CLINICAL PRACTICE FOR THE DENTAL ASSISTANT
Course Syllabus

Course Number: PDA-0110   OHLAP Credit: No
OCAS Code: None
Course Length: 300 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Sciences
Career Major(s): Professional Dental Assistant

Pre-requisite(s): Students must have a 70% or better in each program transcript course, and 90% program attendance rate to be eligible for this course. Students must have and maintain a current Oklahoma Dental Assistant Permit. Students must have completed the Oklahoma Radiation Safety Course and the Oklahoma Radiation Safety Exam with a score of 70% or better no more than 6 months before this Clinical Practice for the Dental Assistant course begins.

Course Description: This course provides the student opportunity to practice dental skills learned in the classroom and laboratory setting in a professional dental clinic.

Textbooks:

Online Components:
- http://evolve.elsevier.com/staticPages/s_index.html, Interactive Web Site, Sanders Elsevier
- http://tulsatech.blackboard.com/

Software:
- Eaglesoft 17.0 Dental Practice Management Software

Course Objectives:

A. Conduct preliminary interview and examination of patient.1
   1. Perform charting functions.1
   2. Use diagnostic aids.1
   3. Assess vital signs.1

B. Prepare operatory.1
C. Select and prepare armamentarium.1
D. Perform or assist with intraoral procedures.1
E. Use patient management techniques.1
F. Prepare for and assist with impressions.1
G. Prepare for and assist with restoratives.1
H. Select and prepare materials:
   1. Gypsum products1
2. Dental waxes
3. Acrylic products
4. Acrylic substitutes

I. Properly store gypsum and acrylic products and dental waxes.
J. Fabricate and evaluate diagnostic casts, including trimming and finishing.
K. Fabricate bleaching trays and mouth guards.
L. Clean and polish fixed and removable appliances and prostheses.
M. Provide information on personal oral habits that may compromise general health.

N. Provide pre/post treatment instruction.
O. Explain plaque control techniques.
P. Explain nutrition and its affect on dental health.
Q. Medical Emergencies
   1. Take actions to prevent medical emergencies based on the patient’s medical history.
   2. Recognize and assist with medical emergencies.
   3. Describe the dental assistant’s responsibility during dental emergencies.
R. Maintain and control supplies.
S. Maintain dental equipment/instruments.
T. Communicate effectively and establish good working relationships with patients and with other members of the dental care team.
U. Perform minor accounting functions.
V. Dental Assisting Legalities
   1. Explain legal responsibilities and regulations.
   2. Maintain records in accordance with legal guidelines.
   3. Practice legal and ethical behaviors.
W. Maintain and document a quality assurance program for infection control throughout the dental office.
X. Discuss patient and dental health care worker education.
Y. Follow Standard Precautions for the prevention of disease transmission.
Z. Personal Safety
   1. Follow the standards and guidelines of occupational safety for dental office personnel.
   2. Incorporate personal safety measures when using toxic materials or irritants.
   3. Demonstrate proper body mechanics.

AA. Radiographs
   1. Expose radiographs.
   3. Evaluate radiographs for errors and retake if necessary.
   5. Practice safety measures to protect the patient from radiation.
   6. Practice safety measures to protect the operator from radiation.

BB. Explain proper storage and disposal of supplies.
CC. Explain quality assurance guidelines.
DD. Demonstrate appropriate appearance.
EE. Demonstrate professionalism.
   1. Apply problem solving process.
   2. Practice customer service.
   3. Exercise skills in time management.
   4. Use business technology appropriately.
   5. Develop an understanding of diversity.
   6. Practice professional cell phone usage.
   7. Develop professional communication skills at work.
   8. Practice skills in working with difficult co-workers.
9. Practice effective listening skills.

FF. Meet reasonable expectations of employers.

GG. The student will demonstrate employability skills\(^1\), including dependability, patient/client centered behavior, self-motivation-initiative, positive attitude, and adherence to policies.\(^2\)

\(^1\) ODCTE Objective
\(^2\) TTC Required Soft Skill Objective

All unmarked objectives are TTC instructor developed.

**Teaching Methods:**

The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

**Grading Procedures:**

1. Students are graded on theory and lab practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

**Description of Classroom, Laboratories, and Equipment:**

Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

**Available Certifications/College Credit**

The student may be eligible to take state, national or industry exam after completion of the program. Tulsa Tech students may be able to earn college credit based on their knowledge gained at Tech. The process of earning credit through Prior Learning Assessment (PLA) will be determined after completion with Tech and based on certification, credential or knowledge of the subject. See program counselor for additional information.

**College Credit Eligibility:**

The student must maintain a grade point average of 3.0 or better.