

# Dental Assisting

## Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All graduates receive in excess of 40 hours of instruction in radiology, 75% digital. Our students graduate with CA Radiation Safety and 8 hour Infection Control Certificates. Details of the student's extensive **clinical** training are outlined below.

### I. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Treatment options available, depending on oral conditions

### II. Receptionist - Front Desk Office Management

- A. Phone techniques and appointment book control
- B. Billing: accounts receivable and accounts payable, collections
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology

### III. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and patient suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments and materials in assisting for:
  - 1. Operative Dentistry-amalgam and composite restorations
  - 2. Oral Surgery - instruments, procedures and post-op protocol
  - 3. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
  - 4. Endodontics - instruments, medicaments and materials: how and why they are used
  - 5. Periodontics - disease origin and usual treatment methods
  - 6. Pedodontics - commonality and differences in treating children vs. adult patients

### IV. California Radiation Safety Certification for Dental Radiology

- A. X-ray theory and technique, use of Rinn<sup>®</sup> holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Developing x-rays using the automatic processor
- D. Darkroom care and maintenance
- E. X-ray identification, interpretation, safety and precautions

### V. Impressions and Model Trimming

- A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- B. P.V.S. bites, counter impressions,
- C. Model pouring and trimming along with splint fabrication.

### VI. Cements and Liners

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

### VII. Infection Control 8 Hour Certification

- A. Microbiology, Hazardous Waste, Infectious Waste and Bloodborne Pathogen training
- B. Instrument and equipment sterilization / disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Handpiece care and maintenance

### VIII. Job Interview and Placement Assistance

- A. Proper image, dress, resume, and how to prepare for the job interview itself
- B. Difficult questions you may face - how to answer them
- C. Do's and don'ts during the interview, what to expect.