

D A 200L: GUIDE FOR SUCCESS: A DENTAL ASSISTING PREREQUISITE COURSE

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2021
Units:	1
Hours:	3 laboratory per week (36 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- Effectively communicate with patients and colleagues
- Recognize and identify common dental equipment

Description

This course is for students considering a career in the dental field. Introduction to communication, anatomy, terminology, equipment, and infection control procedures relevant to dentistry. Also includes time management, study skills and test taking strategies. Provides information concerning PPE related to COVID-19 and other infectious diseases as required safety measures when working in a dental environment.

Course Objectives

The student will be able to:

- Effectively communicate with patients and colleagues
- Create time management calendar and analyze time management to create a balance between classes, personal and other obligations
- Develop effective study skills to prepare for competency evaluations and written tests
- Recognize effective methods for preparing for lectures and evaluations
- Recognize and utilize dental and medical terminology relevant to the practice of dental assisting
- Recognize and identify common dental equipment
- Perform appropriate and safe methods for infection control and PPE recommendations for COVID-19 and other infectious diseases

Course Content

- Effectively communicate with patients and colleagues
 - Electronic communication
 - Professional email addresses
 - Writing professional emails to other dental/medical professionals
 - Appropriate terminology
 - Inappropriate terminology
 - Verbal communication in the office and at school
 - Communicating questions prior to exposing dental x-rays
 - Using terminology that is familiar to the student and the patient
 - Post-operative instructions
 - Using terminology that is familiar to the student and the patient
 - Conflict management/resolution with classmates and faculty
 - Understanding the appropriate measures when having a conflict
 - Student to student
 - Student to professor
 - Student communicating with internship office
 - Inappropriate measures when having a conflict
 - Request clarification for terminology when appropriate
 - Telephone interactions
 - Personal cell phone voicemail outgoing messages
 - Personal phone etiquette
 - Personal use of phone at work/dental office/internships
 - Phone calls with patients and dental offices
 - Confirming dental appointments
 - Follow-up phone calls regarding dental treatment
 - Zoom etiquette
 - Appropriate behavior
 - Attire
 - Mute/unmute
 - Stop or start video
 - Zoom environment
 - Break out rooms
- Create time management calendar and analyze time management to create a balance between classes, personal and other obligations
 - Document schedule for classes
 - Document schedule for studying
 - Document personal commitments
 - Document work schedule
 - Submit weekly schedule considering all mentioned above
 - Learning styles
 - Following instructions
- Recognize effective methods for preparing for lectures and evaluations
 - Recognize required reading
 - Use course materials for note-taking
 - Preparing notes for evaluation purposes
- Develop effective study skills to prepare for competency evaluations and written tests

- a. Written tests/evaluations
 - i. Create strategies for studying of course materials
 - ii. Compare and contrast various types of exam questions
 1. True/False
 2. Multiple choice
 3. Multiple-multiple choice
 4. Short answer
 - iii. Test taking strategies
 - b. Create strategies for competency evaluations
 - i. Lab skills evaluations
 - ii. Clinic skill evaluations
5. Recognize and utilize dental and medical terminology relevant to the practice of dental assisting
- a. Common medical and dental terminology
 - i. Terminology relative to dental assisting
 - b. Tissues of the teeth
 - i. Enamel
 - ii. Dentin
 - iii. Cementum
 - iv. Pulp
 - c. Periodontium
 - i. Gingiva
 - ii. Periodontal ligament
 - iii. Alveolar bone
 - iv. Cementum
 - d. Tooth names and numbers
 - i. Deciduous teeth
 - ii. Names and location
 - iii. Universal tooth numbering
 1. Permanent teeth
 - a. Names and location
 - b. Universal tooth numbering
 2. Mixed dentition
 - e. Tooth surfaces
 - i. Incisal/Occlusal
 - ii. Mesial
 - iii. Distal
 - iv. Lingual
 - v. Facial
 1. Labial
 2. Buccal
 - f. Tooth descriptors
 - i. Thirds of the teeth/roots
 - ii. Long axis of the tooth
 - iii. Parallel to the occlusal or incisal plane
6. Recognize and identify common dental equipment
- a. Common layout of dental offices
 - i. Patient reception area
 1. Personnel and duties
 - a. COVID screener
 - i. Manage patient traffic
 - ii. Temperature
 - iii. COVID screening questions
 2. Equipment and items
 - a. Chairs
 - b. Touchless thermometer
 - c. Hand sanitizer
 - d. Extra masks
 - e. COVID recommendations
 - i. No paper products
 - ii. Magazines, books, posters or unlaminated postings
 - iii. COVID signage
 - iv. No toys
 - ii. Front desk/financial coordinator
 1. Personnel and duties
 - a. Receptionist
 - i. Appointments
 - ii. Medical consults
 - iii. Specialist referrals
 - b. Insurance biller
 - i. Pre-authorize for procedures
 - ii. Submit billing
 2. Equipment and items
 - a. Plexiglass shield
 - b. Paper charts
 - c. Business equipment
 - i. Computers and printer
 - ii. Fax machine
 - iii. Office phone
 - iv. Shredder
 - v. Scanner
 - iii. Back office
 1. Staff break room
 2. Equipment and items
 - a. Dental treatment areas/rooms
 - i. Patient chair
 - ii. Operator and assistant stools
 - iii. Bracket table
 - iv. Computer/laptop and monitor
 - v. X-ray tube head
 - vi. Rheostat
 - vii. Overhead light
 - viii. Sharps container
 - ix. Sink
 - b. Sterilization area
 - i. Sink(s)
 - ii. Ultrasonic cleaner/dishwasher-disinfector
 - iii. Heat sterilizers
 - iv. Washer/dryer
 - c. Darkroom or processing area
 - i. Film developing or automatic processors
 - d. Dental lab
 - i. Model trimmer
 - ii. Lab handpiece
 - iii. Dental vibrator
 - iv. Lathe

- v. Vacuformer
 - vi. CAD CAM
- 3. Designated areas
 - a. Dental treatment areas/rooms
 - b. Sterilization area
 - c. Dental lab
 - d. Restroom(s)
- 4. Personnel and duties
 - a. Dental Assistant/Registered Dental Assistant
 - b. Dental Hygienist
 - c. Dentist
 - d. Sterilization technician
- iv. Supporting equipment
 - 1. Air filtration system
 - 2. Nitrous/oxygen tanks and accessories
 - 3. Compressed air system
 - 4. Vacuum system
- 7. Perform appropriate and safe methods for infection control and PPE recommendations for COVID-19 and other infectious diseases
 - a. Introduction to infectious disease important to the practice of dentistry
 - b. Introduction to OSHA and CDC
 - c. Personal protective equipment
 - i. Hand hygiene
 - 1. Handwashing
 - 2. Hand sanitizer
 - ii. Masks and respirators
 - 1. Types
 - 2. Placement and removal
 - iii. Protective eyewear
 - 1. Types
 - 2. Placement and removal
 - 3. Decontamination and disinfection process
 - iv. Protective clothing
 - 1. Types
 - 2. Placement and removal
 - 3. Decontamination and disinfection process
 - v. Donning and doffing personal protective equipment
 - d. COVID screening questions and protocols
 - i. Faculty and student screening
 - ii. Patient screening
 - e. Respiratory protection plan
 - i. Medical clearance for N95
 - 1. Completion of medical clearance questionnaire
 - 2. Fit testing for N95

- 7. Handwashing and hand sanitization
- 8. Placement and removal of personal protective equipment
- 9. N95 respirator fit testing

Special Facilities and/or Equipment

- 1. Dental clinic
- 2. Patient dental chair with bracket table
- 3. Operator and assisting stools
- 4. Sinks
- 5. Steam autoclave
- 6. Instrument dishwasher/disinfector
- 7. Personal protective equipment
- 8. Hand sanitizer and hand soap
- 9. N95 respirator

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Multiple choice weekly quizzes
 Verbal communication assignments
 Written assignments

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
 Small group discussion and evaluation

Representative Text(s) and Other Materials

No required textbook or other materials.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- 1. Time management schedule
- 2. Labeling tooth structures
- 3. Labeling dental equipment
- 4. Reflection paper

Discipline(s)

Dental Technology

Lab Content

- 1. Student participation with discussions
- 2. Oral communication with medical and dental terminology
- 3. Identification of teeth, tooth surfaces, tooth numbering, and other tooth descriptors
- 4. Identification of dental equipment
- 5. Note-taking
- 6. Performing lab evaluations