

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 students receive in excess of 20 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well. 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. Radiology

- A. X-ray theory and technique, use of Rinn® 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. Wax bites, counter impressions,
- C. Model pouring and trimming

VI. Cements and Liners

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

VII. Sterilization Techniques

- A. Sterilization theory and terminology, autoclave operation
- 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.