

DENTAL ASSISTANT LEVEL II PROGRAM

Curriculum Guide

(Revised January 2008)

PURPOSE

Discovery Community College's Dental Assistant II Program (DA) will prepare graduates to meet or exceed the requirements for a Dental Assistant Level II in British Columbia. These requirements are regulated by the College of Dental Surgeons of BC. Upon successful completion of this program, graduates will possess the skills, knowledge, and attitudes that will enable them to work as entry-to-practice dental assistants.

PROGRAM GOALS

Upon successful completion of this program, graduates will possess the knowledge, clinical skills, and behaviours that will enable them to:

- Practice in a professional, safe, and ethical manner, following the Code of Ethics as regulated by the College of Dental Surgeons of British Columbia.
- Provide directed clinical care and promote oral health through education for individuals of all ages.
- Provide competent assisting using knowledge derived from the four areas of foundation knowledge (behavioural sciences, biomedical sciences, oral health sciences, and dental assisting theory and practice).
- Use effective communication, time management, and organization to provide appropriate comfort and safety to the patient and to contribute to the overall success of the dental practice.
- Work collaboratively with the dental team to achieve and maintain a high standard of patient care.

PROGRAM COMPETENCIES

In order to meet program goals, graduates will:

1. Practice Dental Assisting in a Professional Manner
 - 1.1 Function within the legal boundaries of dental assisting
 - 1.2 Function within the ethical boundaries of dental assisting
 - 1.3 Support professional associations
 - 1.4 Assume responsibility for own lifelong learning
 - 1.5 Keep current in dental assisting knowledge and skills
 - 1.6 Perform dental assisting in a responsible and accountable manner
2. Apply Knowledge of Dental Assisting in the Context of Appropriate Patient Care
 - 2.1 Prepare dental settings and support the operator
 - 2.2 Demonstrate respect for patients and families
 - 2.3 Promote oral health education and adapt to individual needs
 - 2.4 Provide directed assistance in all procedures within the legal scope of dental assisting practice
 - 2.5 Accurately document all services provided

3. Facilitate intrapersonal, interpersonal and group relationships to serve the public
 - 3.1 Assume responsibility for own actions
 - 3.2 Collaborate as an effective member of the dental team
 - 3.3 Communicate effectively with patients, families, and co-workers
 - 3.4 Accept and collaborate in patient care activities appropriately

STUDENT OUTCOMES

The outcomes that the students will achieve include the stated elements of dental assisting practice. These are:

- Professional conduct.
- Safe, ethical, and professional practice environment.
- Communication.
- Collaborative practice/teamwork.
- Problem solving and critical thinking.
- Dental assisting process of care.
- Provision of chair side assisting skills and clinical treatment.
- Provision of intra oral and extra oral skills.
- Provision of dental office administration skills.
- Provision of dental laboratory skills.
- Health promotion and education for individuals and communities.

STUDENT COMPETENCIES

The CDA Curriculum Guide for the Education of Certified Dental Assistants in British Columbia lists these ten elements of performance and learning activities:

- Problem Solving
- Social Awareness
- Psychomotor Skills
- Professional Relationships
- Teaching and Learning
- Organization and Time Management
- Teamwork
- Professional Learning
- Professional Practice
- Professional Communication

Competencies within these ten areas are integrated throughout the teaching and learning activities of this program.

PROGRAM OUTLINE

The entry curriculum (term I) will cover the fundamental knowledge of dentistry and the related sciences. The student time will be approximately 75% classroom and 25% clinical.

The second phase of the program (term II) will be the pre clinical/treatment courses where student time will be approximately 50% each in classroom and clinical. Students will practice procedures using dental mannequins before they move into each other's mouths for peer practice.

The final in-house training (term III) will be the clinical phase where students are in laboratory/clinic space for about 80% of the time. The 20 – 25 intra oral skills that are included in the legislated procedures for dental assistants must be supervised and evaluated by faculty and dentists (where applicable) to assure that the College requirements have been met before students begin their practicum experience.

Finally, students go on a practicum in local dental offices. Students will be placed in an appropriate setting where they will be expected to demonstrate an acceptable level of entry level competence in all chair side and intra-oral skills expected of a Certified Dental Assistant in British Columbia.

The program is organized into three terms of fourteen weeks each, plus a fourth term of five weeks:

I Term I – Dental Theory

- CDA 130 Applied Dental Sciences
- CDA 131 Preparation for Clinical Dental Assisting
- CDA 132 Dental Radiography I
- CDA 133 Disease Transmission and Infection Control
- CDA 134 Dental Practice Administration I
- CDA 135 Preventive Dental Assisting
- CDA 136 Dental Clinic

II Term II – Pre-Clinical

- CDA 230 Dental Materials
- CDA 231 Applied Clinical Dental Assisting
- CDA 232 Dental Radiography II
- CDA 233 Pharmacology and Emergencies
- CDA 234 Dental Practice Administration II
- CDA 235 Preventive Dental Assisting II

III Term III – Clinical Practice

- CDA 330 Dental Specialties
- CDA 331 Prosthodontic Procedures and Laboratory Skills
- CDA 335 Preventive Dental Assisting III
- CDA 336 Public Dental Clinic

IV Term IV – Dental Office Practicum

- CDA 431 Dental Office Practicum
- CDA 333 Employability Skills

ADMISSION REQUIREMENTS and PREREQUISITES

Applicants must meet all of these requirements prior to acceptance into the program:

- √ British Columbia Grade 12 graduation with a minimum “C” standing in Biology 12 and English 12. An Adult Graduation Diploma with a minimum “C” standing in Biology 12 and

English 12 will be accepted as equivalent. (Technical and Professional Communications 12, and English Literature 12, are both accepted as equivalent to English 12.)

- √ Doctor's certificate of good health confirming good vision, healthy back and neck
- √ TB clearance (less than six months old)
- √ Current immunization record including Hepatitis B vaccine
- √ Current (within two months of program start date) dental examination record. Treatment of any caries or periodontal conditions must be completed before working in the mouths of fellow students (term II) and/or patients
- √ Satisfactory criminal records clearance (less than three months old)
- √ Satisfactory entrance interview with College official and completion of required forms

RECOMMENDED STUDENT CHARACTERISTICS

Before applying for this program, students should learn as much as possible about this career. Successful dental assistants are genuinely interested in helping people maintain dental health. You should be self-motivated, responsible, sensitive; and responsive to your own and others' needs. You should be willing to engage in reflection on your own personal and professional development and to participate in class activities and discussions as speakers and active listeners. You should enjoy reading and study, and be able to write and record your thoughts and information gathered.

Students with the following characteristics can anticipate success in the program and in their future career as a CDA:

- Able to work in close proximity to others (dentists) and within the personal space of patients (and classmates). You will be required to engage actively in laboratory practice, acting both as patient/client and as caregiver in simulated situations
- Good manual dexterity to enable safe, skillful use of instruments while working in the mouth
- A mature positive self-image with high standards of personal and professional integrity
- Able to move freely in confined spaces
- Able to speak confidently with people of all ages
- Able to pay close attention to detail over considerable periods of time
- Able to work quickly with accuracy and neatness
- Excellent oral and personal hygiene
- Able to work as part of a team respecting the ways in which others organize and execute their work
- Have basic computer literacy (internet search, use email and Windows).

PROGRAM DESIGN and ACTIVITIES

This is a full time, 47-week (1,238 hours) program divided into three fourteen-week terms plus a four week practicum experience (120 hours) at the end of Term III and a final review week after the practicum. Class schedules may vary but will be either mornings (8am to 1:45pm) or afternoons (1pm to 6:45pm) to equal 26 hours per week. There may be two one-week semester breaks.

Practicum placements will be at a variety of locations in the North Island area. Students will be required to supply their own transportation.

There may be off-site field trips and/or some off-site training (radiography and intra oral practice) arranged during the program as opportunity and resources allow. Students will be required to supply their own transportation for these.

During the first term we will offer Basic Rescuer CPR Certificate Level C training. If you already hold this certificate it must be valid throughout the program and at graduation as it is a requirement for licensure to practice as a Certified Dental Assistant in British Columbia. Therefore, if your certificate expires before graduation we will require you to renew.

The instructors will use various strategies including lectures, group discussion, student practice, case studies, videos, and guest speakers. Faculty will present demonstrations of clinical skills in a controlled environment and will then provide supervision while students develop each skill using dental mannequins and fellow students where applicable.

RESOURCES

The required textbook and workbook (as a package) is:

- Bird, Doni L. & Robinson, Debbie S. *Torres and Ehrlich Modern Dental Assisting* (8th Ed.) Philadelphia: Saunders/Elsevier Science, 2005.

The instructor will provide other resources such as handouts, web site addresses, etc. The College maintains a library on campus which all students will have access to. Computers are available for student use during regular business hours.

You will be learning in a well-equipped classroom and dental operator. Media equipment will include a TV, VCR, and OHP (overhead projector).

ASSESSMENT and EVALUATION

Student progress and success will be assessed regularly throughout the program. This will be accomplished using a variety of evaluation tools. The passing grade for all programs is 70%. A minimum of 70% is required on each course. Students will be required to pass all assignments, exams, and clinical practice experiences at each level of the program before moving on to the next level. A minimum attendance of 90% is required to receive a certificate of successful achievement.

Final transcripts will record all marks for courses within the program. A separate certificate will be awarded to each student attaining 100% attendance. Letter grades for each course will be available to students three working days after each course completion and three working days after the program end date.

NDAEB ASSESSMENT and EVALUATION

The following information is copied directly from the web site of the CDSBC at this address:

http://www.cdsbc.org/reg_examinations.asp

CERTIFIED DENTAL ASSISTANT EXAMINATION INFORMATION

As of December 31, 2006, the College of Dental Surgeons of British Columbia will not be conducting its Certified Dental Assistant Clinical Examination.

To promote the labour mobility of dental assistants and meet the goals of the Dental Assisting Regulatory Authority (DARA) for one standard of dental assisting across Canada, the Council of the College of Dental Surgeons of British Columbia is recognizing the National Dental Assisting Examining Board (NDAEB) written examination and Clinical Practice Evaluation (CPE).

The following applicants must submit their credentials, in addition to confirmation of successful completion of the NDAEB Written and CPE examination, to the College of Dental Surgeons of British Columbia (CDSBC) to determine eligibility to register as a dental assistant in British Columbia:

- Non-accredited Canadian Level II dental assisting new graduates
- International applicants
- Non-accredited American Level II dental assisting applicants

Effective January 1, 2007, all dental assisting applicants (including all of the above categories and new graduates from accredited Level II dental assisting programs) will be required to provide proof of successful completion of the National Dental Assisting Examining Board Written Examination in order to be eligible to register in British Columbia.

Please refer to the College of Dental Surgeons of British Columbia for more complete information. Their website is www.cdsbc.org/ – browse under ‘registration and licensing’ and ‘frequently asked questions’.

Training for dental assistants in BC is regulated by the College of Dental Surgeons of British Columbia (CDSBC). The Dentist’s Act authorizes the Council of the College to make rules and regulations for governing the profession of dentistry and to designate the requirements for training, conditions of registration, and the duties and procedures of dental auxiliaries.

NATIONAL DENTAL ASSISTING EXAMINING BOARD INFORMATION

We have received approval of the eligibility of our students to sit the NDAEB written exam. The NDAEB send exam applications for distribution to our students. Students are eligible to write the next NDAEB written exam after graduation from their program of study. Applications must be sent by mail or courier and must reach the NDAEB office by the deadline date and time. Students must submit their own applications.

The NDAEB written exam is administered four times each year in March, June, September, and December. The Clinical Practice Evaluation (CPE) is administered in February/March, May/June, August/September, and November/December each year dependant on clinic availability. For more information please visit their website at www.ndaeb.ca.

Students graduating from a Dental Assisting Program that is not accredited by the Commission on Dental Accreditation of Canada (CDAC) must sit both the NDAEB written examination and the NDAEB clinical practice evaluation (CPE). The program at Discovery Community College is not yet accredited by the CDAC.

REGULATORY INFORMATION

Duties included in this curriculum meet the dental assistant regulatory requirements as determined by the ‘Rules of the College of Dental Surgeons of British Columbia’, under the Dentists Act:

- Article 10.03 – Registration Requirements for Certified Dental Assistants

- Article 10.16 – Delegation of Duties to a Dental Assistant
- Article 10.17 – Delegation of Duties to a Certified Dental Assistant

Dental Assistants must apply for registration and licensure with the College of Dental Surgeons of British Columbia. Please refer to their web site (www.cdsbc.org) for information on registration and licensing (including costs).

NOTICE

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. We will endeavour to provide notice of any changes to students as soon as possible.

RECOMMENDED READINGS

Instructors may assign a list of recommended readings as part of each course throughout the program.

FOR FURTHER INFORMATION

Please contact us at:

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