

# Syllabus for DA 156C, Dental Assisting Fundamentals Clinical Lab Experience

## Course Information

<b>Semester &amp; Year:</b> Fall 2021
<b>Course ID &amp; Section #:</b> DA 156C E2290 and DA 156 E2291
<b>Prerequisites/Co-requisites:</b> Acceptance in Dental Assisting Program Cohort
<b>Instructor's Name:</b> Teresa Moore RDA/ CDA, Hillary Reed RDAEF/ CDA, Raynell Tindall RDA/ CDA
<b>Day/Time:</b> Monday Clinical Lab (E2290): 12:00 PM -4:30 PM Wednesday Clinical Lab (E2291): 12:00 PM -4:30 PM
<b>Location:</b> AT 101 (Dental Health Center /Clinical Lab)
<b>Number of units:</b> 1.5 (81 Clinical Hours)

## Instructor Contact Information

<b>Office location:</b> AT 101
<b>Office hours:</b> Thursdays, Fridays, and by appointment
<b>Phone number:</b> 707-476-4250
<b>Program Coordinator phone number:</b> 707-476-4253
<b>Program Coordinator email address:</b> <a href="mailto:Hillary-reed@redwoods.edu">Hillary-reed@redwoods.edu</a>
<b>Absences:</b> In the event of emergency contact 476-4250. To be eligible for alternative exams the absence must be reported ½ hour prior to the beginning of class. Excessive absences will result in Program dismissal.

## Required Materials

<b>Textbook Title:</b> Modern Dental Assisting, 13 <sup>th</sup> Edition with Workbook (ISBN: 978-0-323-62485-5)
<b>Author:</b> Bird and Robinson
<b>Textbook Title:</b> Dental Instruments, 7 <sup>th</sup> Edition (ISBN: 978-0-323-67243-6)
<b>Author:</b> Bartolomucci-Boyd
<b>Other requirements:</b> Dental Assisting Program Handbook, Uniform, Personal Protective Equipment, and Dental Kit

## Course Description

A course intended for clinical practice and patient care on campus in the Dental Health Center under the direct supervision of faculty. An assimilation of foundational content. Prior to performing essential dental assisting skills, duties and functions in the clinical setting students must demonstrate pre-clinical competence level mapped throughout the curriculum in DA 150, DA 153, DA 154, DA 155, and DA 156. Note: Acceptance into the program is required prior to enrollment. Applications are accepted February 1-August 1. Clinical uniform required.

## Course Objective

1. Assimilation of foundational knowledge, essential dental assisting skills, duties, and functions to the clinical competence level in four-handed general dentistry as allowed by the California Dental Practice Act and prescribed by the dentist.

## Course Student Learning Outcomes

1. Demonstrating clinical competence in actual patient care in the program's facility under direct supervision of the faculty in essential dental assisting skills and basic chairside dental assisting functions.
2. Demonstrate the ability to follow an assigned schedule setting up procedures in an orderly systematic manner, adapting when necessary.
3. Communicate, act in response to directives, and interact with patients, peers, and professionals in an applicable manner.
4. Exhibit safety, managing infection and hazard protocol consistent with guidelines and mandates provided.

## Pre-requisites and Co-requisites

The Dental Assisting Program is approved by the Dental Board of California (DBC) and Commission on Dental Accreditation as a cohort of classes to fulfill the hour requirements of a minimum of 900 instructional hours at the post-secondary level that includes 300 clinical practice hours. Additionally, didactic, laboratory, pre-clinical, and clinical content must be covered.

The Dental Assisting Program of Study requires the student to successfully complete the requirements of DA 150 prior to enrolling in the fall semester cohort of courses DA 153, DA 154, DA 155, DA 156, and DA 156C. Students are enrolled in these courses concurrently. Curriculum reiterates and combines concepts, information, and proficiencies from other courses to prepare students for the clinical setting.

## Course Content Outline

1. Infection Prevention Systems and Practice
2. Essential Dental Assisting Skills Practice
3. Patient Care

## Specific Clinical Course Skill Sets (Objectives)

According to CODA Standard 2-8, Essential Dental Assisting Skills prior to performing these skills/functions in the clinical setting, students must demonstrate knowledge and preclinical competence in the following:

1. Take/review and record medical and dental histories.
2. Take and record vital signs (temperature, blood pressure, heart rate, and respiration)
3. Assist with soft tissue and intra-oral/ extra-oral exams.
4. Assist with dental charting.
5. Manage infection and hazard protocol consistent with CDC guidelines, OSHA, EPA, and FDA.
6. Prepare tray set-ups for a variety of general dentistry procedures.
7. Seat and dismiss patients.
8. Operate oral evacuation devices and 3-way syringe.
9. Maintain clear field of vision and demonstrate various isolation techniques.
10. Perform a variety of instrument transfers.
11. Utilize appropriate chairside ergonomics.
12. Provide patient prevention education and oral hygiene instruction.
13. Provide pre-operative and post-operative instructions prescribed by the dentist.

14. Assist with maintaining accurate patient treatment records.
15. Identify and respond to medical and dental emergencies.
16. Assist with and/or apply topical anesthetic and desensitizing agents.
17. Assist with placement and removal of rubber dam.
18. Apply fluoride agents.
19. Perform polishing of the coronal surfaces of the teeth.

## Handbook

All students have signed acknowledgement that they have accessed the Dental Assisting Handbook in Canvas, as well as read and agreed to detailed information provided regarding information, notifications, requirements, policies, rules and disciplinary actions. The Handbook further discusses Student Support Services, Grading Policies, Disruptive Behavior, and Emergency Procedures.

## Canvas Information

College of the Redwoods Canvas System is used by students and the instructors for grade tracking, referencing handouts (files), and discussion participation. Students can access Canvas at any time, using their college e-mail and password to determine their current grade in the course as well as specific scores for completed participation, assignments, or exams/ quizzes. Instructors enter grades weekly.

Students can access Canvas by going to [CR Home \(redwoods.edu\)](http://redwoods.edu) and then right clicking on Canvas icon on the top of the page. Once in Canvas go to courses to set your Dashboard.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

## Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students \(DSPS\)](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

**Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor**

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of Face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## **Clinical Lab Preparation**

In the first half of the semester the student will participate in activities designed to reinforce the information discussed in lecture and lab in the cohort of dental assisting courses. This time is used as practice for RDA Skills Competency Tests and Instrument Identification/ Tray Set-up Exams prior to testing in the regularly scheduled class.

A “Preclinical Competency Tracking Sheet” is used to determine participation and preparedness. Step-by-step procedures in the textbook include illustrations, the equipment and supplies needed, icons, and the rationale behind certain steps. These step-by-step procedures are used to practice in the lab setting to prepare for RDA Skills Competency Tests required prior to performing the function in the clinical setting. The step-by-step procedures are provided in the MDA 13<sup>th</sup> Edition Workbook.

The second half of the semester the student will participate in actual patient care in the Dental Health Center.

## **Practical Examinations**

Practical examinations in other courses provide assessment for participation in the clinical setting. Students must earn a minimum of 75% on all RDA Skills Competency Tests and Instrument Identifications/Tray Set-up Exams to participate in the clinical setting. Students are allowed two attempts. The grade earned on the first attempt will be the grade recorded in Canvas. Students scoring below a 75% will require remediation, allowing for the second attempt. Remediation allows the student to score a 75% or above on the second attempt, allowing for participation in the clinical setting.

After remediation, if the student continues to score 74% or below on the second attempt the student will not be able to participate in the clinical setting due to unpreparedness and safety concerns in patient care. Likewise students requiring more than 2 remediation contracts throughout the semester will not be able to participate in the clinical setting and will be dropped from the course.

## **Clinical Labs**

Clinical performance is evaluated by the clinical instructors on the specific procedures assigned using the Procedural Evaluation Forms where the student is assigned to patient care. These forms are completed for each procedural assignment given in the clinical session, establishing the performance objective, grading and specific procedural criteria.

Procedural Evaluation Forms are collected during the clinical session after students have reviewed their earned grade and read written feedback by faculty.

The Clinical Evaluation is based on course objectives derived from Program Learning Outcomes. This evaluation form provides the student with their clinical grade, informs the student of his/her progress in meeting clinical objectives, identifies what additional learning is required, and makes recommendations to improve and/or to meet objectives. Further information is available in the Clinical Handbook.

## Work Readiness Points

To be successful in the workforce, students have to develop skill sets and healthy work habits necessary for lasting employment.

Students are awarded five Pay Day Points for full participation in the activities and tasks assigned to each clinical lab session where all requirements, policies, and rules are followed as stated in the Program Handbook. Students begin the course with zero Pay Day Points. Pay Day points will be factored into the course grade.

Students not participating in activities or tasks or not following requirements, policies, and rules or who are absent will not acquire any Pay Day Points for that class session(s). This includes those that are tardy or leave early.

Additionally disciplinary action (as outlined in the Program Handbook) for the second, third, and fourth offense will affect the final course grade negatively.

## Special Note

The course instructor(s) and/or the Program Coordinator have the right to at any time for any reason alter any content of the course syllabus. Course content alterations can only be done by faculty at their discretion.

## Dental Assisting Program Grading Scale

The Commission on Dental Accreditation and the Dental Board of California require the lecture and lab grade to be 75% or better. The Dental Assisting Program courses are sequential and have co-requisites. Students not passing with a 75% or better in the course cannot continue.

Grade	Percentage	Definition
A	96-100	Outstanding progress
A-	90-95	Outstanding progress
B+	87-89	Above average progress
B	84-86	Above average progress
B-	81-83	Average Progress
C+	78-80	Satisfactory Progress
C	75-77	Lowest acceptable Progress
D	65-74	No progression,
F	<65	Failure
W	N/A	Official Withdrawal

## Course Requirements

### Overall Course Grade Calculation:

The overall course grade is weighted and determined by an average. Students cumulative scores on practical (lab) exams (20%), assignments (75%), and participation (5%) are averaged together to generate a percentage determining the overall course grade.

Participation Portion:	Weighted 5% of total grade
Pay Day – Work Readiness Points 5 points per clinical session weeks 1-16	
Assignment Portion:	Weighted 75% of total grade
1 Clinical Evaluation (50 points)	
1 Clinical RDA Skills Tracking Sheet (100 points)	
1 RDA Skills Worksheet (100 points)	
Practical Exam Portion:	Weighted 20% of total grade
1 Instrument Identification and Tray Set-up Exam (100 points)	

### Week 1

Unit: Infection Prevention Systems and Practice

#### **Monday, August 23 or Wednesday August 25 (Clinical Lab)**

*Textbook reading assignment in preparation for class:*

Chapter 31 Assisting in a Medical Emergency

*Textbook Procedure Competencies:* 31.1, 31.2, 31.3 (review from orientation)

31.4, 31.5, 31.6, 31.7, 31.8, 31.9, 31.10, 31.11

Safety and Emergency Procedures at College of the Redwoods,  
Identify and respond to medical emergencies

### Week 2

Unit: Infection Prevention Systems and Practice

#### **Monday, August 30 or Wednesday, September 1 (Clinical Lab)**

*Textbook Procedure Competencies:* 19.1, 19.2, 19.3, 19.4, 19.5, 20.1, 20.2, 21.1, 21.2, 21.5, 21.7, 32.1, 32.2

### Week 3

Unit: Infection Prevention Systems and Practice

#### **Monday, September 6 (Holiday) or Wednesday, September 8 (Clinical Lab)**

*Textbook Procedure Competencies:* 19.1, 19.2, 19.3, 19.4, 19.5, 20.1, 20.2, 21.1, 21.2, 21.5, 21.7, 32.1, 32.2

### Week 4

Unit: Infection Prevention Systems and Practice

#### **Monday, September 13 or Wednesday, September 15 (Clinical Lab)**

*Textbook Procedure Competencies:* 19.1, 19.2, 19.3, 19.4, 19.5, 20.1, 20.2, 21.1, 21.2, 21.5, 21.7, 32.1, 32.2

### **Week 5**

Unit: Essential Dental Assisting Skills Practice

**Monday, September 20 or Wednesday, September 22 (Clinical Lab)**

*Textbook Procedure Competencies:* Practice adjusting light and positioning, 33.1, 33.2, 33.3, 33.4, 33.5, 27.1, 27.2, 27.3, 27.4, Demonstrate proper patient dismissal using an Eaglesoft generated Router.

### **Week 6**

Unit: Essential Dental Assisting Skills Practice

**Monday, September 27 or Wednesday, September 29 (Clinical Lab)**

*Textbook Procedure Competencies:* 34.1, 34.2, 34.3, 34.4, 35.1, 35.2

### **Week 7**

Unit: Essential Dental Assisting Skills Practice

**Monday, October 4 or Wednesday, October 6 (Clinical Lab)**

*Textbook Procedure Competencies:* 34.1, 34.2, 34.3, 34.4, 35.1, 35.2

### **Week 8**

Unit: Essential Dental Assisting Skills Practice

**Monday, October 11 or Wednesday, October 13 (Clinical Lab)**

*Textbook Procedure Competencies:* 36.1, 36.2, 36.3, 36.4, 24.1

### **Week 9**

Unit: Patient Care

**Monday, October 18 or Wednesday, October 20 (Clinical Lab)**

*Textbook Procedure Competencies:* 36.1, 36.2, 36.3, 36.4, 24.1

### **Week 10**

Unit: Patient Care

**Monday, October 25 or Wednesday, October 27 (Clinical Lab)**

Patient Care in the Dental Health Center

### **Week 11**

Unit: Patient Care

**Monday, November 1 or Wednesday, November 3 (Clinical Lab)**

Patient Care in the Dental Health Center

### **Week 12**

Unit: Patient Care

**Monday, November 8 (Clinical Lab) or Wednesday, November 10 (Holiday)**

Patient Care in the Dental Health Center

**Week 13**

Unit: Patient Care

**Monday, November 15 or Wednesday, November 17 (Clinical Lab)**

Patient Care in the Dental Health Center

**Week 14**

**Monday, November 22 – Friday, November 26**

**Thanksgiving Holiday Week**

**Week 15**

Unit: Patient Care

**Monday, November 29 or Wednesday, December 1 (Clinical Lab)**

Patient Care in the Dental Health Center

**Week 16**

Unit: Patient Care

**Monday, December 6 or Wednesday, December 8 (Clinical Lab)**

Patient Care in the Dental Health Center

**Week 17**

Unit: Patient Care

**Monday, December 13 or Wednesday, December 15 (Clinical Lab)**

Patient Care in the Dental Health Center

**RDA SKILLS SHEET DUE**

**CLINICAL RDA SKILLS TRACKING SHEET DUE**