

## Syllabus for DA 167

# Advanced Dental Assisting Functions & Duties (Clinical Experience)

### Course Information

<b>Semester &amp; Year:</b> Spring 2022
<b>Course ID &amp; Section #:</b> DA 167 (E3141)
<b>Prerequisites/ Co-requisites:</b> Acceptance in Dental Assisting Program cohort, successful completion of fall semester courses with a 75% or better.
<b>Number of units:</b> 6
<b>Lecture hours:</b> 1
<b>Clinical Lab hours:</b> 270
<b>Instructors' Names:</b> Hillary Reed, RDAEF, CDA (Lecture/ Clinical Labs), Raynell Tindall, RDA, CDA (Clinical Labs), Teresa Moore (Clinical Labs)
<b>Day/Time:</b> Monday Clinical Lab: 8:30-4:30 Wednesday Clinical Lab: 8:30-4:30 Thursday Lecture: 10:45-11:50
<b>Location:</b> At 115 (Lecture), AT 101 (Clinical Labs), Contracted Internship Site as Assigned

### Instructor Contact Information

<b>Office location:</b> AT 101
<b>Office hours:</b> Tuesdays, Thursdays, Fridays 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: 978-0-323-462485-5)
<b>Author:</b> Bird and Robinson
<b>Textbook Title:</b> California RDA Written and Law Examination Prep Book ISBN #978-0-578-633435
<b>Author:</b> Kirby-Banas
<b>Other requirements:</b> Dental Assisting Program Handbook, Uniform, Personal Protective Equipment, Darby Dental Kit

### Course Description

A capstone course performing fundamental chairside assisting functions and permitted duties in clinical dentistry. Students assist in patient care in the Dental Health Center and are assigned to additional contracted clinical sites in the community. Faculty assess progress in both onsite and additional clinical sites to further develop competency level in patient care. Psychology of patient management, interpersonal communication, teamwork, as well as legal and ethical aspects of dentistry are emphasized. Clinical competency in patient care is required throughout the semester (270 Clinical Hours) to meet Commission on Dental Accreditation and Dental Board of California requirements.
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## Course Objective

1. Qualify for Dental Board of California licensure (Registered Dental Assistant) and Dental Assisting National Board (Certified Dental Assistant) examinations.
2. Demonstrate essential dental assisting skills, chairside dental assisting functions, and Registered Dental Assistant Permitted Duties in patient care to the required clinical competency level.

## Course Student Learning Outcomes

1. Application of directives, adherence to protocol, and assimilate of knowledge when preparing a variety of set-ups and assisting in the clinical setting.
2. Demonstrates essential dental assisting skills and functions, displaying familiarity with procedural steps and routinely performs the permitted duties as allowed by the California Dental Practice Act.
3. Exhibits patient management, interpersonal communication skills, teamwork, time management, and appropriate independence in patient care.
4. Adheres to all safety guidelines, mandates, and requirements as well as ethical standards in patient care.

## Pre-Requisites and Co-requisites

The Dental Assisting Program of Study requires the cohort of students to have successfully completed DA 153, DA 154, DA 155, and DA 156 with a 75% or better to be eligible to enroll in the spring semester cohort of courses.

Additionally, the Dental Assisting Program of Study requires the cohort of students to enroll in DA 163, DA 164, DA 165, and DA 167 concurrently. This is a Dental Board of California (DBC) and Commission on Dental Accreditation (CODA) requirement. Curriculum reiterates and combines concepts, information, and proficiencies from other courses to prepare students for the clinical setting.

## Course Content Outline

1. Legal and Ethical Aspects of Dental Assisting
2. Interpersonal Communication and Teamwork
3. Psychology of Patient Management
4. RDA Examination Review

## Specific Didactic Course Skill Sets (Objectives)

1. Apply learned theory and assimilation knowledge from didactic and pre-clinical competency in patient care.
2. Demonstrate ability to follow oral and written directions.
3. Discuss the legal and ethical aspects of dentistry.
4. Explain the difference between "legal" and "ethical".
5. Identify California Dental Practice Act as it relates to Registered Dental Assistant and the Table of Permitted Duties.
6. Describe psychology techniques to managing patients in the dental setting.
7. Identify aspects of teamwork.
8. Determine soft skills employers are looking for in an employee in the career of dental assisting.
9. Describe the professional image of a dental assistant and its importance in career advancement and employment opportunities.
10. Specify the benefits of membership in both national and state organizations.
11. Prepare for the written RDA and CDA exams.

## **Specific Clinical Course Skill Sets (Objectives)**

1. Applied learned theory to patient care.
2. Demonstrate ability to follow oral and written directions.
3. Organize a variety of procedure set-ups according to protocol and verbal guidance, efficiently, safely and free from all hazards.
4. Identify dental equipment, instruments, materials, and supplies.
5. Manage infection and hazard control protocol consistent with published guidelines, mandates, and safety regulations.
6. Provide chairside support adhering to the regulations specified by the California Dental Practice Act.
7. Take/review and record medical and dental histories.
8. Take and record vital signs.
9. Assist with and/or perform soft tissue extra/intra oral examinations.
10. Perform dental charting and treatment notes narrative in patient chart and dental software, using correct tooth numbers and terminology.
11. Prepare tray set-ups for a variety of dental procedures.
12. Seat and dismiss patients.
13. Operate oral evacuation devices and air/water syringe.
14. Maintain a clear field of vision including isolation techniques.
15. Perform a variety of instrument transfers in proper sequence anticipating the dentist's needs.
16. Utilize appropriate chairside assistant ergonomics and positioning.
17. Provide patient preventative education and oral hygiene instruction.
18. Provide pre-and post-operative instructions prescribed by a dentist.
19. Maintain accurate patient treatment records.
20. Identify and respond to medical and dental emergencies
21. Prepare anesthetic syringe, identify anesthetic solutions and define properties of anesthetics.
22. Perform monitoring and/or administration of Nitrous-Oxide Oxygen analgesia.
23. Apply topical anesthetic and desensitizing agents.
24. Assist with and/or place and remove rubber dam.
25. Apply fluoride agents.
26. Assist with and/or apply bases, liners, and bonding agents.
27. Assist with and/or place fabricate, and remove provisional restorations.
28. Assist with and/or place and remove matrix retainers, matrix bands, and wedges.
29. Assist with and/or remove excess cement or bonding agent.
30. Assist with direct and indirect permanent restorations.
31. Take preliminary impressions and bite registrations.
32. Pour and fabricate study models.
33. Fabricate trays.
34. Perform polishing of coronal surfaces of the teeth.
35. Perform pit and fissure sealant application.
36. Perform temporary cement removal supra-gingivally.
37. Adjust dentures extraorally.
38. Demonstrate ethical and professional patient management, using the router and disseminating information to the front desk.
39. Display assimilation of knowledge, competency, and skill, improving performance throughout the clinical assignment.
40. Demonstrates active listening skills, perceiving non-verbal cues, provides accurate patient information, Utilizes proper terminology, acceptable speech and tone.
41. Participates as a cooperative team-member displaying appropriate independence by completing tasks in a Timely manner.
42. Follows schedule, displays time management and flexibility, prioritizing time sensitive tasks and organizing routine responsibilities.

43. Understands rationale of treatment, demonstrating proper manipulation of materials, and anticipates step sequence for a variety of chairside procedures.
44. Adapts when necessary, quickly retrieving additional items when needed, and referring to the dentist, lead assistant, or staff when urgent.
45. Demonstrates professionalism, adhering to all dress-code requirements, arriving on time prepared to start the day and leaving only when dismissed.

## 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.

## Lecture Preparation

Students are to have read assigned chapters prior to arriving to lecture. The lecture are designed to assist the students in comprehending the content and preparing for the clinical setting.

## Lecture Examinations

All lecture examinations will be administered in the beginning of class or through CANVAS. The exam will consist of multiple choice, true/false, fill in the blank, short answer, and identification questions. Please refer to your course syllabus for exam modality, times, dates, and chapters covered. Please note all quizzes are in CANVAS.

## **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.

Every four weeks students are given a graded Clinical Evaluation Packet 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.

## **Clinical Competency**

Each clinical session the student will be evaluated by the clinical instructors on the specific procedures assigned. Clinical performance is evaluated using the Procedural Evaluation Form. These forms are completed for each procedural assignment given in the clinical and internship 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 (and occasionally clinical staff). Every four weeks students are given a graded Clinical Evaluation Form based on course objectives derived from Program Learning Outcomes. This evaluation form provides 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.

## **Internship Experience Timesheet**

Each internship session the student will be evaluated by the office staff. Internship Experience Timesheets are completed by the student and the office staff each internship session to verify performance and workplace conduct. Additionally staff will be contacted on a regular basis regarding students' performance and competency. Routinely, the Program Coordinator will visit the office to evaluate the student performance in the assigned office. Furthermore, upon completion of the internship the office will submit an Internship Evaluation Form, evaluating the performance and workplace conduct of the student. Students with poor workplace conduct or incompetent performance will be removed from the internship assignment immediately.

## **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 class session (lecture), 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 to generate a percentage determining the overall course grade.

Participation Portion:	Weighted 5% of total grade
Pay Day – Work Readiness Points 5 points per lecture	
Pay Day – Work Readiness Points 5 points per clinical session weeks 1-17	
Assignment Portion:	Weighted 10% of total grade
1 Clinical Permitted Duties Task Sheet (100 points)	
1 RDA Skills Worksheet (100 points)	
Quiz and Exam Portion:	Weighted 50% of total grade
3 Quizzes (40 points each)	
1 Mock California State Dental Board Written RDA Exam (300 points)	
1 Cumulative Instrument and Equipment Exam (200 points)	
Practical Portion:	Weighted 35% of total grade
3 Clinical Evaluation Packets (150 points each)	
1 Internship evaluation (100 points)	

## Course Schedule of Lecture Activities and Assignments

### **Week 1 - Thursday, January 20 (Lecture)**

Unit: Legal and Ethical Aspects of Dental Assisting

*General Written and Law and Examination Textbook reading assignment in preparation for lecture class:*

Bonus Chapter 2 – Legal Duties, Settings and Licensure (pages 191-199)

Discussion: California Dental Practice Act, supervision and allowable duties, Licensure, Certification, Continuing Education Requirements

### **Week 2 - Thursday, January 27 (Lecture)**

Unit: Legal and Ethical Aspects of Dental Assisting

*Modern Dental Assisting 13<sup>th</sup> Edition Textbook reading assignment in preparation for lecture class:*

Chapter 5 – Dentistry and the Law

Discussion: Standard of care, malpractice, and risk management

### **Week 3 - Thursday, February 3 (Lecture)**

Unit: Legal and Ethical Aspects of Dental Assisting

*Modern Dental Assisting, 13<sup>th</sup> Edition Textbook reading assignment in preparation for lecture class:*

Chapter 4 – Ethics

*General Written and Law and Examination Textbook reading assignment in preparation for lecture class:*

Unit 1, Chapter 5, Legal Requirements and Ethical Principles (pages 69-74)

Discussion: Ethical Principles and legal requirements

### **Week 4 - Thursday, February 10 (Lecture)**

### **QUIZ #1 (Legal Duties, Licensure, Law and Ethics)**

Unit: Interpersonal Communication and Teamwork

Discussion, Canvas Post, and Article Topic: Interpersonal Communication and Teamwork

### **Week 5 - Thursday, February 17 (Lecture)**

Unit: Interpersonal Communication and Teamwork

Discussion, Canvas Post, and Article Topic: Interpersonal Communication and Teamwork

### **Week 6 - Thursday, February 24 (Lecture)**

Unit: Interpersonal Communication and Teamwork

Discussion, Canvas Post, and Article Topic: Interpersonal Communication and Teamwork

### **Week 7 - Thursday, March 3 (Lecture)**

### **QUIZ #2 (Interpersonal Communication and Teamwork)**

Unit: Psychology of Patient Management

Discussion, Canvas Post, and Article Topic: Psychology of Patient Management

Guest: Sam Hani, RDA, Burre Dental Center

### **Week 8 - Thursday, March 10 (Lecture)**

Unit: Psychology of Patient Management

Discussion, Canvas Post, and Article Topic: Psychology of Patient Management

Guest: Barb Taylor, RDA, Redwoods Rural Dental Health Center

**Week 9 – Monday, March 14 – Friday, March 18**

**Spring Break**

**Week 10 - Thursday, March 24 (Lecture)**

Unit: Psychology of Patient Management

Discussion, Canvas Post, and Article Topic: Psychology of Patient Management

**Week 11 - Thursday, March 31 (Lecture)**

Unit: Psychology of Patient Management

Discussion, Canvas Post, and Article Topic: Psychology and Patient Management

**Week 12 - Thursday, April 7 (Lecture)**

**QUIZ #3 (Psychology of Patient Management)**

Unit: Psychology of Patient Management

Discussion, Canvas Post, and Article Topic: Psychology and Patient Management

**Week 13 - Thursday, April 14 (Lecture)**

Unit: RDA Review

*General Written and Law and Examination Textbook reading assignment in preparation for lecture class:*

**Review – Unit 1 – Patient Treatment and Care**

**Review – Unit 2 – Dental Procedures**

**Week 14 - Thursday, April 21 (Lecture)**

Unit: RDA Review

*General Written and Law and Examination Textbook reading assignment in preparation for lecture class:*

**Review – Unit 2 – Dental Procedures**

**Review – Unit 3 – Dental Specialty and Procedures**

**Week 15 - Thursday, April 28 (Lecture)**

Unit: RDA Review

*General Written and Law and Examination Textbook reading assignment in preparation for lecture class:*

**Review - Unit 4 – Safety**

**Week 16 - Thursday, May 5 (Lecture)**

Unit: RDA Review

**Mock California State Dental Board Written RDA Exam**

**Week 17 - Thursday, May 12 (Lecture)**

Unit: RDA Review

**Fall and Spring Cumulative Instrument/Equipment Exam**