

The Dental Assisting curriculum supports the attainment of the following list of competencies expected of a dental assistant entering the profession.

	The dental assisting graduate will be prepared to:
1.	apply a professional code of ethics in all endeavors;
2.	adhere to state and federal laws, recommendations, regulations and safety practices in the provision of oral health care;
3.	identify dental health care needs to promote patient health and wellness using critical thinking and problem solving skills in the provision of evidenced-based practice;
4.	assume responsibility for professional actions and care based on accepted scientific theories and research as well as the accepted standard of care;
5.	continuously perform self-assessment for life-long learning and professional growth;
6.	advance the profession through service activities and affiliations with professional organizations;
7.	apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care;
8.	communicate effectively with individuals and groups from diverse populations both orally and in writing;
9.	provide accurate, consistent and complete documentation for oral health services provided;
10.	provide care to all patients using an individualized approach that is comprehensive, culturally sensitive and caring;
11.	provide educational services using appropriate interpersonal communication skills and educational strategies to promote optimal oral health;
12.	use a collaborative approach with all patients when assisting in the development and presentation of individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning;
13.	record accurate, consistent, and complete documentation of oral health services provided;
14.	use critical decision-making skills to help determine the patients' dental needs based on all available assessment data;
15.	facilitate consultations and referrals with all relevant health care providers for optimal patient care;
16.	manage medical emergencies by using professional judgement, providing life support, and utilizing required CPR and any specialized training or knowledge;
17.	evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed;

DENTAL ASSISTING STUDENT COMPETENCIES:

I. Core Competencies

Reflect the ethics, values, skills, and knowledge integral to all aspects of each of the allied dental professions. These core competencies are foundational to the specific roles of each allied dental professional.

C.1 Apply the ADAA code of ethics in all professional endeavors.

- C.2** Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.
- C.3** Use critical thinking skills and comprehensive problem-solving to identify oral health care needs.
- C.4** Use evidence-based decision making to evaluate emerging technologies and materials to assist in achieving high-quality, cost-effective patient care.
- C.5** Assume responsibility for professional actions and care based on accepted scientific theories, research, and the accepted standard of care.
- C.6** Continuously perform self-assessment for lifelong learning and professional growth.
- C.7** Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
- C.8** Promote the values of the dental assisting profession through service-based activities, positive community affiliations, and active involvement in local organizations.
- C.9** Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.
- C.10** Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.
- C.11** Record accurate, consistent, and complete documentation of oral health services provided.
- C.12** Facilitate a collaborative approach with all patients when assisting in the development and presentation of individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.
- C.13** Facilitate consultations and referrals with all relevant health care providers for optimal patient care.
- C.14** Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.

II. Health Promotion and Disease Prevention

Health promotion and disease prevention are a key component of health care. Changes within the health care environment require the allied dental professional to have a general knowledge of wellness, health determinants, and characteristics of various patient communities.

- HP.1** Promote positive values of overall health and wellness to the public and organizations within and outside the profession.
- HP.2** Respect the goals, values, beliefs, and preferences of all patients.
- HP.3** Identify individual and population risk factors, and develop strategies that promote health-related quality of life.

HP.4 Evaluate factors that can be used to promote patient adherence to disease prevention or health maintenance strategies.

HP.5 Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

III. Community Involvement

Allied dental professionals must appreciate their roles as health professionals at the local, state, and national levels. While the scope of these roles will vary depending on their discipline, the allied dental professional must be prepared to influence others to facilitate access to care and services.

CM.1 Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.

CM.2 Provide educational services that allow patients to access the resources of the health care system.

CM.3 Provide community oral health services in a variety of settings.

CM.4 Facilitate patient access to oral health services by influencing individuals or organizations for the provision of oral health care.

CM.5 Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care.

CM.6 Evaluate the outcomes of community-based programs, and plan for future activities.

CM.7 Advocate for effective oral health care for underserved populations.

IV. Patient Care

Allied dental professionals have different roles regarding patient care. These are reflected in the competencies presented for each discipline. The roles of the allied dental disciplines in patient care are ever-changing, yet central to the maintenance of health. Allied dental graduates must use their skills following a defined process of care in the provision of patient care services and treatment modalities. Allied dental personnel must be appropriately educated in an accredited program and credentialed for the patient care services they provide; these requirements vary by individual jurisdiction.

Assessment

PC.1 Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medicolegal principles.

PC.2 Recognize predisposing and etiologic risk factors that require intervention to prevent disease.

PC.3 Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.

PC.4 Identify patients at risk for a medical emergency, and manage the patient care in a manner that prevents an emergency.

Planning

- PC.5** Select and assemble the appropriate materials and armamentarium for general and specialized patient care.
- PC.6** Collaborate with the patient and other health professionals as required to assist in the formulation and presentation of a comprehensive care plan that is patient-centered and based on the best scientific evidence and professional judgment.

Implementation

- PC.7** Utilize universal infection control guidelines for all clinical procedures.
- PC.8** Provide, as directed, restorative procedures that preserve the tooth structure, replace missing or defective tooth structure, maintain function, are esthetic, and promote soft and hard tissue health.
- PC.9** Provide clinical supportive and intraoral treatments within the parameters of general and specialized patient care.
- PC.10** Prevent, identify, and manage medical and dental emergencies.

Evaluation

- PC.11** Evaluate the effectiveness of the provided services, and modify as needed.

V. Professional Growth and Development

Reflect opportunities that may increase patients' access to the oral health care system or may offer ways to influence the profession and the changing health care environment. The allied dental professional must possess transferrable skills (e.g. in communication, problem-solving, and critical thinking) to take advantage of these opportunities.

- PGD.1** Pursue career opportunities within health care, industry, education, research, and other roles as they evolve for the dental assistant.
- PGD.2** Develop practice management and marketing strategies to be used in the delivery of oral health care.
- PGD.3** Access professional and social networks to pursue professional goals.

DENTAL ASSISTING COMPETENCIES FOR GRADUATION

Course Matrix Dental Assisting One year		Competencies in Course	
Fall	A112	Dental/Medical Emergencies and Therapeutics (2 CR)	
	A121	Microbiology and Asepsis Techniques (2 CR)	
	A171	Clinical Science I (5CR)	# 1-14 14 TOTAL
	H214	Oral Anatomy (3 CR)	
	H242	Introduction to Dentistry (1 CR)	
	H303	Dental Radiology (2 CR)	#28- 30 3 TOTAL
Spring	A111	Oral Pathology, Physiology, and Anatomy I (2CR)	
	A113	Oral Pathology, Physiology, and Anatomy II (1CR)	
	A131	Dental Materials I (2CR)	#15-18 4 TOTAL
	A141	Preventive Dentistry & Nutrition (2 CR)	
	A152	Radiology Clinic II (1 CR)	#13-14, #31-33 5 TOTAL
	A172	Clinical Science II (5 CR)	#19-26 7 TOTAL
Summer	A132	Dental Materials II (2 CR)	#26-27 2 TOTAL
	A161	Behavioral Science (1 CR)	
	A162	Oral and Written Communications (2 CR)	
	A182	Practice Management, Ethics, and Jurisprudence (2 CR)	
	H224	Oral Histology and Embryology (1 CR)	

Dental Assisting Course Competencies

Competency Number	Competency Name	Course #
# 1	HAND HYGIENE TECHNIQUES	A171
# 2	TREATMENT ROOM POSITIONING	A171
# 3	VITAL SIGNS	A171

Competency Number	Competency Name	Course #
# 4	EXTRA AND INTRAORAL EXAMINATION	A171
# 5	FOUR-HANDED DENTISTRY	A171
# 6	MOUTH MIRROR AND EXPLORER	A171
# 7	ORAL HYGIENE INSTRUCTION	A171
# 8	LOCAL/TOPICAL ANESTHESIA	A171
# 9	RUBBER DAM/DENTAL DAM	A171
#10	TOFFLEMIRE RETAINER AND MATRIX BAND/AUTOMATRIX BAND	A171
#11	AMALGAM RESTORATION (POSTERIOR TOOTH)	A171
#12	LIGHT-CURED RESIN RESTORATION (ANTERIOR TOOTH)	A171
#13	CORONAL POLISHING	A171 & A152
#14	FLUORIDE ADMINISTRATION	A171 & A152
#15	ALGINATE IMPRESSIONS LAB PRACTICAL	A131
#16	MIXING CALCIUM HYDROXIDE LINER	A131
#17	MIXING GLASS IONOMER AS A CEMENT	A131
#18	MIXING INTERMEDIATE RESTORATIVE MATERIAL	A131
#19	ORTHODONTICS TREATMENT	A172
#20	ENDODONTICS TREATMENT	A172
#21	PIT AND FISSURE SEALANT	A172
#22	FIXED PROSTHODONTICS	A172
#23	REMOVABLE PROSTHODONTICS COMPLETE DENTURE	A172
#24	ORAL & MAXILLOFACIAL SURGERY	A172
#25	PERIODONTAL TREATMENT	A172
#26	PIT & FISSURE SEALANT PRACTICAL	A132
#27	TAKING A POLYVINYLSILOXANE BITE REGISTRATION	A132
#28	DARKROOM PROCEDURES	H303
#29	MOUNTING RADIOGRAPHS	H303
#30	RADIATION SAFETY AND DISINFECTION	H303
#31	PANORAMIC COMPETENCY	A152
#32	HUMANOID MANIKIN PEDIATRIC CMS	A152
#33	HUMANOID MANIKIN OCCLUSAL SURVEY	A152

DENTAL ASSISTING RADIOGRAPH AND
PATIENT REQUIREMENTS
FOR GRADUATION

<u>RADIOLOGY CLINIC</u>	<u>CMS</u>	<u>PANO</u>	<u>Occlusal</u>	<u>Coronal Polishing & Fluoride Applications</u>
Requirement	1 Pediatric (Humanoid)	2	1 Max. & 1 Mand. (Humanoid)	5 Patients
	4 Adult			
	1 Mixed Dentition			
	1 Edentulous/ Partially Edentulous			
Total Requirements	7	2	1 Survey	5

Dental Radiology Competencies (See Chart)

- Darkroom Procedures
- Mounting Radiographs
- Radiation Safety and Disinfection
- Panoramic Competency
- Humanoid Manikin Pediatric CMS
- Humanoid Manikin Occlusal Survey
- Simulated Radiographic Exposures

CLINICAL EXTERNSHIP

Students will be required to participate in off-site clinical rotations during the Spring and Summer semesters in the dental assisting program. These off-site clinical externships provide hands-on experiences to students while completing their **mandatory** minimum of **300 clinical externship hour** requirements for graduation. The off-site clinical externships are located throughout Northwest Indiana. Students are responsible for their own transportation to the externships.

Dental Assisting Clinical Requirements

Clinical Requirements are assigned each semester. These requirements will be outlined in Clinical Science I, and II, Dental Materials I and II, and Radiology Clinic. Failure to meet all of

these requirements will result in the student receiving a grade of Incomplete (I) for the semester. However, a student who has not made an attempt to complete at least 75% of the required coursework will receive an “F” and is not eligible to receive an “incomplete” grade. The 75% of coursework must be of passing quality. An “incomplete” will result in the student’s clinical course grade being lowered by one letter grade. All clinical requirements must be satisfactorily completed by the end of Summer Session I to prepare students for graduation and the DANB Examination.

General Clinical Objectives

1. To apply didactic information to patient care.
2. To equip the students with a range of skills and competencies needed to excel in the profession.
3. To adhere to professional codes of conduct.
4. To prepare the student for successful completion of the CDA (DANB) Examination.
5. To prepare the student for success in the workplace.

Pre-Clinical Requirements

1. Successful completion of pre-clinical requirements will be demonstrated through mastery of the following clinical laboratory competencies and armamentarium trays.
2. Clinical Science I Competencies (See Chart above)
 - Hand Hygiene Techniques
 - Treatment Room Positioning
 - Vital Signs
 - Extra and Intraoral Examination
 - Four-Handed Dentistry
 - Mouth Mirror and Explorer
 - Oral Hygiene Instruction
 - Local/Topical Anesthesia
 - Rubber Dam/Dental Dam
 - Tofflemire Retainer and Matrix/Automatrix band
 - Amalgam Restoration
 - Resin Restoration
 - Coronal Polishing
 - Fluoride Administration
3. Clinical Science I Armamentarium Trays (Fall Semester)
 - Oral Exam
 - Local/Topical Anesthetic
 - Dental Dam/Rubber Dam

- Amalgam Restoration
 - Amalgam Polishing/Finishing
 - Resin Restoration
 - Prophylaxis
 - Fluoride Treatment/Desensitization
4. Dental Radiology Competencies (Fall Semester)
 - Darkroom Procedures
 - Mounting Radiographs
 - Radiation Safety and Disinfection
 - Simulated Radiographic Exposures
 5. Dental Materials I Competencies (Spring Semester)
 - Mixing Calcium Hydroxide Liner
 - Mixing Glass Ionomer as a Cement
 - Mixing Intermediate Restorative Material
 6. Dental Materials I Armamentarium Trays (Spring Semester)
 - Calcium Hydroxide Liner
 - Glass Ionomer
 - Intermediate Restorative Material
 - Alginate Impressions
 - Plaster Study Models
 - Stone Study Models
 - Bleaching Trays
 - Custom Trays

Clinical Requirements

1. Clinical Externship Requirements

Successful completion of clinical requirements will be demonstrated through a **minimum of 300 externship hours**. Students will be required to participate in offsite clinical rotations during the Spring and Summer semesters in the dental assisting program. These off-site clinical externships provide hands-on experiences to students while completing their **mandatory** minimum of **300 clinical externship hour** requirements for graduation. The off-site clinical externships are located throughout Northwest Indiana. Students are responsible for their own transportation to the externships.

2. Chairside Procedures

- Diagnostic procedures
- Restorative
- Surgical procedures
- Preventive procedures
- Periodontal procedures

- Orthodontic procedures
- Removable prosthodontic procedures
- Fixed prosthodontic procedures
- Endodontic procedures
- Pediatric procedures

3. **Diagnostic Aids**

- Process and/or mount radiographs
- Expose radiographs
- Take, record and/or update medical/dental histories
- Take and record vital signs □ Take impressions
- Take occlusal registrations

4. **Clinical Supportive Functions**

- Prepare and/or dismiss patients
- Sterilize instruments and/or disinfect equipment
- Provide post-operative instructions
- Prepare tray set-ups for procedures
- Place and/or remove dental dam
- Apply topical anesthetic
- Maintain patient treatment records
- Maintain operatory, equipment and/or instruments

5. **Emergency Procedures**

- Administer basic life support procedures
- Manage medical and/or dental emergencies

6. **Oral Hygiene**

Education

- Discuss and/or demonstrate biofilm control
- Provide basic dietary counseling

7. **Laboratory Procedures**

- Pour, trim, and/or polish study casts
- Fabricate custom trays
- Clean and polish removable appliances
- Fabricate temporary restorations

8. **Business Office Procedures**

- Manage telephone calls
- Schedule appointments
- Complete third-party reimbursement forms
- Retrieve and/or file patient charts

9. **Demonstrates Professionalism**

- Professional Atmosphere and attitude
- Performs duties as assigned

- Anticipates procedural needs
- Self-motivated
- Efficient use of experience

10. **Maintains Professional Appearance**

- Hair
- Nails
- Uniform
- Shoes
- No jewelry
- Personal hygiene

11. **Utilizes Disease Control Barriers**

- Safety glasses
- Face mask
- Gloves
- Disposable gown, scrub jacket, or long sleeve shirt

In addition, mastery of the following competencies and armamentarium trays must be demonstrated for completion of clinical requirements:

12. **Clinical Science II Competencies (Spring Semester)**

- Orthodontics
- Endodontics
- Pediatric Dentistry/Dental Sealants
- Fixed Prosthodontics
- Removable Prosthodontics
- Oral Maxillofacial Surgery
- Periodontics

13. **Clinical Science II Armamentarium Trays (Spring Semester)**

- Orthodontics
- Endodontics
- Pediatric Dentistry/Dental Sealants
- Fixed Prosthodontics
- Removable Prosthodontics
- Oral Maxillofacial Surgery
- Periodontics

14. **Dental Materials II Competencies (Summer Semester)**

- Taking a polyvinylsiloxane bite registration

15. **Dental Materials II Armamentarium Trays (Summer Semester)**

- Stone study model

- Duplicate stone study models
- Temporary crowns
- Pit and fissure sealants
- Occlusal mouth guard

16. **Radiology Clinic Competencies (Spring/Summer Semesters)**

- Panoramic Competency
- Humanoid Manikin Pediatric CMS
- Humanoid Manikin Occlusal Survey

17. **Radiology Clinic Patient Requirements (Spring/Summer Semesters)**

- Four (4) Adult CMS
- One (1) Child/Mixed CMS
- One (1) Edentulous/Partially Edentulous CMS
- Two (2) Panoramic Surveys
- Five (5) Patient Coronal Polishing
- Five (5) Patient Fluoride Application