

Syllabus for DA 167, Advanced Dental Assisting Functions & Duties (Clinical Experience)

Course Information

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| Semester & Year: Spring 2026 |
| Course ID & Section #: DA 167 (E0104) |
| Instructors' Names: Hillary Reed, RDAEF, CDA (Lecture/ Clinical Labs) Raynell Tindall, RDA, CDA (Clinical Labs), Teresa Moore (Clinical Labs) |
| Day/Time: Monday Clinical Lab: 8:30-4:30 Wednesday Clinical Lab: 8:30-4:30 Thursday Lecture: 10:45-11:50 |
| Location: At 115 (Lecture), AT 101 (Clinical Labs), Contracted Internship Site as Assigned |
| Number of Units: 6 |
| Lecture Hours: 1 |
| Clinical Lab Hours: 270 |
| Number of Proctored Didactic Exams: 2 |
| Prerequisites: Acceptance in Dental Assisting Program cohort, successful completion of fall semester courses with a 75% or better in DA 150, DA 153, DA 154, DA 155, DA 156, DA 156C |
| Co-requisites: DA 163, DA 164, DA 165, DA 166, DA 167 |

Instructor Contact Information

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| Office Location: AT 101 |
| Office Hours: Tuesdays, Thursdays, and Fridays by appointment |
| Office Phone Number: 707-476-4250 |
| Absences: 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. |
| Communication Note: Communications with the instructor in-person or electronically that need a response occur during customary business hours during the business week. |
| Instructor Email Address: Hillary-Reed@redwoods.edu |
| Program Coordinator Phone Number: 707-476-4253 |
| Program Coordinator Email Address: Hillary-Reed@redwoods.edu |

Required Materials

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| Textbook Title: Modern Dental Assisting, 14 th Edition with Workbook (ISBN: 978-032-382-4408) |
| Author: Robinson |
| Textbook Title: Dental Instruments, 8 th Edition (ISBN: 978-032-387-3901) |
| Author: Bartolomucci-Boyd |
| Other Requirements: 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 participate by assisting in patient care in the Dental Health Center and 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. Students are graded in the clinical setting based on objective criteria and required to complete a daily timesheet.

Course Objective

1. Exhibit professional responsibility by following directions, engaging in appropriate interpersonal communication, abiding by safety measures and using sound judgement when performing dental assisting skills and functions.
2. Demonstrate clinical competence in essential dental assisting skills and chairside dental assisting functions, including Registered Dental Assistant (RDA) duties specific to general dentistry.
3. Qualify for Dental Board of California licensure (Registered Dental Assistant) and Dental Assisting National Board (Certified Dental Assistant)

Course Student Learning Outcomes

1. Demonstrate cooperation working in a team environment, utilizing interpersonal communication with the ability to apply directives and protocol in a timely manner.
2. Exhibit essential dental assisting skills, chairside dental assisting function, and advanced/ expanded dental assisting functions according to the California Dental Practice Act demonstrating ethical principles and sound judgement.
3. Apply didactic, laboratory, and preclinical instruction to the clinical setting, applying knowledge, recollecting competency, and further developing proficiencies.
4. Complete a minimum of 300 clinical hours including externship experience and a minimum of 900 instructional hours with specified content in didactic, laboratory, preclinical instruction and clinical laboratory hours.

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. Employment and Dental Career Pathways
5. RDA Examination Readiness

Specific Didactic Course Skill Sets (Objectives)

1. Apply learned theory to patient care and assimilation knowledge from didactic and pre-clinical competency in patient care.
2. Demonstrate ability to follow oral and written directions and given protocol.
3. Apply learned theory and assimilation knowledge from didactic and pre-clinical competency in patient care.
4. Discuss the legal and ethical aspects of dentistry.
5. Explain the difference between "legal" and "ethical".

6. Identify the ethical standards in dentistry: autonomy, beneficence, justice, nonmaleficence, veracity.
7. Name the steps in solving an ethical dilemmas and use a case example for clarification.
8. Identify California Dental Practice Act as it relates to Registered Dental Assistant and the Table of Permitted Duties.
9. Explain the concept Standard of Care, Professional Negligence (failure to provide due care), and Risk Management.
10. Describe psychology techniques to managing patients in the dental setting.
11. Identify aspects of teamwork.
12. Determine soft skills employers are looking for in an employee in the career of dental assisting.
13. Describe the professional image of a dental assistant and its importance in career advancement and employment opportunities.
14. Specify the benefits of membership in both national and state organizations.
15. 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 critically think with the 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.

Educational Accessibility and Support

College of the Redwoods is committed to providing reasonable accommodation for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (i.e. dyslexia, reading comprehension)
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu.

Eureka campus Location: Student Services Building, first floor

Phone: 707-476-4280

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.

Accessing Canvas

1. Log into Canvas at [My CR Portal](#)
2. For help logging in to Canvas and general tech help, visit [Canvas Support Home](#)
3. Once you're logged in to Canvas, you click on the Help icon on the left menu

Special Note

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

Lecture Preparation

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

Didactic (Lecture) Examinations

All lecture examinations will be administered in the beginning of class. 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 times, dates, and chapters covered. Please note all quizzes are in CANVAS.

Clinical Experience Lab Competency and Evaluation

Clinical performance is evaluated by the clinical instructors and/or internship office staff 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/ 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/or internship staff.

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/Internship Experience Timesheet

Each clinical and/or internship session the student will be evaluated by the faculty and internship office staff. Internship Experience Timesheets are completed by the student and the faculty and/or office staff each clinical/internship session to verify performance and workplace conduct. Additionally, internship office 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 every 4 weeks. 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.

Course Requirements/ Evaluation and Grading Policy

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| 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) | |
| Lecture Quiz and Exam Portion: | Weighted 50% of total grade |
| 3 Quizzes (40 points each) | |
| 1 HESI Elsevier Mock California State Dental Board Written RDA Exam (200 points) | |
| 1 Cumulative Instrument and Equipment Exam (200 points) | |
| Practical Portion: | Weighted 35% of total grade |
| 4 Clinical Evaluation Packets (150 points each) | |
| 1 Internship evaluation (100 points) | |

Registered Dental Assistant 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 Registered Dental Assistant Program courses are sequential and have co-requisites. Students not passing with a 75% or better in the course cannot continue. | | |
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| 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 Schedule of Lecture Activities and Assignments

Week 1 - Thursday, January 22 (Lecture)

Unit: Legal and Ethical Aspects of Dental Assisting

Modern Dental Assisting 14th Edition Textbook reading assignment in preparation for lecture class:

Chapter 4 – Ethics and Code of Conduct in Dentistry

Chapter 5 – Dentistry and the Law

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

Week 2 - Thursday, January 29 (Lecture)

Unit: Legal and Ethical Aspects of Dental Assisting

Modern Dental Assisting 14th Edition Textbook reading assignment in preparation for lecture class:

Chapter 4 – Ethics and Code of Conduct in Dentistry

Chapter 5 – Dentistry and the Law

Discussion: Standard of care, malpractice, and risk management

Week 3 - Thursday, February 5 (Lecture)

Unit: Legal and Ethical Aspects of Dental Assisting

Modern Dental Assisting 14th Edition Textbook reading assignment in preparation for lecture class:

Chapter 4 – Ethics and Code of Conduct in Dentistry

Chapter 5 – Dentistry and the Law

Discussion: Ethical Principles and legal requirements

Week 4 - Thursday, February 12 (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 19 (Lecture)

Unit: Interpersonal Communication and Teamwork

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

Week 6 - Thursday, February 26 (Lecture)

Unit: Interpersonal Communication and Teamwork

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

Week 7 - Thursday, March 5 (Lecture)

QUIZ #2 (Interpersonal Communication and Teamwork)

Unit: Psychology of Patient Management

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

Week 8 - Thursday, March 12 (Lecture)

Unit: Psychology of Patient Management

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

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| Week 9 - Monday, March 16 – Friday, March 20 | | SPRING BREAK |
| <u>Week 10 - Thursday, March 26 (Lecture)</u> Unit: Psychology of Patient Management Discussion, Canvas Post, and Article Topic: Psychology of Patient Management | | |
| <u>Week 11 - Thursday, April 2 (Lecture)</u> Unit: Psychology of Patient Management Discussion, Canvas Post, and Article Topic: Psychology and Patient Management | | QUIZ #3 (Psychology of Patient Management) |
| <u>Week 12 - Thursday, April 9 (Lecture)</u> Unit: Employment and Dental Career Pathways | | Guest Speaker: Open Door |
| <u>Week 13 - Thursday, April 16 (Lecture)</u> Unit: Employment and Dental Career Pathways | | Guest Speaker: Patterson Dental |
| <u>Week 14 - Thursday, April 23 (Lecture)</u> Unit: Employment and Dental Career Pathways | | Guest Speaker: Redwoods Rural |
| <u>Week 15 - Thursday, May 7 (Lecture)</u> Unit: RDA Examination Readiness | | |
| <u>Week 16 - Thursday, May 7 (Lecture)</u> Unit: RDA Examination Readiness | | Mock California State Dental Board Written RDA Exam |
| <u>Week 17 - Thursday, May 14 (Lecture)</u> Unit: RDA Examination Readiness | | Cumulative Instrument/Equipment Exam |