

# Dental Assistant

## LEARNING OBJECTIVES



Our online Dental Assistant Training is designed to help you prepare to take the next steps toward a career in dentistry with confidence! Through your online courses, you'll cover essential topics from oral health and dental radiology to dental office management. You'll also gain hands-on experience through a 100-hour required externship to practice what you learned online in the real world. Combined, your clinical and academic training can help you prepare to sit for the Dental Assisting National Board (DANB) National Entry Level Dental Assistant (NELDA) component exams and the American Medical Technologists (AMT) Registered Dental Assistant (RDA) exam

### Program Orientation: Dental Assistant Entry Level

- Initiate the Dental Assistant Entry Level Program.

### Introduction to Dental Assisting

- Review dental disease and dentistry from the "beginning of time"
- Identify the nine specialties of dentistry
- Describe the career skills performed by dental assistants
- Recognize who oversees the Dental Practice Act and how licenses for the dental field are obtained
- Identify the responsibilities of the dental team in regard to dental records, implied and informed consent, subpoenas, and the statute of limitations
- State how the HIPAA law has impacted the dental office and identify the parameters of the law

### Dental Infection Control

- Describe how pathogens travel from person to person in the dental office
- List various disinfectants and their applications as used in dentistry
- Identify and demonstrate the usage of different types of sterilizers
- Demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, at the end of a dental treatment, in the dental radiography area, and in the dental laboratory
- Identify the scope of the OSHA Bloodborne Pathogens Standard and the Hazardous Communication Standard
- Demonstrate the importance for safe disposal of sharps
- Identify the proper Personal Protective Equipment(PPE) for all clinical staff

### Basic Dental Sciences

- Identify each structures and functions of the skeletal, muscular, nervous, circulatory, lymphatic and immune systems
- Identify landmarks of the oral cavity, tongue, salivary gland and floor of the mouth
- Identify the landmarks of the maxilla and mandible arches
- Identify how the facial temporomandibular (TMJ) joints work
- List and describe the four stages of structure of tooth, location, and function of each landmarks
- Understand the components of the periodontium, alveola bone, gingiva and mucosa.
- Describe the virus, bacteria, protozoa, yeast, and molds
- Describe the types of immunity and microorganisms routes of infection

### Oral Health and Nutrition

- Describe how plaque forms and affects the tooth
- Identify oral hygiene tips that will aid each age group
- Define fluoride and describe its use in dentistry
- Define nutrients found in foods, including carbohydrates, fiber, fats, proteins, and amino acids. Explain how they affect oral hygiene
- Identify the food sources, functions, and implications of deficiencies of fat-soluble vitamins, water-soluble vitamins, and the seven major minerals
- Understand the oral implications of eating disorders
- Learn diet and culture and how it relates to oral health

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### Tooth Morphology and Dental Charting

- Identify the dental arches and quadrants using the correct terminology
- List the primary and permanent teeth by name and location
- Identify the surfaces of each tooth and their locations.
- List the anatomical structures and their definitions.
- Describe each permanent and primary tooth according to location, anatomical features, morphology, function, position, and other identifying factors.
- Identify charts that use symbols to represent conditions in the oral cavity.
- Define G. V. Black's six classifications of cavity preparations.
- Describe basic dental charting terminology

### Dental Pharmacology and Med Emergencies

- Identify terms related to drugs, pharmacology, and medicines
- Identify the parts of a written prescription
- Identify the routes through which drugs can be administered
- Demonstrate an understanding of the drugs used in dentistry, and the ways in which they are used
- Describe several emergency situations that may take place in the dental office. Explain how dental assistants can be prepared for these possibilities
- Define the terms and anatomy used in CPR delivery
- List and describe the signs and treatments for syncope, asthma, allergic reactions, anaphylactic reaction, hyperventilation, epilepsy, diabetes mellitus, hypoglycemia, angina pectoris, myocardial infarction, congestive heart failure, and stroke/cerebrovascular accident
- List and describe several dental emergencies that a patient may have, such as an abscessed tooth, alveolitis, avulsed tooth, broken prosthesis, soft tissue injury, broken tooth, and loose crown

### Dental Radiology

- Describe the radiation types
- Identify the components of a dental x-ray unit and explain the function of each component

- Understand the ALARA principle and use the lead apron with a cervical collar for patient safety
- Describe the types of film exposures, including periapical, bitewing, and occlusal radiographs
- Describe the paralleling principle and the bisecting principle and technique
- Describe the process of taking radiographs on various patients, including occlusal, pediatric, edentulous, endodontic radiographs, and special needs/compromised patients
- Explain how to duplicate and mount dental radiographs
- Identify the means of producing quality radiographs.
- Explain the fundamental concepts, advantages, and disadvantages of digital radiography
- Identify extraoral films and describe exposing techniques

### Preparation for Dental Patient Care

- Describe the components of the communication process
- Demonstrate how the following body language is used in nonverbal communication behavior: spatial, posture, facial expression, gestures, and perception
- Discuss how Maslow's hierarchy of needs is used, and how it relates to communication in today's dental office
- Identify and explain dental patient phobias and concerns
- Identify office stress, and demonstrate how to achieve conflict resolution
- Describe some general behaviors of multicultural patient populations
- Explain how the patient record is developed and the importance of the personal registration form, medical and dental information, clinical evaluation, and the extraoral and intraoral examinations
- Perform or assist the dentist in an extraoral and an intraoral evaluation including lips, tongue, glands, and oral cavity
- Perform and document vital signs on the patient, including both oral and tympanic temperature, pulse, respiration, and blood pressure

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### Fundamentals of HIPAA

- Describe HIPAA basics
- Discuss the HIPAA Privacy Rule.
- Discuss the HIPAA Security Rule.
- Describe the HITECH Act.
- Explain regulations for business associates.
- Summarize HIPAA documentation and training.
- Review applied HIPAA security for healthcare professionals

### Dental Office Management and Employment

- Identify the dental office staff and their areas of responsibility
- Explain how database management concepts can be used in the dental office
- Identify the equipment needed for record management
- Define key terms related to accounts receivable
- Identify the accounts payable expenses that the dental practice is responsible for
- Identify the steps in preparing a cover letter and a résumé
- Describe the interview process, and identify the skills and preparation techniques that will aid in obtaining a job
- Identify the skills that a successful dental assistant possesses
- Explain how to terminate employment

### Externship Readiness Skills

- Explore CareerStep Community career resources
- Develop effective time management skills
- Enhance your creative and critical thinking
- Learn physical and emotional coping techniques to deal with stress
- Acquire methods to maximize verbal, nonverbal, and written communication
- Relate the importance of professional image to career success
- Identify key elements of successful interviews
- Identify traits related to self-motivation and self-esteem
- Incorporate a positive and professional attitude in dealing with others

### Dental Office and Basic Chairside Assisting

- Describe the design of a dental office, the equipment and function, explaining the purpose of each area
- Describe the daily routine to open and close the dental office
- Describe the necessary steps to prepare the treatment room.
- Explain the necessary steps to seat the patient for treatment and dismiss the patient after treatment is complete.
- Identify the special needs of certain patients.
- Describe the grasps, positions, and transfer of instruments for a procedure.
- List the eight rules for instrument transfer.
- Describe and demonstrate how to maintain the oral cavity.
- Describe techniques for moisture control and isolation

### Dental Restorative and Laboratory Materials

- Differentiate between dental cements, bases, liners, and bonding agents
- Explain the role of the dental assistant in preparing materials and the properties of dental materials
- List and explain the properties of dental materials
- Identify the types of dental cements
- Explain etchants and their function
- Describe bonding agents and their manipulation
- Discuss restorative dentistry and the various materials and techniques involved, including cavity detection and cavity cleaners, disinfectants, and desensitizers
- Describe the steps of cavity preparation
- Explain the use of glass ionomer, resin, resin-reinforced glass ionomer, and compomer restorative materials
- Describe the functions and parts of the Tofflemire matrix
- Demonstrate the knowledge and skills needed to prepare, take, and remove alginate impressions and wax bites, prepare reversible hydrocolloid and elastomeric impression material for the dentist
- Identify the skills necessary to use gypsum products  
Identify various classifications and uses of waxes used in dentistry

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### Clinical Dental Procedures

- Identify and describe ways to help patient manage pain and anxiety of a dental procedure
- List the steps for preparing for the administration of local anesthetic
- List the indications and contraindications of placing sealants.
- Describe the types of sealant materials, including composite, glass ionomer, and filled and unfilled sealants.
- Describe and explain the rationale for each step in the coronal polish procedure.
- Identify the general steps for the procedure and materials used for fixed prostheses.
- List the advantages and disadvantages of the CAD/CAM technology.
- Describe considerations about the patient related to removable prosthetic treatment
- Describe the procedure for a denture repair and a reline procedure

### Dental Specialities

- Define endodontics and describe what an endodontist does
- Identify instruments and material used in endodontic procedures and describe their functions
- Describe the scope of oral and maxillofacial surgery
- Identify the surgical instruments used in various types of surgery and describe their functions
- List the indications and contraindications for dental implants
- Explain the steps in the treatment sequence for dental implants
- Identify oral diseases and lesions related to biological, physical, and chemical agents
- Distinguish among oral conditions related to nutritional disturbances
- Define and describe occlusion and malocclusion
- Describe preventive, interceptive, and corrective orthodontics
- Describe child behavior management techniques
- Identify the signs of child abuse and the procedure for reporting suspected child abuse

- Define cosmetic dentistry and describe what is involved in cosmetic dentistry
- Describe the types of restorations that are placed and materials used for cosmetic restorations
- Understand common procedures in pediatric dentistry, including preventive procedures, restorative procedures, preventive and interceptive orthodontic treatment

### Career Success in Healthcare

- Assess and develop time-management skills
- Develop plans to enhance creative and critical thinking
- Learn the basics of professional communication

### Dental Assistant Entry Level Final Exam

- Review Dental Assistant Program Final Exam Instructions
- Take the Dental Assistant Final Exam

### Applying for Your Required Externship

- Create your profile in the Learner Placement Portal
- Review the externship preparation resources
- Explore CareerStep Community career resources to help in your search for an externship
- Understand the benefits of an externship
- Access externship participation eligibility requirements
- Understand the externship application process

### Clinical Externship\*

- Work with local dentists for real-world, hands-on experience

### Program Completion: Dental Assistant Entry Level

- Prepare for certification exams
- Take Certification Practice Exam(s)
- Request voucher for Certification exam

#### \*CareerStep does not guarantee externships.

A learner's placement in and completion of an externship is solely the learner's responsibility and may be subject to additional requirements, such as a background check and successful completion of a CareerStep course.