Course Outline

DIVISION: Health Professions

Course: DAL1203-Chairside Assisting

Date: Fall 2009

Semester Hours: 4.0

Prerequisite(s): Admission to the Dental Assisting Program

Delivery Method: ☒ Lecture 2 Credit Hours
☐ Seminar 0 Credit Hours
☒ Lab 4 Credit Hours
☐ Clinical 0 Credit Hours
☐ Online
☐ Blended

Offered: ☒ Fall ☐ Spring ☐ Summer

IAI Equivalent – Only for Transfer Courses - go to http://www.itransfer.org:

CATALOG DESCRIPTION:

This course provides information on the history, ethics and legal concerns of dentistry. Dental psychology and patient communication skills are emphasized. Principles of four-handed sit-down dentistry are presented and practiced which includes instrument and equipment identification and maintenance. Basic chairside assisting procedures are presented and practiced. Dental terminology and materials are integrated throughout this course. Current OSHA and CDC guidelines for infection control and handling of hazardous materials are practiced.
GENERAL EDUCATION GOALS ADDRESSED
[See the last page of this form for more information.]

Upon completion of the course, the student will be able:
[Choose those goals that apply to this course.]

☒ To apply analytical and problem solving skills to personal, social and professional issues and situations.
☒ To communicate orally and in writing, socially and interpersonally.
☐ To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
☐ To understand and use contemporary technology effectively and to understand its impact on the individual and society.
☒ To work and study effectively both individually and in collaboration with others.
☒ To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
☒ To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
☒ To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:
[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:

1. Demonstrate a basic understanding of the dental health team and each members professional, legal and ethical responsibilities.
   1.1 Identify the members of the dental health team.
   1.2 Describe the role of each member of the dental health team.
   1.3 Describe the background of the dentist and the dental auxiliaries.
   1.4 Identify and describe each of the dental specialities.
   1.5 Describe advanced functions.
   1.6 Identify acronyms common to the dental profession.
   1.7 Explain the concept of team dentistry.

II. EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES: (con’t)

1.8 Describe a brief history of dental assisting and describe the role of the modern dental assistant.
1.9 Identify credentialing processes for dental assistants.
1.10 Discuss changes that have impacted the dental profession in recent decades.
1.11 Explain potential job sources for dental assistants.
1.12 Explain the importance of ethics and law to dentistry.
1.13 Differentiate between the various types of law that affect the practice of dentistry.
1.14 Explain various types of consent.
1.15 Describe the code of ethics of professional dental organizations.
1.16 Explain the importance of a state dental practice act.
1.17 Identify the function of a state board of dentistry.
1.18 Describe professional etiquette.

2. Demonstrate and apply the concepts of four-handed dentistry.
2.1 Describe the benefits of four-handed dentistry.
2.2 Describe six-handed dentistry.
2.3 Explain the concept of advanced functions in relation to four-handed dentistry.
2.4 Identify the classifications of motions and the principles of motion economy.
2.5 Describe the function and styles of preset trays.
2.6 Describe the basic floor plan of a dental office.
2.7 Explain the function of each room in the dental office.
2.8 Describe the arrangement of a dental treatment room.
2.9 Describe the basic features of dental equipment used in four-handed dentistry.
2.10 Describe office care and maintenance procedures.
2.11 Explain the concept of “see ability” in dentistry.
2.12 Identify the zones of activity at chairside.
2.13 Describe and demonstrate the preparation of a treatment room before seating a patient.
2.14 Explain and demonstrate the process of seating a dental patient, positioning the assistant, and positioning dental equipment for treatment in any area of the oral cavity.
2.15 Describe and demonstrate the procedure for dismissing a patient.
2.16 Identify special needs of patients during the seating and dismissal procedures.
2.17 Explain and describe the aseptic techniques used during the setup, treatment, and dismissal of the patient.
2.18 Explain the importance of instrument exchange in four-handed dentistry.
2.19 Describe and demonstrate the various instrument grasps.

II. EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES: (con’t)
2.20 Identify the basic types of instrument exchanges used at chairside.

2.21 Explain and demonstrate the step-by-step procedure for common instrument exchange procedures.

2.22 Explain various safety precautions that should be implemented during instrument exchange.

2.23 Describe and demonstrate the use of basic hand and rotary instruments.

2.24 Explain the function of a high-velocity and saliva ejector evacuation system.

2.25 Differentiate between the use of an HVE system and a saliva ejector.

2.26 Describe and demonstrate the placement of an evacuator tip for any given operative site.

2.27 Describe and demonstrate the procedure used in a complete mouth rinse.

2.28 Describe and demonstrate the use of the a/w syringe in a clear operating field.

2.29 Describe and demonstrate the routine care of an evacuation system.

2.30 Explain the purpose and types of isolation techniques used in dentistry.

2.31 Describe and demonstrate the step-by-step procedure used in rubber dam isolation.

2.32 Describe techniques in rubber dam isolation used to accommodate the less ordinary oral situations.

2.33 Identify the armamentarium used in different isolation procedures.

3. Demonstrate a basic understanding of the use and types of hand rotary instruments used in dentistry.

3.1 Identify the parts of a dental instrument.

3.2 Classify dental instruments according to use.

3.3 Identify and explain the function of basic dental instruments.

3.4 Identify and describe basic hand cutting instruments.

3.5 Identify and describe supplementary instruments and armamentarium common to most dental procedures.

3.6 Explain the necessity for instrument sharpness and proper instrument care.

3.7 Describe the function of rotary devices used in dentistry today.

3.8 Explain the use of a water coolant system in conjunction with common dental handpieces.

3.9 Differentiate between various types of handpieces.

3.10 Identify the various shapes, sizes, types, and functions of rotary devices.
3.11 Describe the assembly and maintenance of handpieces.

II. EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES: (con’t)

4. Demonstrate a basic understanding of the psychological factors which affect patient behavior and ways of helping a patient overcome his fears and anxieties about dentistry.

4.1 Explain human relations in dentistry.
4.2 Describe Maslow's hierarchy of needs.
4.3 Explain the concept of dentistry as a service profession.
4.4 Identify motivational factors which affect patient behavior.
4.5 Describe how the need for acceptance and respect are affected by illness or a stress situation.
4.6 Identify desirable characteristics in building relationships.
4.7 Describe the relationship between communication and productivity.
4.8 Identify barriers to communication.
4.9 Recognize nonverbal cues.
4.10 Describe how to improve verbal images.
4.11 Define patient rights.
4.12 Explain staff management.
4.13 Describe professional etiquette.

5. Demonstrate a basic understanding of the process of oral diagnosis and treatment planning including the types of data that must be collected and recorded in the clinical record.

5.1 Describe the process of oral diagnosis.
5.2 Describe the importance of a complete and updated personal and medical history.
5.3 Describe the use of consent forms, radiographs, laboratory studies, study models, and photographs in clinical evaluation.
5.4 List the data necessary for a complete dental clinical examination.
5.5 Describe the process for an extraoral and intraoral examination.
5.6 Identify and record common abbreviations and symbols used in charting a dental examination.
5.7 Explain the development of a treatment plan.
5.8 Describe the process of case presentation.
COURSE TOPICS AND CONTENT REQUIREMENTS:
III. COURSE CONTENT:

I. Introduction to Dental Assisting
   A. History of Dentistry
      1. Dentistry and the Specialities
      2. Dental Assisting
   B. Dental Health Team
      1. Purpose
      2. General and Speciality Dentist
      3. Dental Assistant
      4. Dental Hygienist
      5. Dental Laboratory Technician
      6. Miscellaneous Members

III. COURSE CONTENT: (con’t)

   C. Professional and Educational Responsibilities of the Dental Assistant
      1. Professional Organizations
      2. Educational Achievements
      3. Legal and Ethical Responsibility
   D. Ethics and Jurisprudence
      1. Ethics
      2. Jurisprudence
      3. Professional Responsibility
      4. State Dental Practice Act

II. Four-Handed Sit-Down Dentistry
   A. Principles of Four-Handed Dentistry
      1. Work Simplification
      2. Motion Economy
      3. Working in a Seated Position
   B. Office Layout and Equipment
      1. Modern Dental Office
      2. Major Equipment for Four-Handed Dentistry
      3. Auxiliary Equipment
      4. Maintenance Procedures
   C. Maintaining the Operating Field
      1. Oral Evacuation
      2. Isolation Techniques
      3. Use of Air/Water syringe
   D. Additional Tasks Associated with Four-Handed Dentistry
      1. Use of Pre-set Trays
2. Instrument Handling and Transfer
3. Material Manipulation

III. Dental Instrumentation
A. Classification of Instruments
   1. Hand
   2. Rotary
B. Design of Hand Instruments
   1. Parts of an Instrument
   2. Types of Angles
C. Hand Instruments
   1. Hand Cutting
   2. Condensing
   3. Amalgam Instruments
   4. Miscellaneous Instruments
D. Dental Handpieces
   1. Conventional Speed
   2. Ultra Speed
   3. Burs
   4. Other Rotary Instruments and Attachments

III. COURSE CONTENT: (con’t)

IV. Psychology in the Dental Office
A. Psychological Implication of the Mouth and Teeth
   1. Infancy and Childhood
   2. Adulthood
   3. Aging
   4. Exactions
   5. Dentures
B. Understanding and Accepting Patient Behavior
   1. Motivational Factors
   2. Psychotic, Neurotic, and Normal Behavior
   3. Pain
   4. Fear and Anxiety
   5. Stress
C. Helping the Dental Patient
   1. Trust Building
   2. Responsive Listening
   3. Talking with Patients
   4. Roadblocks to Effective Communication
   5. Special Patients and Situations
D. Working Well Together as a Team
   1. Stress and the Dental Team
2. Team Building
3. Problem Solving Skills

V. Oral Diagnosis and Treatment Planning
A. Patient Records
   1. Medical/Dental History
   2. Charting of Oral Conditions
   3. Services Rendered
B. Clinical Records
   1. Oral Examination
   2. Radiographs
   3. Study Models
C. Treatment Planning

INSTRUCTIONAL METHODS:
IV. INSTRUCTIONAL METHOD:

Lecture
Classroom Discussion
Text Assignments
Demonstration and Laboratory practice of skills
Visual aids - videos, transparencies, charts & models
Computers - tutorial software, research
Exams & quizzes

INSTRUCTIONAL MATERIALS:
V. INSTRUCTIONAL MATERIALS:


Transparencies
Computer Software - Dental Instrument Series
Interactive Dental Office
Crest Dental Resource Net
Delmar’s Dental Assisting

Videos -
Dentistry Series
Dental Health Series
Dental Careers
Four-handed Dentistry Series

Demonstration models and mannequins

Miscellaneous dental equipment, instruments, and supplies.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

VI. STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

Lecture: Reading assigned materials, note taking and participation in classroom discussion is expected. Written examinations are used to evaluate student progress and comprehension. A comprehensive final exam will be given at the end of the semester. All grades from these exams will be averaged equally to determine the students final lecture grade.

Laboratory: Students are required to wear white lab coats in the laboratory and follow the posted rules. All skills must be successfully completed by the student to pass the lab and for continuation in the Dental Assisting Program. Tests and unannounced quizzes will be given to evaluate student comprehension.

Laboratory performance notes will be kept by the instructor for each student. These notes, along with the test and quiz grades will be used to determine the students' final laboratory grade.

Final Grade: A grade of a ‘C’ is required in the lecture portion and in the laboratory portion of this course for graduation from the Dental Assisting Program. The students’ final grade will be calculated:

50% Lecture grade
50% Laboratory grade
The following grading scale will be used as a guide in determining the final grade for this course:

- **A** = 90 - 100%
- **B** = 80 - 89%
- **C** = 70 - 79%
- **D** = 60 - 69%
- **F** = 0 - 59%

For attendance and testing policies, see the Dental Assisting Student Handbook.

**OTHER REFERENCES**

**VII. REFERENCES:**

Textbook:


References:


*Legal and Ethical Considerations for Dental Hygienists and Assistants*, Davison, Mosby, 2000.


Form Revised: 3/2/05