



# DENTAL ASSISTING EDUCATION

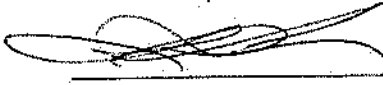
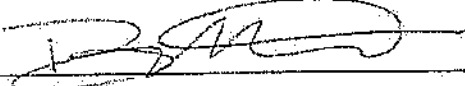
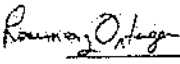


PlimaCommunityCollege

Dental Studies  
West Campus, 2202 W. Anklam Road, Tucson, Arizona 85709-0080 (520)  
206-6916

**Administrator Verification  
Response To Site Visit Report  
Dental Assisting**

I have reviewed this document and verify it is accurate and complete, and that it complies with the Commission on Dental Accreditation's Privacy and Data Security Requirements for Institutions.

SPONSORING INSTITUTION	
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<b>Date:</b>	11/01/19

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## **DENTAL ASSISTING RECOMMENDATION #4**

### **Standard 2 – Educational Program - 2-7, c**

**NARRATIVE:** Through review of the self-study documents, documentation provided on-site and on-site interviews, the visiting committee verified didactic, laboratory, preclinical and clinical content with specific criteria for measuring levels of competence for each component of a given procedure. However, the visiting committee could not verify the expectation of student performance elevates as students progress through the curriculum in the following courses: DAE 160 Orientation to Dental Care, DAE 162 Laboratory Dental Assisting I, DAE 163 LC Oral Radiography, DAE 164 LB Dental Materials Laboratory, DAE 165 LC Dental Assisting Procedures Clinic, DAE 166 Dental Assisting II, and DAE 167 Dental Assisting III.

**RECOMMENDATION #4:** It is recommended that objective student evaluation methods be utilized to measure all defined course objectives to include:

- c. Expectation of student performance elevates as students progress through the curriculum. (DA Standard 2-7, c)

The Commission did not review any documentation pertaining to this recommendation. The Commission noted that skill evaluations are currently under revision.

To demonstrate compliance with Recommendation #4 the Commission requests: the mechanism used to measure students' performance elevation as they progress through the curriculum and includes an increase in percentages of passing a course, competency, or time elevation throughout the program with objective evaluations for DAE 160 Orientation to Dental Care, DAE 161 Biomedical Dental Sciences, DAE 162 Laboratory Dental Assisting I, DAE 163 LC Oral Radiography, DAE 164 LB Dental Materials Laboratory, DAE 165 LC Dental Assisting Procedures Clinic, DAE 166 Dental Assisting II, and DAE 167 Dental Assisting III.

### **RESPONSE TO RECOMMENDATION #4:**

**DESCRIBE PROGRESS MADE IN IMPLEMENTING THIS RECOMMENDATION SINCE THE SITE VISIT.  
COMPARE THE CURRENT SITUATION WITH THAT EXISTING AT THE TIME OF THE SITE VISIT:**

The curriculum has been modified to include objective evaluations that demonstrate performance elevates as the students progress through the curriculum. Two major revisions to the program have occurred: (1) In the first semester, the students demonstrate progressive performance before they work on live patients. (2) In the second semester, students must increase their scores until they attain at least 80% or higher in each course. The faculty have also reinforced three prior practices (80% final grade, skill check-off prior to working with live patients, and a final review of all competencies prior to graduation) and enhanced the practices to reflect the new methodology that is described below.

The overall purpose of the changes is to ensure that the necessary competency students need is taught throughout the program, and also that students demonstrate progressive development and expected elevation of skills as they progress throughout the Dental Assisting Program. Although the overall focus has been to improve the entire assessment of student progression through the program, there has

been improvement in given skill assessments. We have provided exemplars of skills that are now subject to the in-course assessment method.

The rest of the documentation focuses on **progression through the program**. Although not requested, copies of the DAE 169LC syllabi and the skill check-off for graduation, which is imbedded in the course, have been included. This course is the capstone experience and represents the final assessment of the students who are ready to graduate. The capstone occurs at the end of the program and evaluates overall student progress throughout the program.

#### In-Course Progression

Students must score an 80% or higher on all final exams to earn a passing grade, enabling them to move from the first semester to second semester courses. The subject matter and exam topics build on each other from semester one to semester two.

Each course is designed to assess individual competency progression via demonstrated skill tests and quizzes. Depending on the complexity of the competency, a student may have a single assessment or a progressive assessment that evaluates several component skills.

Progressive skills assessment uses three methods to evaluate improvement throughout a course. The range of assessment varies depending on the difficulty and length of time it takes, on average, for students to become competent.

- The first assessment focuses on minimum competency and the student is expected to score between 50-70% of the total possible.
- The second assessment focuses on progressive learning and improvement and the student is expected to score between 70-90% of the total possible.
- The third assessment focuses on demonstrated competency to be a new dental assistant and the student is expected to score between 75%-100%.

Additionally a new category of safety or critical skills has been added to the skill proficiency requirements. These skills require a student to maintain 100% accuracy whenever the skill is used throughout the program due to the safety element.

Prior to the faculty assessments, students will self-evaluate and engage in peer-to-peer evaluation when possible. Those scores are also noted to provide the student and instructor with information on the progress of the student, but these scores are not part of the student's actual performance grade.

#### Progression through the Program Assessment Methods:

##### 1. Knowledge Progression

For knowledge assessment, the program now requires higher passing scores for a course as the student progresses throughout the program. This is documented in the DAE 169LC syllabus under the grading requirements for the course. The overall progression is from a 75% required to pass initially to an 85% required to pass the final.

#### Semester I:

Students must pass with an overall score of a 75% or better to pass the course.

Students must pass the final with an 80% or better for those classes with a final.

#### Semester II (DAE166 and DAE167):

Students must pass with an overall score of an 80% or better to pass the course. Students must pass the final with an 80% or better for those classes with a final.

#### Semester II (DAE169):

This is the capstone course with final clinical and competency evaluations to verify a student is ready to graduate.

Students must pass with an overall score of an 85% or better to pass the course. All professional and safety requirements must be met 100% of the time.

## 2. Competency Progression through the Program

In addition to assessing skill progression within a course, progression of skills throughout the program is now assessed with a similar approach to that used for knowledge assessment. The level of competency expected elevates through the program with the comprehensive assessment occurring at two points: 1) Assessment prior to working with live patients, and 2) Assessment of the student's transition from Semester I to Semester II.

The program has also improved the assessment at the completion of clinical and at the completion of the program to reflect this new methodology. These are described in Item 3.

#### Semester I

The clinical course is 165LC. In this course, students are still learning skills and developing proficiency as they begin to work with patients. Students must meet a skill threshold that is considered developing, but not unprepared, in order to perform at the required skill to work on patients. They develop the skills through lab practice in either this course or in prior courses. An instructor assesses the student's proficiency prior to performing the skill on a patient, as noted in the 165 syllabus.

Assessment of competency occurs prior to completion. Students must pass all skills with a 75% or higher score before completing the clinical course. Throughout the clinical experience, there are safety/critical skills that require 100% accurate performance by the student prior to the student working on a patient.

#### Semester II

There is a break between the student's completion of semester I and the start of semester II. At this point, students have been exposed to all clinical skills and have passed them with a 75% or higher at the end of the previous semester.

In order to demonstrate retention of skills during the break and to ensure patient safety, students take a comprehensive pre-clinical assessment during the first weeks of semester II. They must pass this assessment with a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

Students who do not meet the cut-off scores are required to refresh their skills. If they are unable to pass after remediation, they cannot enter clinical and will be unable to progress in the program.

During the semester, students are score evaluated up to three times and expected to increase their scores in each assessment. By the end of semester II, students should have passed all clinical skills at an 85% or higher and should have passed all safety/critical skills at 100%.

### 3. Completion Verification

Completion verification is not new but now includes an increase in the passing score from semester I to semester II:

- Students must pass a complete assessment prior to completing Semester I clinical at a 75% or higher and a 100% for safety/critical skills.
- DAE169LC is the capstone experience for the program. Prior to completion of the course and graduation, students must pass all skills at an 85% or higher and all professional and safety standards must be maintained 100% of the time.

#### SUMMARY OF PROGRAM SKILL PROGRESSION

##### Semester I:

- Skill threshold prior to working on patients is a minimum 70% except for safety skills.
- Completion requires all skills to be at 75% except for the safety skills.
- Safety skills, once taught, must be a 100%.

##### Semester II:

- Prior to entering clinical (after the break) students must meet a 75% threshold (except for safety skills) in order to enter clinical and take care of patients.
- Completion is at 85% except for safety skills.
- Safety skills must stay at 100%.



## DOCUMENTATION:

### Progression Through Program and Within a Course

#### Semester I Syllabi

• DAE 160 Orientation to Dental Care	10
• Grading	12
• DAE 161 Biomedical Dental Sciences	17
• Grading	20
• DAE 162 LB Dental Assisting I Lab	25
• Grading	27
• DAE 163 LC Oral Radiography	34
• Grading	36
• DAE 164 LB Dental Materials Laboratory	44
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#### Semester II Syllabi

• DAE 166 Dental Assisting II	67
• Grading	69
• DAE 167 Dental Assisting III	75
• Grading	77
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• Grading	84

### Program Progression

#### Competency Check-Off:

• DAE 165/165LC Master Competency Assessment prior to live patients	88
• DAE 165/165LC Completion Competency Assessment end of course	91
• DAE 169/169LC Master Competency Assessment prior to clinic	94
• DAE 169/169LC Capstone Competency Assessment to graduate	96

### In-course Skill Progression

#### Skill Assessment Exemplars:

• DAE 162LB Placement and Removing of Retraction Cord	99
• DAE 162LB Matrix Assembling: Toffelmire	101
• DAE 162LB Hand-washing before gloving	102
• DAE 163LB: Universal and Palmer Notation	103
• DAE 163LB: PPE: Personal Protection Equipment / contamination	105
• DAE 164LB: Professionalism, Ethics, and Working as a Team	109
• DAE 164LB Lab Manual	111

## DAE 160 Orientation to Dental Care/Credit Hours: 1.00

**Class Location & Meeting Time:** Tuesday 3:00pm to 4:00pm, Room K-205

### Instructor Information

Instructor Name: Rosemary Ortega CDA, MEd.

Instructor Phone: 520.206.6044. Text instructor through Remind.com

Instructor Email: [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

Office Location/Hours: E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Rosemary Ortega 520.206.6044

#### Course Information

**Course Description:** Overview of the field of dental care. Includes the profession of dentistry, areas of service, ethics, and jurisprudence.

**Corequisite(s):** DAE 159, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Tuesday: 3:00 to 4:00pm

**Course Location:** K-205

**Course Start Date:**

08/28/2019 **Course End**

**Date:** 12/11/2019

**Expectation of coursework hours:** 16 in class hours and 32 hours outside class for study/prep during the semester

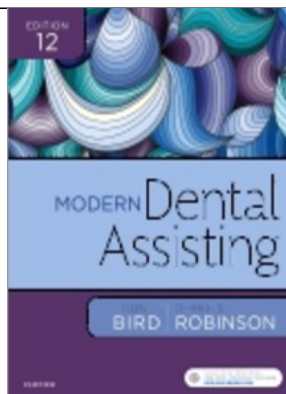
**Course Delivery/Modality:** Traditional

#### **Required Textbook:**

**Required Textbook(s):** Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Other Optional Course Materials:** Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.**



### Student Learning Outcomes

#### **Course Learning Outcomes:**

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

1. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
2. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.

3. Define and explain state and federal dental laws and regulations.

**Performance Objectives:**

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

1. Describe the role of a dental assistant in a dental office.
2. Relate the history and function of a dental health team.
3. Define and explain the Arizona State Dental Practice Act as it affects the functions of the dentist, dental hygienist, and dental assistant.
4. Describe the orthodontic, pediatric, and periodontic branches of dentistry.
5. Delineate the endodontic, prosthodontic, and pathologic branches of dentistry.
6. State the nature and scope of oral surgery and hospital dentistry.
7. Describe the essential characteristics of dental public health.
8. Identify, respond and know management of dental and medical emergencies.

**Outline:**

- I. Profession of Dentistry
  - A. History of the profession
  - B. Dental assisting
  - C. Dental laboratory technology
  - D. Dental hygiene
- II. Emergency Medical/Dental Care
  - A. Office emergencies
    1. Health histories
    2. Emergency kits
    3. Oxygen therapy
    4. Health emergencies
      - a. Airway obstruction
      - b. Syncope
      - c. Asthma
      - d. Diabetes
      - e. Allergies
      - f. Cardiovascular
  - B. Dental emergencies
    1. Hemorrhage
    2. Trauma
    3. Pain
- III. Areas of Service
  - A. General dentistry
    1. Dental Schools
      - a. DDS
      - b. DMD
  - B. Specialties
    1. Orthodontics, periodontics, endodontics, pediatric dentistry
    2. Oral Surgery, prosthodontics, oral pathology, public health
  - C. Hospital dentistry
- IV. Ethics and JurisprudenceArizona State Dental Practice Act
  - A. Certification
  - B. Registration

- C. Licensure
- D. Professionalism
- E. Ethical standards
- F. Malpractice

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

### **Grade Determination and Grading Policies:**

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn.

Instructors cannot issue a "W" as a final grade.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes will be given.

**Late work:** Late work may be accepted at the direction of the faculty member, but points will be deducted.

### **GRADING POLICY FOR DAE 160**

Coursework must be completed with a minimum 75%

- Exam #1 (Unit I) 20%
- Exam #2 (Unit II) 20%
- Exam #3 (Unit III & IV) 30%
- Final Exam 20%
- Quizzes, Homework, Participation 10%

**A grade of 80% or better is required on the Final Exam**

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment.

### **GRADING SCALE**

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

**Course must be completed with a minimum 75% to pass.**

<b>UNIT I</b>	<b><u>PROFESSION OF DENTISTRY*</u></b>	Reading Chapter
<b>Tuesdays</b>		
08-27-19	Review Syllabus	

09-03-19	HISTORY OF DENTISTRY	Bird/Robinson Chpt. 1
09-10-19	PROFESSIONAL ORGANIZATIONS	
09-17-19	COMPONENT & CONSTITUENT SOCIETIES	
09-24-19	DENTAL TEAM & TITLES	B/R, chapter 3
<b>UNIT II</b>	<b>EMERGENCY DENTAL/MEDICAL CARE</b>	Malamed. Chapter 1, 2, 3, 6, 7, 11, 17, 24, 26.
10-01-19	<b>Written Examination - Unit I</b> Emergency Care <ul style="list-style-type: none"> <li>• Health histories</li> <li>• Emergency kits</li> <li>• Oxygen therapy</li> </ul> Health emergencies <ul style="list-style-type: none"> <li>• Airway obstruction</li> <li>• Syncope</li> <li>• Asthma</li> <li>• Diabetes</li> <li>• Allergies</li> <li>• Cardiovascular</li> </ul>	
10-08-19	Dental Emergencies <ul style="list-style-type: none"> <li>• Hemorrhage and avoidance</li> <li>• Trauma</li> <li>• Pain</li> </ul>	
<b>UNIT III</b>	<b><u>AREAS OF SERVICE*</u></b>	
10-15-19	<b>Unit I &amp; II Written EXAM</b> <b>Must be completed prior to seeing human patients.</b> <hr/> GENERALDENTISTRY-dental Emergencies ENDODONTICS	B/R, chapter 48, 50, 51, 52
10-22-19	ORTHODONTICS/PEDIATRIC DENTISTRY	B/R, chapter 60, 57
10-29-19	PERIODONTICS & PROSTHODONTICS/ ORAL SURGERY/ORAL PATHOLOGY	B/R, chapter 55, 54
		<a href="https://www.azdhs.gov/prevention/womens-childrens-health/oral-">https://www.azdhs.gov/prevention/womens- childrens-health/oral-</a>
<b>UNIT IV</b>	<b>ETHICS AND JURIS PRUDENCE</b>	
11-12-19	ARIZONA STATE DENTAL PRACTICE ACT CERTIFICATION/LICENSURE	

11-29-19	PROFESSIONALISM & MALPRACTICE ETHICAL STANDARDS	B/R, chapter 3
11-26-19	HIPAA	
12-04-19	<b>WRITTEN EXAMINATION – UNIT III &amp; IV</b>	
Week of Dec. 09	<b>FINAL EXAMINATIONS</b>	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

**Course-specific attendance and participation:** Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a may be expelled from program. 3 tardies equal one absence.

### Make up Work:

It is expected you will take all exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on 1<sup>st</sup> day upon returning to school, a zero grade will be given.

### Key Dates

For class add, drop, and withdrawal dates, go to the "My Schedule" section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(www.pima.edu/currentstudents\)](http://www.pima.edu/currentstudents)

**Student Resources at the West Campus, resources at other campuses may also be utilized.**

Learning Centers (tutoring): West (520) 206-6819 Library:

West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648 Computer

Commons (Academic Computing):West (520) 206-6042     Student  
Life (520) 206-6742  
Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies \(www.pima.edu/syllabusresources\)](http://www.pima.edu/syllabusresources)

#### **Academic Integrity/Plagiarism**

All PCC students are expected to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of **plagiarism**. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: [www.pima.edu/studentserv/studentcode](http://www.pima.edu/studentserv/studentcode). Faculty may submit submitted student assignment/homework through plagiarism checker software/website.

## **Access and Disability Resources (ADR)**

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \(www.pima.edu/adr\)](http://www.pima.edu/adr)



Pima Community College District  
160 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first-class meeting:

### DAE 160 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 160**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 160**

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.





## DAE 161 Biomedical Dental Science Credit Hours: 3.00

**Class Location & Meeting Time:** Wednesday 10am to 1pm

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, M.Ed.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Sarah Marcus

Course Information

**Course Description:** Biosciences as they relate to the oral cavity. Impacts of anatomy, physiology, microbiology, oral pathology, and nutrition on dental health.

**Corequisite(s):** DAE 159, 160, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Wednesday 10am to 1pm

**Course Location:** K-205

**Course Start Date:**

08/28/2019 **Course End**

**Date:** 12/11/2019

**Expectation of coursework hours:** 45 in class hours and 90 hours outside class for study/prep during the semester

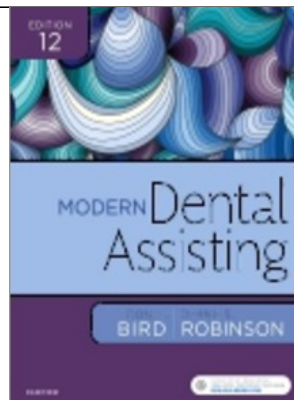
**Course Delivery/Modality:** In person

#### Required Textbook:

**Required Textbook(s):** Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Other Optional Course Materials:** Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.**



# Student Learning Outcomes

## Course Learning Outcomes:

1. Upon successful completion of this course, the student will be able to:
2. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
3. Demonstrate knowledge of biomedical dental science.
4. Define and explain state and federal dental laws and regulations.

## Performance Objectives:

1. Identify nine body systems and discuss how these systems relate to dental health.
2. Describe morphology, histology, and embryology of the human dentition.
3. Locate the soft tissues and oral structures and discuss their functions.
4. List and describe bones associated with dental anatomy.
5. Interpret infection control guidelines and describe how these guidelines affect dental care.
6. Identify and explain bloodborne pathogens and exposure.
7. Describe protective barrier techniques and how they relate to dental care.
8. Identify and discuss personal barrier techniques and report how these techniques protect the health care worker.
9. Classify oral pathological conditions.
10. Identify and explain the role of micro-organisms in the disease process.
11. Identify and perform disinfecting, sterilizing and aseptic procedures.
12. Discuss the Occupational Safety and Health Administration (OSHA) guidelines.
13. Identify and explain the nutritional process and recommended dietary habits.
14. Discuss dietary counseling and dietary analysis and how it relates to oral health.

## Outline:

- I. Anatomy and Physiology
  - A. Systems of the body
  - B. Related systems as applied to dental health
  - C. Head and neck anatomy
  - D. Oral anatomy
  - E. Oral cavity
- II. Microbiology, Infection Control, and Oral Pathology
  1. Microbiology
  2. Types of microorganisms
  3. Transmission of diseases
  4. Methods of sterilization and effects on bacterial and viral growth
  5. Prevention of disease
  6. Sterilization
  7. Barrier protection
- B. Infection Control
  1. Infection control guidelines/OSHA
  2. Bloodborne pathogen exposure
  3. Protective barrier techniques
  4. Personal protective barrier
  5. Treatment room cleaning and disinfection
- C. Oral Pathology
  1. Review of histology

2. Injury and repair
  3. Inflammation
  4. Repair
  5. Tissue changes
  6. Neoplasia
  7. Inflammatory disease of the oral cavity
  8. Miscellaneous disorders
- III. Nutrition
- A. Social and environmental nutrition
  - B. Proteins, carbohydrates, and fats
  - C. Social diet
  - D. Physical body chemistry
  - E. Physiological and psychological stress

**Program Learning Outcomes:**

- Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.
- Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

**Grade Determination and Grading Policies:**

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes will be given.

**Late work:** Late work may be accepted at the direction of the faculty member but points will be deducted.

## **GRADING POLICY**

**The course consists of 3 modules/units and a final week. Course work must be completed with a “C” or better.**

- Exam #1 (Unit I) 20%
- Exam #2 (Unit II) 20%
- Exam #3 (Unit III) 20%
- Final Exam 25%
- Quizzes & Homework 10%
- Participation 5%

**A grade 80% or better is required on the Final Exam**

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment

## **GRADE POINTS**

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

**Course must be completed with a minimum 75% or better to pass the course.**

## **Course Schedule:**

<b>Wednesdays</b>	<b><u>DAE 161</u></b>	
	<b>**Dates of lectures, performances, exams, homework and quizzes are subject to changes</b>	<b>HOMEWORK/READING ASSIGNMENT</b>
<b><u>UNIT I</u></b>	<b><u>ANATOMY AND PHYSIOLOGY</u></b>	Covers Chapter 6-10
08-27-19	Orientation	
09-03-19	BODY SYSTEMS	
09-10-19	ACCESSORY ORGANS	
09-17-19	BONES OF THE SKULL, MUSCLES OF THE HEAD AND NECK	Homework: Modern Dental Assisting (DA, bible) Student workbook: Chater 9, Pg 35-36. Multiple choice. Due next week by email. Subject line: HW dae161, chpt 9, name.

09-24-19	HUMAN DENTITION	Do labeling techniques in workbook to get ready for exam. Do not need to turn in for grade. <b>n</b>
10-01-19	BLOOD VESSELS/NERVES	
10-08-19	UNIT I WRITTEN EXAMINATION with SKULL PERFORMANCE	
<b>UNIT II</b>	<b><u>INFECTION CONTROL: MICROBIOLOGY, AND ORAL PATHOLOGY</u></b>	Modern Dental Assisting Chapter 17, 18, 19, 20, 21
10-15-19	METHODS OF STERILIZATION,	Homework: Modern Dental Assisting Student workbook: chapter 18, Pg 86-88. Fill in the blank and Multiple choice. Due next week by email
10-22-19	INFECTION CONTROL: TYPES OF MICRO ORGANISMS: DISEASE TRANSMISSION & BLOODBORN PATHOGENS. Microbiology	
10-29-19	INFECTION CONTROL: GUIDELINES, BARRIER TECHNIQUE, OSHA REQUIREMENTS	
11-05-19	PATHOLOGICAL CONDITIONS OF THE MOUTH	
<b>UNIT III</b>	<b><u>NUTRITION</u></b>	Modern Dental Assisting Chapter 16
11-12-19	WRITTEN EXAMINATION=UNIT II	
11-12-19	FOOD LOG PROTEINS - CARBOHYDRATES – FAT	Start of food Log on SmartPeople
11-19-19	PROTEINS - CARBOHYDRATES – FAT	
11-26-19	DIETARY ANALYSIS/ DIETARY COUNSELING	Turn in food log and optional exercise log
12-03-19	WRITTEN EXAMINATION - UNIT III	
Week of 12-09-19	FINAL EXAMINATIONS	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

**Course-specific attendance and participation:** Course-specific attendance and participation: Individual and Group Participation is expected.

Throughout the term, students must substantively participate in such a way as to ensure successful completion of the course by the end of the term (i.e. regularly submit assignments and continue to interact with other students and the course instructor). **Students who do not actively participate in the class may be dropped from the class.** This may result in adverse financial consequences such as a change in financial aid, veterans' benefits, and/or other benefits related to being a student. Examples of active participation include (but are not limited to):

- Attending class during each scheduled face-to-face session
- Participating in a class-related activity each week/7-day period such as attending a faculty-organized study session, working on course content in a supervised center, or meeting with the instructor face-to-face or online
- Completing a class-related task such as an interactive tutorial or computer-assisted instructional activity
- Completing an assessment during each week/7-day period; the assessment might address content that should have been learned to date or might be in the form of a progress self-assessment\*\*
- Posting academically-related communications regarding course content
- Academically-participating in a discussion
- Note that simply logging on to D2L or other computer-based systems does not meet the federal guidelines for active participation.
- Checking Pima student email at a minimum of 3 times a week.

**Everyone is expected to attend classes regularly and punctually. After 3 absences you may be expelled from the program. Three (3) tardies equal one absence.**

### Key Dates

For class add, drop, and withdrawal dates, go to the "My Schedule" section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(www.pima.edu/currentstudents\)](http://www.pima.edu/currentstudents)

**Student Resources at the West Campus are below, resources at other campuses may also be used.**

Learning Centers (tutoring): West (520) 206-6819

Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520) 206-

6042      Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies \(www.pima.edu/syllabusresources\)](http://www.pima.edu/syllabusresources)

## Access and Disability Resources (ADR)

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \(www.pima.edu/adr\)](http://www.pima.edu/adr)



Pima Community College District  
161 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 161 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 161**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 161**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.





## DAE 162LB Dental Assisting I Lab Credit Hours: 1.00

**Class Location & Meeting Time:** Tuesday, 8-11am, 11am -2pm

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, M.Ed.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

Course Information

**Course Description:** This is the lab portion of DAE 162. Principles and techniques of dental assisting. Includes tooth morphology of human dentition, hand and rotary dental instruments, instruments used in various operative procedures, and chairside procedures.

**Corequisite(s):** DAE 159, 160, 161, 162, 163, 163LC, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Tuesday, 8-11am, 11am -2pm

**Course Location:** K building, Dental Clinic

**Course Start Date:** 08/28/2019

**Course End Date:** 12/11/2019

**Expectation of coursework hours:** 48 in class hours and 96 hours outside class for study/prep during the semester

**Course Delivery/Modality:** Traditional

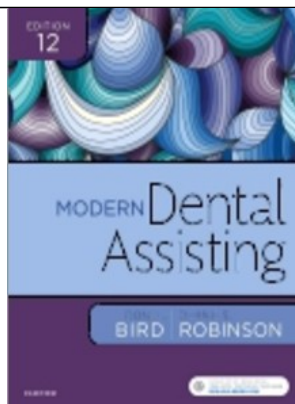
#### Required Textbook:

##### Required Textbook(s):

Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

##### Other Optional Course Materials:

Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.



# Student Learning Outcomes

## Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data, perform proper skill in dental charting, and patient treatment record maintenance.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
4. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
5. Demonstrate knowledge of biomedical dental science.
6. Define and explain state and federal dental laws and regulations.

## Performance Objectives:

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

1. Interpret and define dental terminology.
2. Perform the proper skill in charting existing oral conditions and patient treatment record maintenance.
3. Identify the name, size, design, and use of general and specialty dental instruments in operative procedures.
4. Perform the proper techniques for placing and removing a rubber dam and temporary crowns.
5. Identify and perform infection control procedures consistent with program policy and the Occupational Safety and Health Administration (OSHA) guidelines.
6. Identify and perform the proper technique for removing sutures.

## Outline:

- I. Tooth Morphology of Human Dentition
  - A. Dental terminology
  - B. Morphology
  - C. Charting
- II. Hand and Rotary Dental Instruments
  - A. Hand cutting instruments
  - B. Conventional handpieces
  - C. High speed handpieces
  - D. Rotary instruments
  - E. Matrix
  - F. Miscellaneous dental instruments
  - G. Surgical instruments
  - H. Orthodontic, periodontal, endodontic and prosthodontic instruments
  - I. Sharpening hand instruments
  - J. Instrument sterilization/asepsis
- III. Chairside Procedures
  - A. Rubber dam

1. Indications for use in dental procedures
2. Identifying armamentarium
3. Placement
4. Removal
- B. Temporary crowns
  1. Indications for use in dental procedures
  2. Types
  3. Instrumentation
- C. Suture removal
  1. Indications for use
  2. Types
  3. Instrumentation

**Program Learning Outcomes:** Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

### Grade and Instructor Policies

GRADING SCALE	GRADE / %
A = 100-92%	<b>Lab Projects = 70%</b> <b>Quizzes = 20%</b> <b>Professionalism = 10%</b>
B = 91-83%	
C = 82-75%	
D = 74-66%	
F = 65% below	

**Course must be completed with a minimum 75% or a C.**

***Quizzes will be given without notice on previous lab assignments given***

This course consists of separate lab activities to support the learning in DAE 164LB. The maximum score that can be achieved is 100%. The minimum acceptable score is 75%.

- **Quizzes** will be unannounced and will cover previous lab lectures. There maybe a total of five [5] quizzes. Quiz average represents 20% of total grade. No makeup quizzes are given.
- **Projects** = represents 70% of total grade.
- **\*\*Professionalism** = represents 10% of total grade and is evaluated during lab projects and classwork.  
 \*\*Professionalism is expected of each student at all times. Professionalism includes but not limited

to such aspects as: Exhibiting professional character, teamwork, participation, proper dress code, professional attitude and assistance to instructors and addressing instructor(s) and other classmates with respect.

#### **SAFETY**

- \*Safety includes proper PPE [Personal Protective Equipment], correct use of equipment, tidiness and proper handling of toxic / caustic materials.
- The instructor[s] have to right to deduct one [1] point from final grade for each safety offense a student may encounter. All efforts will be made to insure student safety and understanding at each lab meeting.
- If a student forgets any PPE / clinical attire they will be dismissed from lab / clinic to obtain proper PPE. A one [1] point deduction from final grade may be incurred at this time for chronic forgetfulness.

#### **PROFESSIONALISM:**

You will be required to do self-assessment and peer assessment during the course to become familiar with your own and others behaviors.

The instructor will also provide you feedback during the course. The instructor score counts towards your final grade. The total score from the instructor is 75 points. You must pass all areas with a minimum of 2. This shows that you consistently apply the behavior. However, we want you to strive towards a 3 where you help each other and create a positive team environment.

An evaluation sheet will be provided based on the rubric below.

A student who violates a behavior will meet with the instructor and depending on the severity may be subject to academic or student codes of conduct. This can result in failing the course or removal from the program.

If you are having difficulty understanding the standards, as a team students are expected to discuss concerns with each other and the instructor. The profession requires us to work together to ensure we provide safe, ethical and professional care for our patients and each other.

#### **Evaluation and Rubric**

- 3 Student consistently demonstrates the behavior and helps others
- 2 Student consistently demonstrates the behavior
- 1 Student inconsistently demonstrates the behavior
- 0 Student violated the behavior

Concept	Performance Standard	Evaluation Rating	Comments
<b>Work Ethic:</b>	1. Consistently demonstrates strict adherence to policies and procedures.		
	2. Takes responsibility for own actions and seeks to correct any mistakes.		
	3. Consistently reports to work on date and time scheduled.		
	4. Self-initiates and follows through on assignments in a timely manner.		
	5. Dressed appropriately for work based on role and setting.		

<b>Team Contribution:</b>	1. Participates in and supports team meetings, activities and/or problem solving.		
	2. Promotes positive team work and cohesiveness between all staff.		
	3. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinic system as a whole.		
	4. Acts as a resource, communication appropriate knowledge, skills and conduct.		
	5. Supports a positive work environment through positive communication, no-gossiping, and supporting team development.		
<b>Service Excellence:</b>	1. Maintains a high level of quality, accuracy and neatness in work performed.		
	2. Remains calm and tactful during stressful situations, emergencies, and confrontations.		
	3. Prioritizes customer service and customer satisfaction.		
	4. Demonstrates an awareness of and commitment to the goals and mission.		
	5. Maintains confidentiality and keeps gossip and personal discussions out of the work/patient environment.		
<b>Ethics and Personal Development</b>	1. Maintains ethical business practices and ensures compliance with all regulations.		
	2. Maintains patient, personal, and colleague confidentiality and privacy.		
	3. Seeks opportunities to professionally grow and learn.		
	4. Reflects on opportunities for growth and learning.		
	5. Supports others in ensuring ethical behaviors and practice.		
<b>Professionalism</b>	1. Maintains appropriate personal boundaries with clients.		
	2. Accepts supervision and criticism in a constructive manner.		
	3. Maintains professional appearance appropriate for position.		
	4. Maintains organizational and patient confidentiality.		
	5. Demonstrates and ability to adapt to change.		

#### Examples of Unprofessional behaviors:

Disruptive in class, use of cell phone for phone calls, internet or texting, use of laptop, notebook, iPad, etc other than for taking notes, viewing power points, or syllabus during class time, please review the DAE program Personal IT systems policy. Not adhering to proper dress code, not adhering to course or clinic policies, speaking to course instructor(s) with disrespect. The instructor(s) are to be addressed as Ms., Mr. or Dr.

If the student has multiple acts of unprofessionalism a paper on professionalism will be required by the student along with a meeting with the instructor(s) where formal paperwork will be completed. The course instructor will inform the student as soon as an act of unprofessionalism takes place in a private manner. The instructor will inform the student by stating an “unprofessional deduction” will be placed on your final grade.

#### **Health and Safety/Lab Regulations:**

\*Safety includes proper PPE [Personal Protective Equipment], correct use of equipment, tidiness and proper handling of toxic / caustic materials.

- The instructor[s] have to right to deduct one [1] point from final grade for each safety offense a student may encounter. All efforts will be made to ensure student safety and understanding at each lab meeting.

- **\*\*Professionalism** includes teamwork, participation, proper dress code, professional attitude and assistance to instructors
- If a student forgets any PPE / clinical attire they will be dismissed from lab / clinic to obtain proper PPE. A one [1] point deduction from final grade maybe incurred at this time for chronic forgetfulness.
- PPE includes but is not limited to: clinical shoes, hair, uniform, jewelry, makeup, nails and as regulated by the PCC DAE Handbook.

**Bloodborne & Infectious Disease Policy:**

- Students may be exposed to infectious diseases and bloodborne pathogens during patient care. Based upon Occupational Safety & Health Administration (OSHA) and Centers for Disease Control & Prevention (CDC) guidelines. Standard Precautions and Post Exposure Guidelines for disease/injury control and prevention are required practice by all students, faculty, and staff. The Bloodborne Pathogen and Infectious Disease Policy is provided in its entirety to Dental Assisting Education students, faculty, Staff, and DAE applicants.

## Class Calendar

<b>Date Tuesdays</b>	<b>Week</b>	<b>DAE 162LB Lab Quizzes will be given.</b>	<b>ASSIGNMENT/Homework tbd</b>
<b>Aug. 27</b>	1	<b>Orientation</b>	
<b>Sept. 3</b>	2	Labor Day, No Classes	
<b>Sept.10</b>	3	Surfaces & Landmarks, Classifications of Caries	
<b>Sept.17</b>	4	Charting	
<b>Sept.24</b>	5	Charting, including Radiographs	1 <sup>st</sup> : In class tooth numbering performance
<b>Oct. 1</b>	6	Patient treatment records. Maintenance	
<b>Oct. 8</b>	7	Handcutting instruments performance	

<b>Oct.15</b>	8	Restorative: Amalgam/Composite instrument performance	
<b>Oct. 22</b>	9	Dental Burs, Diamonds and Stones	
<b>Oct. 29</b>	10	Surgical/Periodontal/Endo instruments	2 <sup>nd</sup> . In class tooth numbering performance
<b>Nov. 5</b>	11	Place/Remove Retraction Cord	
<b>Nov.12</b>	12	Rubber dam	
<b>Nov. 19</b>	13	Sutures/Removal	
<b>Nov. 26</b>	14	Temporary crowns	
<b>Dec. 3</b>	15	Rubber dam & Retraction Cord Performance	3 <sup>rd</sup> , in class tooth numbering performance
<b>Dec. 10</b>	16	<b>Final Exam week</b>	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

**Course-specific attendance and participation:** Participation is expected through course end date. Everyone is expected to attend classes regularly and punctually. After 3 absences you may be removed from the program. Three (3) tardies equal one absence.

## Key Dates

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(www.pima.edu/currentstudents\)](http://www.pima.edu/currentstudents)

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Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520)

206-6042      Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies \(www.pima.edu/syllabusresources\)](http://www.pima.edu/syllabusresources)

## Access and Disability Resources (ADR)

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \\_  
\(www.pima.edu/adr\)](http://www.pima.edu/adr)





Pima Community College District  
162LB West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 162LB Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand  
the syllabus for Dental Assisting Education **DAE 162LB**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 162LB**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, CDA, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.



## DAE 163LC Oral Radiography Clinical Lab Credit Hours: 1.00

**Class Location & Meeting Time:** Thursdays: 8am to 11am or 2pm to 5:30

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, M.Ed.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Sarah Marcus

Course Information

**Course Description:** This is the clinical portion of DAE 163. Principles to dental radiography as a diagnostic aid. Includes radiation production and biology. Also includes clinic experience in exposing, processing, mounting, and interpreting radiographs on mannequins and patients using a variety of radiographic techniques.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

DHE 116LC can be substituted for DAE 163LC if completed within the last three years, see academic advisor or faculty for information regarding course substitution.

**Course Meeting Days/Time:** Thursdays: 8am to 11am or 2pm to 5:30

**Course Location:** K building, dental Clinic

**Course Start Date:** 08/28/2019

**Course End Date:** 12/11/2019

**Expectation of coursework hours:** Students are expected to spend 2-3 hours outside of class for every hour they spend in class working on classroom assignments, projects, readings, etc. Your instructor and college counselors can assist in setting up a time management plan to help you be successful in managing the course workload. 48 hours in class time and a minimum of 96 hours outside class for study/prep time during the semester.

**Course Delivery/Modality:** Traditional

**Required Textbook:** Essentials of Dental Radiography for Dental Assistants and Hygienists, 10<sup>th</sup> edition (2018), E. Thomson & O. Johnson, Pearson; ISBN13: 978-0134460741

**Other Required Materials:** Exercises in Oral radiography Techniques: A Laboratory Manual, 4<sup>th</sup> edition (2017), E. Thomson, Pearson Education, Limited; ISBN 9780134449876

**Optional/Recommended Materials:**

Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

# Student Learning Outcomes

## Course Learning Outcomes:

1. Upon successful completion of this course, the student will be able to:
2. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
3. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
4. Demonstrate knowledge of biomedical dental science.
5. Define and explain state and federal dental laws and regulations.
6. Demonstrate competency in the knowledge and skills in dental radiology.
7. Complete a variety of radiographs and intra-oral/extra-oral photography on mannequins and patients.

## Performance Objectives:

1. Identify the important people and events in the history of radiography.
2. State the principles of radiation production.
3. Identify and demonstrate methods of radiation production for the patient and operator.
4. Identify radiographic films as to size and use.
5. Process radiographs manually, digitally and using an automatic processor.
6. Practice quality assurance procedures.
7. Identify radiographic anatomical landmarks.
8. Set up intra-oral and extra-oral photography.
9. Perform radiograph mounting.
10. Interpret normal and abnormal pathological condition visible on dental radiographs.
11. Describe and perform x-ray film exposure techniques.
12. Evaluate radiographic quality.
13. Demonstrate use of intra-oral and extra-oral photography.
14. Complete a variety of radiographs on mannequin and patients.
15. Identify and perform infection control precautions as specified by the Occupational Safety and Health Administration (OSHA) and program policy.

## Program Learning Outcomes:

Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

## Grade Determination and Grading Policies: ABC

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn.

Instructors cannot issue a "W" as a final grade.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes will be given.

**Late work:** Late work may be accepted at the direction of the faculty member but points will be deducted at 2 points per day.

## Grading Policies

### Grade Determination and Grading Policies:

Points		Grade
2000 - 1840	A	100 - 92%
1839 – 1660	B	91 – 83%
1659 – 1500	C	82 – 75%
1499 - 1320	D	74 – 66%
1319 - 0	F	65% and Below

\*No rounding up of grades will be given\*

A 75% or “C” or higher is required to pass the class.

DAE 163LC Procedure:	QUANTITY	POIN
Worksheet 1-1	1 – 10 points possible	10
Worksheet 1-2	1 – 10 points possible	10
XCP performance	1 – 10 points possible	10
Nomad use	10 points possible	10
Intra/extra oral Photography	20 pts possible	20
Clinical assistant (2 rotations)	2 - 25 points each	50
Infection Control	50 points possible	50
(2)Mounting &(1)Edentulous Exercises	3 - 20 pts each	60
Landmark Exercise (using traditional and digital imagery)	1	100
Panoramic Landmark Exercise	1	50
7 Vertical BWX <i>Digital Dexter</i>	1	70
4 Horizontal BWX (1set) <i>Digital</i> /(1set) <i>bitetabs Dexter</i>	2 sets of 4 - 40 pt. each set	80
2 Pedo BW <i>Traditional Dexter</i> Nomad	1 set of 2 - 20 pt. each set	20
2 Pedo Occlusal <i>Digital Dexter</i> Nomad	1 set of 2, - 20 pt. each set	20
2 PANO Digital Dexter	2 - 50 points each	100
18 image FMX <i>Digital</i> Parallel Technique <i>Dexter</i>	2 - 170 pts each	340
18 image FMX <i>Digital</i> Bisecting Technique <i>Dexter</i>	2 - 100 pts each	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
	<b>Total Points possible</b>	<b>2000</b>

**\*Please note:** where “**Human patients**” are indicated, the students are required to find and schedule a patient. There is **no charge** to patient for taking these radiographs.


### PCC Radiology Grade Sheet for radiographs

Point interpretation is as follows:

- Minus 5 for each retake
- Minus 1-2 for each minor error
- Minus 1-2 for each misidentification/or lack of identification of pathology, charting, or compensation techniques.
- Minus 1-2 for each mounting error.
- Minus 10 for late surveys - late constituting fourteen (14) calendar days past date of exposure.
- Points deducted / rewarded as per charting and conditions of patient not recorded by student.
- Points deducted / rewarded for Rational completion
- Points deducted / rewarded for Radiography safety
- Points deducted / rewarded for Asepsis technique
- Points deducted / rewarded for Student self-assessment

### Course Schedule:

Date	Lab Topic	Reading Assignments	Homework/ Assignments
<b>08-22-19</b>	Orientation to Lab-, Dexter, Tubehead; Folders; Sterilization & Infection Control; Forms; Schedule; Equipment/Terminology; etc. XCP Demo	Manual: pages 1-26 187-214	<b>In class: Manual: Worksheet 1-1,1-2.</b> HW: manual: pgs 213-214.
<b>08-29-19</b>	4 and 7 Bitewings/ Nomad Demo. Introduction to XCP Holders; Practice Horizontal and Vertical Bitewing/Expose on Dexter <b>First assessment PPE.</b>	Manual: pgs. 27-70	HW: pgs.51-52, 69-70 <b>In class: finish 1-1,1-2 and XCP performances</b>
<b>9-05-19</b>	Paralleling Demo. Practice Paralleling Technique on Dexter / Expose FMX, BWS on Dexter	Pgs. 71- 102	HW: pgs.103-104 <b>In class: finish XCP performances</b>
<b>9-12-19</b>	Practice Paralleling Technique on student partner/ Expose FMX on Dexter. Work on grading and landmarks	Pgs 139-186, 215-233	HW. Pgs. 159-160, 185-186, 233-234
<b>09-19-19</b>	Practice Paralleling Technique on student partner Bisecting Technique Demo– Dexter / Panoramic Radiograph trainer/	Pgs 105-138	Hw; 137-138 <b>In class: Start Mounting assignment</b>

	DEXIS Digital Radiograph/Mounting Exercises <b>Second assessment PPE</b>		
<b>09-26-19</b>	Bisecting Technique Demo Panoramic/ Occlusal/ Film developing/ Photography Demo	Pgs. 105-138, 235-252, 283-306	Hw. 251-252, 305-306
<b>10-03-19</b>	Continue working on lab assignments	Pgs. 307-328	Hw. 327-328
<b>10-10-19</b>	<b>Final Assessment PPE.</b> <b>Critical Assessments prior to Live Human patients.</b>	Pgs. 253-282	Hw. 281-282
<b>10-17-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		
<b>10-24-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		
<b>10-31-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		
<b>11-07-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		
<b>11-14-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		
<b>11-21-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		
<b>11-28-19</b>			
<b>12-05-19</b>	<b>Patient exam, expose FMX (Human)</b> / Continue working on all lab assignments		All HW must be turned in today
<b>Week of 12-09-19</b>			All assignments are due today.

## Health and Safety/Lab Regulations:

### Radiation Control Policy

- State and Federal regulations mandate strict radiation safety control of institutions using radiation equipment. The following procedures have been developed in order to insure a safe environment for all students, faculty, staff and patients.
- If a student becomes pregnant, the student must report it immediately to the Program Director, Radiology Coordinator and respective Clinic Coordinator.
- Students shall protect themselves during exposures by operating equipment from outside the room. This is at least 6 feet from source, NOT in direct beam and preferably behind a structure (i.e., wall). Pregnant operators are provided a lead apron for further protection.
- Phosphor plate radiographs are to be placed in a “black” box for proper storage and infection control.
- Operators and other students shall **NEVER** hold sensor/PSP/film for patient during exposure.
- A maximum of 4 retakes are permitted on each patient. For an 18 series FMR a maximum of 22 radiographs/images can be taken; in a 20 series FMR a maximum of 24 radiographs/images can be taken.
- A copy of the radiographic surveys can be released to the patient.
- Documentation of the patient receiving a copy(s) is to be entered into the patient’s clinical file.
- Radiographs are NOT allowed to be exposed without prior approval from clinic instructor. Rational from the student and instructor signature is required to begin treatment.
- Radiographic retake(s) are NOT allowed without dentist and instructor approval. Once approval has been given for the retake(s) the student may proceed ONLY with and instructor present.
- Use of lead apron and thyroid collar is mandatory for patients for all radiographic exposures.
- Failure to comply with the above procedures may result in removal of the student from the clinical areas and/or loss of credit for radiographs.
- A student presenting severe negligence and or malice may result in removal of the student from the clinical areas and/or loss of credit for radiographs and/or possible dismissal from the program.

### Exposing Radiographs

When dental radiography is performed under optimum conditions, and when indicated, the diagnostic benefits far outweigh the potential risks. It is the policy of the Dental Assisting Education Program that radiographs are exposed only when needed and safely. All students and faculty will use the highest degree of professional judgment to determine if radiographs are indicated on a clinical patient. After considering the patient history and needs, the student, in conjunction with a clinical faculty member, will determine the type, frequency, and extent of the radiographic images indicated.

The ADA Guidelines for Prescribing Dental Radiographs are posted in the radiography viewing area and are to be followed by all faculty and students. At Pima Community College, it is our objective for the patient to receive the least possible amount of radiation to obtain the greatest diagnostic results and for the faculty and students to achieve occupational radiation exposure as close to zero as possible.

As with all dental equipment, students are to exercise the highest levels of conscientious care to avoid excessive radiation. Digital sensors are particularly expensive and **care is required when handling.**

A thorough radiation history is taken on all patients prior to using them as a patient or exposing them to radiation.

**The following criteria is required for possible DAE 163LC Radiology Patients:**

- a. Must be an adult
- b. Must have a minimum of 3 posterior teeth in each quadrant
- c. Must not be an active orthodontic patient
- d. Must not have had a recent FMX. A minimum of 2-5 years. Dentist signing the prescription will determine if FMX is needed depending on patient's health and radiation history
- e. A prescription signed by a qualified dentist is required to take radiographs on a patient
- f. Must not be pregnant
- g. Must not have had radiation treatment for other medical

conditions Additional policies:

- A lead apron and thyroid collar must be used on all patients.
- Pregnant patients are to be identified and the instructor notified before radiographs are prescribed. Permission from the patient's current doctor will be needed to proceed with radiographic treatment and/or be approved by the dentist on PCC staff.
- All digital oral images are to be processed, properly displayed and evaluated by an instructor as per respective clinic syllabus guidelines. After instructor approval, digital oral images may be printed out on photographic paper for patient procurement.

**Bloodborne & Infectious Disease Policy:**

Students may be exposed to infectious diseases and bloodborne pathogens during patient care. Based upon Occupational Safety & Health Administration (OSHA) and Centers for Disease Control & Prevention (CDC) guidelines. Standard Precautions and Post Exposure Guidelines for disease/injury control and prevention are required practice by all students, faculty, and staff. The Bloodborne Pathogen and Infectious Disease Policy is provided in its entirety to Dental Hygiene Education students, faculty and Staff and DHE applicants.

**Professionalism:**

- Two (2) points will be deducted for each infraction of unprofessionalism.
- If unprofessionalism occurs in classroom -2 will be deducted from the classroom grade.
- If unprofessionalism occurs in the lab -2 will be deducted from the lab grade.
- Examples of unprofessionalism are provided below.

**Examples of Unprofessionalism are as follows:**

- Being disruptive in class, tardy, unexcused absence, use of cell phone for phone calls, internet or texting, use of laptop, notebook, iPad, etc. other than for taking notes for DAE 163, viewing power points for DAE 163, or viewing the syllabus for DAE 163 during class time.
- Not adhering to proper dress code, not adhering to course or clinic policies.
- Speaking to course instructor with disrespect, the instructor's is to be addressed as they wish to be addressed. If the instructor observes students conducting themselves in an unprofessional manner towards other classmate's points will be deducted.



- The DAE program is demanding, occasional complaining may take place, but, if the complaining is construed as disrespectful, points will be deducted.
- The course or clinical instructor will inform the student as soon as an act of unprofessionalism/professionalism takes place in a private, professional manner. The instructor will inform the student by stating an “unprofessional deduction” will be placed on your lecture or clinical grade. If the student has multiple acts of unprofessionalism a paper on professionalism may be required.

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

**Course-specific attendance and participation:** Individual and Group Participation is expected.

Throughout the term, students must substantively participate in such a way as to ensure successful completion of the course by the end of the term (i.e. regularly submit assignments and continue to interact with other students and the course instructor). Students must complete at least one academic task per week/7-day period (including during the first 7 days of the course) that will serve as documented active participation. Faculty have the responsibility of noting whether the student is present or not using Attendance Tracker. **Students who do not actively participate in the class may be dropped from the class.** This may result in adverse financial consequences such as a change in financial aid, veterans’ benefits, and/or other benefits related to being a student. Examples of active participation include (but are not limited to):

- Attending class during each scheduled face-to-face session
- Participating in a class-related activity each week/7-day period such as attending a faculty-organized study session, working on course content in a supervised center, or meeting with the instructor face-to-face or online
- Completing a class-related task such as an interactive tutorial or computer-assisted instructional activity
- Completing an assessment during each week/7-day period; the assessment might address content that should have been learned to date or might be in the form of a progress self-assessment\*\*
- Posting academically-related communications regarding course content
- Academically-participating in a discussion
- Signing in via an Accutrack-type system for the on-site component in an on-campus (and possibly self-paced) class
- Note that simply logging on to D2L or other computer-based systems does not meet the federal guidelines for active participation.
- Checking Pima student email at a minimum of 3 times a week.

**Everyone is expected to attend classes regularly and punctually. After 3 absences you may fail the course and may fail the program. Three (3) tardies equal one absence.**

## Key Dates

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(www.pima.edu/currentstudents\)](http://www.pima.edu/currentstudents)

**Student Resources at the West Campus are below, resources at other campuses may also be used.**

Learning Centers (tutoring): West (520) 206-6819

Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520)

206-6042      Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies \(www.pima.edu/syllabusresources\)](http://www.pima.edu/syllabusresources)

## Access and Disability Resources (ADR)

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \(www.pima.edu/adr\)](http://www.pima.edu/adr)



Pima Community College District  
163lc West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 163lc Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand  
the syllabus for Dental Assisting Education **DAE 163lc**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 163lc**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.



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## DAE 164LB / Dental Materials Lab / Credits: 1.00

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm and Mondays with appointment

**Department Dean Phone:** Dean: Brian Stewart 520- 206-5105

### Course Information

**Course Description:** This is the lab portion of DAE 164. Chemical and physical properties of dental materials used in dental practice. Includes introduction to dental materials, preventive sealants, restorative materials, dental cements, impression materials, gypsum products, and miscellaneous dental materials. Also includes gold, non- precious alloys, and casting of metals.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**164Expectation of coursework hours:** 32 hours of instruction and 64hours out of classwork  
**Course Meeting Room/Days/Time:** K-209 / Tuesday / 8-10:30 AM or 11AM-1:30PM  
**Course Delivery/Modality:** Lab

### Student Learning Outcomes

#### Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
4. Define and explain state and federal dental laws and regulations.
5. Demonstrate knowledge of properties, usage, and manipulation of dental materials.

#### Performance Objectives:

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

1. Identify the properties of matter and materials.
2. Operate and maintain laboratory equipment safely.
3. Prepare dental waves, cements, preventive sealants, and restorative materials.
4. Prepare materials to make occlusal registration for articulating study casts.
5. Prepare, box, and pour elastic, plastic, and rigid impression materials.
6. Prepare and pour dentulous and edentulous study casts using gypsum products.
7. Construct individualized custom trays and whitening trays.
8. Fabricate provisional restorations.

9. Describe casting techniques and identify metals used in the fabrication of dental prostheses.
10. Prepare, place and finish composite and amalgam restorations.

**Program Learning Outcomes:**

Graduates of the CODA accredited Dental Assisting Education program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

**Outline:**

- I. Introduction to Dental Materials
  - A. American Dental Association (ADA) specifications
  - B. Properties of matter
  - C. Physical and chemical properties required for dental materials
  - D. Precautions
    1. Handling materials
    2. Hazardous substances
    3. Occupational Safety and Health Administration (OSHA) regulations
  - E. Safe use of laboratory equipment
- II. Preventive Sealants and Restorative Materials
  - A. Types of preventive sealants
    1. Indications for use
    2. Properties, advantages, and disadvantages
    3. Manipulation
  - B. Direct filling materials
    1. Esthetic
    2. Amalgam
    3. Finish and polish esthetic and amalgam restorations
- III. Dental Cements
  - A. Temporary and permanent cements and cement bases
  - B. Composition and uses of various types
  - C. Manipulation of cements
  - D. Cavity liners and varnishes
  - E. Special applications of cements
- IV. Impression Materials
  - A. Types of impression materials
  - B. Types of impression trays
  - C. Agar hydrocolloid (reversible hydrocolloid)
  - D. Rubber impression materials and elastomers
  - E. Alginate
  - F. Bite registration
  - G. Disinfection of impressions
- V. Gypsum Products
  - A. Classification and uses of gypsum products
  - B. Composition and manufacture
  - C. Variables
  - D. Manipulation
  - E. Construction of model, cast, or die
  - F. Model trimming

- G. Articulation
- VI. Miscellaneous Dental Materials
  - A. Uses of resins and acrylic
  - B. Waxes
  - C. Dental ceramics and porcelain
  - D. Polishing and cleaning agents
  - E. Periodontal dressings
- VII. Gold, Non-Precious Alloys and Casting of Metals
  - A. Gold foil
  - B. Gold casting alloys
  - C. Wrought metals
  - D. Dental implant materials
  - E. Electroplating

## Grade and Instructor Policies

### Grade Determination and Grading Policies for DAE 164LB:

GRADING SCALE	GRADE / %
A = 100-92%	Lab Projects = 70% Quizzes = 20% Professionalism = 10%
B = 91-83%	
C = 82-75%	
D = 74-66%	
F = 65% below	

Course must be completed with a minimum 75% or a C.

**Quizzes will be given without notice on previous lab assignments given**

This course consists of separate lab activities to support the learning in DAE 164LB. The maximum score that can be achieved is 100%. The minimum acceptable score is 75%.

- **Quizzes** will be unannounced and will cover previous lab lectures. There maybe a total of five [5] quizzes. Quiz average represents 20% of total grade. No makeup quizzes are given.
- **Projects** = represents 70% of total grade.
- **\*\*Professionalism** = represents 10% of total grade and is evaluated during lab projects and classwork.  
 \*\*Professionalism is expected of each student at all times. Professionalism includes but not limited to such aspects as: Exhibiting professional character, teamwork, participation, proper dress code, professional attitude and assistance to instructors and addressing instructor(s) and other classmates with respect.

### SAFETY

- \*Safety includes proper PPE [Personal Protective Equipment], correct use of equipment, tidiness and proper handling of toxic / caustic materials.
- The instructor[s] have to right to deduct one [1] point from final grade for each safety offense a student may encounter. All efforts will be made to insure student safety and understanding at each lab meeting.

- If a student forgets any PPE / clinical attire they will be dismissed from lab / clinic to obtain proper PPE.
- A one [1] point deduction from final grade maybe incurred at this time for chronic forgetfulness.

## PROFESSIONALISM

You will be required to do self-assessment and peer assessment during the course to become familiar with your own and others behaviors.

The instructor will also provide you feedback during the course. The instructor score counts towards your final grade.

The total score from the instructor is 75 points. You must pass all areas with a minimum of 2. This shows that you consistently apply the behavior. However, we want you to strive towards a 3 where you help each other and create a positive team environment.

An evaluation sheet will be provided based on the rubric below.

A student who violates a behavior will meet with the instructor and depending on the severity may be subject to academic or student codes of conduct. This can result in failing the course or removal from the program.

If you are having difficulty understanding the standards, as a team students are expected to discuss concerns with each other and the instructor. The profession requires us to work together to ensure we provide safe, ethical and professional care for our patients and each other.

## Evaluation and Rubric

- 3 Student consistently demonstrates the behavior and helps others
- 2 Student consistently demonstrates the behavior
- 1 Student inconsistently demonstrates the behavior
- 0 Student violated the behavior

Concept	Performance Standard	Evaluation Rating	Comments
<b>Work Ethic:</b>	1. Consistently demonstrates strict adherence to policies and procedures.		
	2. Takes responsibility for own actions and seeks to correct any mistakes.		
	3. Consistently reports to work on date and time scheduled.		
	4. Self-initiates and follows through on assignments in a timely manner.		
	5. Dressed appropriately for work based on role and setting.		
<b>Team Contribution:</b>	1. Participates in and supports team meetings, activities and/or problem solving.		
	2. Promotes positive team work and cohesiveness between all staff.		
	3. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinic system as a whole.		

	4. Acts as a resource, communication appropriate knowledge, skills and conduct.		
	5. Supports a positive work environment through positive communication, no-gossiping, and supporting team development.		
<b>Service Excellence:</b>	1. Maintains a high level of quality, accuracy and neatness in work performed.		
	2. Remains calm and tactful during stressful situations, emergencies, and confrontations.		
	3. Prioritizes customer service and customer satisfaction.		
	4. Demonstrates an awareness of and commitment to the goals and mission.		
	5. Maintains confidentiality and keeps gossip and personal discussions out of the work/patient environment.		
<b>Ethics and Personal Development</b>	1. Maintains ethical business practices and ensures compliance with all regulations.		
	2. Maintains patient, personal, and colleague confidentiality and privacy.		
	3. Seeks opportunities to professionally grow and learn.		
	4. Reflects on opportunities for growth and learning.		
	5. Supports others in ensuring ethical behaviors and practice.		
<b>Professionalism</b>	1. Maintains appropriate personal boundaries with clients.		
	2. Accepts supervision and criticism in a constructive manner.		
	3. Maintains professional appearance appropriate for position.		
	4. Maintains organizational and patient confidentiality.		
	5. Demonstrates and ability to adapt to change.		

#### Examples of Unprofessional behaviors:

Disruptive in class, use of cell phone for phone calls, internet or texting, use of laptop, notebook, iPad, etc other than for taking notes, viewing power points, or syllabus during class time, please review the DAE program Personal IT systems policy. Not adhering to proper dress code, not adhering to course or clinic policies, speaking to course instructor(s) with disrespect. The instructor(s) are to be addressed as Ms., Mr. or Dr.

If the student has multiple acts of unprofessionalism a paper on professionalism will be required by the student along with a meeting with the instructor(s) where formal paperwork will be completed. The course instructor will inform the student as soon as an act of unprofessionalism takes place in a private manner. The instructor will inform the student by stating an “unprofessional deduction” will be placed on your final grade.

#### **Health and Safety/Lab Regulations:**

\*Safety includes proper PPE [Personal Protective Equipment], correct use of equipment, tidiness and proper handling of toxic / caustic materials.

- The instructor[s] have to right to deduct one [1] point from final grade for each safety offense a student may encounter. All efforts will be made to ensure student safety and understanding at each lab meeting.
- **\*\*Professionalism** includes teamwork, participation, proper dress code, professional attitude and assistance to instructors
- If a student forgets any PPE / clinical attire they will be dismissed from lab / clinic to obtain



proper PPE. A one [1] point deduction from final grade maybe incurred at this time for chronic forgetfulness.

- PPE includes but is not limited to: clinical shoes, hair, uniform, jewelry, makeup, nails and as regulated by the PCC DAE Handbook.

#### **Bloodborne & Infectious Disease Policy:**

- Students may be exposed to infectious diseases and bloodborne pathogens during patient care. Based upon Occupational Safety & Health Administration (OSHA) and Centers for Disease Control & Prevention (CDC) guidelines. Standard Precautions and Post Exposure Guidelines for disease/injury control and prevention are required practice by all students, faculty, and staff. The Bloodborne Pathogen and Infectious Disease Policy is provided in its entirety to Dental Assisting Education students, faculty, Staff, and DAE applicants.

## **Attendance Requirements/Active Participation**

Attendance, tardiness, class participation and professionalism\* is expected of all students. In order for the student to successfully accomplish the course objectives and requirements, the student must attend all classes. However, if the student must miss class due to unforeseen circumstances; the student must contact the instructor immediately and must provide the instructor with documentation as to the reason the student missed class. It will be determined by the instructor if the absence is excused or unexcused. If a student is continually negligent in this area a two (2) point deduction for each offense will be reflected in the student's final grade. Due to time and available space the student's ability to make up the missed class assignments is restricted, consequently, placing the student in jeopardy of not meeting course requirements.

- Tardiness: The student has chosen to pursue a career in the profession of dental assisting. The student is required to conduct themselves in a professional manner. If the student arrives late to class or clinic the students is demonstrating unprofessionalism. If a student is continually negligent in this area a one (1) point deduction for each offense will be reflected in the student's final grade. Please demonstrate respect for the instructor and other classmates and be present and in your seat at the class start time.
- After one tardy, the student will receive an unexcused absence and thereafter, each tardy is considered an unexcused absence. Three (3) absences from lab/clinic whether it is excused or unexcused; the student will be considered in non-pursuit of the course objectives and will recommended for administrative withdrawal from the class and ineligible to continue program pursuit
- Absenteeism - Absence from lab/clinic prevents the student from obtaining the necessary skill development and proper patient management. Therefore, if a student fails to attend any clinic, the student will be considered deficient in theory and unsafe for clinical practice. For that reason, the student will not be allowed onto the clinic floor until the student has received the appropriate counseling for successful pursuit of the class and clinical objectives.
- After three (3) absences from lab/clinic and whether it is excused or unexcused; the student will be considered in non-pursuit of the course objectives and will be recommended for administrative withdrawal from the class and ineligible to continue program pursuit.
- Grades in this course will not be rounded up.
- Each student must satisfactorily complete the performance objectives in the class sessions
- Incomplete Requirements - The student is responsible for meeting and/or exceeding the course requirements. If the student fails to meet any of the course requirements, the student will receive a failing grade for the course. An incomplete grade will NOT be issued.

The exception to this rule is in cases of documented personal and medical emergencies.

However, in order to receive an incomplete grade the student must have completed seventy-five percent (75%) or better of the clinic requirements.

- Otherwise, the student will receive a failing grade and may not continue pursuit of the program
- A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. (<https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html>)

#### **Course-specific Instructor Policies:**

The instructor reserves the right to make any modifications to the course syllabus, calendar or requirements as deemed necessary for the successful progression and completion of the students enrolled in this course, while maintaining the standards of excellence as outlined by the American Dental Association Commission on Accreditation and the Pima Community College Dental Assisting Education Program.

- Students are advised to make copies of all submitted assignment for their personal record/documentation purposes.
- Students who relocate during the semester and/or change their name or telephone number are required to file a change of address form PCC West Campus registration office and inform the instructors.

#### **Electronic Devices policy**

- A student shall not access any personal, public or social network site on their personal IT devices during classroom or clinic sessions
- Only electronic textbook, PowerPoint access and classroom activities per instructor that related to course being taught are permissible. The exception to this policy applies to review of patient health history in support of standard of care executed at off site clinical locations
- Use of cell phones, personal electronic devices or any communication device is not allowed during class, clinic, or lab hours – this includes vibration modes and texting
- Recording of lecture is not permitted unless needed for accommodation through DSR
- A one [1] Point deduction will be accorded from overall course grade for each communication device violation in lecture and lab
- If a student is experiencing an emergency and needs to be reached via cell phone, the student must request and be allowed cell phone use from the instructor
- Should a student be found in violation of the Personal IT Systems Policy, the student will lose immediate use of their personal IT system for the class period. Any offense thereafter will be in violation of the ADHA Code of Conduct, Core Values and Standards of Professional Responsibility and as a result, the student may be dismissed from the program
- Student will formally complete paperwork with lead faculty as to issue(s) that occur
- Violation of Code of Conduct is basis for dismissal from the Dental Assisting Education program. Further, the student will be subject to violation of the Pima Community College Student Code of Conduct, Offenses Involving the Violation of a College or College-Related Policy, Regulation, Rule SPG or Directive and all applicable sanctions
- Photographing, copying or any form of transfer of quizzes or exams is strictly forbidden and will result in dismissal from the class and will be written up on the student's permanent record.
- Refer to DAE Handbook for IT policy

**Other Policies**

- Students are only allowed to communicate with instructor through the Pima email system [not personal email]
- The course instructor leaves it to the student to be responsible for his/her learning. It will be the student's responsibility to make an appointment with the course instructor regarding any questions or concerns about assignments and course objectives throughout the course.
- The instructor reserves the right to make any modifications to the course syllabus, calendar or requirements as deemed necessary for the successful progression and completion of the students in pursuit of this course, while maintaining the standards of excellence as outlined by the American Dental Association Council on Accreditation and the Dental Assisting Education Program.
- Students submitting assignments are advised to make copies for their own protection.
- If you move during the semester, change your name or telephone number, please file the change of address form with the HRP secretary, notify instructor and PCC campus registration office.

Date	Week	Lab Assignment	ASSIGNMENT/Homework
Aug. 27	1	Dental Materials Lab <b>Orientation</b> Lab Equipment Safety & <b>Model Pour-Ups</b>  <b>Full PPE needed for this session and every session</b>	Read chapter 1, 2, 3, 4 Preview Unit 1, Lec 1 & 2
Sept. 3	2	Pouring up of Study Models with dental stone	Read chapter 7 and 14 Preview Pit and Fissure Sealants PowerPoint
Sept.1 0	3	Preventative and Desensitizing Materials Pit and Fissure Sealants. Performances	Review taking of Alginate Impression in Hatrick/Eagle pgs 269-272.
Sept.1 7	4	Alginate 1 <sup>st</sup> assessment	Review Chapter 14, Cements & Sedative restorative materials
Sept.2 4	5	Dental Cements & Sedative Materials Properties & Manipulation/Liners & Bases: ZOE, Zinc Phosphate, Dycal, Glass Ionomer, Temp Bond performances	Review Matrix and Rubber dam placement in Textbook
Oct. 1	6	Matrix placement and Rubber dam placement: Video and hands on  Intro to Composite manipulation, placement & finishing of Class II restoration.	
Oct. 8	7	Cleaning of removable appliances  Composite manipulation, placement, finishing of Class II	

		restoration	
<b>Oct.15</b>	8	Alginate 2 <sup>nd</sup> skill assessment	View: Amalgam Video: <a href="https://youtu.be/nz1OGqnOSLY">https://youtu.be/nz1OGqnOSLY</a>
<b>Oct. 22</b>	9	Amalgam: placement/finishing/margination /polishing Cavity Varnish	
<b>Oct. 29</b>	10	Alginate 3 <sup>rd</sup> skill assessment	Watch!! Whitening <a href="https://www.youtube.com/watch?v=W_pSM7ZR2t0">https://www.youtube.com/watch?v=W_pSM7ZR2t0</a>
<b>Nov. 5</b>	11	In Office Whitening Performance	
<b>Nov.1 2</b>	12	Provisional Restorations	
<b>Nov. 19</b>	13	Alginate impression for fabrication of Whitening trays; Bite Registration	
<b>Nov. 26</b>	14	Diagnostic Model Trimming Suture removal/ Completion of Remaining Projects	
<b>Dec. 3</b>	15	Completion of Remaining Projects	
<b>Dec. 10</b>	16	<b>Final Exam week</b>	

**Key Dates:** <https://www.pima.edu/calendars/key-dates-and-deadlines/2017-fall.html>

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students >Academics MyPima page. Additional semester [Key Dates and Deadlines](https://www.pima.edu/calendars/key-dates-and-deadlines/index.html) (<https://www.pima.edu/calendars/key-dates-and-deadlines/index.html>) are on the Calendar link at the top of PCC webpages.

**Accredited Program-Specific Policies:**

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

**Professionalism and Behavior:**

- Please refer to your Student Handbook.
- Because of insurance limitations, non-registered visitors are not allowed at class sessions or clinic sessions
- Possession of drugs, alcohol or firearms on college property is illegal.
- Students must demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse population.
- Students are expected to:
  - Demonstrate respect, compassion, and integrity to all.
  - Be responsive to the needs of patients, faculty and society that supersedes self-interest.
  - Be accountable to patients, faculty, society, and the profession.
  - Commitment to excellence and ongoing professional development.
  - Demonstrate sensitivity and responsiveness to other's culture, age, gender and disabilities.
  - Not chew Gum in class

**Notice to Students: Using Copyrighted Materials**

Some or all of the instructional materials you will use in this course are copyright protected. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the permission of the copyright owner, unless fair use or another exemption under copyright law applies.

Websites and other online resources used in the course of your studies may also contain copyright protected material. Your visit to a website cannot include unauthorized downloading or copying. Please understand that there are serious penalties for the unauthorized copying, downloading or sharing of copyright protected materials. If you aren't sure whether you can copy or download materials, please ask your instructor or a librarian.

**Student Resources and Policies**

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources](https://www.pima.edu/current-students/index.html) (<https://www.pima.edu/current-students/index.html>)

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources)

**Technical Support**

If you have difficulty logging in, you can request help by sending an email message to [pimaonline@pima.edu](mailto:pimaonline@pima.edu) or by calling (520) 206-4800. For online course issues, you may also call 206-6310. If you need more information on taking the online portion of this course, refer to the Pima Online page.

### **Academic Integrity/Cheating Plagiarism**

All PCC students are considered to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the [Student Code of Conduct](https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf) (https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf). PCC has zero tolerance toward student acts of plagiarism. Plagiarism, as defined in the Student Code of Conduct, *“includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.”*

The [Student Code of Conduct](https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf) (https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf) is specific with regard to the academic ethics sanctions for plagiarism.

### **Financial Aid, Veterans Benefits, and Other Student Benefits**

Your financial aid, Veterans benefits, and other benefits from PCC and external agencies are contingent on your participation, performance, and compliance with guidelines set by the College and the benefit providers. Please see a student financial aid advisor, veteran’s benefits advisor, or other agency advisor for information on your benefits, your status with those benefits, and other items of which you should be aware.

### **Notice of Non-Discrimination**

Pima Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

EO/Deputy Title IX Coordinator

4905 E. Broadway, D108, Tucson, AZ 85709

520-206-4539 Email: EEO-ALL@pima.edu American with Disabilities Act (ADA) Policy Statement

PCC is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility determined by Access and Disability Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact the ADR office at 206- 6688 or [ADRHelp@pima.edu](mailto:ADRHelp@pima.edu).

### **Title IX and Pregnancy**

PCC follows the Title IX policy of non-discrimination on the basis of sex, including pregnancy. Students who would like assistance related to pregnancy, should contact the office of Access and Disability Resources (ADR) at 520-206-6688 or email [ADRHelp@pima.edu](mailto:ADRHelp@pima.edu)

### **Federal Family Education Rights and Privacy Act (FERPA)**

Subject to certain exceptions set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Pima Community College will not provide personally identifiable student information (including but not limited to grades, billing, tuition and fees assessments, financial aid and other student records) to third parties absent the student’s consent. Third parties include parents, spouses, siblings, and third party sponsors. You (the student) may grant Pima Community College permission to release certain information to a third party by submitting the [FERPA Release form: https://pima.edu/current-students/code-of-conduct/ferpa/index.html](https://pima.edu/current-students/code-of-conduct/ferpa/index.html) Ask a staff member for a copy of the form BEFORE you arrive with a third party.

**Mandatory Reporting**

Pursuant to Arizona law (A.R.S. §13-3620), College personnel who learn in the course and scope of their employment that a minor (person under 18 years of age) has been the victim of physical or sexual abuse, are required to report this information immediately to law enforcement.

Pursuant to federal law (34 CFR 668.46), College personnel who learn in the course and scope of their employment that an individual has been a victim of dating violence, domestic violence, sexual assault, or stalking, or is informed about allegations of any of these offenses shall as soon as possible, contact the Department of Public Safety.

Please review the attached document from CODA.

[http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)





Pima Community College District  
164LB West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 164LB Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 164LB**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 164LB**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.



## DAE 165LC Dental Assisting Procedures Clinical I Credit Hours: 1.00

**Class Location & Meeting Time:** Mondays 8-11am and 2-5:30 pm

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Rosemary Ortega: 520.206.6044

Course Information

**Course Description:** This is the clinical portion of DAE 165. Techniques and procedures of chairside dental assisting. Includes dental equipment and room design; chairside assisting and team approach; procedures applied in clinical treatment; and computer systems and technology in the dental environment. Also includes the application of student supervised experience in performing dental assisting functions in the clinical setting on patients.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 164LB, and 165.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Mondays 8-11am and 2-5:30 pm

**Course Location:** K building, dental clinic

**Course Start Date:** 08/28/2019

**Course End Date:** 12/11/2019

**Expectation of coursework hours:** 56 in class hours and 112 hours outside class for study/prep during the semester.

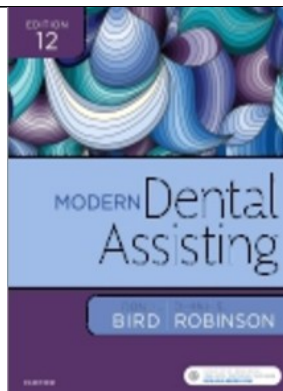
**Course Delivery/Modality:** Traditional/clinical

**Required Textbook:**

**Required Textbook(s):** Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Other Optional Course Materials:** Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.**



# Student Learning Outcomes

## Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
4. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
5. Define and explain state and federal dental laws and regulations.
6. Describe, explain and interpret different health conditions and emergencies that may occur in the dental office

## Performance Objectives:

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

1. Identify and explain dental operatories and supplies.
2. Formulate and perform proper procedures of infection control and asepsis consistent with program policy and the Occupational Safety and Health Administration (OSHA) guidelines.
3. Identify, explain, and perform chairside assisting procedures.
4. Name, identify, and perform the proper procedure for topical anesthetic application when directed by the dentist.
5. Describe the steps involved and anticipate the treatment procedures performed by the dentist.
6. Identify and describe the types of instruments used for steps in dental procedures.
7. Perform and document initiating use of computer systems and technology in the dental environment.
8. Demonstrate the ability to perform proper dental assisting procedures utilizing live patients.
9. Identify and respond to medical emergencies.

## Outline:

- I. Dental Equipment and Room Design
  - A. Equipment
    1. Dental chair
    2. Operator's/assistant's chair
    3. Dental unit
    4. Mobile unit
    5. Dental light
    6. Central vacuum
    7. Care of equipment
  - B. Zones of operation
    1. Placement of operating equipment
    2. Positions of participants
    3. Classification of motions
  - C. Preparation of patient
    1. Seating and draping

- 2. Receiving and dismissing
    - 3. Charts and radiographs available
  - D. Medical Emergencies
    - 1. Medication
    - 2. Plans and Protocols
- II. Chairside Assisting and Team Approach: Four-Six Handed Dentistry
  - A. Oral evacuation
    - 1. Suction tip and mirror placement
    - 2. Instrument transfer
    - 3. Handpiece transfer
    - 4. Stages of instrument transfer
  - B. Preparing set-ups
    - 1. Basic examinations
    - 2. Oral examinations
    - 3. Anesthetic tray set-up
- III. Chairside Procedures Applied in Clinical Treatment
  - A. Restorative tray set-up
  - B. Periodontic tray set-up
  - C. Surgical tray set-up
  - D. Endodontic tray set-up
  - E. Orthodontic tray set-up
  - F. Fixed prosthodontic tray set-up
  - G. Prosthodontic tray set-up
  - H. Pediatric dentistry
  - I. Application of sterilization, sanitation, and disinfection where applicable
- IV. Computer Systems and Technology in the Dental Environment
  - A. Charting and recording dental conditions
  - B. Documenting treatment and treatment plan
  - C. Maintaining patient information and privacy
- V. Application of Proper Dental Assisting Procedures Utilizing Live Patients

## Program Learning Outcomes:

Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

*Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.*

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

**Grade Determination and Grading Policies:**

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

**Late Work Policy:** Late work may be accepted at the discretion of the faculty member but points will be deducted.

**Course must be completed with a "C" or better.**

- Competencies 60% total grade
- Final Exam 25% total grade
- Quizzes, Homework & participation 10% total grade

Competencies must be passed with a minimum of 75% each.

Safety/Critical competencies must be passed with a 100%.

The Final Exam must be completed with a grade of 80% or better.

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment

**GRADE POINTS FOR LECTURE**

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

Course must be completed with a minimum 75% or a C.

**SKILL COMPETENCY TO COMPLETE COURSE****Grade Calculation to Complete:**

You must pass all competencies with a 1 or higher, except critical/safety skills that require a 3 or higher. You must get a 57 (75%) or higher to pass.

You must adhere to all safety and professional standards at all times.

**Evaluation and Grading Criteria**

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

## Performance Standards

A student must pass any skill assessed at a 1 or higher. Skills with an \* require 3 points to pass. At least ½ of the skills and all safety/critical skills must be assessed.

A student must pass with 57 points (total for all skills) for the final evaluation and all skills must be at a 1 or higher. Skills with an \* require 3 points to pass.

Safety/Critical skills are noted as an \* and must always be met.

## Evaluation Method

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

A skill may have two additional opportunities to assess skill competencies if they do not meet the passing score.

Only the instructor evaluation counts to the final grade.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
Dates of Evaluation:					
Vital Signs	*				
Radiographs: technique used _____, Safely and diagnostically	*				
Mounting					
Proper use of PPE	*				
Simple surgery Tray set up					
Washed Field/Retraction					
Instrument Transfer					
Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
Matrix: Toffelmire					
Rubber dam placement					
Health history review	*				
Cord Packing					
Temporary Crown Fabrication					
Preventive dentistry fundamentals: Aids and fluoride.OHI					
Coronal Polish including stain types					
Dental and Medical Emergencies	*				
Demonstrates skills in manipulation of:	--	----	----	----	-----
-Amalgam					

-Composite					
-Glass ionomers					
-Zinc Phosphate					
-Carboxylate					
-Intermediate restorative materials					
-Alginate					
-Silicone/Polyvinyl/Polysiloxane					
-Gypsum produces					

### CLINICAL REQUIREMENT

Students must meet a skill competency with a 1 prior to being able to work with an instructor on the skill in with live patients.

Safety/Critical skills are the exception and require a 3 or higher rating.

A student cannot work on a live patient until they have met the lab competency assessment.

### Course Schedule:

Date	Topic	Assignment
08/26/19	Introduction to Dental Clinic Medical and dental	
09/02/19:	Labor Day, No Class	
09/16/19	Zones of Operation/Activity Hand washing	
09/23/19	Basic Tray Set-Up/Passing Mirror Explorer Anesthetic Set-Up/Passing Syringe	
09/30/19	Oral Exam Apply Topical Anesthetic Lighting HVE Placement (Simulation)	
10/07/19	Suction Tip/Mirror Placement Dry Field Air-Water Syringe Retraction	
10/14/19	Instrument Transfer Hand piece Transfer	
10/21/19	Instrument/Hand piece Transfer Oral Evacuation	
10/28/19	Performance Evaluations – Unit I & II	

11/04/19	Sequencing Instruments Transfer & Retrieval	
11/11/19	VETERANS DAY HOLIDAY College Closed	VETERANS DAY HOLIDAY College Closed
11/18/19	Sequencing Instruments Transfer & Retrieval	
11/25/19	Fixed Prosthodontic Procedures (crown & bridge) Cementing	
12/02/19	Performance/Simulation Evaluation	
12/09/19	Final Exam	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

Participation is expected through course end date.

### Course-specific attendance and participation:

**Everyone is expected to attend classes regularly and punctually. After 3 absences you may be removed from the program. Three (3) tardies equal one absence.**

## Key Dates

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(www.pima.edu/currentstudents\)](http://www.pima.edu/currentstudents)

**Student Resources at the West Campus are below, resources at other campuses may also be used.**

Learning Centers (tutoring): West (520)

206-6819 Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648 Computer

Commons (Academic Computing):West (520) 206-6042Student



Life (520)206-6742 Counseling (520)602-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies \(www.pima.edu/syllabusresources\)](http://www.pima.edu/syllabusresources)

## **Access and Disability Resources (ADR)**

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \(www.pima.edu/adr\)](http://www.pima.edu/adr)



Pima Community College District  
1651c West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 1651c Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 1651c**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 1651c**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A  

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, CDA, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.



# PimaCommunityCollege

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## DAE 166 / Dental Assisting II / Credits: 3.00

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm and Mondays with appointment

**Dean Phone:** Brian Stewart 520- 206-5105

### Course Information

**Course Description:** Principles and techniques of dental assisting. Includes pharmacology and therapeutics; and dental office inventory control. Also includes techniques and procedures for emergency medical/dental care as applied to dental assisting.

**Prerequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LB. All above courses must be passed with a grade of 75% or better.

**Corequisite(s):** DAE 167 and 169LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Expectation of coursework hours:** 45 in class hours and 90 hours outside class for study/prep during the semester

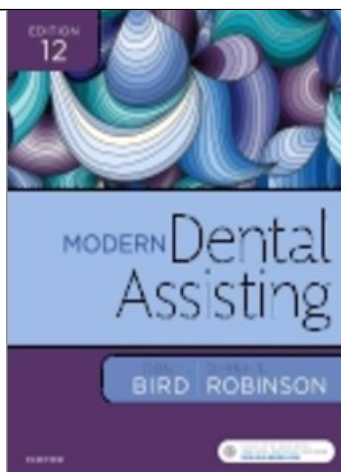
**Course Meeting Days/Time:** Thursday, 9am to 12pm

**Course Delivery/Modality:** In person

**Required Textbook(s):** Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Other Optional Course Materials:** Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

**Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.**



## **Student Learning Outcomes**

### **Course Learning Outcomes:**

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

1. Demonstrate communication skills and strategies in dealing with diverse patients and members of the dental health team.
2. Describe and anticipate the steps for treatment procedures performed by the dentist.
3. Describe, explain and interpret different health conditions and emergencies that may occur in the dental office.
4. Identify and comply with Health Information Privacy Policies and Procedures Act (HIPPA).
5. Define and explain the Arizona State Dental Practice Act as it affects the functions of the dentist, dental hygienist, and the dental assistant
6. Interpret infection control guidelines in relation to disinfecting, sterilizing and antiseptic procedures.
7. Recognize and understand Occupational Safety and Health Administration (OSHA) guidelines.

### **Performance Objectives:**

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

1. Explain the use of drugs in dental therapy.
2. Interpret and explain the use of anesthetics and analgesics in dentistry.
3. Interpret and explain the importance of having a complete dental/medical history.
4. Identify areas of concern in dental/medical history that should be brought to the dental staff's attention.
5. Explain the importance of updating a dental/medical history.
6. Formulate and describe proper health and emergency procedures in the dental office.
7. Interpret different health conditions and emergencies that could occur in the dental office.
8. Define the appropriate sequential steps in determining when there is a life-threatening situation.
9. Describe what emergency care to give.
10. Identify and explain methods of supply, purchase, and control of dental office supplies.

**Program Learning Outcomes:** Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

## **Attendance Requirements/Active Participation**

### **GRADING POLICY FOR DAE 166 Lecture**

**The course consists of 3 modules/units and a final week. Course work must be completed with a "C" or better.**

- |                                     |     |
|-------------------------------------|-----|
| • Exam #1 (Unit I)                  | 20% |
| • Exam #2 (Unit II)                 | 20% |
| • Exam #3 (Unit III)                | 20% |
| • Final Exam                        | 30% |
| • Quizzes, Homework & participation | 10% |

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment

## GRADING SCALE

A = 100-94%
B = 93-87%
C = 86-80%
D = 79-70%
F = 69% below

Course must be completed with of **minimum 80%** to pass the course

## **COURSE CALENDAR**

<b>Unit I</b>	PHARMACOLOGY	<i>Reading Assignment/Homework</i>
<b>01-17-19</b>	<b>Orient:</b> History/Action of Drugs	Bird & Robinson: chapter 30
01-24-19	Drug Regulations	
01-31-19	Prescription Writing/Abbreviations	<b>Student WB, HW Due nxt week:</b> pg 217, short answer questions.
02-07-19	Therapeutic Agents <b>RX Abbreviations Performance,</b>	<b>Student WB, HW Due nxt week:</b> Multiple choice. Pg 218-219
02-14-19	<b>UNIT I EXAM</b>	
<b>Unit II</b>		
02-21-19	*RODEO HOLIDAY – NO CLASS*	
02-28-19	NITROUS OXIDE Lecture	Bird & Robinson: pgs. 571-574; 580-581
03-07-19	Nitrous Oxide Presentation	.
03-14-19	HIPPA/OSHA	
03-21-19	*SPRING BREAK*	
03-28-19	<b>UNIT II EXAM</b>	
04-04-19	<b>Western Regional Dental Conference.</b>	
<b>Unit III</b>		Bird & Robinson: pgs.1067-1072
04-11-19	Inventory Control	
04-18-19	Purchasing	
04-25-19	Guest Lecture/Summary/Evaluation	

05-02-19	<b>UNIT III EXAM</b>	
05-09-19	<b>FINAL EXAM week</b>	

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements](https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html) (<https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html>)

Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a may be expelled from program. 3 tardies equal one absence.

### **Make up Work:**

It is expected you will take all exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on 1<sup>st</sup> day upon returning to school, a zero grade will be given. Quizzes are excluded from make-up policy.

### **Key Dates**

For class add, drop, and withdrawal dates, go to the "My Schedule" section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines](https://www.pima.edu/calendars/key-dates-and-deadlines/index.html) (<https://www.pima.edu/calendars/key-dates-and-deadlines/index.html>) are on the Calendar link at the top of PCC webpages.

### **Externally Accredited Program Information**

#### **Accredited Program-Specific Policies:**

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

### **Student Resources and Policies**

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources](https://www.pima.edu/current-students/index.html) (<https://www.pima.edu/current-students/index.html>)

**Student Resources at the West Campus, or resources at other campuses may also be utilized.**

Learning Centers (tutoring): West (520) 206-6819  
Library: West (520) 206-6821  
Testing and Assessment Centers: West (520) 206-6648  
Computer Commons (Academic Computing): West (520) 206-6042  
Student Life (520) 206-6742  
Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources)

### **Academic Integrity/Plagiarism**

All PCC students are expected to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of **plagiarism**. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: [www.pima.edu/studentserv/studentcode](http://www.pima.edu/studentserv/studentcode). Faculty may submit submitted student assignment/homework through plagiarism checker software/website.



Pima Community College District  
166 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 166 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 166**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 166**

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.





## DAE 167 / Dental Assisting III / Credits: 3.0 / Spring 2020

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 2 business days.

**Office Location/Hours:** E-239. Email to schedule an appointment.

**Department Chair or Dean Phone:** Rosemary Ortega 520.206.4066

### Course Information

**Course Description:** Principles and techniques of dental practices management and oral health education as applied to dental assisting. Includes preventive dentistry in dental health education, dental office procedures, and summary and evaluation.

**Prerequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LB. All above courses must be passes with a grade of 75% or better.

**Corequisite(s):** DAE 166 and 169LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Expectation of coursework hours:** 45 in class hours and 90 hours outside class for study/prep during the semester

**Course Meeting Days/Time:** Thursday, 12pm to 3pm

**Course Delivery/Modality:** In person

#### Required Textbook(s):

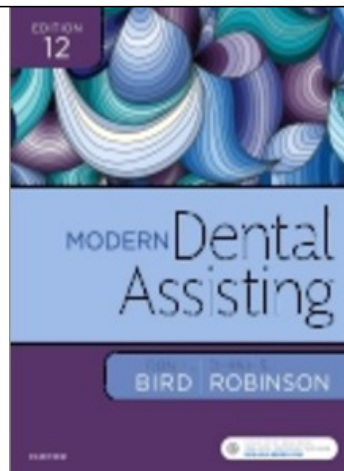
Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

Gaylor, Linda J, The Administrative Dental Assistant, 4<sup>th</sup> ed., Elsevier, 2017

Other Optional Course Materials: Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.

Gaylor, Linda J, The Administrative Dental Assistant, Student workbook, 4<sup>th</sup> ed., Elsevier, 2017



## **Student Learning Outcomes**

### **Course Learning Outcomes:**

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
4. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
5. Define and explain state and federal dental laws and regulations.

### **Performance Objectives:**

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

1. Instruct patients in appropriate home care techniques.
2. Demonstrate the proper technique for coronal polish and topical fluoride application.
3. Use effective telephone techniques in standard business situations.
4. Process clinical records, manage and file dental office records.
5. Identify and comply with Health Information Privacy Policies and Procedures (HIPPA).
6. Complete dental insurance forms for the dental office.
7. Perform data entry for charges and payments.
8. Manage recall systems.
9. Identify and explain methods of supply, purchase, and control.
10. Operate basic business equipment.
11. Manage an appointment control system.

### **Outline:**

- I. Preventive Dentistry in Dental Health Education
  - A. Periodontal disease
  - B. Home care
  - C. Patient education
  - D. Fluoride
  - E. Coronal polish
  - F. Miscellaneous preventive measures
  - G. Care of prosthetic devices
  - H. Public dental health
- II. Dental Office Procedures
  - A. Duties of a dental secretary
  - B. Office manual
  - C. Telephone techniques
  - D. Appointment control
  - E. Record keeping
  - F. Accounts receivable
  - G. Dental insurance
  - H. Recall systems
  - I. Preventing disease transmission in records management

- J. Accounts payable
- K. Computers in practice management
- L. Inventory control
- III. Summary and Evaluation

**Program Learning Outcomes:** Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Grade and Instructor Policies

### GRADING POLICY FOR DAE 167 Lecture

**The course consists of 3 modules/units and a final week. Course work must be completed with a “C” or better.**

- Exam #1 (Unit I) 30%
- Exam #II-A(Unit II) 15%
- Exam #II-B(Unit II) 15%
- Final Exam 30%
- Quizzes, Homework & participation 10%

**Final Exam must be passed with a grade of 80% or better**

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture’s reading assignment

### GRADING SCALE

A = 100-94%
B = 93-87%
C = 86-80%
D = 79-70%
F = 69% below

**Course must be completed with a minimum grade of 80% or a C**

Unit I	<i>PREVENTATIVE DENTISTRY; DENTAL HEALTH EDUCATION</i>	<i>Reading Assignment/Homework</i>
01-17-19	Orientation; Coronal Polish Lecture	Bird & Robinson: Chapter 58, 24, pgs.186-217
01-24-19	Lecture: Fluoride & Biofilm CLINIC: Coronal polish	Bird & Robinson: pg. 1103
01/31/19	Lecture: Dental Public Health CLINIC: Coronal polish and fluoride application	Bird & Robinson: Chapter 14

02-07-19	Lecture: Periodontology. CLINIC: coronal polish and Fluoride application	
02-15-18	Periodontology: Oral Hygiene Aids, OHI, dental water lines	
02-22-18	*RODEO HOLIDAY – NO CLASS*	
03-01-18	<i>UNIT I EXAM</i>	
<b>UNIT II</b>	<b>DENTAL OFFICE PROCEDURES</b>	Bird & Robinson: Chapter 61-63 Gaylor, Chapter 9, 15, 16 & 17
03-08-18	Dental office management/phone skills/ patient scheduling/records & bookkeeping/filing With Laptops brought into classroom: Start: In class expand on previously charted patients. Dentrix Dental Practice Management <ul style="list-style-type: none"> <li>• Posting charges/pymts,</li> <li>• End of day, deposit.</li> <li>• TX plan</li> <li>• Routing slip/superbill</li> <li>• Insurance pre-auth</li> </ul>	Homework: Perform Dentrix Exercise on pg 621 of Modern Dental Assisting Student Workbook., turn in printed page of schedule Due next class time
03-15-18	*SPRING BREAK*	
03-21-18	Continue: Dentrix Dental Practice Management <ul style="list-style-type: none"> <li>• Posting charges/pymts,</li> <li>• End of day, deposit.</li> <li>• TX plan</li> <li>• Routing slip/superbill</li> </ul>	In class: Print and turn in the following: <ul style="list-style-type: none"> <li>• Routing slip/receipt</li> <li>• Insurance Pre-authorization</li> </ul>
03-29-18	Continue: Dentrix Dental Practice Management <ul style="list-style-type: none"> <li>• Posting charges/pymts,</li> <li>• End of day, deposit.</li> <li>• TX plan</li> <li>• Routing slip/superbill</li> </ul> Prepare for School Project	In class: Print and turn in the following: <ul style="list-style-type: none"> <li>• End of day posting and deposit</li> <li>• Fill out insurance Claim form</li> </ul>
04-05-18	<i>Unit II, EXAM II-A</i> School Social Project	

<b>04-12-18</b>	Dental Insurance/Treatment Planer/Financial Arrangements/Maintenance and retention of business records	
<b>04-19-18</b>	Accounts Receivable/Accounts Payable/Presentations	
<b>04-26-18</b>	End of Day/Month/Year Reports/ Banking Procedures/ Presentations	
<b>05-03-18</b>	<i>UNIT II, EXAM II-B</i>	
<b>05-10-18</b>	<i>FINAL EXAM</i>	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html\)](https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html)

Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a may be expelled from program. 3 tardies equal one absence.

## Make up Work:

It is expected you will take all exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on 1<sup>st</sup> day upon returning to school, a zero grade will be given. Quizzes are excluded from make-up policy.

## Key Dates

For class add, drop, and withdrawal dates, go to the "My Schedule" section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(https://www.pima.edu/calendars/key-dates-and-deadlines/index.html\)](https://www.pima.edu/calendars/key-dates-and-deadlines/index.html) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

## **Student Resources and Policies**

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources](https://www.pima.edu/current-students/index.html) (https://www.pima.edu/current-students/index.html)

**Student Resources at the West Campus, or resources at other campuses may also be utilized.**

Learning Centers (tutoring): West (520) 206-

6819 Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520)

206-6042 Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources)

## **Academic Integrity/Plagiarism**

All PCC students are expected to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of **plagiarism**. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: [www.pima.edu/studentserv/studentcode](http://www.pima.edu/studentserv/studentcode). Faculty may submit submitted student assignment/homework through plagiarism checker software/website.



Pima Community College District  
167 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 167 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 167**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 167**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, CDA, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.

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## DAE 169LC / Dental Assisting Procedures Clinical / Credits: 6

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, M.Ed.

**Instructor Phone:** 520.206.6044

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm and Mondays with appointment

**Dean Phone:** Brian Stewart 520.206.5105

### Course Information

**Course Description:** Application and evaluation of skills acquired in a clinical environment. Includes specialty seminars and guest lecturers; rotations to specialty practices; first and second clinical externship rotation assignments; discussion and analysis of clinical externship; and evaluation process.

**Prerequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LC.

**Corequisite(s):** DAE 166, 167, and 169LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Expectation of coursework hours:** 336 hours

**Course Meeting Days/Time:** Mon-Wed, and Fridays as needed.

**Course Delivery/Modality:** At assigned extern sites

Required Textbook(s): Bird & Robinson, <u>Modern Dental Assisting</u> , 12 <sup>th</sup> ed., Saunders Elsevier, 2015.	
Other Optional Course Materials: Bird & Robinson, <u>Modern Dental Assisting Workbook</u> , 12 <sup>th</sup> ed., Saunders Elsevier, 2015.	
Miller, <u>Infection Control and Management of Hazardous Materials for the Dental Team</u> , 6 <sup>th</sup> edition., Elsevier.	

**Other Required Materials:** Clinical attire, including safety glasses



## **Student Learning Outcomes**

### **Course Learning Outcomes:**

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

1. Demonstrate clinical experience and competency performing dental assisting functions.

### **Performance Objectives:**

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

1. Develop clinical skills in the dental practice setting.
2. Organize and perform chairside assisting procedures.
3. Expand skills and techniques in oral radiography.
4. Expand skills and techniques and meet the Arizona coronal polishing skills requirements.
5. Perform effective interpersonal skills in clinical affiliations.
6. Develop group communications techniques, customer human relationship principles, employer/employee human relations skills, and listening techniques in dentistry.
7. Analyze clinical experience and discuss the importance of professionalism within the dental environment.
8. Review individual student evaluation feedback and integrate information obtained to develop an optimal and positive dental employment environment.

### **Outline:**

- I. Specialty Seminars and Guest Lecturers
  - A. Orthodontist
  - B. Oral surgeon
  - C. Endodontist
  - D. Pediatric dentist
  - E. Prosthodontist
  - F. TMD specialist
  - G. Public health
  - H. Periodontist
  - I. Dental anesthesiologist
- II. Rotations to Specialty Practices
- III. First Clinical Externship Rotation Assignment
- IV. Second Clinical Externship Rotation Assignment
- V. Discussion and Analysis of Clinical Externship
- VI. Evaluation Process
  - A. Mid-rotation evaluation
  - B. Final rotation evaluation

**Program Learning Outcomes:** Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Grade and Instructor Policies

### Grade Determination and Grading Policies:

This is a Pass or Fail Course. An 85% on evaluations is required to be considered passing for this course. All professional and safety standards must be met 100% of the time.

This is your capstone experience. You will be required to use all your skills and knowledge to meet the CODA (Commission on Dental Accreditation) standards. This course verifies you are ready to graduate from the program.

During the first 2 weeks of semester. Skills will be reviewed and assessed prior to students going to clinical rotation. Reevaluation will be given as necessary. Student **must pass** to continue to clinical rotation.

Dates for skills review and assessment
January 21, 2019
January 22, 2019
January 27, 2019
January 28, 2019
January 29, 2019

**Clinical Rotation:** You will be evaluated at a minimum twice during your clinical rotation. On the first evaluation a competency score of 75% or higher is required. On the final evaluation a score of 85% or higher; except safety/critical competencies require a score of 100%. You must have passing scores on competencies to successfully pass this course.

A skill may have one additional opportunity to assess skill competencies if they do not meet the passing score.

Any safety/critical skill not scored at a 3 requires a student to return to lab and refresh prior to attempting that skill again in clinical. If the student is unable to demonstrate safe behavior they cannot return to clinical and will not pass the course.

### Evaluation and Grading Criteria

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

### Performance standards

A student must pass with 57 points for the first evaluation and skills must be at a 1 or higher. Skills with an \* require 3 points to pass.

A student must pass with 64 points for the final evaluation and skills must be at a 2 or higher. Skills with an \* require 3 points to pass.

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated. A 3 is required to pass these skills.

## Evaluation Method

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

Only the instructor evaluation counts to the final grade.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
Vital Signs	*				
Radiographs: technique used _____, Safely and diagnostically	*				
Mounting					
Proper use of PPE	*				
Simple surgery Tray set up					
Washed Field/Retraction					
Instrument Transfer					
Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
Matrix: Toffelmire					
Rubber dam placement					
Health history review	*				
Cord Packing					
Temporary Crown Fabrication					
Preventive dentistry fundamentals: Aids and fluoride.OHI					
Coronal Polish including stain types					
Dental and Medical Emergencies					
Demonstrates skills in manipulation of:	--	----	----	-----	-----
-Amalgam					
-Composite					
-Glass ionomers					
-Zinc Phosphate					
-Carboxylate					
-Intermediate restorative materials					
-Alginate					
-Silicone/Polyvinyl/Polysiloxane					
-Gypsum produces					

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html\)](https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html)

### Course-specific attendance and participation:

Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a may be expelled from program. 3 tardies equal one absence.

Students will be placed at a minimum of 2 extern location sites as required under CODA regulations

### Make up Days:

Attendance is required for all scheduled extern days. If a day is missed, it must be made up on a Friday. If you are to be absent, leave early or only work ½ day at a clinical site, **instructor(s) must be informed as soon as possible**. Prior to start of day is best. Instructors do unannounced site visits and they need to know when you are not at your site on a scheduled day. If you need to do a schedule change, you will need to get instructors and clinical site supervisor approval prior.

## Key Dates

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(https://www.pima.edu/calendars/key-dates-and-deadlines/index.html\)](https://www.pima.edu/calendars/key-dates-and-deadlines/index.html) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Externally Accredited Program Information

- Accredited Program-Specific Policies:
- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process.

[Student resources \(https://www.pima.edu/current-students/index.html\)](https://www.pima.edu/current-students/index.html)

### Student Resources at the West Campus, or resources at other campuses may also be utilized.

Learning Centers (tutoring): West (520) 206-6819 Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648 Computer Commons (Academic

Computing): West (520) 206-6042 Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources)



Pima Community College District  
169 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 169 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 169**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 169**

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.



**Dental Assisting Education: DAE 165LC**  
**Master Skills Assessment Prior to Work with Live Patients**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluator Signature** \_\_\_\_\_

**Evaluation and Grading Criteria**

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

**Performance standards**

Students must meet a skill competency with a 1 prior to being able to work with an instructor on the skill in with live patients. Safety/Critical skills are the exception and require a higher rating.

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated. A 3 is required to pass these skills.

**Evaluation Method**

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

**There is no Total Score. Each skill is evaluated individually.**

Students are skill developing skills and learning about patient care and interactions in this course. You are not expected to be at a fully competent stage **but you must be prepared and safe.**

You do not need to have scores in all skills except those marked with an \* to enter clinical. However, you cannot perform a skill on a live patient without an instructor present and you must have shown a 1 or 3 on the competency checklist prior to attempting the skill.

A student must have a 3 on all safety/critical skills prior to working with patients.

Students have three opportunities to reach the required threshold in order to practice it in clinical.

Students who cannot meet the threshold may not complete the course successful and will meet with the program director to discuss options.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
Dates of Evaluation:					
1. Health history review	*				
2. Vital Signs	*				
3. Radiographs/Intra-/Extra-oral photography, Safely and diagnostically	*				
4. Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
5. Proper use of PPE	*				
6. Hand-washing and Universal Precautions	*				
Dental Procedures:	--	----	----	----	-----
7. Universal and Palmer Notation					
8. Simple surgery Tray set up					
9. Instrument Transfer					
10. Washed Field/Retraction					
11. Matrix: Toffelmire					
12. Mounting					
13. Temporary Crown Fabrication					
14. Preventive dentistry fundamentals: Aids and fluoride.OHI					
15. Coronal Polish including stain types					
16. Bleaching					
17. Suture Removal					
18. Cord Packing					
19. Rubber dam placement					
20. Cleaning Removable Prosthesis Procedures					
21. Periodontal Dressing Mixing and Placement					
22. Taking Maxillary & Mandibular Alginate Impressions					
Materials Manipulation:	--	----	----	----	-----
23. Pit and Fissure Sealants					
24. Composite Proficiency					
25. Preparation of Calcium Hydroxide					
26. Zinc Oxide Eugenol (ZOE)					
27. Polycarboxylate Cement					
28. Zinc Phosphate Cement					
29. Preparation of Glass Ionomer Cement					
30. Mixing: Alginate Impression Material					

31. Disinfecting an Alginate Impression					
32. Gypsum Mixture & Pour-up of Maxillary and Mandibular Models					
33. Diagnostic Model Trimming					
34. Intermediate Restorative Material (IRM)					
35. Amalgam Proficiency					



## Dental Assisting Education: DAE 165/165LC

### Completion Competency Assessment

Student Name \_\_\_\_\_ Final Score \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

#### Final Grade Calculation to Complete:

You must pass all competencies with a 1 or higher, except critical/safety skills that require a 3 or higher. You must get a 68 (75%) or higher to pass. Total possible score is a 90.  
You must adhere to all safety and professional standards at all times.

#### Evaluation and Grading Criteria

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

#### Performance standards

*First Assessment:* Mid-point in the course. The first assessment as student must meet the passing score or they will be removed from clinical for lab practice.

A student who violates Hand-washing, PPE, Safety, Communication, or Professionalism is removed immediately.

*Final Assessment:* Last month of the course. The instructor will assess the student prior to the end of the course for the final assessment; a student will have two chances to meet the final passing score required.

Only the instructor evaluation counts to the final grade.

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

A student may request additional lab or focused clinical practice but it is not guaranteed depending on the clinical and lab schedules. Students who are not passing may be required to attend additional lab or clinical experiences.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
The following 5 items must be maintained at all times. <i>They are assessed with other skills.</i>	*	*	*	*	
Hand-washing and Universal Precautions	*	*	*	*	
Proper use of PPE	*	*	*	*	
Professional Communication and Confidentiality	*	*	*	*	
Professional and Ethical Behaviors	*	*	*	*	
Safety Standards	*	*	*	*	
Dates of Evaluation:					
1. Vital Signs	*				
2. Radiographs/Intra-/Extra-oral photography Safely and diagnostically	*				
3. Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
4. Health history review	*				
5. Dental and Medical Emergencies	*				
6. Simple surgery Tray set up					
7. Instrument Transfer					
8. Mounting					
9. Cleaning Removable Prosthesis Procedures					
10. Periodontal Dressing Mixing and Placement					
11. Washed Field/Retraction					
12. Matrix: Toffelmire					
13. Rubber dam placement					
14. Cord Packing					
15. Temporary Crown Fabrication					
16. Preventive dentistry fundamentals: Aids and fluoride.OHI					
17. Coronal Polish including stain types					
18. Universal and Palmer Notation					
Demonstrates skills in manipulation of:	--	----	----	----	-----
19. -Tray Construction and Trimming					
20. -Mandibular and Maxillary Molds					
21. -Pit and fissure sealants					
22. -Amalgam					
23. -Composite					
24. -Glass ionomers					
25. -Zinc Phosphate					

26. -Carboxylate					
27. -Intermediate restorative materials					
28. -Alginate					
29. -Silicone/Polyvinyl/Polysiloxane					
30. -Gypsum produces					



**Dental Assisting Education: DAE 169**  
**Master Skills Assessment Prior to Clinical Rotation**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluator Signature** \_\_\_\_\_ **Final Score** \_\_\_\_\_

**Evaluation and Grading Criteria**

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

**Performance standards**

A student must pass with 68 points for the first evaluation and skills must be at a 1 or higher. Skills with an \* require 3 points to pass. Total of 90 points is possible.

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated. A 3 is required to pass these skills.

**Evaluation Method**

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

**Only the instructor evaluation counts to the final grade.**

A student who does not meet competency cannot start clinical rotation. They may have up to three attempts to meet standards. Students who cannot start clinical rotation will not be able to complete the course and will need to work with the program director to discuss options.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
Dates of Evaluation:					
1. Vital Signs	*				
2. Radiographs/Intra-/Extra-oral photography Safely and diagnostically	*				
3. Proper Use of PPE	*				
4. Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
5. Health history review	*				
6. Dental and Medical Emergencies	*				
7. Equipment and Patient Safety	*				
8. Simple surgery Tray set up					
9. Instrument Transfer					
10. Mounting					
11. Cleaning Removable Prosthesis Procedures					
12. Periodontal Dressing Mixing and Placement					
13. Washed Field/Retraction					
14. Matrix: Toffelmire					
15. Rubber dam placement					
16. Cord Packing					
17. Temporary Crown Fabrication					
18. Preventive dentistry fundamentals: Aids and fluoride.OHI					
19. Coronal Polish including stain types					
20. Universal and Palmer Notation					
Demonstrates skills in manipulation of:	--	----	----	----	-----
21. -Tray Construction and Trimming					
22. -Amalgam					
23. -Composite					
24. -Glass ionomers					
25. -Zinc Phosphate					
26. -Carboxylate					
27. -Intermediate restorative materials					
28. -Alginate					
29. -Silicone/Polyvinyl/Polysiloxane					
30. -Gypsum produces					



# PimaCommunityCollege

## Dental Assisting Education: DAE 169/169LC Capstone Skills Assessment Prior to Graduation

### GUIDELINES

#### **Final Grade Calculation to Graduate:**

You must pass all competencies with a 2 or higher, except critical/safety skills that require a 3 or higher. You must get a 102 (85%) or higher to pass.

You must adhere to all safety and professional standards at all times.

#### **Performance standards**

*First Assessment:* A student must pass with 57 points for the first evaluation and skills must be at a 1 or higher. Skills with an \* require 3 points to pass.

*Final Assessment:* A student must pass with 64 points for the final evaluation and skills must be at a 2 or higher. Skills with an \* require 3 points to pass.

Safety/Critical skills are noted as an \* and must always be met and will be specially assessed.

#### **Evaluation Method**

First Assessment: Mid-point in the course. The first assessment as student must meet the passing score or they will be removed from clinical for lab practice.

A student who violates Hand-washing, PPE, Safety, Communication, or Professionalism is removed immediately.

Final Assessment: Last month of the course. The instructor will assess the student prior to the end of the course for the final assessment; a student will have two chances to meet the final passing score required.

#### **Only the instructor evaluation counts to the final grade.**

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

A student may request additional lab or focused clinical practice but it is not guaranteed depending on the clinical and lab schedules. Students who are not passing may be required to attend additional lab or clinical experiences.

Student Name \_\_\_\_\_ Final Score \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

#### Evaluation and Grading Criteria

- 3 Student exceeded required competency without assistance  
2 Student met the stated criteria without assistance  
1 Student showed uncertainty when performing the stated criteria requiring assistance  
0 Student was not prepared and needs to repeat the step.  
n/a No Evaluation of this step

Maximum points is 120.

PERFORMANCE Criteria	*	1st	Final 1	Final 2	COMMENTS
The following 5 items must be maintained at all times. <i>They are assessed with other skills.</i>	*	*	*	*	
Hand-washing and Universal Precautions	*	*	*	*	
Proper use of PPE	*	*	*	*	
Professional Communication and Confidentiality	*	*	*	*	
Professional and Ethical Behaviors	*	*	*	*	
Safety Standards	*	*	*	*	
<b>Dates of Evaluation:</b>					
1. Vitals	*				
2. Radiograph / Intra-/Extra-oral photography	*				
3. Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
4. Dental Emergencies	*				
5. Medical Emergencies	*				
6. Simple surgery Tray set up	*				
7. Instrument Transfer	*				
8. Health history review	*				
Patient Management:	--	----	----	----	-----
9. Dentrax and Recall Systems					
10. Patient Records					
11. Business Processes					
12. Patient Teaching					
Dental Procedures:	--	----	----	----	-----
13. Universal and Palmer Notation					

14. Washed Field/Retraction					
15. Matrix: Toffelmire					
16. Mounting					
17. Temporary Crown Fabrication					
18. Preventive dentistry fundamentals: Aids and fluoride.OHI					
19. Coronal Polish including stain types					
20. Bleaching					
21. Suture Removal					
22. Cord Packing					
23. Rubber dam placement					
24. Cleaning Removable Prosthesis Procedures					
25. Periodontal Dressing Mixing and Placement					
26. Taking Maxillary Alginate Impressions					
27. Taking Mandibular Alginate Impressions					
Materials Manipulation:	--	----	----	-----	-----
28. Pit and Fissure Sealants					
29. Composite Proficiency					
30. Preparation of Calcium Hydroxide					
31. Zinc Oxide Eugenol (ZOE)					
32. Polycarboxylate Cement					
33. Zinc Phosphate Cement					
34. Preparation of Glass Ionomer Cement					
35. Mixing: Alginate Impression Material					
36. Disinfecting an Alginate Impression					
37. Gypsum Mixture & Pour-up of Maxillary and Mandibular Models					
38. Diagnostic Model Trimming					
39. Intermediate Restorative Material (IRM)					
40. Amalgam Proficiency					





# PimaCommunityCollege

## Dental Assisting Education: DAE 162LB

### Skill Performance: Placing and Removing of Retraction Cord

Student Name \_\_\_\_\_ Date \_\_\_\_\_



First Assessment: Within first 2 week of class. (55% or 19 points or better required)

Second Assessment: 3 weeks after first assessment (65% or 22 points or better

required.) Third/Final Assessment: 3 weeks after the second assessment (75% or 25 points or better required)

#### Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

#### Performance standards

Students may self-assess and peer assess in addition to the instructor assessment. Only the instructor assessment counts towards the grade.

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated. Minimum for those noted \* is a grade of 3 pts.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Rinsed and gently dried the prepared tooth; isolated the quadrant with cotton rolls					
2. Cut a piece of retraction cord 1 to 1 ½ inches in length					
3. Used cotton pliers to form a loose loop of the cord					
4. Make a loop in the retraction cord, slipped it over the tooth, and positioned the loop in the sulcus around the prepared tooth					
5. Used the cord-packing instrument and working in a clockwise direction, packed the cord gently into the sulcus surrounding the prepared tooth, so					

04 that the ends were on the facial					
6. Packed the cord into the sulcus by gently rocking the instrument slightly backward as the instrument is moved forward to the next loose section of retraction cord. Repeated this action until the length of cord was packed in place.					
7. Overlapped the cord where it met the first end of the cord. The end may be tucked into the sulcus on the facial aspect					
8. The cord was left in place for a maximum of 5-7 minutes. Instructed the patient to remain still to keep the area dry					
<b>Removal</b>					
9. Grasped the end of the retraction cord with cotton pliers, and removed it in a counterclockwise direction					
10. Removed the cord just before the impression material is placed					
11. Gently dried the area, and applied fresh cotton rolls					
Comments:					

33 points possible. A grade of 75% or better is required to pass this performance.

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



# PimaCommunityCollege

**Dental Assisting Education: DAE 162LB**

**Performance: Matrix assembling: Toffelmire**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_



First Assessment: Within first 2 week of class. (55% or 20 points or better required)

Second Assessment: 3 weeks after first assessment (65% or 24 points or better

required.) Third/Final Assessment: 3 weeks after the second assessment (75% or 27 points or better required)

## Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

## Performance standards

Students may self-assess and peer assess in addition to the instructor assessment. Only the instructor assessment counts towards the grade.

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Set up instrument needed					
2. Wore PPE					
3. Rinsed and dried the prepared tooth					
4. Examined the outline of the cavity preparation using a mirror and explorer					
5. Determined the design of the matrix band to be used for the procedure					
6. Placed the middle of the band on the paper pad, and burnish this area with a burnisher					
7. Held the retainer with the diagonal slot facing the student. And turn the					

outer knob counterclockwise until the end of the spindle is visible and away from the diagonal slot in the vise					
8. Turned the inner knob until the vise moves next to the guide slots					
9. Brought together the ends of the band to identify the occlusal and gingival aspects of the matrix band. The occlusal edge has the larger circumference. The gingival edge has the smaller circumference					
10. With the diagonal slot of the retainer facing toward the student, slid the joined ends of the band, occlusal edge first, into the diagonal slot on the vise.					
11. Placed the band into the correct guide slots					
12. Tightened the outer knob on the retainer to secure the band					

36 points possible. A grade of 75% is required to pass this performance.

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



# PimaCommunityCollege

## Dental Assisting Education: DAE 162LB

### HANDWASHING BEFORE GLOVING

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Check which applies:

☐  
☐  
☐

First Assessment: Within first 2 week of class. (55% or 14 points or better required)

Second Assessment: 3 weeks after first assessment (65% or 17 points or better

required.) Third/Final Assessment: 3 weeks after the second assessment (75% or 21 points or better required)

#### Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

#### Performance standards

A student may self-assess and have peer assessment prior in addition to the instructor assessment.

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Removed all jewelry, including watch and rings					
2. Used the foot or electronic control to regulate the flow of water					
3. Used liquid soap, dispensed with a foot-activated or electronic device					
4. Vigorously rubbed lathered hands together under a stream of water to remove surface debris					
5. Dispensed additional soap, and vigorously rubbed lathered hands together under a stream of water to remove surface debris					
6. Rinsed the hands with cool water					

7. Used a paper towel to thoroughly dry the hands and then the forearms					
Comments:					

21 points possible. A grade of 75% is required to pass this performance.

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



# PimaCommunityCollege

## Dental Assisting Education: DAE 163

### Teeth Numbering: Universal and Palmer Notation

Student Name \_\_\_\_\_ Date \_\_\_\_\_

#### Check which applies:

☐  
☐  
☐

First Assessment: Within first 2 week of class. (60% or 18 points or better required)

Second Assessment: 3 weeks after first assessment (75% or 23 points or better required.)

Third/Final Assessment: Given 1 or 2 weeks prior to end of semester (90% or 27 points or better required)

#### Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

#### Performance standards

The student has up to three attempts to meet the final score of 27 points or 90%

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

Fill in the number of each tooth according to the Universal and Palmer Notation numbering systems

	Tooth	Universal	Palmer
1.	Maxillary right canine		
2.	Maxillary Left second premolar		
3.	Mandibular left canine		
4.	Mandibular right central		
5.	Maxillary right second molar		
6.	Maxillary left central		
7.	Mandibular left second molar		
8.	Mandibular right second premolar		
9.	Maxillary right first premolar		
10.	Maxillary right central		
11.	Maxillary left first molar		
12.	Maxillary left third molar		
13.	Mandibular left central		

14.	Mandibular right canine		
15.	Mandibular right second molar		
16.	Maxillary left canine		
17.	Maxillary right lateral		
18.	Maxillary right first molar		
19.	Mandibular left lateral		
20.	Mandibular left first molar		

30 points possible

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_





# PimaCommunityCollege

## Dental Assisting Education: DAE 163

### PPE: Personal Protection Equipment Assessment/Cross

contamination Student Name \_\_\_\_\_ Date \_\_\_\_\_

#### Check which applies:

☐  
☐  
☐

First Assessment: Within first 2 week of class. (80% or 21 points or better required)

Second Assessment: 3 weeks after first assessment (90% or 24 points or better

required.) Third/Final Assessment: Given 1 or 2 weeks prior to taking radiographs on human patients (100% or 27 points or better required)

#### Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate. This is a safety/critical skill and it must meet the 100% performance standard.

#### Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

#### Performance standards

The total possible score is 27.

A student may practice and self evaluate or have a peer evaluate. Only the Instructor Evaluation counts to the final Score.

PERFORMANCE Criteria	SELF	PEER	INSTRUCTOR	COMMENTS
1. Proper barriers were used on equipment				
2. Student provides safety glasses to pt.				
3. Student used proper handwashing procedure				
4. Student did not contaminate their own clothing, face or hair by touching with dirty gloves				
5. The correct Personal PPE was used by the student Safety glasses Masks Gown Gloves: Exam, Overgloves Utility				

6. Student placed gloves, masks and glasses on the correct order to avoid contamination.				
7. Student removed gloves, masks and glasses in the correct order to avoid contaminating themselves.				
8. Student disposed of items which are disposable				
9. Student removes barriers and used the correct disinfectants with the times required to achieve disinfection of any items touched by operator, dental assistant and patient				
Comments:				

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



# PimaCommunityCollege

## DENTAL ASSISTANT EDUCATION: DAE164LB

### Professionalism, Ethics, and Working in a Team

Student Name \_\_\_\_\_ Date \_\_\_\_\_

**OBJECTIVE:** This assessment helps students to reflect on professional behaviors expected as students and dental assistants. These are based on the standards for dental assistants, student expectations, and working in the dental environment.

You will be required to do self-assessment and peer assessment during the course to become familiar with your own and others behaviors.

#### Assessment

The instructor will also provide you feedback during the course. The instructor score counts towards your final grade.

The total score from the instructor is 75 points. You must pass all areas with a minimum of 2. This shows that you consistently apply the behavior. However, we want you to strive towards a 3 where you help each other and create a positive team environment.

#### Check which applies:

☐  
☐

Self-Assessment

Peer Assessment

#### Instructor Assessment

☐  
☐  
☐

First Assessment: Within first 2 week of class. (a 1 or higher on all areas)

Second Assessment: 3 weeks after first assessment (a 1 or higher on all areas)

Third/Final Assessment: Given 1 or 2 weeks prior to end of semester (a 2 or higher on all areas.)

#### Evaluation and Grading Criteria

- 3 Student consistently demonstrates the behavior and helps others
- 2 Student consistently demonstrates the behavior
- 1 Student inconsistently demonstrates the behavior
- 0 Student violated the behavior

A student who violates a behavior will meet with the instructor and depending on the severity may be subject to academic or student codes of conduct. This can result in failing the course or removal from the program.

If you are having difficulty understanding the standards, as a team students are expected to discuss concerns with each other and the instructor. The profession requires us to work together to ensure we provide safe, ethical and professional care for our patients and each other.

Concept	Performance Standard	Evaluation Rating	Comments
<b>Work Ethic:</b>	1. Consistently demonstrates strict adherence to policies and procedures.		
	2. Takes responsibility for own actions and seeks to correct any mistakes.		
	3. Consistently reports to work on date and time scheduled.		
	4. Self-initiates and follows through on assignments in a timely manner.		
	5. Dressed appropriately for work based on role and setting.		
<b>Team Contribution:</b>	1. Participates in and supports team meetings, activities and/or problem solving.		
	2. Promotes positive team work and cohesiveness between all staff.		
	3. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinic system as a whole.		
	4. Acts as a resource, communication appropriate knowledge, skills and conduct.		
	5. Supports a positive work environment through positive communication, no-gossiping, and supporting team development.		
<b>Service Excellence:</b>	1. Maintains a high level of quality, accuracy and neatness in work performed.		
	2. Remains calm and tactful during stressful situations, emergencies, and confrontations.		
	3. Prioritizes customer service and customer satisfaction.		
	4. Demonstrates an awareness of and commitment to the goals and mission.		
	5. Maintains confidentiality and keeps gossip and personal discussions out of the work/patient environment.		
<b>Ethics and Personal Development</b>	1. Maintains ethical business practices and ensures compliance with all regulations.		
	2. Maintains patient, personal, and colleague confidentiality and privacy.		
	3. Seeks opportunities to professionally grow and learn.		
	4. Reflects on opportunities for growth and learning.		
	5. Supports others in ensuring ethical behaviors and practice.		
<b>Professionalism</b>	1. Maintains appropriate personal boundaries with clients.		
	2. Accepts supervision and criticism in a constructive manner.		
	3. Maintains professional appearance appropriate for position.		
	4. Maintains organizational and patient confidentiality.		
	5. Demonstrates ability to adapt to change.		

# Pima Community College

## Dental Hygiene and Dental Assisting Program

### DAE 164LB Laboratory Manual

#### GRADING RUBRIC FOR ALL ASSIGNMENTS

**0 = Below:** procedure was not performed as required / Student will benefit from repeating this step &/or procedure.

**1 = Beginning:** thought and performance given to procedures or item; considerable improvement required. Student will benefit from repeating this step &/or procedure.

**2 = Approaching:** considered item and performed procedure; but still needs improvement.

**3 = Meeting:** performed satisfactory on item or procedure; preparation and follow-through met established criteria.

100 – 92 = A  
 91 – 83 = B  
 82 – 75 = C  
 74 – 66 = D  
 65 and Below = F

Each proficiency **must** be passed by a “C” or higher.

Students must demonstrate ongoing improvement in the skill areas. They will be assessed up to three times to reach proficiency. Only the final assessment counts towards passing.

Students who do not reach proficiency by the last assessment will not pass the course.

*Students are encouraged to practice and self and peer assess.*

**You Can Do This!**

### **Assessment Period and Grading**

Students are expected to progressively improve with their skills through practice. The instructor will assess students at least twice and up to three times.

Only the final assessment counts towards passing. A 75% is required to pass these skills. The schedule and the expected progression is:

	<b>Assessment Schedule</b>	<b>Score Threshold</b>
1 <sup>st</sup> Eval:	Within 2-3 weeks of the start of the course	55% of the total points for the skill
2 <sup>nd</sup> Eval:	3-4 weeks after the first	65% of the total points for the skill
3 <sup>rd</sup> Eval:	3-4 weeks after the second	75% of the total points for the skill

### **Safety and Professionalism**

In addition to the skill assessment students are expected to follow the professional standards for Dental Assistants and to adhere to all safety protocols.

If a student is found to be unsafe or unprofessional (see the syllabi) they will fail that assessment. Repeated or severe violations will result in failure of the course and potentially removal from the program.

### **Peer Assessment**

Part of working in a dental team is supporting each other in the learning process. Students are expected to assist each other, assess each other, and practice.

### **Final Evaluation**

Your final evaluation sheet is found on the last page of the manual.

Performance Skills **Pit and Fissure Sealants**  
Preventative Dental Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: sealant product, acid etchant, cotton rolls, dampen dish, Prophyl angle, curing light (with protective eye wear), articulating paper, pumice

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for pit and fissure sealants.
- I 4. Tooth surface is selected and thoroughly cleaned (\*pumice only / no fluoride products).
- I 5. After cleaning, the surface should be rinsed as per manufactures instructions.
- I 6. Isolate the Tooth Surface (Cotton rolls). \*glass-ionomer product isolation is not necessary
- I 7. Etch (condition) the surface of the tooth as per manufactures instructions.
- I 8. Rinse and dry etched tooth surface with water using HVE.
- I 9. Apply manufactures Prim-a-dry to tooth surface and leave on for recommended time.
- I 10. Air dry tooth only to remove excess Prim-a-dry.
- I 11. Sealant material is placed on the prepared tooth using manufactures syringe
- I 12. Sealant is left undisturbed for 15 seconds.
- I 13. Light curing commenced as per manufactures instructions.
- I 14. Sealant is evaluated (with explorer )for retention, flaws, and occlusion. \*Instructor approval mandatory.
- I 15. Air bubbles, voids, or portion of material is lost, more sealant material may be added. It is necessary to re-isolate and etch before placing the material again.
- I 16. Occlusion of the sealant is checked with articulation paper.
- I 17. Indication of occlusal interference, the excess sealant material removed by instructor using a round finishing bur and slow speed handpiece.
- I 18. Documentation of patient procedure is completed.

**Composite Proficiency**

Task	Proficiency Level	Clinical observations to assist student in better performance
Proper PPE used throughout procedure		
Proper armamentarium for composite		
Placement of Kilgore tooth is in correct		
Successful placement of metal or mylar matrix band (with tofflemire of Garrison) and wooden wedge		
Successful placement of composite into Kilgore tooth by building up cusps and curing in increments		
Correct carving of composite material armamentarium instruments		
Successful removal of mylar / matrix band with marginal ridge intact		
Proper anatomy of tooth morphology is replicated		
Interproximal margin is free from overhangs		
Proper final curing of composite material		



Performance Skills **Preparation of Calcium Hydroxide**  
Cements

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, small paper mixing pad, small spatula (optional) or calcium hydroxide applicator (dycal instrument), calcium hydroxide base and catalyst paste, 2 × 2 gauze pads.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Patient, operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for calcium hydroxide procedure.
- I 4. Dispense small and equal amounts of the catalyst and base pastes onto the pad.
- I 5. Replace correct caps on proper tubes to prevent cross-contamination.
- I 6. Using a circular motion, quickly mix (10 to 15 seconds) the material over a small area of the paper pad with the spatula or calcium hydroxide applicator.
- I 7. Use gauze to clean the spatula.
- I 8. With the tip of the applicator, pick up a small amount of the material and apply a thin layer at the deepest area of the tooth preparation or in the areas directed by the operator.
- I 9. Use an explorer to remove any material from the enamel before drying.
- I 10. Clean and disinfect equipment immediately.
- I 11. Explain the use and purpose of calcium hydroxide to instructors.

## Performance Skills **Zinc Oxide Eugenol (ZOE)**

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, mixing pad, disposable spatula, ZOE catalyst paste, ZOE base paste

### PROCEDURAL STEPS:

- 1. Select proper material and assembled the appropriate supplies
- 2. Personal protective equipment was used according to procedure
- 3. Measures the two pastes in equal lengths / amounts
- 4. Measures the two pastes on waxed mixing pad
- 5. Immediately recapped containers
- 6. No cross contamination occurred
- 7. Incorporates pastes into homogenous mixture
- 8. End paste is smooth and creamy
- 9. Process was completed within 20-30 seconds
- 10. Proper replacement of materials
- 11. Student is able to communicate need for material and communicate process

## Performance Skills **Polycarboxylate Cement**

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, mixing pad, metal spatula, cement powder, cement liquid

### PROCEDURAL STEPS:

- 1. Select proper material and assembled the appropriate supplies
- 2. Personal protective equipment was used according to procedure
- 3. Gently shakes powder to fluff ingredients
- 4. Measured the powder onto mixing pad and immediately recapped container
- 5. Dispensed the liquid separate from the powder and recapped liquid
- 6. No cross contamination occurred
- 7. Used flat side of the spatula to incorporate all the powder quickly into the liquid
- 8. Mixing was completed within 30 seconds
- 9. Ensured that the mix was somewhat thick and shiny, glossy surface
- 10. Proper replacement of materials
- 11. Student is able to communicate need for material and communicate process

## Performance Skills **Zinc Phosphate Cement**

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, cool glass slab, metal spatula, cement powder, cement liquid

### PROCEDURAL STEPS:

- 1. Select proper material and assembled the appropriate supplies
- 2. Personal protective equipment was used according to procedure
- 3. Acquires Cool and dry glass slab for mixing
- 4. Dispenses powder toward one end of the slab
- 5. Dispenses liquid toward other end of the slab
- 6. Recaps containers
- 7. No cross contamination occurred
- 8. Divides powder into 6 [six] separate increments
- 9. Incorporates powder into liquid one increment at a time
- 10. Spatulate material thoroughly (homogenized) in figure-eight motion
- 11. Obtains a “Luting” consistency (1 inch of string cement)
- 12. Continues to add more powder to mixture to bring to “Base” consistency
- 13. Procedure is done with manufacturer's suggested time
- 14. Proper replacement of materials
- 15. Student is able to communicate need for material
- 16. Student is able to communicate process

Performance Skills **Preparation of Glass Ionomer Cement**  
Cements

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, paper mixing pad, spatula, glass ionomer powder and dispenser, glass ionomer liquid, 2 × 2 gauze pads.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Patient, operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for glass ionomer cement
- I 4. Dispense the manufacturer's recommended proportions of the liquid at one end of the paper pad.
- I 5. Dispense the manufacturer's recommended proportion of the powder at the other end of the paper pad.
- I 6. Replace correct caps on proper containers to prevent cross-contamination.
- I 7. Incorporate the powder and liquid, following the recommended mixing time and limiting the mixing area to as small as possible.
- I 8. The material should have a glossy appearance when transferred to the operator.
- I 9. Self-evaluation: \_\_\_\_\_ a creamy mix is obtained—not dry or runny.
- I 10. Clean and disinfect equipment immediately.
- I 11. Explain the use and purpose of glass ionomer cement to instructors.

Performance Skills **Mixing: Alginate Impression Material**  
Impression Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, surface barriers, alginate, powder measure, water measure, 2 medium-size rubber bowls, beavertail-shaped wide-blade spatula.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Patient, operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for alginate impressions procedure.
- I 4. Dispense the manufacturer's recommended proportions of the water into water measure. I 5. Dispense the manufacturer's recommended proportion of the "fluffed" powder with the scoop provided.
- I 6. Replace caps on proper containers to prevent cross-contamination.
- I 7. Incorporate the powder into liquid (or liquid into powder), wetting the powder and spatulating the mix with a rapid stirring action, spatulate mix to the side of the rubber bowl to eliminate incorporated air.
- I 8. Follow recommended mixing time. The mixture should appear fully incorporated: smooth and creamy.
- I 9. Collect the alginate mix into one mass on the inside edge of the bowl in preparation for placement into the tray.
- I 10. Self-evaluation: \_\_\_\_\_ a creamy mix is obtained—not dry or clumpy.
- I 11. Clean and disinfect equipment immediately.

Performance Skills **Taking Maxillary Alginate Impressions**  
Impression Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, surface barriers, patient, mixed alginate, correct fitting maxillary and mandibular perforated disposable trays, patient bib, paper towel, disinfectant (Birex), plastic baggie.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Patient, operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for alginate impressions procedure. Seat patient and explain procedure to be delivered.
- I 4. Obtain maxillary tray for try-in fit. Select correct tray size for procedure.
- I 5. Mix alginate and load the maxillary tray in one large increment, using a wiping motion to fill the tray from the posterior end.
- I 6. Place the bulk of the material toward the anterior palatal area of the tray.
- I 7. Smooth the surface of the alginate and seat the Maxillary impression tray. \*Maxillary impression should be done after mandibular (gag reflex).
- I 8. Direct the anterior portion of the tray upward over the teeth.
- I 9. Gently lift the patient's lip out of the way as the tray is seated. Have the patient tip his or her head forward as you seat the tray. This technique helps to prevent triggering the gag reflex when the material touches the soft palate.
- I 10. Hold the tray firmly in place, equal pressure on both right and left occlusal surfaces until alginate sets. Seat the tray such that the teeth do not contact the tray. Instruct the patient to breathe normally while the tray is in place.
- I 11. Remove Maxillary impression by using index finger to break the seal with a snapping motion.
- I 12. Assist patient with removal any excess alginate material.
- I 13. Evaluate the impression for accuracy of gingival margins, absence of voids and bubbles, roll of vestibules, and frenum. \*\*Instructor approval is mandatory\*\*
- I 14. Rinse, disinfect, rinse and wrap in a slightly moistened towel, and place the impression in a baggie labeled with patient's name. Pour up immediately.

Performance Skills **Taking Mandibular Alginate Impressions**  
Impression Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, surface barriers, patient, mixed alginate, correct fitting maxillary and mandibular perforated disposable trays, patient bib, paper towel, disinfectant (Birex), plastic baggie.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Patient, operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for alginate impressions procedure. Seat patient and explain procedure to be delivered.
- I 4. Obtain mandibular tray for try-in fit. Select correct tray size for procedure.
- I 5. Mix alginate and load the mandibular tray in two increment, using a wiping motion to fill the tray from the right and left sides.
- I 6. Place the bulk of the material toward the anterior palatal area of the tray.
- I 7. Smooth the surface of the alginate and seat the Mandibular impression tray. \*Maxillary impression should be done after mandibular (gag reflex).
- I 8. Direct the anterior portion of the tray upward over the teeth.
- I 9. Gently lift the patient's lip out of the way as the tray is seated. Have the patient tip his or her head forward as you seat the tray. This technique helps to prevent triggering the gag reflex when the material touches the soft palate.
- I 10. Hold the tray firmly in place, equal pressure on both right and left occlusal surfaces until alginate sets. Seat the tray such that the teeth do not contact the tray.  
Instruct the patient to breathe normally while the tray is in place.
- I 11. Remove Mandibular impression by using index finger to break the seal with a snapping motion.
- I 12. Assist patient with removal any excess alginate material.
- I 13. Evaluate the impression for accuracy of gingival margins, absence of voids and bubbles, roll of vestibules, and frenum. **\*\*Instructor approval is mandatory\*\***
- I 14. Rinse, disinfect, rinse and wrap in a slightly moistened towel, and place the impression in a baggie labeled with patient's name. Pour up immediately.



Performance Skills **Disinfecting an Alginate Impression**  
Impression Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

**Materials Needed:** personal protection equipment, including protective clothing, face mask, eyewear, utility gloves, and intermediate-level disinfectant solution (Birex).

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Patient, operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for alginate impressions disinfection.
- I 4. Rinse the impression under running tap water to clean it. If necessary, remove debris.
- I 5. Thoroughly spray the impression with intermediate-level disinfectant and wrap with a well-water moistened paper towel.
- I 6. Unwrap the impression after the manufacturer's recommended contact time.
- I 7. Rinse the impression under tap water to remove any residual germicide.
- I 8. Gently shake the impression within the sink basin to remove the remaining water with minimal spatter.
- I 9. Re-wrap in a slightly water moistened towel, and place the impression in a sealed baggie labeled with patient's name. Pour up immediately.
- I 10. Wax-bite registration taken.

Performance Skills **Gypsum Mixture & Pour-up of Maxillary and Mandibular Models**  
Model and Die Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, two flexible rubber mixing bowls (clean and dry), metal spatula (stiff blade with a rounded end), gypsum dental stone, water-measuring device, vibrator with a disposable cover, impression models, two tile slabs.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for gypsum model pour-up.
- I 4. Air dry impressions to remove excess water. Place plastic cover over vibrator.
- I 5. Add the water to powder (powder to water in steady increments).
- I 6. Use the spatula to incorporate the powder and water slowly. Once the powder is wetted, rapidly spatulate the mix. Achieve a smooth and creamy mix (about 20 seconds).
- I 7. Turn the vibrator to low or medium speed and place the bowl of gypsum mix on the vibrator platform.
- I 8. Lightly press and rotate the bowl on the vibrator. Air bubbles will rise to the surface.
- I 9. Complete mixing and vibration of the plaster within 2 minutes.
- I 10. Self-evaluation: \_\_\_\_\_ Mix is creamy—not thick or runny.
- I 11. Select one alginate impression and slowly integrate small parts of gypsum into one side of the impression, letting the gypsum stone flow into each crevice until whole model is filled. Set aside.
- I 12. On tile slab, make a base for the gypsum model pour-up. Maxillary base will be one round patty, mandible base will be horse-shoe shaped.
- I 13. Base to be approximately 2 × 2 inches × 1 inch thick.
- I 14. Wait 45 to 60 minutes after the base has been poured before separating the impression from the model.
- I Student question: \_\_\_\_\_ What chemical reaction has the gypsum stone undergone?

Performance Skills **Diagnostic Model Trimming**  
Model and Die Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat the part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, two flexible rubber mixing bowls (clean and dry), metal spatula (stiff blade with a rounded end), gypsum dental stone, water-measuring device, vibrator with a disposable cover, impression models, two tile slabs.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for gypsum model separation and trimming.
- I 4. Use the laboratory knife to gently separate the margins of the tray.
- I 5. Apply firm, straight, upward pressure on the handle of the tray to remove the impression.
- I 6. Self-evaluation:
  - \_\_\_\_\_ All surfaces of the model are as smooth as the mold.
  - \_\_\_\_\_ No large voids (>1 mm) are present on the model.
  - \_\_\_\_\_ No small voids (<1 mm) are present on the teeth of the model.
  - \_\_\_\_\_ No teeth are broken.
- I 7. Using the wax bite, occlude the mandibular and maxillary models.
- I 8. Place mandibular base on the trimmer, trim the posterior portion of the mandibular model until it is even with the maxillary model. Models must 'sit together'.
- I 9. Using red and blue pencils mark out bisecting lines for trimming, utilizing canines as corner points.
- I 10. Maxillary is pointed anteriorly=7 pts. Mandible is rounded anteriorly=6 pts.
- I 11. Trim the mandibular laterally cut sides to match the maxillary laterally cut sides.
- I 12. Trim the back and heel cuts to match both arches.
- I 13. Self-evaluation:
  - \_\_\_\_\_ Base planes of both arches are parallel to the occlusal plane.
  - \_\_\_\_\_ The maxillary posterior plane is perpendicular to the midline.
  - \_\_\_\_\_ The mandibular lateral and anterior planes are parallel to the maxillary planes.
  - \_\_\_\_\_ The maxillary and mandibular posterior planes are in the same plane.
  - \_\_\_\_\_ No gingival or tooth tissue was trimmed or abraded.
  - \_\_\_\_\_ Voids were filled and surfaces sanded.
- I 14. Student did not proceed without instructor's approval of each step

Name: \_\_\_\_\_

Performance Skills **Constructing Vacuum-formed Bleaching Tray**  
Preventive Dental Materials

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: personal protection equipment, diagnostic gypsum models, block-out resin, thermoplastic resin material, trimming scissors or crown and bridge scissors, vacuum former heating element, permanent black (sharpie) marker.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Trim the diagnostic model so that it extends 3 to 4 mm past the gingival border.
- I 3. To provide a reservoir for the bleaching solution by placing 'block-out' resin on the facial surfaces of the diagnostic model leaving 1 to 2 mm of space from the gingival and interproximal margins.
- I 4. Using a vacuum former, heat a plastic tray sheet until it sags 0.5 to 1 inch in the center.
- I 5. Lower the plastic tray sheet over the model and turn on the vacuum for 10 seconds.
- I 6. Remove the sheet after allowing it to cool completely.
- I 7. Using your scissors, cut the excess material from the tray.
- I 8. Use small, sharp scissors to trim the tray approximately 0.5 mm apical to the gingival margin.
- I 9. Place the tray onto the original model, and check gingival extensions.
- I 10. Using a low flame and moistened fingers, gently heat and readapt the margins on the model one sextant at a time. (optional)
- I 11. The bleaching tray should be washed and disinfected and then rinsed with antiseptic mouthwash. Deliver trays to the patient in a baggie along with a storage case, whitening kit and instructions on care of the bleaching tray.

## Performance Skills **Intermediate Restorative Material (IRM)**

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, mixing pad, disposable spatula, IRM powder, IRM liquid

### PROCEDURAL STEPS:

- 1. Select proper material and assembled the appropriate supplies
- 2. Personal protective equipment was used according to procedure
- 3. Dispensed materials in the proper sequence and quantity
- 4. Immediately recapped containers
- 5. No cross contamination occurred
- 6. Incorporated the powder and liquid according to manufacturer's instructions
- 7. Completed the mixing within the appropriate working time
- 8. Ensured that completed mix was of appropriate consistency for temporary restoration
- 9. Proper replacement of materials
- 10. Student is able to communicate need for material
- 11. Student is able to communicate process

Performance Skills **Temporary Crown Restorations** (Custom Resin Crowns)

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, Prepped and Non-prepped typodonts, Methyl Methacrylate -“Jet” materials, Protemp putty, Composites-Protemp materials, mixing spatula, temporary-cement kit, rag wheel, polishing agents, floss, petroleum jelly, lab knife.

PROCEDURAL STEPS:

- 1. Select proper material and assembled the appropriate supplies
- 2. Personal protective equipment was used according to procedure
- 3. Check occlusion with the unprepared tooth
- 4. Acquire base and catalyst portions of the putty material and mix until homogenous
- 5. Take a putty impression of the arch area *before* the tooth is prepared for a crown
- 6. Obtain a typodont with the same tooth as taken impression but one that is unprepared tooth
- 7. Check putty impression for correct fit (trim putty impression as needed)
- 8. Place moderate amount of petroleum jelly on the prepared typodont tooth
- 9. Obtain Composites-Protemp materials, new mixing tip and mixing spatula
- 10. Incorporate the catalyst and the base of the composite protemp materials / or use mixing tip
- 11. Spatulate material thoroughly (homogenized) in figure-eight motion
- 12. Place composite material into putty impression for the properly prepared tooth to receive temporary crown
- 13. Invert and place putty impression containing composite material onto prepped typodont tooth
- 14. Wait for full setting time as per manufactures instructions for full set to occur
- 15. Remove putty impression and remove temporary crown
- 16. Trim and polish temporary crown as needed using rag wheel and polishing agents
- 17. Replaced finished temporary crown and check occlusion and interproximal contacts with floss
- 18. Student is able to communicate process and need for materials

**Amalgam Proficiency**

Task	Proficiency Level	Clinical observations to assist student in better
Proper PPE used throughout procedure		
Proper armamentarium for amalgam		
Placement of Kilgore tooth is in correct		
Successful placement of metal matrix band with tofflemire and wooden wedge		
Successful placement of amalgam into Kilgore tooth to overflowing state		
Correct removal of excess amalgam from restoration with use of HVE		
Successful removal of matrix band with marginal ridge intact		
Proper anatomy of tooth morphology is replicated		
Interproximal margin is free from overhangs		
Proper elimination of amalgam remnants		

Performance Skills **Suture Removal**  
Periodontal Surgical Procedures

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, basic exam kit, suture scissors, 2 x2 gauze, cotton tip applicator, topical anesthetic, and cotton tip pliers.

PROCEDURAL STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for suture removal.
- I 4. Debride and apply water with cotton tip applicator if crusting has occurred.
- I 5. Wipe clean with 2 x2 gauze.
- I 6. Apply topical anesthetic to oral tissue around surgical site.
- I 7. Obtain cotton pliers and suture scissors.
- I 8. Count the number of sutures to be removed.
- I 9. Gently grasp suture with cotton pliers near knot and entrance into the tissue.
- I 10. Gently pull knotted end upward about 2 mm.
- I 11. Place and secure suture scissors between suture and cut part previously buried in the tissue.
- I 12. Hold suture upward for vertical removal.
- I 13. Suture is removed by pulling gently to bring out on the side opposite from initial cut.
- I 14. Objective: prevent the external portion of the suture from passing through the healing site (internal contamination of infectious material can occur).
- I 15. Place suture on tray top for final counting and proceed to remove next suture.
- I 16. Document number removed from surgical site.
- I 17. Sutures are placed in a biohazard container and disposed of properly.
- I 18. Documentation procedure: counted sutures removed as to number initially placed; observe tissue appearance noting any bleeding or abnormalities; record patients' comments; record post-operative instructions given explained.



Performance Skills **Periodontal Dressing Mixing and Placement**

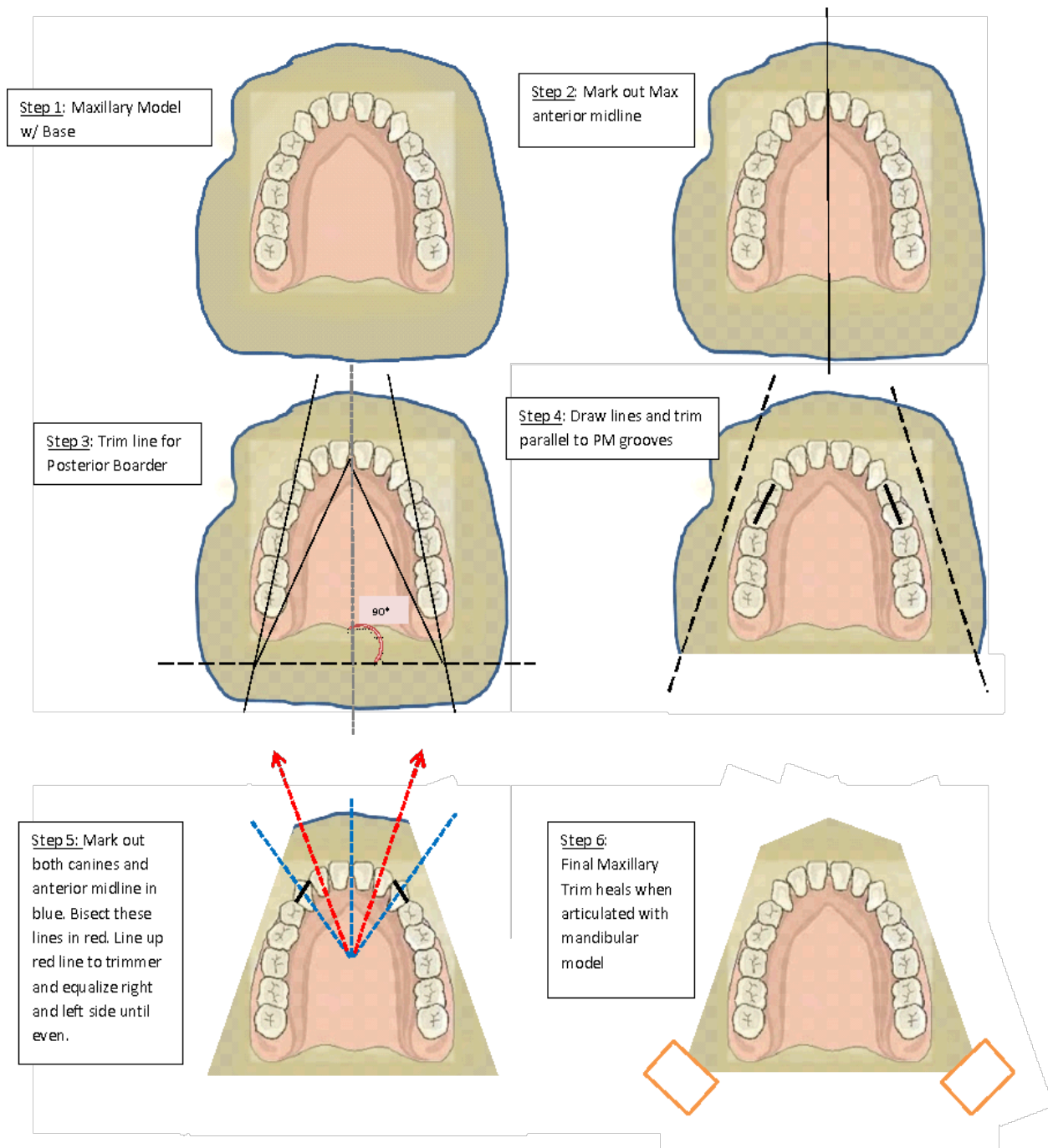
Periodontal Surgical Procedures

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

Materials Needed: Full personal protective equipment, mixing pad, wooden tongue depressor, Coe- pak kit, cup of room temperature water,

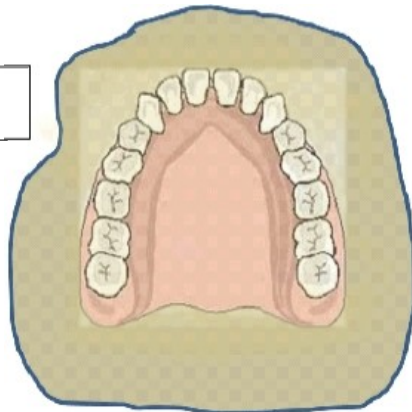
PROCEDURAL  
STEPS:

- I 1. Wash hands and Appropriate personal protection equipment is worn at all times.
- I 2. Operator and personnel safety is maintained at all times.
- I 3. Prepare armamentarium necessary for periodontal dressing mixing and placement.
- I 4. Optimal adherence of dressing will occur if surgical area is dry, free of bleeding and debris.
- I 5. Mix dressing (Coe Pak) as per manufactures instructions chairside. Spatulate mixture as directed.
- I 6. Place mixture into cup of room temperature water for recommended time until tackiness is minimized.
- I 7. Moisten surgical (exam) gloves with petroleum jelly.
- I 8. Roll out coe-pak into 2 rope shaped parts as per surgical site.
- I 9. Gently place rolled packs on buccal (facial) and lingual sides of the surgical wound site.
- I 10. Mold dressing with lubricated gloves by pressing at each interproximal site.
- I 11. Pak should cover no more than the apical 1/3 of the tooth surface.
- I 12. Pak should not extend over the height of contour of each tooth.
- I 13. Border mold to prevent displacement by the tongue, cheeks, lips and frena.
- I 14. Check occlusion and remove any Pak material in areas of contact.
- I 15. Post-operative instructions given and explained to patient.
- I 16. Document all required information.
- I 17. Desired Characteristics:
  - \_\_\_\_\_ Secure and rigid
  - \_\_\_\_\_ Minimal bulk
  - \_\_\_\_\_ Interdental mechanically locking
  - \_\_\_\_\_ Covers entire wound site
  - \_\_\_\_\_ Discourages retention of debris and biofilm
  - \_\_\_\_\_ Possesses a smooth surface to prevent tissue irritation

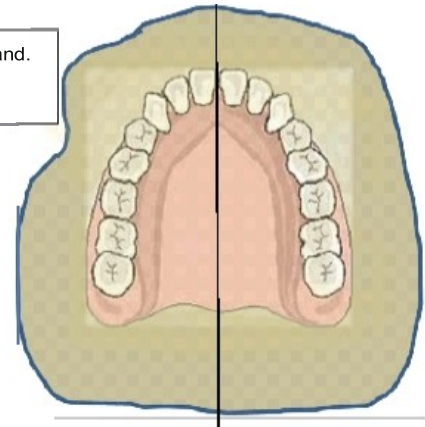


Steps for trimming diagnostic Maxillary Models

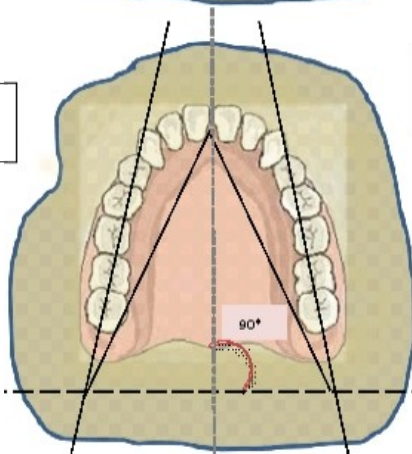
Step 1: Mandibular  
Modelw/ Base



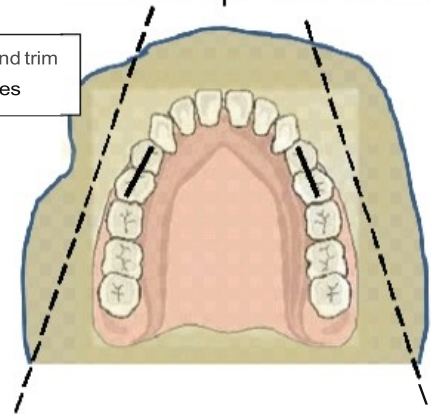
Step 2: Mark out Mand.  
anterior midline



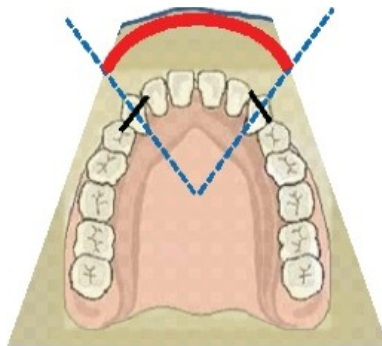
Step 3: Trim line for  
Posterior Boarder



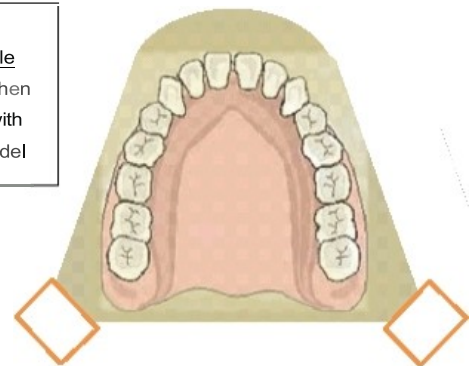
Step 4: Draw lines and trim  
parallel to PM grooves



Step 5: Markout  
both canines and  
anterior midline In  
blue. Draw an  
imaginary rounded  
arch in red. Trim  
from canine to  
canine arched  
motion.



Step 6:  
Final Mandible  
Trim heals when  
articulated with  
maxillary model



## Steps for trimming diagnostic Mandibular Models

## **Cleaning Removable Prosthesis Procedures**

*Performance Rating Scale:* The student is to perform each step in the evaluation. If the student does not perform competently, the student may need to repeat part of/or the entire procedure to receive credit. The student must at all times remain professional and adhere to laboratory and clinical safety protocol. The skill must be performed in a timely manner.

**Materials Needed:** Full personal protective equipment, resealable plastic bag or autoclavable beaker, immersion agent (stain and tartar agent) and denture brush.

	1. Wearing appropriate PPE
	2. Completely submerged the prosthesis the prosthesis in a sealed bag or use an autoclavable beaker filled with an immersion agent (stain and tarter ultrasonic agent)
	3. Remove the prosthesis and rinse thoroughly in water. Be careful to avoid contamination of the prosthesis and the ultrasonic basis
	4. Remove loosened debris with a denture brush
	5. Patient given instructions on homecare of prosthesis. Use products designed for Home care of removable prostheses and never to use regular toothpaste, powdered household cleansers, or bleach when cleaning their removable appliances at home.

**Dental Assisting Education: DAE164LB****Skill Competency Assessment****Student Name:** \_\_\_\_\_

Skill	1 <sup>st</sup> Score	2 <sup>nd</sup> Score	3 <sup>rd</sup> Score	Date Proficiency Met
Handwashing				
Vital Signs				
Proper use of PPE				
Pit and Fissure Sealants				
Composite Proficiency				
Preparation of Calcium Hydroxide				
Zinc Oxide Eugenol (ZOE)				
Polycarboxylate Cement				
Zinc Phosphate Cement				
Preparation of Glass Ionomer Cement				
Mixing: Alginate Impression Material				
Taking Maxillary Alginate Impressions				
Taking Mandibular Alginate Impressions				
Disinfecting an Alginate Impression				
Gypsum Mixture & Pour-up of Maxillary and Mandibular Models				
Diagnostic Model Trimming				
Intermediate Restorative Material (IRM)				
Temporary Crown Restorations				
Amalgam Proficiency				
Suture Removal				
Periodontal Dressing Mixing and Placement				
Cleaning Removable Prosthesis Procedures				

\_\_\_\_ Student Has Met All Competencies  
safety requirements.

\_\_\_\_ Student has maintained all professional and

\_\_\_\_ Student has Not Met All Competencies  
safety requirements

\_\_\_\_ Student has NOT maintained all professional and

**Instructor Signature and Date** \_\_\_\_\_

## **DENTAL ASSISTING RECOMMENDATION #5**

### **Standard 2 – Educational Program - 2-8, o**

**NARRATIVE:** Through review of the self-study documents, documentation provided on-site, and on-site interviews, the visiting committee could not verify that curriculum content included laboratory and preclinical exercises in dental charting, maintenance of patient treatment records, or identifying and responding to medical and dental emergencies.

**RECOMMENDATION #5:** It is recommended that curriculum content include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions. It is further recommended that prior to performing these skills/functions in a clinical setting, students demonstrate knowledge of, and laboratory/preclinical competence in the program facility.

o. Identify and respond to dental emergencies (DA Standard 2-8, o)

The Commission did not review any documentation pertaining to this recommendation. The Commission noted that a skill evaluation is currently under revision for identifying and responding to dental emergencies.

To demonstrate compliance with Recommendation #5 the Commission requests: skill evaluation mechanism for identifying and responding to dental emergencies.

### **RESPONSE TO RECOMMENDATION #5:**

#### **DESCRIBE PROGRESS MADE IN IMPLEMENTING THIS RECOMMENDATION SINCE THE SITE VISIT. COMPARE THE CURRENT SITUATION WITH THAT EXISTING AT THE TIME OF THE SITE VISIT:**

All students are provided didactic and practical experience related to dental emergencies. These are covered in the DAE 160 Orientation to Dental Care. During this course in addition to the didactic experience, students are provided skill practice in the area of assessing and determining whether there is a dental emergency or medical emergency and how to respond. The skill is assessed through a skill assessment tool, in didactic lecture, and through role-playing scenarios.

The management of dental emergencies is covered in a separate assessment noted in recommendation #10. The two elements are taught together and are collectively assessed using the dental emergency role-play scenarios.

Before clinical experiences, all students are required to review all skills including dental emergencies and they are checked by faculty to ensure knowledge retention. The master competency list used at the end of semesters I and semester II has been included.

**DOCUMENTATION:**

• DAE160 syllabi	137
• Course Objectives	138
Skill Evaluations	
• Dental Emergencies Assessment Skill Assessment	144
• Dental Emergencies Role-play Assessment	146
• DAE165LC Completion Competency Assessment	148
• DAE169LC Skills Assessment Prior to Graduation	151

## DAE 160 Orientation to Dental Care/Credit Hours: 1.00

**Class Location & Meeting Time:** Tuesday 3:00pm to 4:00pm, Room K-205

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Rosemary Ortega 520.206.6044

#### Course Information

**Course Description:** Overview of the field of dental care. Includes the profession of dentistry, areas of service, ethics, and jurisprudence.

**Corequisite(s):** DAE 159, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Tuesday: 3:00 to 4:00pm

**Course Location:** K-205

**Course Start Date:**

08/28/2019 **Course End**

**Date:** 12/11/2019

**Expectation of coursework hours:** 16 in class hours and 32 hours outside class for study/prep during the semester

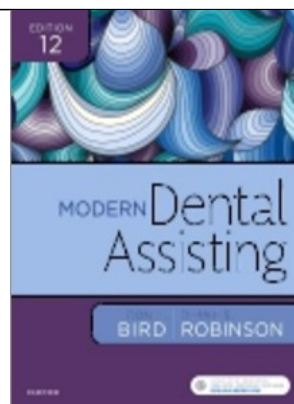
**Course Delivery/Modality:** Traditional

#### **Required Textbook:**

**Required Textbook(s):** Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2017.

**Malamed, Stanley F, Medical Emergencies in the Dental Office, 7<sup>th</sup> ed., Elsevier, 2015**

**Other Course Materials:** Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2017.





# Student Learning Outcomes

## Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
2. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
3. Define and explain state and federal dental laws and regulations.

## Performance Objectives:

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

1. Describe the role of a dental assistant in a dental office.
2. Relate the history and function of a dental health team.
3. Define and explain the Arizona State Dental Practice Act as it affects the functions of the dentist, dental hygienist, and dental assistant.
4. Describe the orthodontic, pediatric, and periodontic branches of dentistry.
5. Delineate the endodontic, prosthodontic, and pathologic branches of dentistry.
6. State the nature and scope of oral surgery and hospital dentistry.
7. Describe the essential characteristics of dental public health.
8. Identify, respond and know management of dental and medical emergencies.

## Outline:

- I. Profession of Dentistry
  - A. History of the profession
  - B. Dental assisting
  - C. Dental laboratory technology
  - D. Dental hygiene
- II. Emergency Medical/Dental Care
  - A. Office emergencies
    1. Health histories
    2. Emergency kits
    3. Oxygen therapy
    4. Health emergencies
      - a. Airway obstruction
      - b. Syncope
      - c. Asthma
      - d. Diabetes
      - e. Allergies
      - f. Cardiovascular
  5. Dental emergencies
    - a. Hemorrhage
    - b. Trauma
    - c. Pain
- III. Areas of Service
  - A. General dentistry
    1. Dental Schools
      - c. DDS
      - d. DMD

- B. Specialties
  - 1. Orthodontics, periodontics, endodontics, pediatric dentistry
  - 2. Oral Surgery, prosthodontics, oral pathology, public health
- IV. Hospital dentistry
  - A. Ethics and Jurisprudence
  - B. Arizona State Dental Practice Act
  - C. Certification
  - D. Registration
  - E. Licensure
  - F. Professionalism
  - G. Ethical standards
  - H. Malpractice

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

### **Grade Determination and Grading Policies:**

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes will be given.

**Late work:** Late work may be accepted at the direction of the faculty member, but points will be deducted.

### **GRADING POLICY FOR DAE 160**

Coursework must be completed with a minimum 75%

- Exam #1 (Unit I) 20%
- Exam #2 (Unit II) 20%
- Exam #3 (Unit III & IV) 30%
- Final Exam 20%
- Quizzes, Homework, Participation 10%

**A grade of 80% or better is required on the Final Exam**

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment.

### **GRADING SCALE**

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

**Course must be completed with a minimum 75% to pass.**

<b>UNIT I</b> <b>Tuesdays</b>	<b>PROFESSION OF DENTISTRY*</b>	Reading Chapter
08-27-19	Review Syllabus	
09-03-19	HISTORY OF DENTISTRY	Bird/Robinson Chpt. 1
09-10-19	PROFESSIONAL ORGANIZATIONS	
09-17-19	COMPONENT & CONSTITUENT SOCIETIES	
09-24-19	DENTAL TEAM & TITLES	B/R, chapter 3
<b>UNIT II</b>	<b>EMERGENCY DENTAL/MEDICAL CARE</b>	Malamed. Chapter 1, 2, 3, 6, 7, 11, 17, 24, 26.
10-01-19	<b>Written Examination - Unit I</b> Emergency Care <ul style="list-style-type: none"> <li>• Health histories</li> <li>• Emergency kits</li> <li>• Oxygen therapy</li> </ul> Health emergencies <ul style="list-style-type: none"> <li>• Airway obstruction</li> <li>• Syncope</li> <li>• Asthma</li> <li>• Diabetes</li> <li>• Allergies</li> <li>• Cardiovascular</li> </ul>	
10-08-19	Dental Emergencies <ul style="list-style-type: none"> <li>• Hemorrhage and avoidance</li> <li>• Trauma</li> <li>• Pain</li> </ul>	
<b>UNIT III</b>	<b>AREAS OF SERVICE*</b>	
10-15-19	<b>Unit I &amp; II Written EXAM</b> <b>Must be completed prior to seeing human patients.</b> <hr/> GENERAL DENTISTRY-dental Emergencies ENDODONTICS	B/R, chapter 48, 50, 51, 52
10-22-19	ORTHODONTICS/PEDIATRIC DENTISTRY	B/R, chapter 60, 57
10-29-19	PERIODONTICS & PROSTHODONTICS/ ORAL SURGERY/ORAL PATHOLOGY	B/R, chapter 55, 54
11-05-19	PUBLIC HEALTH DENTISTRY	B/R, chapter 56, 53 Review website: <a href="https://www.azdhs.gov/prevention/womens-childrens-health/oral-">https://www.azdhs.gov/prevention/womens-childrens-health/oral-</a>

UNIT IV	<b>ETHICS AND JURIS PRUDENCE</b>	
11-12-19	ARIZONA STATE DENTAL PRACTICE ACT	
	CERTIFICATION/LICENSURE	
11-29-19	PROFESSIONALISM & MALPRACTICE ETHICAL STANDARDS	B/R, chapter 3
11-26-19	HIPAA	
12-04-19	<b>WRITTEN EXAMINATION – UNIT III &amp; IV</b>	
Week of Dec. 09	<b>FINAL EXAMINATIONS</b>	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

**Course-specific attendance and participation:** Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a student may be expelled from program. 3 tardies equal one absence.

**Make up Work:** It is expected you will take all exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on **1<sup>st</sup> day** upon returning to school, a zero grade will be given.

## Key Dates

For class add, drop, and withdrawal dates, go to the "My Schedule" section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(www.pima.edu/currentstudents\)](http://www.pima.edu/currentstudents)

**Student Resources at the West Campus, resources at other campuses may also be utilized.**

Learning Centers (tutoring): West (520) 206-6819

Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520) 206-6042

Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies \(www.pima.edu/syllabusresources\)](http://www.pima.edu/syllabusresources)

### Academic Integrity/Plagiarism

All PCC students are expected to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of **plagiarism**. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: [www.pima.edu/studentserv/studentcode](http://www.pima.edu/studentserv/studentcode). Faculty may submit submitted student assignment/homework through plagiarism checker software/website.

## Access and Disability Resources (ADR)

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \(www.pima.edu/adr\)](http://www.pima.edu/adr)



Pima Community College District  
160 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first-class meeting:

### DAE 160 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 160**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 160**

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.

# Pima Community College Dental Assisting Education

## DAE 160, Dental Emergency Assessment

### Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate

Student Name \_\_\_\_\_ Date \_\_\_\_\_

### Check which applies:

☐  
☐  
☐

First Assessment: Within first 2-3 week of class. (80% or 36 points or better required)

Second Assessment: 3-4 weeks after first assessment (90% or 41 points or better

required.) Third/Final Assessment: 3-4 weeks after third assessment (100% or 45 points or better required)

### Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Total number of possible points is 45.

### Performance standards

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Washed hands and wore PPE					
2. Triage to seat patient in Operatory ASAP or responded as medical emergency					
3. Reviewed Health History					
4. Assessed Bleeding					
5. Assessed Pain					
6. Assessed Type, Location					
7. Gathered details about cause of injury					
8. Took x-rays as directed by dentist					
9. Took Vitals					

10. Assisted Dentist with Examination Procedures: Cold Test, Heat Test, Pulp Tester etc.					
11. Monitored for medical emergency or change in dental emergency.					
12. Followed dentist's directions for TX, further TX, RX's, Referral or Scheduling					
13. Documented all TX done and discussions.					
14. Treated patient compassionately					
15. Clean and disinfect equipment immediately					
Additional Comments					

Total number of Points earned\_\_\_\_\_. Faculty initials\_\_\_\_\_.



**Pima Community College**  
**Dental Assisting Education**  
**DAE 160, Dental Emergencies-Role Play**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Check which applies:**

☐  
☐  
☐

First Role Play (baseline practice) Second

Role Play (evaluation; 80% to pass)

Third Role Play (only if does not pass Second Roll Play, 80% to pass)

**Evaluation and Grading Criteria**

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Total possible points is 33.

**Performance standards**

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
1. Assessment of issue					
2. Reviewed Health History					
3. Inquired about dental emergency; where, duration, pain type					
4. Communication with patient					
5. Communication with dentist and team					
6. Took Vitals					
7. Assisted Dentist with Examination Procedures: Cold Test, Heat Test, Pulp Tester etc.					
8. Followed dentist's directions for TX, further TX, RX's, Referral or Scheduling					
9. Monitored for medical emergency, pain,					

bleeding, etc					
10. Documented all TX done and discussions.					
11. Treated patient compassionately					
12. Adapted to changes in emergency					
Additional Comments					

Total number of Points earned \_\_\_\_\_. Faculty initials\_\_\_\_\_.

## Dental Assisting Education: DAE 165/165LC Completion Competency Assessment

Student Name \_\_\_\_\_ Final Score \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

### Final Grade Calculation to Complete:

You must pass all competencies with a 1 or higher, except critical/safety skills that require a 3 or higher. You must get a 68 (75%) or higher to pass. Total possible score is a 90.  
You must adhere to all safety and professional standards at all times.

### Evaluation and Grading Criteria

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

### Performance standards

*First Assessment:* Mid-point in the course. The first assessment as student must meet the passing score or they will be removed from clinical for lab practice.

A student who violates Hand-washing, PPE, Safety, Communication, or Professionalism is removed immediately.

*Final Assessment:* Last month of the course. The instructor will assess the student prior to the end of the course for the final assessment; a student will have two chances to meet the final passing score required.

**Only the instructor evaluation counts to the final grade.**

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

A student may request additional lab or focused clinical practice but it is not guaranteed depending on the clinical and lab schedules. Students who are not passing may be required to attend additional lab or clinical experiences.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
The following 5 items must be maintained at all times. <i>They are assessed with other skills.</i>	*	*	*	*	
Hand-washing and Universal Precautions	*	*	*	*	
Proper use of PPE	*	*	*	*	
Professional Communication and Confidentiality	*	*	*	*	
Professional and Ethical Behaviors	*	*	*	*	
Safety Standards	*	*	*	*	
Dates of Evaluation:					
1. Vital Signs	*				
2. Radiographs/Intra-/Extra-oral photography Safely and diagnostically	*				
3. Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
4. Health history review	*				
5. Dental and Medical Emergencies	*				
6. Simple surgery Tray set up					
7. Instrument Transfer					
8. Mounting					
9. Cleaning Removable Prosthesis Procedures					
10. Periodontal Dressing Mixing and Placement					
11. Washed Field/Retraction					
12. Matrix: Toffelmire					
13. Rubber dam placement					
14. Cord Packing					
15. Temporary Crown Fabrication					
16. Preventive dentistry fundamentals: Aids and fluoride.OHI					
17. Coronal Polish including stain types					
18. Universal and Palmer Notation					
Demonstrates skills in manipulation of:	--	----	----	----	-----
19. -Tray Construction and Trimming					
20. -Mandibular and Maxillary Molds					
21. -Pit and fissure sealants					
22. -Amalgam					
23. -Composite					
24. -Glass ionomers					

25. -Zinc Phosphate					
26. -Carboxylate					
27. -Intermediate restorative materials					
28. -Alginate					
29. -Silicone/Polyvinyl/Polysiloxane					
30. -Gypsum produces					



## **Dental Assisting Education: DAE 169/169LC Capstone Skills Assessment Prior to Graduation**

### **GUIDELINES**

#### **Final Grade Calculation to Graduate:**

You must pass all competencies with a 2 or higher, except critical/safety skills that require a 3 or higher. You must get a 102 (85%) or higher to pass.  
You must adhere to all safety and professional standards at all times.

#### **Performance standards**

*First Assessment:* A student must pass with 57 points for the first evaluation and skills must be at a 1 or higher. Skills with an \* require 3 points to pass.

*Final Assessment:* A student must pass with 64 points for the final evaluation and skills must be at a 2 or higher. Skills with an \* require 3 points to pass.

Safety/Critical skills are noted as an \* and must always be met and will be specially assessed.

#### **Evaluation Method**

First Assessment: Mid-point in the course. The first assessment as student must meet the passing score or they will be removed from clinical for lab practice.

A student who violates Hand-washing, PPE, Safety, Communication, or Professionalism is removed immediately.

Final Assessment: Last month of the course. The instructor will assess the student prior to the end of the course for the final assessment; a student will have two chances to meet the final passing score required.

#### **Only the instructor evaluation counts to the final grade.**

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

A student may request additional lab or focused clinical practice but it is not guaranteed depending on the clinical and lab schedules. Students who are not passing may be required to attend additional lab or clinical experiences.

Student Name \_\_\_\_\_ Final Score \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

#### Evaluation and Grading Criteria

- 3 Student exceeded required competency without assistance  
2 Student met the stated criteria without assistance  
1 Student showed uncertainty when performing the stated criteria requiring assistance  
0 Student was not prepared and needs to repeat the step.  
n/a No Evaluation of this step

**Maximum points is 120.**

PERFORMANCE Criteria	*	1st	Final 1	Final 2	COMMENTS
The following 5 items must be maintained at all times. <i>They are assessed with other skills.</i>	*	*	*	*	
Hand-washing and Universal Precautions	*	*	*	*	
Proper use of PPE	*	*	*	*	
Professional Communication and Confidentiality	*	*	*	*	
Professional and Ethical Behaviors	*	*	*	*	
Safety Standards	*	*	*	*	
<b>Dates of Evaluation:</b>					
1. Vitals	*				
2. Radiograph / Intra-/Extra-oral photography	*				
3. Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				
4. Dental Emergencies	*				
5. Medical Emergencies	*				
6. Simple surgery Tray set up	*				
7. Instrument Transfer	*				
8. Health history review	*				
Patient Management:	--	----	----	----	-----
9. Dentrux and Recall Systems					
10. Patient Records					
11. Business Processeses					
12. Patent Teaching					
Dental Procedures:	--	----	----	----	-----
13. Universal and Palmer Notation					

14. Washed Field/Retraction					
15. Matrix: Toffelmire					
16. Mounting					
17. Temporary Crown Fabrication					
18. Preventive dentistry fundamentals: Aids and fluoride.OHI					
19. Coronal Polish including stain types					
20. Bleaching					
21. Suture Removal					
22. Cord Packing					
23. Rubber dam placement					
24. Cleaning Removable Prosthesis Procedures					
25. Periodontal Dressing Mixing and Placement					
26. Taking Maxillary Alginate Impressions					
27. Taking Mandibular Alginate Impressions					
Materials Manipulation:	--	----	----	-----	-----
28. Pit and Fissure Sealants					
29. Composite Proficiency					
30. Preparation of Calcium Hydroxide					
31. Zinc Oxide Eugenol (ZOE)					
32. Polycarboxylate Cement					
33. Zinc Phosphate Cement					
34. Preparation of Glass Ionomer Cement					
35. Mixing: Alginate Impression Material					
36. Disinfecting an Alginate Impression					
37. Gypsum Mixture & Pour-up of Maxillary and Mandibular Models					
38. Diagnostic Model Trimming					
39. Intermediate Restorative Material (IRM)					
40. Amalgam Proficiency					



## **DENTAL ASSISTING RECOMMENDATION #7**

### **Standard 2 – Educational Program - 2-10**

**NARRATIVE:** Through review of the self-study documents, documentation provided on-site, and on-site interviews; the visiting committee was unable to verify that the program was compliant with state practice acts relative to dental assisting functions. Through on-site interviews and incomplete documentation provided in the self-study exhibits, the visiting committee could not determine that the program understood which additional functions a dental assistant can provide and are allowable by the Arizona state dental board.

**RECOMMENDATION #7:** Recommendation #7: It is recommended that where graduates of a CODA-accredited program are authorized to perform additional functions defined by the program's state-specific dental board or regulatory agency, program curriculum include content at the level, depth, and scope required by the state. It is further recommended that curriculum content include didactic and laboratory/preclinical objectives for the additional dental assisting skills and functions. It is further recommended that students demonstrate laboratory/preclinical competence in performing these skills in the program facility prior to clinical practice. (DA Standard 2-10)

The Commission did not review any documentation pertaining to this recommendation. The Commission noted curriculum pertaining to bleaching agents, in-office application, and intraoral and extraoral photography is still under development.

To demonstrate compliance with Recommendation #7 the Commission requests: the course syllabi demonstrating where bleaching agents, in-office application, and intraoral and extraoral photography are taught and evaluated in the curriculum, along with evaluation skill sheets.

### **RESPONSE TO RECOMMENDATION #7:**

**DESCRIBE PROGRESS MADE IN IMPLEMENTING THIS RECOMMENDATION SINCE THE SITE VISIT.  
COMPARE THE CURRENT SITUATION WITH THAT EXISTING AT THE TIME OF THE SITE VISIT:**

The program covers bleaching agents with in-office application, and intra and extra-oral photography in DAE163 and DAE163LC. The syllabi for the lecture and lab course are provided. The course covers all aspects of oral radiography including intra and extra oral photography.

Whitening and bleaching systems are covered in DAE164. The course covers training in how in-office and home applications are utilized. The syllabus is provided that shows the objectives and lectures that cover bleaching systems.

## **DOCUMENTATION:**

### **Bleaching Systems**

- DAE164 Syllabi 156
  - Course Objectives and Outline 156-158
- DAE164 In-Office Whitening skills assessment 170
- DAE164 Whitening Trays skills assessment 172

### **Intra and Extra-oral photography**

- DAE 163 Syllabi 174
  - Course Objectives and Outline 175-176
- DAE 163LC Syllabi 185
  - Course Objectives and Outline 186
- DAE 163/163LC Student Compellation 195
- DAE 163LC Intra-oral and Extra-oral photography skill assessment 197



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## DAE 164LB / Dental Materials Lab / Credits: 1.00

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm and Mondays with appointment

**Department Dean Phone:** Dean: Brian Stewart 520- 206-5105

### Course Information

**Course Description:** This is the lab portion of DAE 164. Chemical and physical properties of dental materials used in dental practice. Includes introduction to dental materials, preventive sealants, restorative materials, dental cements, impression materials, gypsum products, and miscellaneous dental materials. Also includes gold, non- precious alloys, and casting of metals.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Expectation of coursework hours:** 32 hours of instruction and 64hours out of classwork

**Course Meeting Room/Days/Time:** K-209 / Tuesday / 8-10:30 AM or 11AM-1:30PM

**Course Delivery/Modality:** Lab

### Student Learning Outcomes

#### Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
4. Define and explain state and federal dental laws and regulations.
5. Demonstrate knowledge of properties, usage, and manipulation of dental materials.

#### Performance Objectives:

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

1. Identify the properties of matter and materials.
2. Operate and maintain laboratory equipment safely.
3. Prepare dental waves, cements, preventive sealants, and restorative materials.
4. Prepare materials to make occlusal registration for articulating study casts.
5. Prepare, box, and pour elastic, plastic, and rigid impression materials.
6. Prepare and pour dentulous and edentulous study casts using gypsum products.
7. Construct individualized custom trays and whitening trays.
8. Describe the use of bleaching and whitening systems, apply in-office and provide patient teaching.
9. Describe and fabricate provisional restorations, casting techniques and identify metals used.
10. Prepare, place and finish composite and amalgam restorations.

**Program Learning Outcomes:**

Graduates of the CODA accredited Dental Assisting Education program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

**Outline:**

- I. Introduction to Dental Materials
  - A. American Dental Association (ADA) specifications
  - B. Properties of matter
  - C. Physical and chemical properties required for dental materials
- II. Precautions
  - A. Handling materials
  - B. Hazardous substances
  - C. Occupational Safety and Health Administration (OSHA) regulations
  - D. Safe use of laboratory equipment
- III. Preventive Sealants and Restorative Materials
  - A. Types of preventive sealants
    - 1. Indications for use
    - 2. Properties, advantages, and disadvantages
    - 3. Manipulation
  - B. Direct filling materials
    - 1. Esthetic
    - 2. Amalgam
    - 3. Finish and polish esthetic and amalgam restorations
- IV. Dental Cements
  - A. Temporary and permanent cements and cement bases
  - B. Composition and uses of various types
  - C. Manipulation of cements
  - D. Cavity liners and varnishes
  - E. Special applications of cements
- V. Impression Materials
  - A. Types of impression materials
  - B. Types of impression trays
  - C. Agar hydrocolloid (reversible hydrocolloid)
  - D. Rubber impression materials and elastomers
  - E. Alginate
  - F. Bite registration
  - G. Disinfection of impressions
- VI. Custom Trays
  - A. Tray construction
    - 1. Form
    - 2. Trimming
    - 3. Fitting
  - B. Tray use
  - C. Whitening trays
- VII. Bleaching and Whitening Systems
  - A. Purpose
  - B. Types
    - 1. In Office
    - 2. At Home Systems
  - C. In Office Application

- VIII. Gypsum Products
- Classification and uses of gypsum products
  - Composition and manufacture
  - Variables
  - Manipulation
  - Construction of model, cast, or die
  - Model trimming
  - Articulation
- IX. Miscellaneous Dental Materials
- Uses of resins and acrylic
  - Waxes
  - Dental ceramics and porcelain
  - Polishing and cleaning agents
  - Periodontal dressings
- X. Gold, Non-Precious Alloys and Casting of Metals
- Gold foil
  - Gold casting alloys
  - Wrought metals
  - Dental implant materials
  - Electroplating

## Grade and Instructor Policies

### Grade Determination and Grading Policies for DAE 164LB:

GRADING SCALE	GRADE / %
A = 100-92%	<b>Lab Projects = 70%</b> <b>Quizzes = 20%</b> <b>Professionalism = 10%</b>
B = 91-83%	
C = 82-75%	
D = 74-66%	
F = 65% below	

Course must be completed with a minimum 75% or a C.

***Quizzes will be given without notice on previous lab assignments given***

This course consists of separate lab activities to support the learning in DAE 164LB. The maximum score that can be achieved is 100%. The minimum acceptable score is 75%.

- Quizzes** will be unannounced and will cover previous lab lectures. There maybe a total of five [5] quizzes. Quiz average represents 20% of total grade. No makeup quizzes are given.
- Projects** = represents 70% of total grade.
- \*\*Professionalism** = represents 10% of total grade and is evaluated during lab projects and classwork. **\*\*Professionalism** is expected of each student at all times. Professionalism includes but not limited to such aspects as: Exhibiting professional character, teamwork, participation, proper dress code, professional attitude and assistance to instructors and addressing instructor(s) and other classmates with respect.

## SAFETY

- \*Safety includes proper PPE [Personal Protective Equipment], correct use of equipment, tidiness and proper handling of toxic / caustic materials.
- The instructor[s] have to right to deduct one [1] point from final grade for each safety offense a student may encounter. All efforts will be made to insure student safety and understanding at each lab meeting.
- If a student forgets any PPE / clinical attire they will be dismissed from lab / clinic to obtain proper PPE. A one [1] point deduction from final grade maybe incurred at this time for chronic forgetfulness.

### PROFESSIONALISM

You will be required to do self-assessment and peer assessment during the course to become familiar with your own and others behaviors.

The instructor will also provide you feedback during the course. The instructor score counts towards your final grade.

The total score from the instructor is 75 points. You must pass all areas with a minimum of 2. This shows that you consistently apply the behavior. However, we want you to strive towards a 3 where you help each other and create a positive team environment.

An evaluation sheet will be provided based on the rubric below.

A student who violates a behavior will meet with the instructor and depending on the severity may be subject to academic or student codes of conduct. This can result in failing the course or removal from the program.

If you are having difficulty understanding the standards, as a team students are expected to discuss concerns with each other and the instructor. The profession requires us to work together to ensure we provide safe, ethical and professional care for our patients and each other.

### Evaluation and Rubric

- 3 Student consistently demonstrates the behavior and helps others  
2 Student consistently demonstrates the behavior  
1 Student inconsistently demonstrates the behavior  
0 Student violated the behavior

Concept	Performance Standard	Evaluation Rating	Comments
<b>Work Ethic:</b>	1. Consistently demonstrates strict adherence to policies and procedures.		
	2. Takes responsibility for own actions and seeks to correct any mistakes.		
	3. Consistently reports to work on date and time scheduled.		
	4. Self-initiates and follows through on assignments in a timely manner.		
	5. Dressed appropriately for work based on role and setting.		
<b>Team Contribution:</b>	1. Participates in and supports team meetings, activities and/or problem solving.		
	2. Promotes positive team work and cohesiveness between all staff.		

	3. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinic system as a whole.		
	4. Acts as a resource, communication appropriate knowledge, skills and conduct.		
	5. Supports a positive work environment through positive communication, no-gossiping, and supporting team development.		
<b>Service</b>	1. Maintains a high level of quality, accuracy and neatness in work performed.		

<b>Excellence:</b>	2. Remains calm and tactful during stressful situations, emergencies, and confrontations.		
	3. Prioritizes customer service and customer satisfaction.		
	4. Demonstrates an awareness of and commitment to the goals and mission.		
	5. Maintains confidentiality and keeps gossip and personal discussions out of the work/patient environment.		
<b>Ethics and Personal Development</b>	1. Maintains ethical business practices and ensures compliance with all regulations.		
	2. Maintains patient, personal, and colleague confidentiality and privacy.		
	3. Seeks opportunities to professionally grow and learn.		
	4. Reflects on opportunities for growth and learning.		
	5. Supports others in ensuring ethical behaviors and practice.		
<b>Professionalism</b>	1. Maintains appropriate personal boundaries with clients.		
	2. Accepts supervision and criticism in a constructive manner.		
	3. Maintains professional appearance appropriate for position.		
	4. Maintains organizational and patient confidentiality.		
	5. Demonstrates and ability to adapt to change.		

#### Examples of Unprofessional behaviors:

Disruptive in class, use of cell phone for phone calls, internet or texting, use of laptop, notebook, iPad, etc other than for taking notes, viewing power points, or syllabus during class time, please review the DAE program Personal IT systems policy. Not adhering to proper dress code, not adhering to course or clinic policies, speaking to course instructor(s) with disrespect. The instructor(s) are to be addressed as Ms., Mr. or Dr.s

If the student has multiple acts of unprofessionalism a paper on professionalism will be required by the student along with a meeting with the instructor(s) where formal paperwork will be completed.

The course instructor will inform the student as soon as an act of unprofessionalism takes place in a private manner. The instructor will inform the student by stating an "unprofessional deduction" will be placed on your final grade.

#### **Health and Safety/Lab Regulations:**

\*Safety includes proper PPE [Personal Protective Equipment], correct use of equipment, tidiness and proper handling of toxic / caustic materials.

- The instructor[s] have to right to deduct one [1] point from final grade for each safety offense a student may encounter. All efforts will be made to ensure student safety and understanding at each lab meeting.
- \*\*Professionalism includes teamwork, participation, proper dress code, professional attitude and assistance to instructors
- If a student forgets any PPE / clinical attire they will be dismissed from lab / clinic to obtain proper PPE. A one [1] point deduction from final grade maybe incurred at this time for chronic forgetfulness.
- PPE includes but is not limited to: clinical shoes, hair, uniform, jewelry, makeup, nails and as regulated by the PCC DAE Handbook.

#### **Bloodborne & Infectious Disease Policy:**

- Students may be exposed to infectious diseases and bloodborne pathogens during patient care. Based upon Occupational Safety & Health Administration (OSHA) and Centers for Disease Control & Prevention (CDC) guidelines. Standard Precautions and Post Exposure Guidelines for disease/injury



control and prevention are required practice by all students, faculty, and staff. The Bloodborne Pathogen and Infectious Disease Policy is provided in its entirety to Dental Assisting Education students, faculty, Staff, and DAE applicants.

## Attendance Requirements/Active Participation

Attendance, tardiness, class participation and professionalism\* is expected of all students. In order for the student to successfully accomplish the course objectives and requirements, the student must attend all classes. However, if the student must miss class due to unforeseen circumstances; the student must contact the instructor immediately and must provide the instructor with documentation as to the reason the student missed class. It will be determined by the instructor if the absence is excused or unexcused. If a student is continually negligent in this area a two (2) point deduction for each offense will be reflected in the student's final grade. Due to time and available space the student's ability to make up the missed class assignments is restricted, consequently, placing the student in jeopardy of not meeting course requirements.

- Tardiness: The student has chosen to pursue a career in the profession of dental assisting. The student is required to conduct themselves in a professional manner. If the student arrives late to class or clinic the student is demonstrating unprofessionalism. If a student is continually negligent in this area a one (1) point deduction for each offense will be reflected in the student's final grade. Please demonstrate respect for the instructor and other classmates and be present and in your seat at the class start time.
- After one tardy, the student will receive an unexcused absence and thereafter, each tardy is considered an unexcused absence. Three (3) absences from lab/clinic whether it is excused or unexcused; the student will be considered in non-pursuit of the course objectives and will be recommended for administrative withdrawal from the class and ineligible to continue program pursuit
- Absenteeism - Absence from lab/clinic prevents the student from obtaining the necessary skill development and proper patient management. Therefore, if a student fails to attend any clinic, the student will be considered deficient in theory and unsafe for clinical practice. For that reason, the student will not be allowed onto the clinic floor until the student has received the appropriate counseling for successful pursuit of the class and clinical objectives.
- After three (3) absences from lab/clinic and whether it is excused or unexcused; the student will be considered in non-pursuit of the course objectives and will be recommended for administrative withdrawal from the class and ineligible to continue program pursuit.
- Grades in this course will not be rounded up.
- Each student must satisfactorily complete the performance objectives in the class sessions
- Incomplete Requirements - The student is responsible for meeting and/or exceeding the course requirements. If the student fails to meet any of the course requirements, the student will receive a failing grade for the course. An incomplete grade will NOT be issued. The exception to this rule is in cases of documented personal and medical emergencies. However, in order to receive an incomplete grade the student must have completed seventy-five percent (75%) or better of the clinic requirements.
- Otherwise, the student will receive a failing grade and may not continue pursuit of the program
- A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. (<https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html>)

### **Course-specific Instructor Policies:**

The instructor reserves the right to make any modifications to the course syllabus, calendar or requirements as deemed necessary for the successful progression and completion of the students enrolled in this course, while maintaining the standards of excellence as outlined by the American Dental Association Commission on Accreditation and the Pima Community College Dental Assisting Education Program.

- Students are advised to make copies of all submitted assignment for their personal record/documentation purposes.
- Students who relocate during the semester and/or change their name or telephone number are required to file a change of address form PCC West Campus registration office and inform the instructors.

### **Electronic Devices policy**

- A student shall not access any personal, public or social network site on their personal IT devices during classroom or clinic sessions
- Only electronic textbook, PowerPoint access and classroom activities per instructor that related to course being taught are permissible. The exception to this policy applies to review of patient health history in support of standard of care executed at off site clinical locations
- Use of cell phones, personal electronic devices or any communication device is not allowed during class, clinic, or lab hours – this includes vibration modes and texting
- Recording of lecture is not permitted unless needed for accommodation through DSR
- A one [1] Point deduction will be accorded from overall course grade for each communication device violation in lecture and lab
- If a student is experiencing an emergency and needs to be reached via cell phone, the student must request and be allowed cell phone use from the instructor
- Should a student be found in violation of the Personal IT Systems Policy, the student will lose immediate use of their personal IT system for the class period. Any offense thereafter will be in violation of the ADHA Code of Conduct, Core Values and Standards of Professional Responsibility and as a result, the student may be dismissed from the program
- Student will formally complete paperwork with lead faculty as to issue(s) that occur
- Violation of Code of Conduct is basis for dismissal from the Dental Assisting Education program. Further, the student will be subject to violation of the Pima Community College Student Code of Conduct, Offenses Involving the Violation of a College or College-Related Policy, Regulation, Rule SPG or Directive and all applicable sanctions
- Photographing, copying or any form of transfer of quizzes or exams is strictly forbidden and will result in dismissal from the class and will be written up on the student's permanent record.
- Refer to DAE Handbook for IT policy

### **Other Policies**

- Students are only allowed to communicate with instructor through the Pima email system [not personal email]
- The course instructor leaves it to the student to be responsible for his/her learning. It will be the student's responsibility to make an appointment with the course instructor regarding any questions or concerns about assignments and course objectives throughout the course.

- The instructor reserves the right to make any modifications to the course syllabus, calendar or requirements as deemed necessary for the successful progression and completion of the students in pursuit of this course, while maintaining the standards of excellence as outlined by the American Dental Association Council on Accreditation and the Dental Assisting Education Program.
- Students submitting assignments are advised to make copies for their own protection.
- If you move during the semester, change your name or telephone number, please file the change of address form with the HRP secretary, notify instructor and PCC campus registration office.

Date	Week	Lab Assignment	ASSIGNMENT/Homework
Aug. 27	1	Dental Materials Lab <b>Orientation</b> Lab Equipment Safety & <b>Model Pour-Ups</b>  <b>Full PPE needed for this session and every session</b>	Read chapter 1, 2, 3, 4 Preview Unit 1, Lec 1 & 2
Sept. 3	2	Pouring up of Study Models with dental stone	Read chapter 7 and 14 Preview Pit and Fissure Sealants PowerPoint
Sept.1 0	3	Preventative and Desensitizing Materials Pit and Fissure Sealants. Performances	Review taking of Alginate Impression in Hatrick/Eagle pgs 269-272.
Sept.1 7	4	Alginate 1 <sup>st</sup> assessment	Review Chapter 14, Cements & Sedative restorative materials
Sept.2 4	5	Dental Cements & Sedative Materials Properties & Manipulation/Liners & Bases: ZOE, Zinc Phosphate, Dycal, Glass Ionomer, Temp Bond performances	Review Matrix and Rubber dam placement in Textbook
Oct. 1	6	Matrix placement and Rubber dam placement: Video and hands on  Intro to Composite manipulation, placement & finishing of Class II restoration.	
Oct. 8	7	Cleaning of removable appliances  Composite manipulation, placement, finishing of Class II	

		restoration	
<b>Oct.15</b>	8	Alginate 2 <sup>nd</sup> skill assessment	View: Amalgam Video: <a href="https://youtu.be/nz1OGqnOSLY">https://youtu.be/nz1OGqnOSLY</a>
<b>Oct. 22</b>	9	Amalgam: placement/finishing/margination /polishing Cavity Varnish	
<b>Oct. 29</b>	10	Alginate 3 <sup>rd</sup> skill assessment	Watch!! Whitening <a href="https://www.youtube.com/watch?v=W_pSM7ZR2t0">https://www.youtube.com/watch?v=W_pSM7ZR2t0</a>
<b>Nov. 5</b>	11	In Office Whitening Performance	
<b>Nov.1 2</b>	12	Provisional Restorations	
<b>Nov. 19</b>	13	Alginate impression for fabrication of Whitening trays; Bite Registration	
<b>Nov. 26</b>	14	Diagnostic Model Trimming Suture removal/ Completion of Remaining Projects	
<b>Dec. 3</b>	15	Completion of Remaining Projects	
<b>Dec. 10</b>	16	<b>Final Exam week</b>	

**Key Dates:** <https://www.pima.edu/calendars/key-dates-and-deadlines/2017-fall.html>

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines](https://www.pima.edu/calendars/key-dates-and-deadlines/index.html) (<https://www.pima.edu/calendars/key-dates-and-deadlines/index.html>) are on the Calendar link at the top of PCC webpages.

### **Accredited Program-Specific Policies:**

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

### **Professionalism and Behavior:**

- Please refer to your Student Handbook.
- Because of insurance limitations, non-registered visitors are not allowed at class sessions or clinic sessions
- Possession of drugs, alcohol or firearms on college property is illegal.
- Students must demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse population.
- Students are expected to:
  - Demonstrate respect, compassion, and integrity to all.
  - Be responsive to the needs of patients, faculty and society that supersedes self-interest.
  - Be accountable to patients, faculty, society, and the profession.
  - Commitment to excellence and ongoing professional development.
  - Demonstrate sensitivity and responsiveness to other's culture, age, gender and disabilities.
  - Not chew Gum in class

### **Notice to Students: Using Copyrighted Materials**

Some or all of the instructional materials you will use in this course are copyright protected. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the permission of the copyright owner, unless fair use or another exemption under copyright law applies.

Websites and other online resources used in the course of your studies may also contain copyright protected material. Your visit to a website cannot include unauthorized downloading or copying. Please understand that there are serious penalties for the unauthorized copying, downloading or sharing of copyright protected materials. If you aren't sure whether you can copy or download materials, please ask your instructor or a librarian.

### **Student Resources and Policies**

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources \(https://www.pima.edu/current-students/index.html\)](https://www.pima.edu/current-students/index.html)

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources)

### **Technical Support**

If you have difficulty logging in, you can request help by sending an email message to [pimaonline@pima.edu](mailto:pimaonline@pima.edu) or by calling (520) 206-4800. For online course issues, you may also call 206-6310. If you need more information on taking the online portion of this course, refer to the Pima Online page.

## **Academic Integrity/Cheating Plagiarism**

All PCC students are considered to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the [Student Code of Conduct](https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf) (<https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf>). PCC has zero tolerance toward student acts of plagiarism. Plagiarism, as defined in the Student Code of Conduct, *“includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.”*

The [Student Code of Conduct](https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf) (<https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf>) is specific with regard to the academic ethics sanctions for plagiarism.

## **Financial Aid, Veterans Benefits, and Other Student Benefits**

Your financial aid, Veterans benefits, and other benefits from PCC and external agencies are contingent on your participation, performance, and compliance with guidelines set by the College and the benefit providers. Please see a student financial aid advisor, veteran’s benefits advisor, or other agency advisor for information on your benefits, your status with those benefits, and other items of which you should be aware.

## **Notice of Non-Discrimination**

Pima Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

EO/Deputy Title IX Coordinator  
4905 E. Broadway, D108, Tucson, AZ 85709  
520-206-4539 Email: [EEO-ALL@pima.edu](mailto:EEO-ALL@pima.edu)

## **American with Disabilities Act (ADA) Policy Statement**

PCC is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility determined by Access and Disability Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact the ADR office at 206-6688 or [ADRH@pima.edu](mailto:ADRH@pima.edu).

## **Title IX and Pregnancy**

PCC follows the Title IX policy of non-discrimination on the basis of sex, including pregnancy. Students who would like assistance related to pregnancy, should contact the office of Access and Disability Resources (ADR) at 520-206-6688 or email [ADRH@pima.edu](mailto:ADRH@pima.edu)

## **Federal Family Education Rights and Privacy Act (FERPA)**

Subject to certain exceptions set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Pima Community College will not provide personally identifiable student information (including but not limited to grades, billing, tuition and fees assessments, financial aid and other student records) to third parties absent the student's consent. Third parties include parents, spouses, siblings, and third party sponsors. You (the student) may grant Pima Community College permission to release certain information to a third party by submitting the [FERPA Release form:https://pima.edu/current-students/code-of-conduct/ferpa/index.html](https://pima.edu/current-students/code-of-conduct/ferpa/index.html)

Ask a staff member for a copy of the form BEFORE you arrive with a third party.

## **Mandatory Reporting**

Pursuant to Arizona law (A.R.S. §13-3620), College personnel who learn in the course and scope of their employment that a minor (person under 18 years of age) has been the victim of physical or sexual abuse, are required to report this information immediately to law enforcement.

Pursuant to federal law (34 CFR 668.46), College personnel who learn in the course and scope of their employment that an individual has been a victim of dating violence, domestic violence, sexual assault, or stalking, or is informed about allegations of any of these offenses shall as soon as possible, contact the Department of Public Safety.

Please review the attached document from CODA.

[http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)





Pima Community College District  
164LB West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 164LB Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 164LB**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 164LB**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.



# PimaCommunityCollege

## Dental Assisting Education: DAE 164LC Skill Performance: Whitening in Office

Student Name \_\_\_\_\_ Date \_\_\_\_\_



First Assessment: (55% or 17 points or better required)



Second Assessment (65% or 20 points or better required; if exceeds 75%, 23 points, then no third assessment needed)

Third/Final Assessment: (75% or 23 points or better required; Only if student has not exceed 75% on 2<sup>nd</sup> assessment)

### Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Total possible score is 30 points

### Performance standards

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1.Explains procedure to patient including side effects of procedure to patient and protocols for home use.					
2.Obtained informed consent. One copy for patient. One for the chart. Documents treatment plan approval by DDS and patient.					
3.Determined the starting shade and recorded it. A photograph may also have been taken					
4.Ensure intra-oral exam in chart includes restorations, recession, abrasion and erosion.					
5.Cleaned the teeth with flour of pumice or non-fluoride/oil polishing paste					
6.Place tissue protection on the gingiva and interdental papillae according to the					

manufacturer's directions					
7.Placed the dental dam, isolating the teeth to be whitened					
8.Used waxed floss to help tuck in the dam interproximally. Used a hand instrument to invert the dam around each tooth					
9.Placed high-strength whitener as provided by the manufacture and followed specific directions as to time and light/heat source application					
10. Clean up patient and all supplies.					
Comments:					

Total Points: \_\_\_\_\_ Instructor Signature and Date: \_\_\_\_\_

# Pima Community College

## Dental Assisting Education

### DAE 164LB, Constructing Vacuum-forming Whitening Trays

Student Name \_\_\_\_\_ Date \_\_\_\_\_

#### Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate

☐

First Assessment: (55% or 17 points or better required)

☐

Second Assessment (65% or 20 points or better required; if exceeds 75%, 23 points, then no third assessment needed)

☐

Third/Final Assessment: (75% or 23 points or better required; Only if student has not exceed 75% on 2<sup>nd</sup> assessment)

#### Evaluation and Grading Criteria

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Total possible score is 33 points.

#### Performance standards

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Wash hands and PPE					
2. Trim the diagnostic models so that it extends 3 to 4 mm past the gingival border					
3. To provide a reservoir for the whitening solution by placing "block -out" resin on the facial surfaces of the diagnostic model leaving 1 to 2 mm of space from the gingival and interproximal margins					
4. Using a vacuum former, heat a plastic tray sheet until it sags approximately 1 inch in the center					
5. Lower the plastic tray sheet over the model and turn					

on the vacuum for 10 seconds					
6. Remove the sheet after allowing it to cool completely					
7. Using your scissors, cut the excess material from the tray					
8. Use small, sharp scissors to trim the tray approximately 0.5 mm apical to the gingival margin					
9. Place the tray onto the original model, and check gingival extensions					
10. Using a low flame and moistened fingers, gently heat and readapt the margins on the model one sextant at a time (optional)					
11. The whitening tray should be washed and disinfected and then rinsed with antiseptic mouthwash. Deliver trays to the patient in a baggie along with a storage case, whitening kit and instructions on care of the whitening tray					
Additional Comments					

Total Points: \_\_\_\_\_ Instructor Signature and Date: \_\_\_\_\_



**DAE163 Oral Radiography Credit Hours: 2.00 CRN/Term: 10101, Fall 2019.**

**Class Location & Meeting Time:** Thursdays, 12pm to 2pm

## Instructor Information

**Instructor Name:** Rosemary Ortega CDA, M.Ed.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

## Other Course Resources

**Department Head Contact Information:** Rosemary Leon Ortega 520.206.6044

**Course Description:** This is the clinical portion of DAE 163. Principles to dental radiography as a diagnostic aid. Includes radiation production and biology. Also includes clinic experience in exposing, processing, mounting, and interpreting radiographs on mannequins and patients using a variety of radiographic techniques.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course. DHE 116LC can be substituted for DAE 163LC if completed within the last three years, see academic advisor or faculty for information regarding course substitution.

**Course Meeting Days/Time:** Thursday 11am to 1pm

**Course Delivery/Modality:** Traditional

**Course Location:** K building, dental clinic

**Course Start Date:** 08/28/2019

**Course End Date:** 12/11/2019

**Expectation of coursework hours:** 34 in class hours and 64 hours outside class for study/prep during the semester

**Required Textbook:** "Essentials of Dental Radiography for Dental Assistants and Hygienists" Thomson, E. M. and Johnson, O.N., Pearson. Ninth Edition (2012); ISBN-10: 0-13-801939-

**Other Required Materials:** Required Lab Manual Text: "Exercises in Oral Radiography Techniques A Laboratory Manual" Thomson, E. M.; Pearson. Third Edition (2012); ISBN: 0-13-801944-4

**Optional/Recommended Materials:**

Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

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# Student Learning Outcomes

## Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
3. Demonstrate knowledge of biomedical dental science.
4. Define and explain state and federal dental laws and regulations.
5. Demonstrate competency in the knowledge and skills in dental radiology and photography.
6. Complete a variety of radiographs on mannequins and patients.

## Performance Objectives:

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

1. Identify the important people and events in the history of radiography.
2. State the principles of radiation production.
3. Identify and demonstrate methods of radiation production for the patient and operator.
4. Operate and maintain x-ray units safely.
5. Identify radiographic films as to size and use.
6. Process radiographic films manually.
7. Practice quality assurance procedures.
8. Describe techniques use for intra-oral and extra-oral photography
9. Identify radiographic anatomical landmarks.
10. Perform radiograph mounting.
11. Interpret normal and abnormal pathological condition visible on dental radiographs.
12. Describe and perform radiographic film exposure techniques.
13. Describe and perform digital radiography exposure techniques.
14. Evaluate radiographic quality.
15. Complete a variety of radiographs on mannequins and patients.
16. Operate and maintain camera for intra-oral and extra-oral photography evaluation.
17. Identify and perform infection control precautions as specified by the Occupational Safety and Health Administration (OSHA) and program policy.

## Outline:

- I. Introduction to Radiography
  - A. History of radiography
  - B. Production and characteristics of x-radiation
  - C. Dental x-ray equipment
    1. Components
    2. Parts
  - D. Inverse square law
- II. Radiation Health and Safety
  - A. Radiation safety legislation
  - B. Radiation measurement terminology
  - C. Measuring and monitoring devices
  - D. Protection measures for the patient
  - E. Radiation protection for operators
  - F. Maximum permissible doses

- III. Dental Film
  - A. Film emulsion and speeds
  - B. Packaging, storage, and protection of film
  - C. Types of intraoral and extraoral films
  - D. Handling cassettes
- IV. Film Processing
  - A. Darkroom
    - 1. Equipment
    - 2. Illumination
    - 3. Maintenance
  - B. Processing solutions and procedures
  - C. Inadequacies caused by faulty processing techniques
  - D. Film duplication
  - E. Xeroradiography
- V. Digital Radiography
- VI. Identification of Anatomical Landmarks for Mounting and Interpretation
  - A. Radioluscent and radiopaque images
  - B. Alveolar bone and supporting structures
  - C. Landmarks identified
  - D. Mounting, labeling, filing, and storage of radiographs
  - E. Film viewing and preliminary radiographic interpretation
  - F. Abnormal and normal pathological conditions
- VII. Exposure Techniques
  - A. Criteria for intraoral radiographs
  - B. Horizontal and vertical angulation
  - C. Principles of bisecting and paralleling techniques
  - D. The periapical examination
  - E. Fundamentals of interproximal radiography
  - F. Radiography for children
  - G. Patient management
  - H. Infection control
  - I. Evaluation of radiographic quality
  - J. Intra-oral and Extra-oral photography
  - K. Digital radiography
- VIII. Principles of Supplementary Film
  - A. Occlusal surveys
  - B. Types of uses of extraoral film
  - C. Lateral jaw survey
  - D. Temporomandibular articulation survey
  - E. Cephalometric radiography
  - F. Panoramic radiography
  - G. Camera for Intra-oral and extra-oral photography
  - H. Other imaging systems

**Program Learning Outcomes:**

Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings



## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

### Grade Determination and Grading Policies: ABC

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

### Make-up Exams/Extra-credit:

- No extra credit is given for this course.
- It is expected you will take exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on 1<sup>st</sup> day upon returning to school, a zero grade will be given.
- The dates for the exams are provided in the course schedule. The instructor reserves the right to change or alter the schedule.
- No make-ups are given for missed quizzes.
- Quizzes may be announced or unannounced.

**Late work:** Late work may be accepted at the discretion of the faculty member but points will be deducted.

## Grade and Instructor Policies

### Grading Policy:

In the LECTURE your final grade will be weighted, averaged and calculated according to the following:

Midterm Exam	30%
Final Exam	30%
Quizzes/Assignments/Homework	20%
Evidence-based Research/presentation	15%
Participation	5%
Total = 100%	

**A minimum grade of 80% is required on the Final Exam**

### Grading Scale:

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

\*\*Grades will not be rounded up\*\*

### Course Schedule:

<b>DATES Thursdays</b>	<b>Lecture Subject/Exams/Quizes</b>	<b>Reading assignment <u>prior</u> to class time</b>
08-22-19	Orientation	
08-29-19	LEC 1 Course Introduction History of Dental Radiography 01 Legality & Ethics 10: Patient relations and Education 11	Chapter 01, 10, 11
09-05-19	Dental X-Ray Machine 03	Chapter 3
09-12-19	LEC 2 Characteristics and Measurement of Radiation (02) Radiation Protection & Precautions (06) Infection Control (09)	CH 02, 06, 09
09-19-19	LEC 3 Producing Quality Radiographs 04 Detection of Dental Caries 24 Bitewing Examination 15	CH 04, 16, 24
09-26-19	LEC 4 Digital Radiography 08 Intraoral Radiographic Procedures 12 Paralleling Technique 13 <i>Group Research Topic Due</i>	CH 08, 12,13
10-03-19	LEC 5 The Periapical Examination – Bisecting Technique 14 Occlusal Examination 16 Panoramic Radiography 17	CH 14, 16, 17
10-10-19	LEC 6 Mounting and Introduction to Interpretation 21 Recognizing Normal Radiographic Anatomy: pano 22	CH 21, 22
10-17-19	LEC 7 Dental X-ray Film 07 Dental X-ray Film Processing Traditional X-ray Film 07 Dental X-ray Film Processing Periodontal Diseases 25	Above Chapters CH 07, 20
10-24-19	<b>Midterm Exam</b>	CH 07, 25

10-31-19	LEC 9 Radiographic Lesions Descriptive Terminology Panoramic Anatomy 30  Orientation and Intro to Interpretation 20	CH 20, 30
11-07-19	LEC 10 Effects of Radiation Exposure 5 Identifying and Correcting Undiagnostic Radiographs 18 Restorative Identification	CH 05, 18
11-14-19	LEC 11 Quality Assurance in the Dental Radiography 19 Managing Children & Patients with Special Needs 27, 28 Foreign Objects 23	CH 19, 23, 27, 28
11-21-19	LEC 12 Extra Oral Radiography 29, 30, 31 Supplemental Techniques including Camera: Intraoral and extraoral photography 28	CH, 28, 29, 30 31
<b>November 28</b>	LEC 13 <b>College is Closed</b>	<b>Thanksgiving</b>
12-05-19	LEC 14 Evidence-Based Research Presentations Research Papers Due	Your turn to WOW Us!
<b>12-10-17</b>	Presentations continued. <b>FINAL EXAM</b>	<b>Done!</b>
	<b>**Faculty reserves the right to change or alter the schedule**</b>	

## Course Activities

### EVIDENCE BASED RESEARCH ASSIGNMENT

There will be --- groups of (---) students. Groups will be assigned in class during the first half of the semester. This assignment will require group and individual work. The Group will provide the Instructor with the specific area of Radiography they wish to research along with an outline of each student's specific role in the research by **September 26, 2019** for approval to proceed:

#### **OBJECTIVES:**

The group and individual will:

1. Perform literature searches on the assigned topic from peer review journals.
  2. Perform a literature search in an appropriate database.
  3. Compare and contrast the various publication types found in academic journals for your topic.
  4. Provide an outline of each student's specific role in the research.
  5. Compile evidence and provide a two (2) page typed paper accompanied with an additional Reference/ Bibliography page in APA format.
  6. Present the findings to the class on December 5 in a 10-15 minute presentation, with each student within the group participating.
  7. Each student will provide the instructor with an 'Assessment of Performance' form from each student in the group including themselves. This will total five (5) assessment sheets per student
- 

### **EVIDENCE BASED RESEARCH ASSIGNMENT/PRESENTATIONS**

#### **PAPER DUE:**

Thursday, December xxxx

#### **PRESENTATIONS:**

Thursday, December xxxxx

#### **RATIONALE:**

Dentistry is a dynamic and constantly evolving profession. The dental assistant must be prepared to address a variety of patient needs, thus utilizing critical-thinking skills while keeping abreast of new research and developments. The ability to analyze information critically and implement patient care based on this knowledge is essential in our profession. Critical assessment skills will be enhanced through group discussions and presentations on various topics in dentistry as well as analyzing dental literature.

#### **Rationale and Purposefulness for EBPR (Evidence Based Practice and Research)**

In EBPR (Evidence Based Practice and Research) the basic principles are that all practical decisions made should:

- 1) be based on research studies, and
- 2) that these research studies are selected and interpreted according to some specific norms characteristic for EBPR(Evidence Based Practice and Research).

Evidence-based behavioral practice (EBBP) involves making decisions about how to promote health or provide care by integrating the best available evidence with practitioner expertise and other resources, and with the characteristics, state, needs, values and preferences of those who will be affected.

This is done in a manner that is compatible with the environmental and organizational context.

Evidence is comprised of research findings derived from the systematic collection of data through observation and experiment and the formulation of questions and testing of hypotheses.

**OBJECTIVE:** Enhance research skills and critical thinking skills.

Dental literature analyzed will relate to clinical areas regarding patient care leading to evidence-based outcomes.

**DIRECTIONS:** Each student in the group will locate and submit one evidence based, peer-reviewed source on their topic. The specific section that each student contributed to the paper will be labelled with their name in parenthesis next to their paragraph as shown: (Jane/John Doe, contributor).

The group will present (10-15) minutes on their section of specific findings. Each student in the group must participate in the group presentation. The group will submit five (5) typed pages, Times New Roman, 12 point font, double spaced summary of their evidence based research findings. The group will submit a bibliography and cover page on a separate pages citing your references in APA format should be included.

**GRADING:**

Component	3		2		0	Total
<b><u>Researching</u></b> participation in paper content  (located and submitted evidence based, peer-reviewed sources on group topic)	Full participation in research		Partial participation in research  Fractional or marginal development of paper		Sub-adequate participation in research  Not submitted	/4
<b><u>Compilation</u></b> participation in research paper  (student met with group; collect and contributed data; assisted in writing paper ; correct APA format used)	Full participation in compilation of paper		Partial participation in compilation of paper Several mistakes in directions, grammar and spelling		Sub-adequate participation in compilation of paper  Not submitted, not following directions	/4
<b><u>Construction</u></b> participation of group presentation  (student met with group to assemble the production; helped with necessary staging and preparation)	Full participation in construction		Partial participation in construction  Not organized, Minimal Participation		Sub-adequate participation  No participation	/3

<b>Presentation participation</b>  (student demonstrated team participation; positive behavior; problem solving & listening skills)	Full participation in presentation		Partial participation in presentation  Not prepared, Minimal Participation		Sub-adequate participation  Did not present	/4
Total Points=						/15

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

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- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

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Pima Community College District  
163 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 163 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 163**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 163**

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.





## DAE 163LC Oral Radiography Clinical Lab Credit Hours: 1.00

**Class Location & Meeting Time:** Thursdays: 8am to 11am or 2pm to 5:30

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, M.Ed.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Sarah Marcus

Course Information

**Course Description:** This is the clinical portion of DAE 163. Principles to dental radiography as a diagnostic aid. Includes radiation production and biology. Also includes clinic experience in exposing, processing, mounting, and interpreting radiographs on mannequins and patients using a variety of radiographic techniques.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

DHE 116LC can be substituted for DAE 163LC if completed within the last three years, see academic advisor or faculty for information regarding course substitution.

**Course Meeting Days/Time:** Thursdays: 8am to 11am or 2pm to 5:30

**Course Location:** K building, dental Clinic

**Course Start Date:** 08/28/2019

**Course End Date:** 12/11/2019

**Expectation of coursework hours:** Students are expected to spend 2-3 hours outside of class for every hour they spend in class working on classroom assignments, projects, readings, etc. Your instructor and college counselors can assist in setting up a time management plan to help you be successful in managing the course workload. 48 hours in class time and a minimum of 96 hours outside class for study/prep time during the semester.

**Course Delivery/Modality:** Traditional

**Required Textbook:** Essentials of Dental Radiography for Dental Assistants and Hygienists, 10<sup>th</sup> edition (2018), E. Thomson & O. Johnson, Pearson; ISBN13: 978-0134460741

**Other Required Materials:** Exercises in Oral radiography Techniques: A Laboratory Manual, 4<sup>th</sup> edition (2017), E. Thomson, Pearson Education, Limited; ISBN 9780134449876

**Optional/Recommended Materials:**

Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

# Student Learning Outcomes

## Course Learning Outcomes:

8. Upon successful completion of this course, the student will be able to:
9. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
10. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
11. Demonstrate knowledge of biomedical dental science.
12. Define and explain state and federal dental laws and regulations.
13. Demonstrate competency in the knowledge and skills in dental radiology.
14. Complete a variety of radiographs and intra-oral/extra-oral photography on mannequins and patients.

## Performance Objectives:

16. Identify the important people and events in the history of radiography.
17. State the principles of radiation production.
18. Identify and demonstrate methods of radiation production for the patient and operator.
19. Identify radiographic films as to size and use.
20. Process radiographs manually, digitally and using an automatic processor.
21. Practice quality assurance procedures.
22. Identify radiographic anatomical landmarks.
23. Set up intra-oral and extra-oral photography.
24. Perform radiograph mounting.
25. Interpret normal and abnormal pathological condition visible on dental radiographs.
26. Describe and perform x-ray film exposure techniques.
27. Evaluate radiographic quality.
28. Demonstrate use of intra-oral and extra-oral photography.
29. Complete a variety of radiographs on mannequin and patients.
30. Identify and perform infection control precautions as specified by the Occupational Safety and Health Administration (OSHA) and program policy.

## Program Learning Outcomes:

Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

# Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

## Grade Determination and Grading Policies: ABC

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes will be given.

**Late work:** Late work may be accepted at the direction of the faculty member but points will be deducted at 2 points per day.

## Grading Policies

### Grade Determination and Grading Policies:

Points		Grade
2000 - 1840	A	100 - 92%
1839 - 1660	B	91 - 83%
1659 - 1500	C	82 - 75%
1499 - 1320	D	74 - 66%
1319 - 0	F	65% and Below

\*No rounding up of grades will be given\*

A 75% or "C" or higher is required to pass the class.

DAE 163LC Procedure:	QUANTITY	POINTS
Worksheet 1-1	1 – 10 points possible	10
Worksheet 1-2	1 – 10 points possible	10
XCP performance	1 – 10 points possible	10
Nomad use	10 points possible	10
Intra/extra oral Photography	20 pts possible	20
Clinical assistant (2 rotations)	2 - 25 points each	50
Infection Control	50 points possible	50
(2)Mounting &(1)Edentulous Exercises	3 - 20 pts each	60
Landmark Exercise (using traditional and digital imagery)	1	100
Panoramic Landmark Exercise	1	50
7 Vertical BWX <i>Digital Dexter</i>	1	70
4 Horizontal BWX (1set) <i>Digital</i> /(1set) <i>bitetabs Dexter</i>	2 sets of 4 - 40 pt. each set	80
2 Pedo BW <i>Traditional Dexter</i> Nomad	1 set of 2 - 20 pt. each set	20
2 Pedo Occlusal <i>Digital Dexter</i> Nomad	1 set of 2, - 20 pt. each set	20
2 PANO Digital Dexter	2 - 50 points each	100
18 image FMX <i>Digital</i> Parallel Technique <i>Dexter</i>	2 - 170 pts each	340
18 image FMX <i>Digital</i> Bisecting Technique <i>Dexter</i>	2 - 100 pts each	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
18 image FMX <i>Digital</i> <b>Human patients*</b>	1	200
	<b>Total Points possible</b>	<b>2000</b>

**\*Please note:** where “**Human patients**” are indicated, the students are required to find and schedule a patient. There is **no charge** to patient for taking these radiographs.


### PCC Radiology Grade Sheet for radiographs

Point interpretation is as follows:

- Minus 5 for each retake
- Minus 1-2 for each minor error
- Minus 1-2 for each misidentification/or lack of identification of pathology, charting, or compensation techniques.
- Minus 1-2 for each mounting error.
- Minus 10 for late surveys - late constituting fourteen (14) calendar days past date of exposure.
- Points deducted / rewarded as per charting and conditions of patient not recorded by student.
- Points deducted / rewarded for Rational completion
- Points deducted / rewarded for Radiography safety
- Points deducted / rewarded for Asepsis technique
- Points deducted / rewarded for Student self-assessment

### Course Schedule:

Date	Lab Topic	Reading Assignments	Homework/ Assignments
<b>08-22-19</b>	Orientation to Lab-, Dexter, Tubehead; Folders; Sterilization & Infection Control; Forms; Schedule; Equipment/Terminology; etc. XCP Demo	Manual: pages 1-26 187-214	<b>In class: Manual: Worksheet 1-1,1-2.</b> HW: manual: pgs 213-214.
<b>08-29-19</b>	4 and 7 Bitewings/ Nomad Demo. Introduction to XCP Holders; Practice Horizontal and Vertical Bitewing/Expose on Dexter <b>First assessment PPE.</b>	Manual: pgs. 27-70	HW: pgs.51-52, 69-70 <b>In class: finish 1-1,1-2 and XCP performances</b>
<b>9-05-19</b>	Paralleling Demo. Practice Paralleling Technique on Dexter / Expose FMX, BWS on Dexter	Pgs. 71- 102	HW: pgs.103-104 <b>In class: finish XCP performances</b>
<b>9-12-19</b>	Practice Paralleling Technique on student partner/ Expose FMX on Dexter. Work on grading and landmarks	Pgs 139-186, 215-233	HW. Pgs. 159-160, 185-186, 233-234
<b>09-19-19</b>	Practice Paralleling Technique on student partner Bisecting Technique Demo– Dexter / Panoramic Radiograph trainer/ DEXIS Digital	Pgs 105-138	Hw; 137-138 <b>In class: Start Mounting assignment</b>

	Radiograph/Mounting Exercises <b>Second assessment PPE</b>		
<b>09-26-19</b>	Bisecting Technique Demo Panoramic/ Occlusal/ Film developing/ Photography Demo	Pgs. 105-138, 235- 252, 283-306	Hw. 251-252, 305-306
<b>10-03-19</b>	Continue working on lab assignments	Pgs. 307-328	Hw. 327-328
<b>10-10-19</b>	<b>Final Assessment PPE.</b> <b>Critical Assessments prior to Live</b> <b>Human patients.</b>	Pgs. 253-282	Hw. 281-282
<b>10-17-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		
<b>10-24-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		
<b>10-31-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		
<b>11-07-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		
<b>11-14-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		
<b>11-21-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		
<b>11-28-19</b>			
<b>12-05-19</b>	<b>Patient exam, expose FMX</b> <b>(Human)</b> / Continue working on all lab assignments		All HW must be turned in today
<b>Week of</b> <b>12-09-19</b>			All assignments are due today.

## Health and Safety/Lab Regulations:

### Radiation Control Policy

- State and Federal regulations mandate strict radiation safety control of institutions using radiation equipment. The following procedures have been developed in order to insure a safe environment for all students, faculty, staff and patients.
- If a student becomes pregnant, the student must report it immediately to the Program Director, Radiology Coordinator and respective Clinic Coordinator.
- Students shall protect themselves during exposures by operating equipment from outside the room. This is at least 6 feet from source, NOT in direct beam and preferably behind a structure (i.e., wall). Pregnant operators are provided a lead apron for further protection.
- Phosphor plate radiographs are to be placed in a “black” box for proper storage and infection control.
- Operators and other students shall **NEVER** hold sensor/PSP/film for patient during exposure.
- A maximum of 4 retakes are permitted on each patient. For an 18 series FMR a maximum of 22 radiographs/images can be taken; in a 20 series FMR a maximum of 24 radiographs/images can be taken.
- A copy of the radiographic surveys can be released to the patient.
- Documentation of the patient receiving a copy(s) is to be entered into the patient’s clinical file.
- Radiographs are NOT allowed to be exposed without prior approval from clinic instructor. Rational from the student and instructor signature is required to begin treatment.
- Radiographic retake(s) are NOT allowed without dentist and instructor approval. Once approval has been given for the retake(s) the student may proceed ONLY with and instructor present.
- Use of lead apron and thyroid collar is mandatory for patients for all radiographic exposures.
- Failure to comply with the above procedures may result in removal of the student from the clinical areas and/or loss of credit for radiographs.
- A student presenting severe negligence and or malice may result in removal of the student from the clinical areas and/or loss of credit for radiographs and/or possible dismissal from the program.

### Exposing Radiographs

When dental radiography is performed under optimum conditions, and when indicated, the diagnostic benefits far outweigh the potential risks. It is the policy of the Dental Assisting Education Program that radiographs are exposed only when needed and safely. All students and faculty will use the highest degree of professional judgment to determine if radiographs are indicated on a clinical patient. After considering the patient history and needs, the student, in conjunction with a clinical faculty member, will determine the type, frequency, and extent of the radiographic images indicated.

The ADA Guidelines for Prescribing Dental Radiographs are posted in the radiography viewing area and are to be followed by all faculty and students. At Pima Community College, it is our objective for the patient to receive the least possible amount of radiation to obtain the greatest diagnostic results and for the faculty and students to achieve occupational radiation exposure as close to zero as possible.

As with all dental equipment, students are to exercise the highest levels of conscientious care to avoid excessive radiation. Digital sensors are particularly expensive and **care is required when handling.**

A thorough radiation history is taken on all patients prior to using them as a patient or exposing them to radiation.

**The following criteria is required for possible DAE 163LC Radiology Patients:**

- a) Must be an adult
- b) Must have a minimum of 3 posterior teeth in each quadrant
- c) Must not be an active orthodontic patient
- d) Must not have had a recent FMX. A minimum of 2-5 years. Dentist signing the prescription will determine if FMX is needed depending on patient's health and radiation history
- e) A prescription signed by a qualified dentist is required to take radiographs on a patient
- f) Must not be pregnant
- g) Must not have had radiation treatment for other medical conditions

Additional policies:

- A lead apron and thyroid collar must be used on all patients.
- Pregnant patients are to be identified and the instructor notified before radiographs are prescribed. Permission from the patient's current doctor will be needed to proceed with radiographic treatment and/or be approved by the dentist on PCC staff.
- All digital oral images are to be processed, properly displayed and evaluated by an instructor as per respective clinic syllabus guidelines. After instructor approval, digital oral images may be printed out on photographic paper for patient procurement.

### **Bloodborne & Infectious Disease Policy:**

Students may be exposed to infectious diseases and bloodborne pathogens during patient care. Based upon Occupational Safety & Health Administration (OSHA) and Centers for Disease Control & Prevention (CDC) guidelines. Standard Precautions and Post Exposure Guidelines for disease/injury control and prevention are required practice by all students, faculty, and staff. The Bloodborne Pathogen and Infectious Disease Policy is provided in its entirety to Dental Hygiene Education students, faculty and Staff and DHE applicants.

### **Professionalism:**

- Two (2) points will be deducted for each infraction of unprofessionalism.
- If unprofessionalism occurs in classroom -2 will be deducted from the classroom grade.
- If unprofessionalism occurs in the lab -2 will be deducted from the lab grade.
- Examples of unprofessionalism are provided below.

### **Examples of Unprofessionalism** are as follows:

- Being disruptive in class, tardy, unexcused absence, use of cell phone for phone calls, internet or texting, use of laptop, notebook, iPad, etc. other than for taking notes for DAE 163, viewing power points for DAE 163, or viewing the syllabus for DAE 163 during class time.
- Not adhering to proper dress code, not adhering to course or clinic policies.
- Speaking to course instructor with disrespect, the instructor's is to be addressed as they wish to be addressed. If the instructor observes students conducting themselves in an unprofessional manner towards other classmate's points will be deducted.
- The DAE program is demanding, occasional complaining may take place, but, if the complaining is construed as disrespectful, points will be deducted.
- The course or clinical instructor will inform the student as soon as an act of unprofessionalism/professionalism takes place in a private, professional manner. The instructor will inform the student by stating an "unprofessional deduction" will be placed on your lecture or clinical grade. If the student has multiple acts of unprofessionalism a paper on professionalism may be required.

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- Attending class during each scheduled face-to-face session
- Participating in a class-related activity each week/7-day period such as attending a faculty-organized study session, working on course content in a supervised center, or meeting with the instructor face-to-face or online
- Completing a class-related task such as an interactive tutorial or computer-assisted instructional activity
- Completing an assessment during each week/7-day period; the assessment might address content that should have been learned to date or might be in the form of a progress self-assessment\*\*
- Posting academically-related communications regarding course content
- Academically-participating in a discussion
- Signing in via an Accutrack-type system for the on-site component in an on-campus (and possibly self-paced) class
- Note that simply logging on to D2L or other computer-based systems does not meet the federal guidelines for active participation.
- Checking Pima student email at a minimum of 3 times a week.

**Everyone is expected to attend classes regularly and punctually. After 3 absences you may fail the course and may fail the program. Three (3) tardies equal one absence.**

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Pima Community College District  
163lc West Campus  
Allied Health Programs  
Dental Assisting Education

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\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 163lc**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.

## Student Compilation Sheet for DAE 163 Clinical Proficiencies

**All assignments must be turned for grades within 2 weeks of having taken the x-rays. Any assignments turned in after the 2 weeks will not be given any points, and you will be required to retake and resubmit the assignment.**

### PAGE 1

1855 -1762	A	100 - 92%
1761 – 1539	B	91 – 83%
1538- 1391	C	82 – 75%
1390 - 1224	D	74 – 66%
1222- 0	F	65% and Below

PROCEDURE	1-1 WORKSHEET	1-2 WORKSHEET	XCP	NOMAD U S E	Intra/extra photo	CA	Infection Control	1 Edentulous Mounting  &  2 Traditional Mounting Exercises	Landmark Exercise	7 VERTICAL BW  PSP  Dexter
POINT VALUE	5	5	10	10	20	25 pts each	50 max	20pts each X 3	100 pts.	70 pts.
# (set) REQUIRED	1	1	1	1	1	2	1	3	1	1
Date Completed										
Date										

## Student Compilation Sheet for DAE 163 Clinical Proficiencies

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PAGE 2

1855 -1762	A	100 - 92%
1761 – 1539	B	91 – 83%
1538- 1391	C	82 – 75%
1390 - 1224	D	74 – 66%
1222- 0	F	65% and Below

PROCEDURE	<b>4 HORIZ BW</b>  <b>Digital</b>  <u>Dexter</u>  1 w/ Nomad	<b>2 PEDO BW &amp; 2 Occl</b>  Traditiona I FILM  <u>Pedo</u> <u>Dexter</u>	<b>1 PANO</b>  <b>Digital</b>  <del>Dexte</del>	<b>18 Image FMX</b>  Parallel  <b>Digital</b>  <u>Dexter</u>	<b>18 Image FMX</b>  Bisecting  <b>Digital</b>  <u>Dexter</u>	<b>4</b>  <b>FMR</b>  18 Image <u>Digital</u>  <u>Human</u>	<b>Workboo k Homewor k</b>
POINT VALUE	40 pt. set .	10 pt. each = 40 pts.	75 pts.	180 pts	100 pts.	180 pts. each	200pts
# (set) REQUIRED	2	1	1	1	2	4	1
Date Completed							
Date							



# PimaCommunityCollege

Dental Assisting Education: DAE 163LC

Skill Performance: Intra-oral and Extra-oral Photography

Student Name \_\_\_\_\_ Date \_\_\_\_\_

## Self and Peer

☐  
☐

**Assessment** Self-  
Assessment Peer  
Assessment

## Instructor Evaluation

☐  
☐  
☐

First Assessment: (55% or 19 points or better required)  
Second Assessment (65% or 22 points or better required)  
Third/Final Assessment: (75% or 25 points or better required is pass this skill)

## Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance  
2 Student required assistance to meet the stated criteria  
1 Student showed uncertainty when performing the stated criteria  
0 Student was not prepared and needs to repeat the step.  
n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.  
The total possible score is 33.

## Scenario:

Students will be provided with a list of patients, treatment and payments to be used for this assignment.

As part of your daily routine, print out a copy of the **Appointment Book** for each operator and a **route slip** for the patients you have scheduled. At the end of the each Appointment, check out the patient by posting schedule work, scheduling the next appointment, posting payments, and printing an **insurance claim** and **walkout statement**. At the end of the day generate a **Day Sheet Report**, **Deposit Slip** and a **Daily Collection Report**.

This assessment is done for each patient. You will be assigned days that you are doing self or peer assessments and when the instructor will be doing the evaluation. You must reach the third proficiency score of 75% to pass this skill and this course.

**Performance standards**

<b>PERFORMANCE Criteria</b>	<b>*</b>	<b>SELF</b>	<b>PEER</b>	<b>INSTRUCTOR</b>	<b>COMMENTS</b>
1. Reviewed Medical History					
2. Explained the procedure to the patient					
3. Patient seated in an upright position					
4. Barriers placed on intra oral camera					
5. Patient asked to remove any removable dental appliances, applied non-petroleum lubricant to cracked and dry lip areas					
6. Intra oral: Using lip retractors: Took full direct view, which includes all teeth in occlusion					
7. Intra oral: Using lip retractors & mirror: Took Maxillary Occlusal View, including the palate and all maxillary occlusal surfaces					
8. Intra oral: Using lip retractors & mirror: Took Mandibular Occlusal View, including all mandibular occlusal surfaces					
9. Intra oral: Using lip retractors: The right buccal view, which includes the distal of the canine to distal of the last molar view (some doctors want the left side taken also)					
10. Extra oral: The frontal view, with the lips in a relaxed position (some doctors also want with patients in a normal smile position)					
11. Extra oral: A profile view of the patient's right side, with the lips in a relaxed position					

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

## **DENTAL ASSISTING RECOMMENDATION #8**

Standard 2 – Educational Program - 2-11, a, e, f, g

**NARRATIVE:** Through review of the self-study documents, documentation provided on-site, and on- site interviews, the visiting committee was unable to verify that students were able to demonstrate competence in dental practice management skills. The program did not provide any skill assessments or exercises to demonstrate knowledge in dental practice management.

**RECOMMENDATION #8:** It is recommended that students demonstrate competence in the knowledge at the familiarity level in dental practice management:

- a. Computer and dental software
- e. Maintenance and retention of business records
- f. Management of patient information
- g. Recall systems (DA Standard 2-11, a, e, f, g)

The Commission reviewed the DAE 167 Dental Assisting III course syllabus and Dentrrix assignment. The Commission noted that skill evaluations are still under development.

To demonstrate compliance with Recommendation #8 the Commission requests: skill evaluations for computer and dental software, maintenance and retention of business records, management of patient information, and recall systems.

### **RESPONSE TO RECOMMENDATION #8:**

**DESCRIBE PROGRESS MADE IN IMPLEMENTING THIS RECOMMENDATION SINCE THE SITE VISIT.  
COMPARE THE CURRENT SITUATION WITH THAT EXISTING AT THE TIME OF THE SITE VISIT:**

DAE167 is the course that covers many of the office related functions of a dental assistant. The course covers the knowledge and practical skill application for computer and dental software, maintenance of business records, management of patient information and recall systems.

#### **Computer & Dental Software**

- DAE 167 Scheduling, Appointment Matrix and Production Goals
- DAE167 Dentrrix Editing Patient Files
- DAE 167 Pre-treatment Estimate
- Quiz #1 Sample: Dental Software

#### **Business Records**

- DAE 167 Accounts Receivable Skills Assessment
- DAE 167 Scheduling, Appointment Matrix and Production Goals
- DAE 167 Pre-treatment Estimate

#### **Patient records**

- DAE167 Patient Information Management
- DAE167 Dentrrix Managing Patient Records
- DAE167 Dentrrix Editing Patient Files

#### Recall systems

- DAE 167 Patient Communication and Recall
- DAE167 Dentrux Managing Patient Records
- DAE 167 Scheduling, Appointment Matrix and Production Goals
- Quiz #2 Sample: Scheduling

DAE165 also provides additional coverage of dental computing at the bedside and includes expanded information on using software such as Dentrux as well as managing patient information and privacy.

The programs evaluates these skills with both knowledge and skill demonstration. For computer and dental software, the program uses Microsoft office and Dentrux. In the Pima Dental Clinic and while on externship, students gain experience in the practical application of various types of software including those listed. For the other areas of skill development, students utilize files and records systems to understand data entry. Students perform in-hand filing assessment as well as didactic exams to assess knowledge.

#### **DOCUMENTATION:**

• DAE 167 Syllabi	201
- Course Objectives	202-203
• DAE 165LC Syllabi	208
- Course Objectives	209-210
• Skill Assessment	
Computer & Dental Software	
- DAE 167 Scheduling, Appointment Matrix and Production Goals	219
- DAE 167 Pre-treatment Estimate	220
- DAE167 Dentrux Editing Patient Files	222
- Quiz #1 Sample: Dental Software	228
Business Records	
- DAE 167 Accounts Receivable Skills Assessment	217
- DAE 167 Scheduling, Appointment Matrix and Production Goals	219
- DAE 167 Pre-treatment Estimate	220
Patient records	
- DAE 167 Patient Information Management	220
- DAE 167 Dentrux Editing Patient Files	222
- DAE 167 Dentrux Managing Patient Records	224
Recall systems	
- DAE 167 Scheduling, Appointment Matrix and Production Goals	219
- DAE 167 Dentrux Managing Patient Records	224
- DAE 167 Patient Communication and Recall	226
- Quiz #2 Sample: Scheduling	230
Overall Dental Business Systems	
- Quiz #1 Sample: Dental Software	228
- Quiz #2 Sample: Scheduling	230



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## DAE 167 / Dental Assisting III / Credits: 3.0 / Spring 2020

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 2 business days.

**Office Location/Hours:** E-239. Email to schedule an appointment.

**Department Chair or Dean Phone:** Rosemary Ortega 520.206.4066

### Course Information

**Course Description:** Principles and techniques of dental practices management and oral health education as applied to dental assisting. Includes preventive dentistry in dental health education, dental office procedures, and summary and evaluation.

**Prerequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LB. All above courses must be passes with a grade of 75% or better.

**Corequisite(s):** DAE 166 and 169LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Expectation of coursework hours:** 45 in class hours and 90 hours outside class for study/prep during the semester

**Course Meeting Days/Time:** Thursday, 12pm to 3pm

**Course Delivery/Modality:** In person

#### Required Textbook(s):

Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

Gaylor, Linda J, The Administrative Dental Assistant, 4<sup>th</sup> ed., Elsevier, 2017

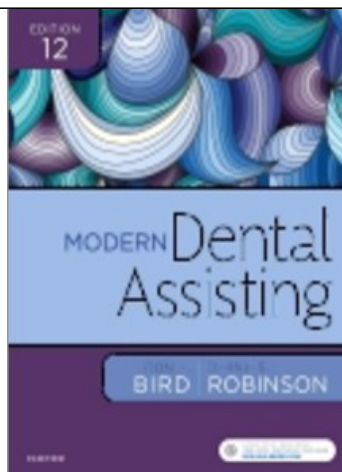
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Other Optional Course Materials: Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

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Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.

Gaylor, Linda J, The Administrative Dental Assistant, Student workbook, 4<sup>th</sup> ed., Elsevier, 2017



## **Student Learning Outcomes**

### **Course Learning Outcomes:**

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures and software.
4. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
5. Define and explain state and federal dental laws and regulations.

### **Performance Objectives:**

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

1. Instruct patients in appropriate home care techniques.
2. Demonstrate the proper technique for coronal polish and topical fluoride application.
3. Use effective telephone techniques in standard business situations.
4. Process clinical records, manage and file dental office records.
5. Identify and comply with Health Information Privacy Policies and Procedures (HIPPA).
6. Complete dental insurance forms for the dental office.
7. Perform data entry for charges and payments.
8. Manage recall systems.
9. Demonstrate use of a variety of dental business software
10. Identify and explain methods of supply, purchase, and control.
11. Operate basic business equipment.
12. Manage an appointment control system.

### **Outline:**

- I. Preventive Dentistry in Dental Health Education
  - A. Periodontal disease
  - B. Home care
  - C. Patient education
  - D. Fluoride
  - E. Coronal polish
  - F. Miscellaneous preventive measures
  - G. Care of prosthetic devices
  - H. Public dental health
- II. Dental Office Procedures and Software
  - A. Duties of a dental secretary
  - B. Office manual
  - C. Telephone techniques
  - D. Appointment control
  - E. Record keeping
  - F. Accounts receivable
  - G. Dental insurance
  - H. Recall systems
  - I. Preventing disease transmission in records management

- J. Accounts payable
- K. Computers in practice management
- L. Inventory control
- III. Summary and Evaluation

**Program Learning Outcomes:** Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Grade and Instructor Policies

### GRADING POLICY FOR DAE 167 Lecture

**The course consists of 3 modules/units and a final week. Course work must be completed with a “C” or better.**

- Exam #1 (Unit I) 30%
- Exam #II-A(Unit II) 15%
- Exam #II-B(Unit II) 15%
- Final Exam 30%
- Quizzes, Homework & participation 10%

**Final Exam must be passed with a grade of 80% or better**

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment

### GRADING SCALE

A = 100-94%
B = 93-87%
C = 86-80%
D = 79-70%
F = 69% below

**Course must be completed with a minimum grade of 80% or a C**

Unit I	<i>PREVENTATIVE DENTISTRY; DENTAL HEALTH EDUCATION</i>	<i>Reading Assignment/Homework</i>
01-17-19	Orientation; Coronal Polish Lecture	Bird & Robinson: Chapter 58, 24, pgs.186-217
01-24-19	Lecture: Fluoride & Biofilm CLINIC: Coronal polish	Bird & Robinson: pg. 1103

01/31/19	Lecture: Dental Public Health CLINIC: Coronal polish and fluoride application	Bird & Robinson: Chapter 14
02-07-19	Lecture: Periodontology. CLINIC: coronal polish and Fluoride application	
02-15-18	Periodontology: Oral Hygiene Aids, OHI, dental water lines	
02-22-18	*RODEO HOLIDAY – NO CLASS*	
03-01-18	<i>UNIT I EXAM</i>	
<b>UNIT II</b>	<b>DENTAL OFFICE PROCEDURES</b>	Bird & Robinson: Chapter 61-63 Gaylor, Chapter 9, 15, 16 & 17
03-08-18	Dental office management/phone skills/ patient scheduling/records & bookkeeping/filing With Laptops brought into classroom: Start: In class expand on previously charted patients. Dentrux Dental Practice Management <ul style="list-style-type: none"> <li>• Posting charges/pymts,</li> <li>• End of day, deposit.</li> <li>• TX plan</li> <li>• Routing slip/superbill</li> <li>• Insurance pre-auth</li> </ul>	Homework: Perform Dentrux Exercise on pg 621 of Modern Dental Assisting Student Workbook., turn in printed page of schedule Due next class time
03-15-18	*SPRING BREAK*	
03-21-18	Continue: Dentrux Dental Practice Management <ul style="list-style-type: none"> <li>• Posting charges/pymts,</li> <li>• End of day, deposit.</li> <li>• TX plan</li> <li>• Routing slip/superbill</li> </ul>	In class: Print and turn in the following: <ul style="list-style-type: none"> <li>• Routing slip/receipt</li> <li>• Insurance Pre-authorization</li> </ul>

03-29-18	Continue: Dentrux Dental Practice Management <ul style="list-style-type: none"> <li>• Posting charges/pymts,</li> <li>• End of day, deposit.</li> <li>• TX plan</li> <li>• Routing slip/superbill</li> </ul> Prepare for School Project	In class: Print and turn in the following: <ul style="list-style-type: none"> <li>• End of day posting and deposit</li> <li>• Fill out insurance Claim form</li> </ul>
04-05-18	<i>Unit II, EXAM II-A</i> School Social Project	
<b>04-12-18</b>	Dental Insurance/Treatment Planer/Financial Arrangements/Maintenance and retention of business records	
<b>04-19-18</b>	Accounts Receivable/Accounts Payable/Presentations	
<b>04-26-18</b>	End of Day/Month/Year Reports/ Banking Procedures/ Presentations	
<b>05-03-18</b>	<i>UNIT II, EXAM II-B</i>	
<b>05-10-18</b>	<i>FINAL EXAM</i>	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html\)](https://www.pima.edu/programs-courses/credit-programs-degrees/attendance.html)

Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a may be expelled from program. 3 tardies equal one absence.

### Make up Work:

It is expected you will take all exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on 1<sup>st</sup> day upon returning to school, a zero grade will be given. Quizzes are excluded from make-up policy.

## Key Dates

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines](https://www.pima.edu/calendars/key-dates-and-deadlines/index.html) (<https://www.pima.edu/calendars/key-dates-and-deadlines/index.html>) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources](https://www.pima.edu/current-students/index.html) (<https://www.pima.edu/current-students/index.html>)

### **Student Resources at the West Campus, or resources at other campuses may also be utilized.**

Learning Centers (tutoring): West (520) 206-6819

Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520) 206-6042

Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources)

### **Academic Integrity/Plagiarism**

All PCC students are expected to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of **plagiarism**. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: [www.pima.edu/studentserv/studentcode](http://www.pima.edu/studentserv/studentcode). Faculty may submit submitted student assignment/homework through plagiarism checker software/website.



Pima Community College District  
167 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 167 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand  
the syllabus for Dental Assisting Education **DAE 167**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 167**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, CDA, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.



**PimaCommunityCollege**

## **DAE 165LC Dental Assisting Procedures Clinical I**

**Credit Hours:**

**1.00**

**Class Location & Meeting Time:** Mondays 8-11am and 2-5:30 pm

### **Instructor Information**

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rlcarrillo@pima.edu](mailto:rlcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### **Other Course Resources**

**Department Head Contact Information:** Rosemary Ortega: 520.206.6044

Course Information

**Course Description:** This is the clinical portion of DAE 165. Techniques and procedures of chairside dental assisting. Includes dental equipment and room design; chairside assisting and team approach; procedures applied in clinical treatment; and computer systems and technology in the dental environment. Also includes the application of student supervised experience in performing dental assisting functions in the clinical setting on patients.

**Corequisite(s):** DAE 159, 160, 161, 162, 162LB, 163, 163LC, 164, 164LB, and 165.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Mondays 8-11am and 2-5:30 pm

**Course Location:** K building, dental clinic

**Course Start Date:** 08/28/2019

**Course End Date:** 12/11/2019

**Expectation of coursework hours:** 56 in class hours and 112 hours outside class for study/prep during the semester.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes

**Course Delivery/Modality:** Traditional/clinical

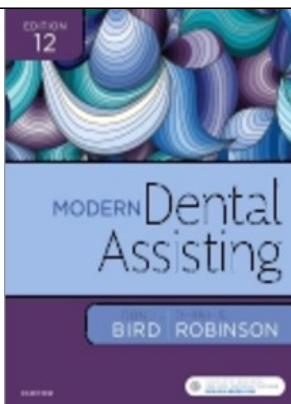


**Required Textbook:**

Required Textbook(s): Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

Other Optional Course Materials: Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2015.

Miller, Infection Control and Management of Hazardous Materials for the Dental Team, 6<sup>th</sup> edition., Elsevier.



## Student Learning Outcomes

**Course Learning Outcomes:**

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

1. Demonstrate competency in the knowledge and skills required to systematically collect diagnostic data.
2. Demonstrate competency in the knowledge and skills required to perform a variety of clinical supportive treatments.
3. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
4. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
5. Define and explain state and federal dental laws and regulations.
6. Describe, explain and interpret different health conditions and emergencies that may occur in the dental office

**Performance Objectives:**

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

1. Identify and explain dental operatories and supplies.
2. Formulate and perform proper procedures of infection control and asepsis consistent with program policy and the Occupational Safety and Health Administration (OSHA) guidelines.
3. Identify, explain, and perform chairside assisting procedures.
4. Name, identify, and perform the proper procedure for topical anesthetic application when directed by the dentist.
5. Describe the steps involved and anticipate the treatment procedures performed by the dentist.
6. Identify and describe the types of instruments used for steps in dental procedures.
7. Perform and document initiating use of computer systems and technology in the dental environment.
8. Demonstrate the ability to perform proper dental assisting procedures utilizing live patients.
9. Identify and respond to medical emergencies.

**Outline:**

- I. Dental Equipment and Room Design
  - a. Equipment
    - i. Dental chair

- ii. Operator's/assistant's chair
      - iii. Dental unit
      - iv. Mobile unit
      - v. Dental light
      - vi. Central vacuum
      - vii. Care of equipment
    - viii. Zones of operation
    - ix. Placement of operating equipment
    - x. Positions of participants
    - xi. Classification of motions
  - b. Preparation of patient
    - i. Seating and draping
    - ii. Receiving and dismissing
    - iii. Charts and radiographs available
  - c. Medical Emergencies
    - i. Medication
    - ii. Plans and Protocols
- II. Chairside Assisting and Team Approach: Four-Six Handed Dentistry
  - a. Oral evacuation
    - i. Suction tip and mirror placement
    - ii. Instrument transfer
    - iii. Handpiece transfer
    - iv. Stages of instrument transfer
  - b. Preparing set-ups
    - i. Basic examinations
    - ii. Oral examinations
    - iii. Anesthetic tray set-up
- III. Chairside Procedures Applied in Clinical Treatment
  - a. Restorative tray set-up
  - b. Periodontic tray set-up
  - c. Surgical tray set-up
  - d. Endodontic tray set-up
  - e. Orthodontic tray set-up
  - f. Fixed prosthodontic tray set-up
  - g. Prosthodontic tray set-up
  - h. Pediatric dentistry
  - i. Application of sterilization, sanitation, and disinfection where applicable
- IV. Computer Systems and Technology in the Dental Environment
  - a. Charting and recording dental conditions
  - b. Documenting treatment and treatment plan
  - c. Maintaining patient information and privacy
- V. Application of Proper Dental Assisting Procedures Utilizing Live Patients

**Program Learning Outcomes:** Graduates of the CODA accredited Dental Assisting Education Program will be qualified to obtain state and national board exams to enter the work force in private and public dental settings.

*Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.*

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

### Grade Determination and Grading Policies

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

**Late Work Policy:** Late work may be accepted at the discretion of the faculty member but points will be deducted.

**Course must be completed with a "C" or better.**

- Competencies 60% total grade
- Final Exam 25% total grade
- Quizzes, Homework & participation 10% total grade

Competencies must be passed with a minimum of 75% each.

Safety/Critical competencies must be passed with a 100%.

The Final Exam must be completed with a grade of 80% or better.

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz on that lecture's reading assignment

### GRADE POINTS FOR LECTURE

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

Course must be completed with a minimum 75% or a C.

## **SKILL COMPETENCY TO COMPLETE COURSE**

### **Grade Calculation to Complete:**

You must pass all competencies with a 1 or higher, except critical/safety skills that require a 3 or higher. You must get a 57 (75%) or higher to pass.

You must adhere to all safety and professional standards at all times.

### **Evaluation and Grading Criteria**

- 3 Student exceeded required competency without assistance
- 2 Student met the stated criteria without assistance
- 1 Student showed uncertainty when performing the stated criteria requiring assistance
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

### **Performance standards**

A student must pass any skill assessed at a 1 or higher. Skills with an \* require 3 points to pass. At least ½ of the skills and all safety/critical skills must be assessed.

A student must pass with 57 points (total for all skills) for the final evaluation and all skills must be at a 1 or higher. Skills with an \* require 3 points to pass.

Safety/Critical skills are noted as an \* and must always be met.

### **Evaluation Method**

In addition to the instructor formal evaluation the student will evaluate their own competency and a peer may also evaluate them. These are informal assessment to assist the student in focusing on areas they need to improve and helping them prepare for the assessment with the instructor.

A skill may have two additional opportunities to assess skill competencies if they do not meet the passing score.

**Only the instructor evaluation counts to the final grade.**

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
Dates of Evaluation:					
Vital Signs	*				
Radiographs: technique used _____, Safely and diagnostically	*				
Mounting					
Proper use of PPE	*				
Simple surgery Tray set up					
Washed Field/Retraction					
Instrument Transfer					
Asepsis/Sterilization/Disinfection. Including equipment use. OSHA requirements	*				

Matrix: Toffelmire					
Rubber dam placement					
Health history review	*				
Cord Packing					
Temporary Crown Fabrication					
Preventive dentistry fundamentals: Aids and fluoride.OHI					
Coronal Polish including stain types					
Dental and Medical Emergencies	*				
Demonstrates skills in manipulation of:	--	----	----	-----	-----
-Amalgam					
-Composite					
-Glass ionomers					
-Zinc Phosphate					
-Carboxylate					
-Intermediate restorative materials					
-Alginate					
-Silicone/Polyvinyl/Polysiloxane					
-Gypsum produces					

### CLINICAL REQUIREMENT

Students must meet a skill competency with a 1 prior to being able to work with an instructor on the skill in with live patients.

Safety/Critical skills are the exception and require a 3 or higher rating.

A student cannot work on a live patient until they have met the lab competency assessment.

### Course Schedule:

Date	Topic	Assignment
08/26/19	Introduction to Dental Clinic Medical and dental emergencies	
09/02/19:	Labor Day, No Class	
09/16/19	Zones of Operation/Activity Hand washing PPE	
09/23/19	Basic Tray Set-Up/Passing Mirror Explorer Anesthetic Set-Up/Passing Syringe Oral Exam	

09/30/19	Oral Exam Apply Topical Anesthetic Lighting HVE Placement (Simulation)	
10/07/19	Suction Tip/Mirror Placement Dry Field Air-Water Syringe Retraction Oral Evacuation	
10/14/19	Instrument Transfer Hand piece Transfer Maintaining Field of Operation	
10/21/19	Instrument/Hand piece Transfer Oral Evacuation Continued	
10/28/19	Performance Evaluations – Unit I & II	
11/04/19	Sequencing Instruments Transfer & Retrieval Manipulate Restorative Materials	
11/11/19	VETERANS DAY HOLIDAY College Closed	VETERANS DAY HOLIDAY College Closed
11/18/19	Sequencing Instruments Transfer & Retrieval Manipulate Restorative Materials	
11/25/19	Fixed Prosthodontic Procedures (crown & bridge) Cementing Provisional Coverage	
12/02/19	Performance/Simulation Evaluation	
12/09/19	Final Exam	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

Participation is expected through course end date.

### Course-specific attendance and participation:

**Everyone is expected to attend classes regularly and punctually. After 3 absences you may be expelled from the program. Three (3) tardies equal one absence.**

## Key Dates

For class add, drop, and withdrawal dates, go to the “My Schedule” section of MyPima, found on the Students > Academics MyPima page. Additional semester [Key Dates and Deadlines \(www.pima.edu/keydates\)](http://www.pima.edu/keydates) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources](http://www.pima.edu/currentstudents) ([www.pima.edu/currentstudents](http://www.pima.edu/currentstudents))

**Student Resources at the West Campus are below, resources at other campuses may also be used.**

Learning Centers (tutoring): West (520) 206-6819

Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520) 206-6042

Student Life (520)206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies](http://www.pima.edu/syllabusresources) ([www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources))

## Access and Disability Resources (ADR)

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR: \(www.pima.edu/adr\)](http://www.pima.edu/adr)



Pima Community College District  
165lc West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first class meeting:

### DAE 165lc Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 165lc**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 165lc**.

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A  

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, CDA, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility if and when changes become necessary.





# PimaCommunityCollege

**Dental Assisting Education: DAE 167**

**Skill Performance: Accounts Receivable**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

## Self and Peer

☐  
☐

**Assessment Self-**

Assessment Peer

Assessment

## Instructor Evaluation

☐  
☐  
☐

First Assessment: (60% or 13 points or better required)

Second Assessment (70% or 15 points or better required)

Third/Final Assessment: (80% or 17 points or better required is pass this skill)

## Evaluation and Grading Criteria

- 3   Student competently met the stated criteria without assistance
- 2   Student required assistance to meet the stated criteria
- 1   Student showed uncertainty when performing the stated criteria
- 0   Student was not prepared and needs to repeat the step.
- n/a  No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. The total possible score is 21.

## **Scenario:**

Students will be provided with a list of patients, treatment and payments to be used for this assignment.

As part of your daily routine, print out a copy of the **Appointment Book** for each operatory and a **route slip** for the patients you have scheduled. At the end of the each Appointment, check out the patient by posting schedule work, scheduling the next appointment, posting payments, and printing an **insurance claim** and **walkout statement**. At the end of the day generate a **Day Sheet Report**, **Deposit Slip** and a **Daily Collection Report**.

This assessment is done for each patient. You will be assigned days that you are doing self or peer assessments and when the instructor will be doing the evaluation. You must reach the third proficiency score of 80% to pass this skill and this course.

**Performance Standards**

<b>PERFORMANCE Criteria</b>	<b>*</b>	<b>SELF</b>	<b>PEER</b>	<b>INSTRUCTOR</b>	<b>COMMENTS</b>
1. Scheduled the patients with estimated treatment					
2. Printed a copy of Appointment Book view					
3. Generated route slips for Patients					
4. Collected payments and posted payments					
5. Printed an insurance claim form for each patient with insurance information					
6. Printed a walkout statement (Statement of Services Rendered) for each patient with insurance information					
7. Printed a Day Sheet Report, Deposit Slip, and a Daily Collection Report					
Comments:					

Total Score: \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_



## Dental Assisting Education: DAE 167

### Skill Performance: Scheduling, Appointment Matrix and Production

Goals Student Name \_\_\_\_\_ Date \_\_\_\_\_

#### Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Students will be provided with a list of Patients and treatment they require, production goal for the month and a paper appointment page.

#### Performance standards

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
The Daily Production needed was determined correctly using information given and discussed					
The First day was Matrixed correctly using information given and discussed					
The Second day was Matrixed correctly					
The first day was scheduled correctly using information given and discussed					
The second day was scheduled correctly using the information given and discussed					
The correct information for each patient was entered into schedule: name, treatment to be done and contact information					
Treatment was color coded according Major TX, Restorative or minor/no production.					
Comments:					

21 Points possible. A grade of 80% or better is required to pass this performance.



## Dental Assisting Education: DAE 167

### Skill Performance: Pretreatment Estimate

Student Name \_\_\_\_\_ Date \_\_\_\_\_

#### Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Students will be provided with name of patient and list of treatment to use on treatment plan.

#### Performance standards

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated. Minimum for those noted \* is a grade of 3 pts.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Clicked the <b>Select Patient</b> button on the Ledger toolbar. Gaylor workbook, Pg 67					
2. Entered the first few letters of the patient's last name. Selected the desired patient and clicked <b>OK</b>					
3. From the Ledger menu bar, selected Options, then Treatment Plan					
4. Clicked <b>Enter Procedure</b> button on the Ledger toolbar to add procedures					
5. Added procedures to the procedure list using individual codes and clicked <b>OK</b>					
6. Added additional treatment information such as surface, tooth number, or quadrant as needed					
7. Once a procedure code has been selected a fee will be automatically assigned according					

to the fee schedule on file, however, student may have entered a different fee in the <b>Amount</b> field					
8. Clicked <b>Add</b> to add procedures to the Procedure Pane					
9. Repeated steps 4-8 for all procedures					
10. When all procedures were listed clicked <b>OK/POST</b>					
11. Printed Treatment plan, by clicking the Treatment Planner button on the Ledger toolbar					
12. Clicked File> Print> Treatment Case					
Comments:					

36 points possible. A grade of 80% or better is required to pass this performance.

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



**Dental Assisting Education: DAE 167**  
**Skill Performance: Dentrix Editing Patient's File**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluation and Grading Criteria**

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

**Performance standards**

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated. Minimum for those noted \* is a grade of 3 pts.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
In the Family File, clicked the <b>Select Patient/New Family</b> button.					
In the <i>by</i> group box, selected the criteria for the search					
Entered the first few letters/numbers of the selected search method in the field provided					
Selected the desired patient from the list					
Clicked <b>OK</b>					
Double clicked in the block that contained the information which needed to be changed					
Edited: Karen Davis (head of household): New address: 36487 N Shoreline Drive. Eastside, NV 11111. Changed all family members too					
Printed a screen shot of edited file					
Edited: Lisa Farrer: New address and Phone: 7649 Lincoln Court, Southside, NV 33333. (home)801-879-3210. (work)801-768-6554.					

Edited: Michael Smith: New address: 231897 Northwestern Avenue, Centerville, NV 55555					
Printed a screen shot/copy of edited file					
Comments:					

36 points possible. A grade of 80% or better is required to pass this performance.

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



# PimaCommunityCollege

**Dental Assisting Education: DAE 167**

**Skill Performance: Dentrix Managing Patient Records**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

## Instructor Evaluation

☐  
☐  
☐

First Assessment: (80% or 24 points or better required, within the first 2 weeks of the course) Second Assessment (90% or 27 points or better required, 2-3 weeks after the first evaluation.) Third/Final Assessment: (100% or 30 points or better required is pass this skill; 2-3 weeks after the second evaluation.)

This is an ongoing monitored skill whenever you use Dentrix and patient records. You will be spot checked throughout the course and will have three evaluations where you must reach 100% by the end of the evaluation period and then you must maintain 100% for the remainder of this and all other courses.

### Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step.
- n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

### Performance standards

Students will be provided with a list of patients, treatment and payments to be used for this assignment.

As part of your daily routine, print out a copy of the **Appointment Book** for each operatory and a **route slip** for the patients you have scheduled. At the end of the each Appointment, check out the patient by posting schedule work, scheduling the next appointment, posting payments, and printing an **insurance claim** and **walkout statement**. At the end of the day generate a **Day Sheet Report**, **Deposit Slip** and a **Daily Collection Report**.



PERFORMANCE Criteria	*	1st	2nd	3rd	Monitoring
1. Patient Records are Private					
2. Patient identification matches patient records					
3. DDS approved treatment plans					
4. Insurance, payee or other pay source approved					
5. Verify accuracy of all record changes					
6. Verify contact and emergency contact information for patient					
7. Verify insurance or pay source for patient					
8. Ensure all documentation completed.					
9. Provide details and information to patient professionally and privately					
10. Printed a screen shot/copy documentation to patient and if paper file to paper file					
Comments:					

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

# Pima Community College Dental Assisting Education

## DAE 160, Patient Communication and Patient Recall

### Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate

Student Name \_\_\_\_\_ Date \_\_\_\_\_

### Check which applies:

☐  
☐  
☐

First Role Play (pass with an 80% or 24 points)

Second Role Play (pass with an 80% or 24

points) Third Role Play (pass with an 80% or 24 points)

### Evaluation and Grading Criteria

3 Student exceeded expectations for the stated criteria in part three of scenario

2 Student met the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

You must pass all three scenarios with an 80% or higher.

### Performance Standards

You will be doing three scenarios to practice patient communication scenarios. You will be evaluated based on how well you respond to the scenarios.

Scenarios will consist of three parts. 1) The first part you will write down a response to the scenario. 2) Part two you will be role-playing the interaction with other students. 3) Part three the instructor will tell you a change in the scenario that you will adapt too.

You are not evaluated on part one. It is to help you prepare for parts two and three. You will be evaluated on Part Two, the highest potential score is 2

You will be evaluated on Part Three, it can increase your score in a criteria to 3 or take it down to a 1. The maximum score is 30 for each scenario.

The scenarios are provided during class the topics covered

are: Scenario 1: You are doing a patient intake.

Scenario 2: You setting up reminders and follow up using recall systems.

Scenario 3: You are scheduling and setting up follow up contact.

PERFORMANCE Criteria	Intake	Reminders and Recall Systems	Scheduling and follow up

1. Assessment of issue			
2. Provided positive and professional communication.			
3. Used reflective questions			
4. Provided options to patient			
5. Review communication options and tools with patient			
6. Select tools that are most effective for patient			
7. Use recall systems corrected.			
8. Review all information provided to patient for accuracy.			
9. Treat patient compassionately.			
10. Connect to other personal and resources as needed.			
Total Points			
Additional Comments			

Total number of Points earned\_\_\_\_\_. Faculty initials\_\_\_\_\_.

**Pima Community College: Dental Assisting Education DAE 167**  
**Computerized Dental Practice Software Quiz #1**

- 1) According to the Health Insurance Portability and Accountability Act (HIPAA) Security Rule, which of the following is a way to secure electronic protected health information (ePHI)?
  - a) reporting
  - b) terminals in treatment areas
  - c) **passwords**
  - d) color coding of data
- 2) In the basic operation of software, what is the role of a power bar?
  - a) to give the software added capabilities
  - b) to arrange screen elements in logical order
  - c) **to provide quick access to select features**
  - d) to communicate detailed screen information
- 3) In the checkout procedure, what is the role of the electronic scheduler?
  - a) **to prompt the office staff to schedule** the next appointment or recall
  - b) to eliminate the need for personal patient interaction
  - c) to review the patient's history of missed appointments
  - d) to ensure that the practice's schedule is booked 1 year in advance
- 4) How can the administrative dental assistant help the office operate during computer downtimes?
  - a) enter all patient information twice as a means of backup
  - b) call all patients to inquire about the times of their appointments
  - c) purge old files from the storage area's filing cabinets
  - d) **print the weekly electronic schedule at the end of each day**
- 5) Among the general requirements of most dental practices seeking software systems is:
  - a) purging of inactive accounts
  - b) digitized dental imaging
  - c) automatic vacation scheduling
  - d) recall compliance
- 6) A basic dental practice management system would allow the administrative dental assistant to do which of the following?
  - a) color code types of treatment
  - b) charge interest to targeted accounts
  - c) send messages between terminals
  - d) **track unpaid insurance claims**
- 7) The purpose of a backup system is to:
  - a) protect the files placed in the office storage area
  - b) **guard the information stored on the hard drive**
  - c) duplicate all information so that one copy can be disposed
  - d) give the dental assistant added practice with computer skills
- 8) In a software application, a "ledger and history" window might be used to complete which of the following basic functions?
  - a) insurance claim processing
  - b) account creation
  - c) electronic scheduling
  - d) **transaction posting**

- 9) When selecting a dental office software package, the dentist would probably be most interested in:
- a) **reporting capabilities**
  - b) word processing features
  - c) recall/reactivation functions
  - d) storage and printing potential
- 10) Which of the following functions would be found in an intermediate (level two) computerized system?
- a) progress notes
  - b) **personalized recall procedures**
  - c) medical histories
  - d) orthodontic case presentation
- Pima Community College: Dental Assisting Education

**Pima Community College: Dental Assisting Education DAE 167**  
**Computerized Dental Patient Scheduling Quiz #2**

1. The four questions that help ensure scheduling efficiency include which of the following?
  - a. How much time can be saved by doubling up patients?
  - b. When should the assistant start-scheduling dentists who are morning people?
  - c. Which procedures require the help of an extended function assistant?
  - d. Where should the appointment book stay to maintain confidentiality?
2. In an appointment book, each column is divided into time segments known as:
  - a. Units
  - b. Pieces
  - c. Slices
  - d. Chunks
3. Which of the following is an appropriate first step when a patient arrives at the dental office on the wrong day?
  - a. Refuse the patient service and ask him or her to wait for scheduling assistance
  - b. Calm the patient by creating extensive treatment plans for him or her
  - c. Inform the patient that it is not the day of the appointment and request his or her appointment card
  - d. Immediately fit the patient into the day's schedule
4. In the dental practice, daily scheduling sheets contain:
  - a. Dentists' degrees, preferences, and planned absences
  - b. Patients' names scheduled procedures and time needed
  - c. Dentist's home addresses and personal contact information
  - d. Patient's addresses, treatment preferences and missed appointments
5. The most common style of appointment book in the dental practice is
  - a. Day at a glance
  - b. Monthly
  - c. annual
  - d. Week at a glance
6. What does the American Dental Association (ADA) Principles of Ethics and code of Professional Conduct stipulate?
  - a. Patients must seek legal counsel before choosing dentists
  - b. Dentist must refund payment for patient's emergency care
  - c. Dental offices must always accommodate patient's schedules
  - d. Dentists must arrange for patient's emergency care
7. Responsibility for effective patient scheduling in the dental office lies with the
  - a. Dental healthcare team
  - b. Office manager
  - c. Administrative dental assistant
  - d. Dental hygienist
8. Administrative dental assistants should not fill schedules 6 months out because the
  - a. Dental practices may be out of business
  - b. Dentist will need to take vacations
  - c. Schedules will not accommodate new patients

- d. Office managers will become stressed
9. Why is it necessary to document all missed, broken, and rescheduled appointments?
- a. Appointment books serve as legal records
  - b. Documentation helps prevent missed appointments
  - c. Patients are encouraged to avoid rescheduling
  - d. Offices can spot trends in patient absences
10. According the Health Insurance Portability and Accountability Act (HIPAA), appointment books are considered:
- a. Unchangeable scheduling tools
  - b. Protected health information
  - c. Legal staffing guidelines
  - d. Uniform treatment records.

## DENTAL ASSISTING RECOMMENDATION #10

### Standard 2 – Educational Program - 2-8, f

**NARRATIVE:** Through review of the self-study documents, documentation provided on-site, and on-site interviews, the visiting committee could not verify that curriculum content included laboratory and preclinical exercises in dental charting, maintenance of patient treatment records, or identifying and responding to medical and dental emergencies.

**Recommendation #10:** It is recommended that the curriculum include didactic content at the in-depth level to include:

- f. Management of dental emergencies (DA Standard 2-18, f)

The Commission did not review any documentation pertaining to this recommendation. The Commission noted that the evaluation mechanism for management of dental emergencies is currently under revision.

To demonstrate compliance with Recommendation #10 the Commission requests: the evaluation mechanism for management of dental emergencies.

### RESPONSE TO RECOMMENDATION #10:

#### **DESCRIBE PROGRESS MADE IN IMPLEMENTING THIS RECOMMENDATION SINCE THE SITE VISIT. COMPARE THE CURRENT SITUATION WITH THAT EXISTING AT THE TIME OF THE SITE VISIT:**

All students are provided didactic and practical experience related to dental emergencies. These are covered in the DAE 160 Orientation to Dental Care, during this course in addition to the didactic experience; students are provided skill practice in the area of managing dental emergencies. This is done in skills practice, didactic questions, and role-play scenarios.

The assessment of dental emergencies is covered in a separate assessment noted in recommendation #5. The two elements are taught together and are collectively assessed using the dental emergency role-play scenarios.

#### **DOCUMENTATION:**

- DAE160 syllabi 233
  - Course Objectives 234
- Evaluation Systems
  - Dental Emergencies Management Skill Assessment 240
  - Sample Quiz including Dental Emergencies 242
  - Dental Emergencies Role-play Sample Scenarios 247
  - Dental Emergencies Role-play Assessment 249



## DAE 160 Orientation to Dental Care/Credit Hours: 1.00

**Class Location & Meeting Time:** Tuesday 3:00pm to 4:00pm, Room K-205

### Instructor Information

**Instructor Name:** Rosemary Ortega CDA, MEd.

**Instructor Phone:** 520.206.6044. Text instructor through Remind.com

**Instructor Email:** [rcarrillo@pima.edu](mailto:rcarrillo@pima.edu), emails will usually be answered within 48 hours.

**Office Location/Hours:** E-239. Email to schedule an appointment. Wednesday 3-5pm, Tuesday 2-5 and Mondays with appointment

### Other Course Resources

**Department Head Contact Information:** Rosemary Ortega 520.206.6044

#### Course Information

**Course Description:** Overview of the field of dental care. Includes the profession of dentistry, areas of service, ethics, and jurisprudence.

**Corequisite(s):** DAE 159, 161, 162, 162LB, 163, 163LC, 164, 164LB, 165, and 165LC.

**Information:** Consent of program coordinator is required before enrolling in this course.

**Course Meeting Days/Time:** Tuesday: 3:00 to 4:00pm

**Course Location:** K-205

**Course Start Date:**

08/28/2019 **Course End**

**Date:** 12/11/2019

**Expectation of coursework hours:** 16 in class hours and 32 hours outside class for study/prep during the semester

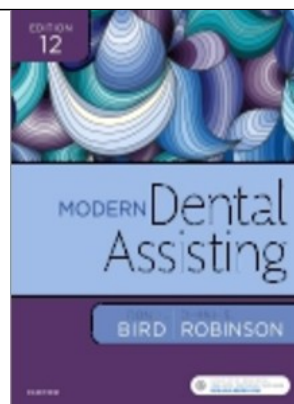
**Course Delivery/Modality:** Traditional

#### **Required Textbook:**

**Required Textbook(s):** Bird & Robinson, Modern Dental Assisting, 12<sup>th</sup> ed., Saunders Elsevier, 2017.

**Malamed, Stanley F, Medical Emergencies in the Dental Office, 7<sup>th</sup> ed., Elsevier, 2015**

**Other Course Materials:** Bird & Robinson, Modern Dental Assisting Workbook, 12<sup>th</sup> ed., Saunders Elsevier, 2017.



# Student Learning Outcomes

## Course Learning Outcomes:

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

1. Demonstrate competency in the knowledge and skills required to perform a variety of business office procedures.
2. Demonstrate competency in the knowledge and skills required to manage infection hazard control protocol consistent with published professional guidelines.
3. Define and explain state and federal dental laws and regulations.

## Performance Objectives:

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

1. Describe the role of a dental assistant in a dental office.
2. Relate the history and function of a dental health team.
3. Define and explain the Arizona State Dental Practice Act as it affects the functions of the dentist, dental hygienist, and dental assistant.
4. Describe the orthodontic, pediatric, and periodontic branches of dentistry.
5. Delineate the endodontic, prosthodontic, and pathologic branches of dentistry.
6. State the nature and scope of oral surgery and hospital dentistry.
7. Describe the essential characteristics of dental public health.
8. Identify, respond and know management of dental and medical emergencies.

## Outline:

- I. Profession of Dentistry
  - A. History of the profession
  - B. Dental assisting
  - C. Dental laboratory technology
  - D. Dental hygiene
- II. Emergency Medical/Dental Care
  - A. Office emergencies
    1. Health histories
    2. Emergency kits
    3. Oxygen therapy
    4. Health emergencies
      - m. Airway obstruction
      - n. Syncope
      - o. Asthma
      - p. Diabetes
      - q. Allergies
      - r. Cardiovascular
  - B. Dental emergencies
    1. Hemorrhage
    2. Trauma
    3. Pain
- III. Areas of Service
  - A. General dentistry
    1. Dental Schools

- e.
  - f. DDS
  - g. DMD
- B. Specialties
  - 1. Orthodontics, periodontics, endodontics, pediatric dentistry
  - 2. Oral Surgery, prosthodontics, oral pathology, public health
- C. Hospital dentistry
- IV. Ethics and Jurisprudence
  - A. Arizona State Dental Practice Act
  - B. Certification
  - C. Registration
  - D. Licensure
  - E. Professionalism
  - F. Ethical standards
  - G. Malpractice

## Grade and Instructor Policies

**Use of D2L Brightspace:** All grades for this course are posted in the D2L Brightspace Gradebook. Students may view their grades by signing into D2L Brightspace and accessing the course.

### Grade Determination and Grading Policies:

Students must withdraw from the course by the withdrawal date in order to receive a "W". Students who remain enrolled in the course after the withdrawal date will receive the grade they earn. Instructors cannot issue a "W" as a final grade.

**Missed exams:** Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment taken on 1<sup>st</sup> day back to school, a zero grade will be given. No make-up quizzes will be given.

**Late work:** Late work may be accepted at the direction of the faculty member, but points will be deducted.

### GRADING POLICY FOR DAE 160

Coursework must be completed with a minimum 75%

• Exam #1 (Unit I)	20%
• Exam #2 (Unit II)	20%
• Exam #3 (Unit III & IV)	30%
• Final Exam	20%
• Quizzes, Homework, Participation	10%

**A grade of 80% or better is required on the Final Exam**

Quizzes may be given throughout the semester. Be prepared at the beginning of each lecture to have a quiz

on that lecture's reading assignment.

#### **GRADING SCALE**

A = 100-92%
B = 91-83%
C = 83-75%
D = 74-66%
F = 65% below

Course must be completed with a minimum 75% to pass.

<b><u>UNIT I</u></b> <b><u>Tuesdays</u></b>	<b><u>PROFESSION OF DENTISTRY*</u></b>	Reading Chapter
08-27-19	Review Syllabus	
09-03-19	HISTORY OF DENTISTRY	Bird/Robinson Chpt. 1
09-10-19	PROFESSIONAL ORGANIZATIONS	
09-17-19	COMPONENT & CONSTITUENT SOCIETIES	
09-24-19	DENTAL TEAM & TITLES	B/R, chapter 3
<b><u>UNIT II</u></b>	<b><u>EMERGENCY DENTAL/MEDICAL CARE</u></b>	Malamed. Chapter 1, 2, 3, 6, 7, 11, 17, 24, 26.
10-01-19	<b>Written Examination - Unit I</b> Emergency Care <ul style="list-style-type: none"> <li>• Health histories</li> <li>• Emergency kits</li> <li>• Oxygen therapy</li> </ul> Health emergencies <ul style="list-style-type: none"> <li>• Airway obstruction</li> <li>• Syncope</li> <li>• Asthma</li> <li>• Diabetes</li> <li>• Allergies</li> <li>• Cardiovascular</li> </ul>	
10-08-19	Dental Emergencies <ul style="list-style-type: none"> <li>• Hemorrhage and avoidance</li> <li>• Trauma</li> <li>• Pain</li> </ul>	
<b><u>UNIT III</u></b>	<b><u>AREAS OF SERVICE*</u></b>	

10-15-19	<b>Unit I &amp; II Written EXAM</b> <b>Must be completed prior to seeing human patients.</b> <hr/> GENERALDENTISTRY-dental Emergencies ENDODONTICS	B/R, chapter 48, 50, 51, 52
10-22-19	ORTHODONTICS/PEDIATRIC DENTISTRY	B/R, chapter 60, 57
10-29-19	PERIODONTICS & PROSTHODONTICS/ ORAL SURGERY/ORAL PATHOLOGY	B/R, chapter 55, 54
11-05-19	PUBLIC HEALTH DENTISTRY	B/R, chapter 56, 53 Review website: <a href="https://www.azdhs.gov/prevention/health/index.php">https://www.azdhs.gov/prevention/health/index.php</a>
UNIT IV	<b>ETHICS AND JURIS PRUDENCE</b>	
11-12-19	ARIZONA STATE DENTAL PRACTICE ACT CERTIFICATION/LICENSURE	
11-29-19	PROFESSIONALISM & MALPRACTICE ETHICAL STANDARDS	B/R, chapter 3
11-26-19	HIPAA	
12-04-19	<b>WRITTEN EXAMINATION – UNIT III &amp; IV</b>	
Week of Dec. 09	<b>FINAL EXAMINATIONS</b>	

## Attendance Requirements/Active Participation

A failure to participate as required may result in loss of financial aid and failure in the class. For every credit hour of your classes you should plan to spend approximately two to three hours outside of class studying each week. [Attendance requirements \(www.pima.edu/attendance\)](http://www.pima.edu/attendance)

**Course-specific attendance and participation:** Students are expected to attend all enrolled classes regularly and punctually. After 3 absences a may be expelled from program. 3 tardies equal one absence.

**Make up Work:** It is expected you will take all exams the day they are scheduled. Any exam not taken the day they are scheduled will be taken the **1<sup>st</sup> day** you return to school. The instructor may give a different makeup exam. It is the student's responsibility to inquire and follow up with missed assignments and exams. If exam and assignment is not turned in or taken on 1<sup>st</sup> day upon returning to school, a zero grade will be given.

## Key Dates

For class add, drop, and withdrawal dates, go to the "My Schedule" section of MyPima, found on the

Students > Academics MyPima page. Additional semester [Key Dates and Deadlines](#) ([www.pima.edu/keydates](http://www.pima.edu/keydates)) are on the Calendar link at the top of PCC webpages.

## Externally Accredited Program Information

### Accredited Program-Specific Policies:

- Commission of Dental Accreditation Complaints Policy
- [http://www.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](http://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

Passing this course or program does not guarantee passing DANB (Dental Assisting National Board) examinations or placement in employment.

## Student Resources and Policies

**Student resources:** tutoring, libraries, computer commons, advising, code of conduct, complaint process. [Student resources](#) ([www.pima.edu/currentstudents](http://www.pima.edu/currentstudents))

### Student Resources at the West Campus, resources at other campuses may also be utilized.

Learning Centers (tutoring): West (520) 206-6819

Library: West (520) 206-6821

Testing and Assessment Centers: West (520) 206-6648

Computer Commons (Academic Computing): West (520) 206-6042

Student Life (520) 206-6742

Counseling (520) 206-6600

**Student policies:** plagiarism, use of copyright materials, financial aid benefits, ADA information, FERPA, and mandatory reporting laws at: [Policies](#) ([www.pima.edu/syllabusresources](http://www.pima.edu/syllabusresources))

### Academic Integrity/Plagiarism

All PCC students are expected to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of **plagiarism**. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: [www.pima.edu/studentserv/studentcode](http://www.pima.edu/studentserv/studentcode). Faculty may submit submitted student assignment/homework through plagiarism checker software/website.

## Access and Disability Resources (ADR)

**Access and Disability Resources (ADR)** can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more [information on ADR](#): ([www.pima.edu/adr](http://www.pima.edu/adr))



Pima Community College District  
160 West Campus  
Allied Health Programs  
Dental Assisting Education

## Syllabus Receipt DAE

**Acknowledgment of Receipt of Syllabus.** Please sign and return the following acknowledgment to me at the first-class meeting:

### DAE 160 Syllabus – and Supplementary Information

I, \_\_\_\_\_ have read and understand the syllabus for Dental Assisting Education **DAE 160**

Initial each of the following to which you agree:

\_\_\_\_\_ I understand the course objectives and policies of this course **DAE 160**

\_\_\_\_\_ I have read and understand the caveats listed below.

\_\_\_\_\_ I have read and understand that I must abide by the Pima Community College Student Handbook Policies regarding student rights and responsibilities and the Dental Assisting Program Policy Handbook.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT ID #:   A   \_\_\_\_\_

PIMA EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY: Rosemary Leon Ortega, RDH, M.Ed

**Caveats:** Your instructor will make every attempt to follow the above procedures and schedules. This syllabus may undergo modification(s) as educational conditions require. Any necessary alterations will be announced to students. Students are respectfully asked to maintain flexibility when changes become necessary.

# Pima Community College Dental Assisting Education

## DAE 160, Dental Emergencies Management

### Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate

Student Name \_\_\_\_\_ Date \_\_\_\_\_

### Check which applies:

☐  
☐  
☐

First Assessment: Within first 2-3 week of class. (80% or 36 points or better required)  
Second Assessment: 3-4 weeks after first assessment (90% or 41 points or better required.) Third/Final Assessment: Given 3-4 weeks after the second assessment (100% or 45 points or better required)

### Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance  
2 Student required assistance to meet the stated criteria  
1 Student showed uncertainty when performing the stated criteria  
0 Student was not prepared and needs to repeat the step.  
n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task. Total number of possible points is 33.

### Performance standards

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Washed hands and wore PPE					
2. Reviewed Health History					
3. Identified emergency details (type, location, cause, etc)					
4. Identified if bleeding or other immediate response needed and provide treatment.					
5. Determined if there is pain and location.					
5. Took x-rays as directed by dentist					
6. Took Vitals					
7. Assisted Dentist with Examination					



Procedures: Cold Test, Heat Test, Pulp Tester etc.					
8. Followed dentist's directions for treatment					
9. Ensured patient bleeding is under control					
10. Monitored for pain					
11. Complete treatment and clean patient					
12. Documented all TX done and discussions.					
13. Assist with follow up treatment plan scheduling patient questions					
14. Clean and disinfect equipment immediately					
15. Treated patient compassionately					
Additional Comments					

Total number of Points earned \_\_\_\_\_. Faculty initials\_\_\_\_\_.

**PIMA COMMUNITY COLLEGE  
DENTAL ASSISTING EDUCATION 160  
FALL 20193**

**SAMPLE EXAM**

- 1) The mission of the Commission on Dental Accreditation (CODA) is \_\_\_\_\_.
  - a. To serve the public
  - b. Apply standards
  - c. Ensure quality of dental and dental-related education
  - d. Continuous improvement of dental and dental-related education
  - e. **All of the above**
- 2) The ADAA is the National Professional Organization representing:
  - a. Dentists
  - b. Dental Hygienists
  - c. **Dental Assistants**
  - d. Dental Laboratory Technicians
- 3) It is preferred that a patient rinse vigorously after a tooth is extracted to
  - a. True
  - b. **False**
- 4) The founder of modern dentistry is:
  - a. **Pierre Fauchard**
  - b. G.V. Black
  - c. H.C. Wells
  - d. Lucy Hobbs
- 5) Dental Assistants must be certified in the State of Arizona to:
  - a. **Expose radiographs**
  - b. Assist the dentists
  - c. Qualify for certification
  - d. None of the above
- 6) The dentist credited with having hired the first dental assistant is:
  - a. Sir John Toms
  - b. C. **Edmund Kells**
  - c. Greene V. Black
  - d. Arthur Ross
- 7) The dentist who introduced the doctrine of "extension for prevention" was:
  - a. **Greene Vardiam "GV" Black**
  - b. C. Edmund Kells
  - c. Chapin Harris
  - d. Horace H. Hayden

- 8) A registered dental hygienist is trained to:
- Instruct the patient in preventive dentistry and nutrition
  - Perform oral prophylaxis
  - Expose, process and evaluate radiographs
  - Apply topical fluoride
  - All of the above
- 9) An assistant may use the title "Certified Dental Assistant" (CDA) if he/she has passed the certification examination given by the Dental Assisting National Board and if she takes part in continuing education programs.
- True
  - False
- 10) Which of the following post-operative instructions should not be provided to patients following oral surgery?
- Place cold packs for the first 24 hours to prevent swelling
  - Limit food intake to a soft diet, and drink a lot of water and fruit juices
  - Apply external heat to the surgical area promote healing during the first 24 hours
  - Avoid any sucking motions of the mouth such as smoking and sucking through a straw
  - Keep folded sterile gauze pads in place over the socket for at least 30 minutes
- 11) In the state of Arizona, in order to expose radiographs, an assistant must be certified.
- True
  - False
- 12) Pulpal nerve damage can occur from:
- Trauma
  - Physical irritation
  - Poor oral hygiene
  - Any of the above
- 13) William Conrad Roentgen was responsible for discovering\_\_\_\_\_:
- Fluoride
  - Amalgam
  - X-rays
  - Mercury
- 14) The ADAA is the National Organization representing:
- Dental Assistants
  - Doctors of Health
  - Dental Laboratory Technicians
  - Dental Hygienist's

- 15) A light tapping on the teeth with an instrument can be part of an exam/test called:
- Cold test
  - Percussion test
  - Heat test
  - Radiograph exam
- 16) The ADA is the National Association that represents:
- Dental Assistants
  - Dentists
  - Disability
  - Dental Hygienists
- 17) What procedures do Dental Assistants do as part of a Dental Emergency appointment? Mark all which apply.
- Vitals
  - X-rays
  - Electronic pulp tester
  - Health History Review
  - Cold test
- 18) Who was the first African American to graduate from Harvard School of Dental Medicine.
- Frank Charles
  - Paul Revere
  - Robert Tanner Freeman
  - John Kavorkian
- 19) If a patient arrives with Orofacial trauma and you are unable to take a Pariapical x-ray, what other type of x-rays can you attempt to take. Mark all which apply.
- Alginate
  - Occlusal
  - Panorex
  - Parelleling with XCP
  - Bisecting with Snap-a-ray
- 20) The first thing you should do with a just arrived dental emergency patient who is hemorrhaging is:
- Put gauze in their mouth
  - Suction their mouth out
  - Put them in treatment area asap
  - Put them on oxygen
  - Yell for help.
- 21) The common name for syncope is:
- Heart attack
  - Embolism
  - Chest Pain
  - Fainting

- 22) Which of the following is the most common medical emergency which occurs in the dental office?
- a. Syncope
  - b. Seizures
  - c. Hypoglycemia
  - d. Mild allergic reaction
- 23) When are occurrences of medical complications most likely to occur?
- a. In reception area
  - b. During or immediately following local anesthesia
  - c. During treatment
  - d. After treatment (in office)
  - e. After leaving dental office
- 24) The use of a written, Patient-completed medical history questionnaire is a moral and legal necessity in the health care profession.
- a. True
  - b. False
- 25) ASA 1 classification is the following patient:
- a. A normal, healthy patient without systemic disease
  - b. A patient with mild systemic disease
  - c. A patient with severe systemic disease
  - d. A patient with an incapacitating systemic disease that is a constant threat to life
- 26) ASA 3 classification is the following patient:
- a. A normal, healthy patient without systemic disease
  - b. A patient with mild systemic disease
  - c. A patient with severe systemic disease
  - d. A patient with an incapacitating systemic disease that is a constant threat to life
- 27) A diabetic calls the day prior to their dental appointment and ask you if they should eat breakfast prior to their AM dental appointment. You should tell them:
- a. Bring enough for the whole office.
  - b. Not to eat, it may upset their stomach during the procedure.
  - c. Eat as normal.
  - d. Eat a small amount only.
- 28) In ancient time, who were the first believed to have used silver amalgam paste.
- a. Greeks
  - b. Romans
  - c. Hebrews
  - d. Chinese

29) Who is the founder of Modern Dentistry:

- a. Pierre Fauchard
- b. Leonardo de Vinci
- c. GV Black
- d. Paul Revere

# **Pima Community College**

## **Dental Assisting Education**

### **DAE 160, Dental Emergencies-Role Play**

#### **Performance Objective**

This exercise is to practice dental emergency scenarios in a role-play situation. This complements dental emergency skill drills.

### **Role Playing to Rehearse Dental Emergencies**

For this role-play you will work in teams. Each of you will take turns being the dental assistant, one will be a dentist or other team member, and one person the patient.

1. Each patient will draw one card.
  - a. Do not show the person being the dental assistant.
2. Show it to the other team member.
3. Start with the person that says First Part of the Scenario.
4. The teacher will tell you when the scenario advances.
5. Other class members will watch

*Sample Scenarios you may encounter:*

#### Knocked Out Tooth...

First Part of the Scenario

- You come in after getting hit in the mouth with a baseball. You reports that only one tooth is missing put your jaw hurts.
- After a few minutes start complaining of increasing

pain. Second Part of the Scenario

- You are in getting evaluated after getting hit in the mouth; you have not lost any teeth. While assessing a tooth comes out and you hear others are cracked.
- After a few minutes you start bleeding

profusely? Third Part of the Scenario

- Same as the first part, you are in after getting hit in the mouth and have a missing tooth. However you are a child or elderly and are not certain you know what is going on.
- Get more confused as time goes on.

#### Seating a crown ...

First Part of the Scenario

- You are in the dental office getting a crown set and it gets jammed
- After a few minutes start complaining that it is hurting you intensely and you get

distressed. Second Part of the Scenario

- You are in the dental office getting a crown set and it gets jammed. As they are dislodging it you feel something crack and feel parts of tooth in your mouth.

Third Part of the Scenario

- You are in the dental office getting a crown and you learn it will not set that you will need implants or a bridge or dentures.
- Get more confused as time goes on.

### Jaw ache...

#### First Part of the Scenario

- You are in the dental office getting x-rays and suddenly your jaw hurts.
- After a few minutes start complaining that it is hurting you

#### intensely Second Part of the Scenario

- You are in the dental office getting x-rays and suddenly you cannot move

#### your jaw. Third Part of the Scenario

- You are in the dental office getting x-rays as a child or elderly person and suddenly your jaw starts to hurt
- Get more confused as time goes on.

### Evaluation by Classmates

Classmates will be observing and evaluating the dental assistant. Please make notes in the following areas:

- Accuracy with assessment of the dental emergency
- Communication with patient
- Communication with Dentist or other team members
- Personal behaviors
- Response as the scenario gets more difficult



**Pima Community College**  
**Dental Assisting Education**  
**DAE 160, Dental Emergencies-Role Play**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Check which applies:**

☐  
☐  
☐

First Role Play (baseline practice) Second

Role Play (evaluation; 80% to pass)

Third Role Play (only if does not pass Second Roll Play, 80% to pass)

**Evaluation and Grading Criteria**

3 Student competently met the stated criteria without assistance

2 Student required assistance to meet the stated criteria

1 Student showed uncertainty when performing the stated criteria

0 Student was not prepared and needs to repeat the step.

n/a No Evaluation of this step

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

**Performance standards**

Instructor shall identify by \* those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE Criteria	*	1st	2nd	3rd	COMMENTS
1. Assessment of issue					
2. Reviewed Health History					
3. Inquired about dental emergency; where, duration, pain type					
4. Communication with patient					
5. Communication with dentist and team					
6. Took Vitals					
7. Assisted Dentist with Examination Procedures: Cold Test, Heat Test, Pulp Tester etc.					
8. Followed dentist's directions for TX, further TX, RX's, Referral or Scheduling					
9. Documented all TX done and discussions.					
10. Treated patient compassionately					
11. Clean and disinfect equipment immediately					
Additional Comments					

Total number of Points earned \_\_\_\_\_. Faculty initials \_\_\_\_\_. 33 points possible.