and culturally aware care:** Deliver dental assisting services with respect and sensitivity to cultural diversity.

Dental Assisting Program Goals:

1. Earn and maintain full accreditation status according to the Commission on Dental Accreditation (CODA).
2. Admit 100% (12/12) qualified dental assisting students annually according to Dakota College Bottineau's dental assisting program acceptance criteria.
3. Maintain an annual program completion rate of 92% (11/12).
4. Maintain an annual job placement rate of 92% (11/12).
5. Maintain employer satisfaction rate of 90% with readiness skills and content preparation of graduates.

Hybrid Course Information:

- **What is a Hybrid Course?**
DAST Clinical Assisting I is a hybrid course. A hybrid course replaces some in-class time with online learning activities completed outside of class. The lab portion of this course is face-to-face.
- **Reduction of Face-to-Face Time:**
For this course, some of the DAST Clinical Assisting I classroom sessions are being replaced with these online activities: Reading assignments, PowerPoint study, individual and group assignments, and discussions, viewing videos and interactive activities with the Evolve Student Resources and online tests.
- **Expectations for Work Online:**
Although we will meet in-person less frequently than in a regular course, this course requires the SAME amount of work. Taking a hybrid course demands a lot of discipline,

self-direction, and time management skills. You may be expected to do work outside of class that may otherwise have previously been conducted in-class.

- **Technical Requirements:**

You will need regular access to a computer with reliable Internet access to complete assignments and tasks. If you have your own computer or are considering purchasing hardware, please refer to DCB's [Recommended Computer Specifications](#).

Instructor: Ms. Ricki Hill CDA, RDA, RF

Office: 2nd Floor Faculty

Office Hours: Tuesdays 8am-12pm or upon appointment

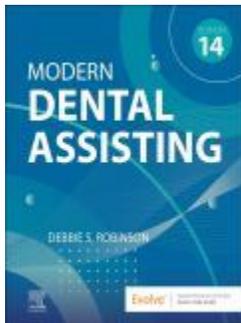
Phone: 701-858-3183

Email: ricki.hoffman@dakotacollege.edu

Lecture/Lab Schedule: This course is a hybrid course. The two lecture hours will be online and 6 hours lab each week are face-to-face.

Textbook(s):

Robinson, D. (2024). *Modern Dental Assisting*. 14th Ed. St. Louis, MO. Elsevier. ISBN: 978-0-323-82440-8



Course Requirements:

Attendance is mandatory in all labs and clinical sessions.

The student must pass this course, both the lecture and lab portion, with a letter grade of “C” or above.

Main Topics Covered

Week	Chapter	Topics
Week 1	Ch. 1, 2, 3	History of Dentistry The Professional Dental Assistant The Dental Healthcare Team
Week 2	Ch. 3 (continued), Ch. 32	The Dental Office

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Week 3	Ch. 4, 5	Dental Ethics Dentistry and the Law
Week 4	Ch. 33	Delivering Dental Care
Week 5	Ch. 13	Dental Caries
Week 6	Ch. 14, Ch. 15	Periodontal Disease Preventive Dentistry
Week 7	Ch. 15 (continued)	Preventive Dentistry
Week 8	Ch. 25	Ergonomics
Week 9	Ch. 26	Patient's Dental Record
Week 10	Ch. 28	Oral Diagnosis and Treatment Planning
Week 11	Ch. 34	Dental Hand Instruments
Week 12	Ch. 34 (continued), Ch. 35	Dental Hand Instruments Dental Handpieces and Accessories
Week 13	Ch. 35 (continued), Ch. 36	Dental Handpieces and Accessories Moisture Control
Week 14	Ch. 35 and Ch. 36 (continued)	Dental Handpieces and Accessories Moisture Control
Week 15	Ch. 35 and Ch. 36 (continued)	Dental Handpieces and Accessories Moisture Control
Week 16	Final Exam	

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

Employs industry-specific skills for workplace readiness.

Relationship to Campus Focus: Nature, Technology, and Beyond

Dakota College Bottineau dental programs are designed to prepare students to meet the needs of communities by applying evidence-based decision making, using cutting-edge technology, and integrating quality and safety competencies into their dental programs. Each course within the program serves as a foundation for clinical practice in the dental assisting and dental hygiene professions. To meet the demands of the every-changing field of dentistry, students are taught to value life-long learning.

Classroom Policies:

Attendance is mandatory in all lectures, labs and clinical sessions.

Classroom Etiquette:

- Be punctual to lectures, labs and clinics
- Avoid any activity that may cause distraction during class Side conversations are not allowed.
- Incivility will not be tolerated

- Use of mobile devices and related applications, cameras are not allowed to be used, unless it is for a class activity.
- Children are not allowed in the classroom.

Grading

Course and lab/clinic grades are based on a variety of activities and assignments designated by the faculty. The criteria by which grades for each lecture and clinical course are included in the course syllabus distributed to students. Students have access to and should review the learning management system grading calculation method.

Students are responsible to know what their grades are during the course. Please review the gradebook frequently. If an assignment or exam in the student’s gradebook says the assignment or exam has not been submitted or has not been entered, it is then treated as a fact the student didn’t do the assignment or exam as outlined in the directions. Make sure your assignments are submitted before the due date to assure timely submission. Please see your Dakota Dental Program handbook for grading policies, in addition to the policies listed below.

Grades

Students must earn a minimum grade of “C” with a maintained 2.0 GPA or better in all required dental assisting program courses. Students who fail a theory or lab/clinical course will be dismissed from the dental assisting program. A final grade of “D” or “F” is a failed grade. If a student has unsatisfactory grades, he/she should contact the instructor for a remediation plan.

Assignments/Tests/Labs/Clinics: All assignments must be completed and submitted on time in the manner specified by the faculty. Students may fail the course if all assignments are not completed.

Late/makeup work: Late work will not be accepted (student will receive a zero) unless previously arranged with the instructor or impacted by extenuating circumstances. Upon approval, if an assignment is turned in within one week of the due date, there will be a 5% deduction from the assignment grade. Extenuating circumstances will be evaluated by the faculty for the course.

Late tests: If the student fails to take a test on time, he/she will need to contact the instructor to arrange a time to take the exam. There will be a 10% deduction from the test grade, for tests taken late. If a test isn’t taken within a week of the test date, you will receive a zero for that test. Extenuating circumstances will be evaluated by the faculty for the course.

Professionalism	Points Possible
8 points per clinic session (total of 32 sessions)	256

Assignments	Points Possible
Critical Thinking Question Discussion	10
ADAA Discussion	10
Role of DA, ND educational requirements, career opportunities	8
Office Checklist	10
Ethical Dilemma	10
Instrument Transfer Assignment	15
Delivering Dental Care Motions, operating zones and instrument grasps	15
Dental Caries Assignment	10
Periodontal Disease Critical Thinking Scenario	8
Periodontal Drawing	20
Fluoride Assignment	20
Preventive Dentistry Online research	6
Ergonomics-1	15
Ergonomics-2	6
Dental Forms Assignment	20
Patient Record online discussion scenarios	6
Extraoral & Intraoral Photography	15
Diagnostic Technique Discussion	12
Dental Hand Instrument Assignment	23
Tray Setup Assignment	20
Dental Hand Instrument Discussion	6
Identifying & Attaching Dental Handpiece Assignment	30
Dental Handpiece Discussion	6
High Volume Assignment	30
Moisture Control Critical thinking questions	4
Total possible points for graded assignments	335

Exams	Points Possible
Ch. 1 History of Dentistry Ch. 2 Professional Dental Assistant Ch. 3 Dental Healthcare Team	25
Ch. 4 Dental Ethics, Ch. 5 Dentistry & the Law	25
Ch. 32 The Dental Office, Ch. 33 Delivering Dental Care	30
Ch. 13 Dental Caries	30
Ch. 14 Periodontal Disease	30
Ch 15 Preventive Dentistry	40
Ch. 26 Patient's Dental Record	20
Ch. 28 Oral Diagnosis and Treatment Planning	42
Ch. 34 Dental Hand Instruments	35

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Final Exam Comprehensive- including Ch. 35 & 36	100
Total points possible	377

	Skill Competencies	Points Possible
1	Opening the office	21
2	Closing the office	27
3	Admitting and seating the patient	36
4	Transferring Instruments- single-handed and special instruments	87
5	Using an instrument intraorally	33
6	ADA Caries Risk Assessment	59
7	Assisting the patient with dental floss	30
8	Charting the teeth	24
9	Registering a new patient	18
10	Obtaining a medical-dental history	18
11	Entering Treatment in Patient Record	15
12	Correcting an error on a patient record	12
13	Extraoral and intraoral soft tissue screening	90
14	Identifying exam instruments	9
15	Identifying hand cutting instruments	9
16	Identifying restorative instruments	9
17	Identifying accessory instruments and items	9
18	Identifying and attaching handpieces and rotary instruments	30
19	Positioning the HVE during a procedure	36
20	Performing a mouth rinse	20
21	Placing and removing cotton rolls	42
	Total possible points	634

This course grade will be calculated by the percentages in the chart below:

Final course grade calculation	Percentage of final grade	Points possible	Percentage calculated
Professionalism	5%	256	13
Graded Assignments	10%	335	34
Tests including final exam	35%	377	132
Skill Competencies	50%	634	317
Total points for the course	100%		496

The following grade scale will be used:

A	92 - 100	456 and up
B	84 – 91	416 - 455
C	75 – 83	454 - 372

D	67 – 74	332 - 371
F	Below 67	331 and below

Active Learning:

In addition to educational strategies such as reading, listening and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content in order to improve student learning outcomes.

Course Study Expectations:

Commitment to learning is important to success. For every semester credit you are taking in a class, (e.g., 3 credit course = 9 hours per week) the student should schedule three hours to read, study, and devote to your course, outside of class.

Attendance Policy:

The Dakota College Dental Assisting Program supports the college policy on attendance as stated in your college catalog. The dental assisting program implements strict attendance policies for classroom, lab and clinical experience. Students are expected to attend all lecture, lab and clinical hours. (See the Attendance Policy in the Dental Program Handbook)

Regular, punctual attendance demonstrates professional behavior and responsibility. Absences may make it impossible for a student to meet course objectives and may result in failure of the course. A student may be excused from

class, lab or clinic with the approval of the instructor. It is the student's responsibility to make arrangements to fulfill missed assignments with the appropriate faculty member. All makeup work may have a deduction in lecture, lab or clinic. All missed hours in lab or clinic must be made up with one hour for each hour missed. If a student has more than 25% absence in any classroom, lab or clinic session, it may result in course failure. **If you must be absent, (e.g., illness) please inform the instructor as soon as possible.** Instructors contact information is on the first page of this syllabus.

Questions:

If you have question or need clarification on anything to do with this course, please reach out to the instructor. The instructor can be reached by the contact information on the syllabus.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

Tentative Course Outline:

DCB Clinical Assisting I Tentative Schedule for Lecture and Lab
(Including course objectives and competency statements)

* The instructor has the right to change the order of topics.

Fall semester

Week and Course Objectives (Found on page 1 of syllabus)	Topics & Competency Statements At the end of each unit the student will be able to:	Activities Lecture/Lab
<p>Week 1</p> <p>Course Objectives: 1, 2</p>	<p>Course Overview</p> <p>Ch. 1 History of Dentistry</p> <p>-Describe the history of dentistry and the key contributors to the field of dental assisting.</p> <p>Ch. 2 The Professional Dental Assistant</p> <p>-Describe and demonstrate the characteristics of a professional dental assistant, including the importance of patient confidentiality in a dental office and the purpose of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).</p> <p>-Describe the educational requirements and career</p>	<p>Lecture: Online activities</p> <p>Graded Assignment: Week 1 – 2 Assignment Ch. 2 & 3</p> <ol style="list-style-type: none"> 1. List the three main roles of a dental assistant (Ch. 2) 2. Research and create a chart listing the educational requirements for licensed dental assistants in the State of North Dakota. https://www.nddentalboard.org/practitioners/Assistant/index.asp 3. Lists the career opportunities (employment settings) for educationally qualified dental assistants. (Ch. 2) 4. Create a chart comparing the responsibilities of: (See Ch. 3) <ul style="list-style-type: none"> • Chairside dental assistant • Circulating dental assistant • Sterilization dental assistant • Expanded functions dental assistant <p>Submit to BB LMS.</p> <p>Lab: Demonstrate the characteristics of a professional dental assistant, including the importance of patient confidentiality in a dental office and the purpose of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).</p>

	<p>opportunities for the educationally qualified dental assistant.</p> <p>-Describe the role and purpose of the American Dental Assistants Association (ADAA) and the Dental Assisting National Board (DANB), including benefits of membership and certification.</p> <p>Ch. 3 The Dental Healthcare Team</p> <p>-List the members of the dental healthcare team and explain their roles, which include:</p> <ul style="list-style-type: none"> • The minimal educational requirements for each member of the dental healthcare team. • The nine dental specialties recognized by the American Dental Association. • The various job opportunities and responsibilities that are 	
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	available to a qualified dental assistant.	
<p>Week 2</p> <p>Course objectives: 1, 2, 3, 4</p>	<p>Ch. 3 The Dental Healthcare Team (continued)</p> <p>Ch. 32 Ch. The Dental Office</p> <ul style="list-style-type: none"> -Describe the specific areas of the dental office, including the important qualities of the reception area and the design of the dental treatment area. -Describe the importance of a welcoming and functional dental office environment. -List the clinical equipment most commonly found in the dental treatment area and the basic functions of the equipment. -Explain the care involved with maintaining the dental equipment. -Describe the morning and evening routines for dental assistants. 	<p>Lecture: Online activities</p> <p>Research Dental Assisting Career</p> <p>Lab: Class Activities</p> <p>Practice opening & closing the office</p> <p>Practice admitting & seating the patient</p> <p>Role-play the different team members responsibilities when admitting and seating the patient</p>
<p>Week 3</p> <p>Online Test</p>	<p>Ch. 1, 2 & 3</p>	

	25 points	
<p>Week 3</p> <p>Course objectives: 1, 2, 3, 4</p>	<p>Ch. 4 Dental Ethics</p> <p>-Explain ethics, including sources for ethics, the basic principles of ethics, and why continuing education is an important ethical obligation for dental assistants.</p> <p>-Describe the meaning of having a code of ethics and the reasons why professional organizations establish a code of ethics.</p> <p>-Discuss the American Dental Assistants Association Code of Ethics.</p> <p>-Do the following regarding the application of ethical principles:</p> <ul style="list-style-type: none"> • Define an ethical dilemma. • Give examples for each principle of ethics. • Give examples of personal ethics and unethical behaviors. • Develop case studies that involve ethical dilemmas. 	<p>Lecture: Online activities</p> <p>Graded Assignment Ch. 4: Ethical Dilemma</p> <p>You may be faced with ethical dilemmas daily when you are working in a dental practice. Read the following scenario. You are a new dental assistant in a general dentistry practice. You notice that Susan, the dental office manager, enjoys sharing personal information about patients with other patients that come into the office, especially if these patients know each other. You are uncomfortable with this behavior, but since you are so new, you are afraid to bring it up with her. What should you do?</p> <p>To help you decide, List the 4 steps for solving Ethical Dilemmas. Then present how you would solve this ethical dilemma.</p> <p>Upload to BB LMS.</p> <p>Lab:</p> <p>Class Activities on ND Board of Dentistry Allowable Duties for Dental Assistants</p> <p>Study Dakota College Patient’s Bill of Rights</p> <p>Lab Competencies:</p> <ol style="list-style-type: none"> 1. Opening the office 21 pts. 2. Closing the office 27 pts. 3. Admitting & seating the patient 36 pts.

	<ul style="list-style-type: none"> • Describe the steps involved in ethical decision making. <p>Ch. 5 Dentistry & The Law</p> <p>-Explain the purpose of the state Dental Practice Act and the role of the Board of Dentistry, including:</p> <ul style="list-style-type: none"> • The purpose for licensing dental health professionals. • An example of <i>respondeat superior</i>. • Explain the difference between general supervision and direct supervision. • Explain the legal ramifications of the unlicensed practice of dentistry. <p>-Explain the dynamics of the dentist-patient relationship, including the concept of standard of care, the circumstances required for patient abandonment, and the dentist's</p>	
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	<p>obligation of due care.</p> <p>-Explain malpractice in dentistry, and include:</p> <ul style="list-style-type: none"> • The “four D’s” required for a successful malpractice lawsuit. • The difference between an act of omission and an act of commission. • The doctrine of <i>res ipsa loquitur</i>. 	
Week 4 Online Test	Ch. 32, Ch. 4 & 5 25 points	
<p>Week 4</p> <p>Course objectives: 1, 3, 4, 14</p>	<p>Ch. 33 Delivering Dental Care</p> <p>-Discuss knowing your patients and reviewing the patient records, including the following:</p> <ul style="list-style-type: none"> • Preparing the dental operatory for the patient and type of procedure. <p>-Discuss the concept of team (four-handed) dentistry.</p> <p>-Describe and demonstrate the principles in team positioning during patient care, which include:</p>	<p>Lecture: Online activities</p> <p>Graded Assignment:</p> <p>Read Ch. 33</p> <p>Answer the following questions:</p> <p>When greeting and seating the patient, list at least three things you must do. 3 points</p> <ol style="list-style-type: none"> 2. List and explain classification of motions. 5 points 3. List and explain the four operating zones. 4 points 4. Explain the three main instrument grasps. 3 points <p>Upload your answers to BB LMS.</p> <p>Using Evolve Electronic Student Resources:</p> <ol style="list-style-type: none"> 1. Take the practice quiz on Ch. 33 2. View the video on Transferring Instruments (Single-Handed) prior to lab. <p>Lab:</p> <p>Practice operator zones, instrument grasps, instrument transfer, fulcrums</p>

	<ul style="list-style-type: none"> • How the operator is positioned during treatment. • How the assistant is positioned during treatment. <p>-Explain the classification of motions.</p> <p>-Define the four operating zones.</p> <p>-Explain and demonstrate instrument transfer, which includes the following adaptations:</p> <ul style="list-style-type: none"> • Types of grasps used by the operator • Dental instruments that would be transferred differently because of design or use. • One-handed and two-handed instrument transfer techniques. <p>-Describe the expanded function dental assistant (EFDA), and the registered dental</p>	
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	<p>assistant (RDA), and how their importance has changed dental care.</p> <p>-Discuss the five areas of competency in which the EFDA/RDA should strive to be competent when practicing expanded functions.</p>	
Week 5 Online Test	Ch. 32 & 33 30 points	
<p>Week 5</p> <p>Course objectives: 3, 4, 11, 15, 16, 17</p>	<p>Ch. 13 Dental Caries</p> <p>-Classify dental caries as an infectious disease and name the two types of bacteria that cause dental caries.</p> <p>-Explain the caries process, which includes:</p> <ul style="list-style-type: none"> • The factors that cause dental caries. • How dental caries is transmitted. • The four surfaces of a tooth where dental caries can occur. • The development of dental caries. • Why secondary (recurrent) 	<p>Lecture: Online activities</p> <p>Lab: Perform Caries Risk Assessment on peer</p> <p>Practice operator zones, instrument grasps, instrument transfer, fulcrums</p> <p>Lab Competencies:</p> <ol style="list-style-type: none"> 4. Instrument Transfers- 87 pts. 5. Using an Instrument Intraorally 33 pts.

	<p>caries are difficult to diagnose.</p> <ul style="list-style-type: none"> • The risk factors for root caries. <p>-Discuss early childhood caries (ECC), which includes:</p> <ul style="list-style-type: none"> • The most common chronic disease in children. • The risk factors for early childhood caries. • How ECC is transmitted. • The consequences of early childhood caries. <p>-Explain the importance of saliva related to tooth decay.</p> <p>-Describe the advantages and disadvantages of each method of detecting dental caries.</p> <p>-Explain the goal of CAMBRA.</p> <p>-List the methods of caries intervention.</p> <p>-Perform the ADA caries risk assessment screening</p>	
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<p>Week 6</p> <p>Course objectives: 3, 4, 14, 15, 16, 17, 18, 19</p>	<p>Ch. 14 Periodontal Disease</p> <ul style="list-style-type: none"> -Name and describe the periodontium, which includes: <ul style="list-style-type: none"> • The structures and tissues of the periodontium. • The prevalence of periodontal disease. -Identify systemic factors that may cause periodontal disease. -Discuss the causes and risk factors of periodontal disease. -Identify and describe the two basic types of periodontal disease and explain the significance of biofilm and calculus in periodontal disease. -List the seven basic case types and signs and symptoms of periodontal disease. -Discuss the use of dental perioscopy in the use of periodontal therapy. 	<p>Lecture: Online activities</p> <p>Graded Assignment Ch. 14:</p> <p>Read the critical thinking question below. Post your answer to the Discussion Board on BB LMS. Respond with critical feedback to at least two other students.</p> <p>A 38-year-old woman with severe periodontitis is in her 10th week of pregnancy. When the dental assistant tries to discuss oral hygiene and future appointments for scaling, the patient becomes angry and says that she can live with bleeding gums and brown teeth from her former smoking habit. She also says that she is not interested in learning about hygiene because her teeth will eventually fall out anyway. How could the dental assistant convince this patient of the importance of oral hygiene?</p> <p>Lab:</p> <ul style="list-style-type: none"> Perform Caries Risk Assessment on peer Practice Oral Hygiene Education on peers Practice flossing on a peer Research effects of water fluoridation on the teeth <p>Graded Assignment Ch. 15 Preventive Dentistry</p> <p>Search online for oral home care products, such as toothbrushes and interdental aids. Choose three different <i>interdental aids</i> to study. Create a chart and state the aid you chose, what it is used for and how you would explain it to a patient. Upload to BB LMS.</p>
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	<p>Start Ch. 15 Preventive Dentistry</p> <p>-Discuss preventive dentistry, which includes:</p> <ul style="list-style-type: none">• The goal of preventive dentistry.• The components of a preventive dentistry program.• The guidelines for preventive patient education. <p>-Discuss the benefits of early dental care, which include:</p> <ul style="list-style-type: none">• Why dental care is important for pregnant women.• The method used to clean a baby's mouth.• When children should first visit the dentist.• The purpose of dental sealants. <p>-Describe age-related changes in oral health.</p> <p>-Describe the effects of water fluoridation on the teeth, which include:</p> <ul style="list-style-type: none">• How fluoride works.	
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	<ul style="list-style-type: none"> • Safe and toxic levels of fluoride. • The precautions to protect patients from receiving too much fluoride. • The purpose of a fluoride needs assessment. • Sources of systemic and topical fluoride. <p>-Describe the relationship between nutrition and dental caries, including the steps involved in analyzing a food diary.</p> <p>-List the oral hygiene products available to aid in a plaque control program, which include:</p> <ul style="list-style-type: none"> • Toothbrushing techniques. • The process required for cleaning a denture. 	
Week 7 Online Test	Ch. 13 30 points	
Week 7 Course objectives: 3, 4, 14, 15, 16, 17, 18, 19	Ch. 15 Preventive Dentistry (continued)	<p>Lecture: Online activities</p> <p>Lab: Practice Oral Hygiene Education on peers Practice flossing on a peer</p>

		<p>Research effects of water fluoridation on the teeth</p> <p>Competency 6. Caries Risk Assessment 59 points</p>
Week 8 Online Test	Ch. 14 30 points	
<p>Week 8</p> <p>Course objectives: 3, 4, 14, 19</p>	<p>Ch. 25 Ergonomics</p> <p>-Discuss ergonomics in the dental office, which include:</p> <ul style="list-style-type: none"> • Goal of ergonomics. • Common symptoms of musculoskeletal disorders. • Three categories of risk factors that contribute to increased risk for injury. <p>-Demonstrate proper posture and the neutral working position and discuss guidelines for reaching movements.</p> <p>-Discuss cumulative trauma disorders, which include:</p> <ul style="list-style-type: none"> • Symptoms of carpal tunnel syndrome. • The importance of properly fitting gloves to the dental assistant. <p>-Demonstrate the exercises that can reduce muscle</p>	<p>Lecture: Online activities Graded Assignment Ch. 25 Ergonomics Read and answer the following scenarios. Upload answers to BB LMS.</p> <ol style="list-style-type: none"> 1. A dental assistant complains about lower back pain after sitting in a chair and bending over a patient while assisting the dentist. What steps could the assistant take to help prevent future complaints of lower back pain? 2. A dental assistant is complaining of wrist pain and the inability to grasp small dental instruments. The dental assistant has been employed with a busy dental practice for the past 10 years. The office manager has been notified. What do the signs suggest may be wrong with the dental assistant? What changes might the office manager make? 3. A dental assistant has been entering patient data into the computer for the past 6 hours. The dental assistant is complaining of eyestrain. What can the dental assistant do to help prevent eyestrain in the future? <p>Lab: Competency 7 Assisting patient with dental floss 30 pts.</p> <p>Practice strengthening exercises</p> <p>Practice dental assistant positioning</p>

	fatigue and strengthen muscles, including exercises to reduce eyestrain and neck strain.	
Week 9 Online Test	Test Ch. 15 Prevention 40 points	
Week 9 Course Objectives: 3, 5, 7, 8	Ch. 26 Patient's Dental Record -Explain the patient dental record, its legal significance, and how the dentist uses the record to manage patient treatment. -Define <i>personal health information (PHI)</i> and what is considered PHI under HIPAA law. -Describe how electronic records are used in a dental practice and the benefits for going paperless. -Provide the components of a patient record and their importance: <ul style="list-style-type: none"> • Patient registration • Medical-dental health history • Clinical examination • Treatment plan • Informed consent 	Lecture: Online activities Graded Assignment for Ch. 26 Patient's Dental Record Read and answer the following scenarios. Upload your answers to the BB LMS discussion board. Then make a critical response to two other classmates' responses. 1. A patient is moving back to the small town where he grew up. He wants to take his original patient record with him because he does not have time to wait for copies. In addition, he wants the dental assistant to cross out any references to his high blood pressure because his mother, who works at the new office, would be upset by his medical problem. What should the dental assistant do with the patient's record? What does the assistant need to ask the patient to do? 2. A new patient, who has a toothache, wants to see the dentist as soon as possible. He says he does not have time to fill out the medical-dental form. He says he takes prescribed medication and that is all the information the dentist needs. What can the dental assistant say to him to convince him that he needs to fill out this form? Lab: Practice dental assistant positioning Practice registering a case study new patient, obtaining a medical dental history, enter treatment in a patient record, correcting a chart entry

	<ul style="list-style-type: none"> • Progress notes 	
Week 10 Online Test	Ch. 26 Patient's Dental Record 20 points	
Week 10 Course Objectives: 3, 5, 6, 7, 8	<p>Ch. 28 Oral Diagnosis and Treatment Planning</p> <p>-Describe the following examination and diagnostic techniques used for patient assessment: visual evaluation, palpation, instrumentation, digital imaging, and digital photography.</p> <p>-Identify the following documents and techniques used in a dental examination:</p> <ul style="list-style-type: none"> • Extraoral/intraoral examination • Anatomic or geometric diagram for charting • Tooth numbering system • Color coding of a charting diagram • The six categories of Black's classification of cavities 	<p>Lecture: Online activities</p> <p>Graded Assignment Ch. 28 Diagnosis and Treatment Planning</p> <p>Each student will be assigned a diagnostic technique. You will conduct internet research on the latest devices and techniques for the assigned technique and then write a short report to share with the class through the discussion board. Respond to two classmate's posts.</p> <p>Lab:</p> <p>Practice registering a new patient (peer), obtaining a medical dental history, enter treatment in a patient record, correcting a chart entry</p> <p>Practice Dental Charting on a peer</p> <p>Practice charting a periodontal exam on a case study patient</p> <p>Practice Oral cancer screening on peer</p>

	<ul style="list-style-type: none"> • Charting symbols. <p>-Discuss and perform the role of the dental assistant in the soft tissue examination, which includes</p> <ul style="list-style-type: none"> • soft tissue examination, • pocket depth and • bleeding index of the gingival tissues and the recording process <p>-Discuss the importance of a treatment plan.</p>	
Week 11 Online Test	Ch. 28 Oral Diagnosis and Treatment Planning 42 points	
Week 11 Course Objectives: 3, 6, 7, 11, 12	<p>Ch. 34 Dental Hand Instruments</p> <p>-Explain how to identify hand instruments, including the following:</p> <ul style="list-style-type: none"> • The three parts of a dental hand instrument • The instrument formula designed by G.V. Black <p>-Describe the classification of instruments used in general dental procedures, including the</p>	<p>Lecture: Online activities</p> <p>Graded Assignment Ch. 34 Dental Hand Instruments</p> <p>Each student will be assigned a dental hand instrument using G.V. Black's Instrument Formula. You will research the instrument on a reliable internet source. Write a brief summary on this instrument and the design characteristics based on the three-number system. Document which internet site was used. Post to the discussion on BB LMS. Then read and respond to two classmate's posts.</p> <p>Lab:</p> <p>Competency 8 Dental Charting 24 pts.</p> <p>Practice Oral cancer screening on peers</p> <p>Practice Instrument Identification</p> <p>Practice Instrument Transfer with peer</p>

	<p>following information:</p> <ul style="list-style-type: none"> • The theory of placing instruments in a specific sequence. • The examination of dental instruments and their uses. • The hand (manual) cutting dental instruments and their uses. • The restorative dental instruments and their uses. • Describe additional accessory instruments and items used in general dental procedures. • Describe the use of preset trays, tubs, and color-coding systems in dentistry. 	
<p>Week 12</p> <p>Course Objectives: 3, 4, 5, 6, 11, 12, 13</p>	<p>Ch. 34 Dental Hand Instruments (continued)</p> <p>Ch. 35 Dental Handpieces & Accessories</p> <p>-Discuss the historical background of the dental handpiece.</p> <p>-Describe the use of the dental</p>	<p>Lecture: Online activities</p> <p>Lab:</p> <p>Competencies:</p> <p>9. Registering a new patient 18 pts.</p> <p>10. Obtaining a medical dental history 18 pts.</p> <p>11. Enter treatment in a patient record 15 pts.</p> <p>12 Correcting a chart entry 12 pts.</p> <p>13. Oral Cancer Screening 90 points</p> <p>Practice Instrument Identification</p>

	<p>handpiece in dental procedures, and include the following:</p> <ul style="list-style-type: none"> • The low-speed handpiece and its uses in dentistry. • The attachments accompanying the low-speed handpiece • The high-speed handpiece and its uses in restorative and specialty procedures. • Additional specialized handpieces used in dentistry. <p>-Explain what a rotary instrument is and how it is used, and include the following:</p> <ul style="list-style-type: none"> • The parts of a bur • The composition, shape, and uses of burs. • The difference among a diamond, finishing bur, 	<p>Practice Instrument Transfer</p> <p>Practice dental handpieces use & maintenance</p>
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	<p>and a cutting bur.</p> <ul style="list-style-type: none"> -List the types of abrasive rotary instruments. -Describe the use and types of laboratory burs. -Perform handpiece attachment including bur placement. <p>Perform handpiece maintenance.</p>	
Week 13 Online Test	Ch. 34 35 points	
<p>Week 13</p> <p>Course Objectives: 3, 4, 9, 10, 12, 13, 14</p>	<p>Ch. 35 Dental Handpieces & Accessories</p> <p>Ch. 36 Moisture Control</p> <ul style="list-style-type: none"> -Discuss the importance of oral evacuation systems, including the following: <ul style="list-style-type: none"> • Two types of oral evacuation systems used in dentistry. • The grasp and positioning of the high-volume evacuator tip. -Describe the methods of rinsing the oral cavity with the use of the air-water syringe. -List isolation techniques used to 	<p>Lecture: Online activities</p> <p><i>Test for Ch. 35 & 36 will be included on final exam</i></p> <p>Graded Assignment for Ch. 35 Dental Handpieces and Accessories</p> <p>Create a list of dental procedures and how each procedure is completed using the low-speed handpiece and a separate list using the high-speed handpiece. Post you list to the discussion board on BB LMS. Then compare your lists with two different classmates'. Note the differences.</p> <p>Lab:</p> <p>Handpiece and bur identification and maintenance</p> <p>Practice Rinsing the oral cavity with different oral evacuation systems using correct grasps</p> <p>Practice methods of isolation techniques</p>

	decrease moisture during a dental procedure.	
<p>Week 14</p> <p>Course Objectives: 3, 4, 9, 10, 12, 13, 14</p>	<p>Ch. 35 Dental Handpieces (continued)</p> <p>Ch. 36 Moisture Control (continued)</p>	<p>Lecture: Online activities</p> <p>Graded Assignment for Ch. 36 Moisture Control</p> <p>Answer the following critical thinking question.</p> <p>A dental assistant is preparing the treatment room for extraction of a patient’s #32 tooth. After preparing the necessary instruments and materials, the dental assistant sets up the unit with infection control barriers and evacuation system tips.</p> <ul style="list-style-type: none"> -Which evacuation system (high volume or low volume) will be used during this procedure to maintain a clear field around the treatment area? -Which evacuator tips will be used and why? <p>Lab:</p> <p>Handpiece and bur identification and maintenance</p> <p>Practice Rinsing the oral cavity with different oral evacuation systems using correct grasps</p> <p>Practice methods of isolation techniques</p>
<p>Week 15</p> <p>Course objective: 3, 4, 9, 10, 12, 13, 14</p>	<p>Review for final exam</p> <p>Ch. 35 Dental Handpieces (continued)</p> <p>Ch. 36 Moisture Control (continued)</p>	<p>Lecture: Review for final exam</p> <p>Lab:</p> <p>Competencies</p> <ul style="list-style-type: none"> 14. Identifying exam instruments 9 pts. 15. Identifying hand cutting instruments 9 pts. 16. Identifying restorative instruments 9 pts. 17. Identifying accessory instruments and items 9 pts 18. Identifying and attaching handpieces and rotary instrument 9 pts. 19. HVE positioning during a procedure 36 pts. 20. Performing a mouth rinse 20 pts. 21. Placing and removing cotton rolls 42 pts.
<p>Week 16</p> <p>Written Final Exam Comprehensive</p>	<p>Final Exam- 100 points –</p>	

