

# DISCOVERY COMMUNITY COLLEGE

## SCHOOL OF DENTAL SERVICES

### Dental Assistant Level II

#### CURRICULUM GUIDE

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#### PURPOSE

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

#### PROGRAM GOALS

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

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

#### PROGRAM COMPETENCIES

In order to meet program goals, graduates will:

- Practice Dental Assisting in a Professional Manner
- Function within the legal boundaries of dental assisting
- Function within the ethical boundaries of dental assisting
- Support professional associations
- Assume responsibility for own lifelong learning
- Keep current in dental assisting knowledge and skills
- Perform dental assisting in a responsible and accountable manner
- Apply Knowledge of Dental Assisting in the Context of Appropriate Patient Care
  - Prepare dental settings and support the operator

- Demonstrate respect for patients and families
- Promote oral health education and adapt to individual needs
- Provide directed assistance in all procedures within the legal scope of dental assisting practice
- Accurately document all services provided
- Facilitate intrapersonal, interpersonal and group relationships to serve the public
  - Assume responsibility for own actions
  - Collaborate as an effective member of the dental team
  - Communicate effectively with patients, families, and co-workers
  - Accept and collaborate in patient care activities appropriately

### **STUDENT OUTCOMES**

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

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

### **STUDENT COMPETENCIES**

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

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

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

**PROGRAM OUTLINE**

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

The second phase of the program (semester II) will be the pre-clinical/treatment courses where student time will be approximately 65% classroom and 35% clinical plus a one week work experience placement in a dental office. Students will practice procedures using dental mannequins before they begin peer practice.

The final in-house training (semester III) will be the clinical phase where students are in laboratory/clinic space for about 65% of the time. The intra oral skills that are included in the legislated procedures for dental assistants must be supervised and evaluated by faculty and dentists (where applicable) to assure that the College requirements have been met before students begin their dental office work experience.

During semester IV, students go on a work experience in a dental office. Students will be placed in an appropriate setting where they will be expected to demonstrate an acceptable level of entry level competence in all chair side and intra-oral skills expected of a Certified Dental Assistant in British Columbia.

The program is organized into four semesters as follows [hours noted]:

Semester I:

- CDA 124 – Dental Practice Administration I [20]
- CDA 123 – Disease Transmission and Infection Control [40]
- CDA 120 – Applied Dental Sciences [72]
- CDA 121 – Preparation for Clinical Dental Assisting [32]
- CDA 126 – Dental Clinic I [84]
- CDA 125 – Preventive Dental Assisting I [60]
- CDA 122 – Dental Radiography I [56]

Semester II:

- CDA 222 – Dental Radiography II [36]
- CDA 226 – Dental Clinic II [144]
- CDA 225 – Preventive Dental Assisting II [56]
- CDA 223 – Pharmacology and Emergencies [50]
- CDA 220 – Dental Materials [60]
- CDA 224 – Dental Practice Administration II [18]
- CDA 221 – Dental Office Practicum [28]

Semester III:

- CDA 325 – Preventive Dental Assisting III [40]
- CDA 321 – Prosthodontic Procedures and Laboratory Skills [44]
- CDA 320 – Dental Specialties [68]
- CDA 326 – Dental Clinic III [160]

## CDA 327 – Public Dental Clinic [48]

### Semester IV:

CDA 421 – Dental Office Practicum [84]

CDA 521 – Employability Skills [8]

CDA 426 – Dental Clinic IV [12]

## **ADMISSION REQUIREMENTS**

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

- Grade 12 graduation from BC secondary school or equivalent, or mature student status
- Biology 12 or equivalent or successful assessment testing
- Signed consent for a criminal records check under the Criminal Records Review Program (CRRP)
- A satisfactory entrance interview with a DCC official
- Applicants who are non-native English users must provide proof of satisfactory English proficiency as follows (either IELTS or TOEFL or an equivalent test):
  - IELTS overall band score level 6.5 and a minimum score of 6.0 in each of speaking, listening, reading, writing
  - TOEFL total score 79-93 and minimum individual scores of Reading 13-18, Listening 12-19, Speaking 18-19, Writing 21-23

### Immunization Requirements

Applicants must submit an immunization record indicating their current immunizations prior to the start of semester two (refer to DCC guidelines for requirements).

### Criminal Record Checks

Discovery Community College will submit each applicant's criminal record check (CRC) on-line to the Criminal Record Review Program (CRRP). The status of the CRC does not automatically prevent an applicant from attending this program. However, any CRC that reveals "relevant" offences may make it difficult or impossible to place the student in a practicum. Students who cannot be placed in a practicum cannot graduate from this program and will be withdrawn.

Some work experience hosts may require their own criminal record check. It is the Student's responsibility to provide this directly to the host. If the criminal record check reveals information that raises concerns relevant to the placement the host may decline the placement. Students who cannot be placed in a work experience cannot graduate from this program and will be withdrawn.

A criminal record check is a requirement for registration with the College of Dental Surgeons of BC (CDSBC). The CDSBC may not register or license any applicant who has a relevant criminal record. We recommend that applicants who are concerned about their criminal record complete their CRC through the CRRP before they begin the Dental Assistant Program.

### Dental Examination Record

Students must have a dental examination completed and signed by a dentist prior to the beginning of semester two. At the beginning of semester two students begin to work in each other's mouths.

Students will be provided with a form to be completed and signed by the dentist. Treatment of any caries or periodontal conditions required by the dentist must be completed before working in the mouths of fellow students.

### **RECOMMENDED STUDENT CHARACTERISTICS**

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

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

- Be able to work in close proximity to others (dentists) and within the personal space of patients (and classmates). You will be required to engage actively in laboratory practice, acting both as patient/client and as operator or assistant in simulated situations
- Have good manual dexterity to enable safe, skillful use of instruments while working in the oral cavity
- Have good (corrected) vision
- Have a healthy back and neck
- Have a mature positive self-image with high standards of personal and professional integrity
- Be able to move freely in confined spaces
- Be able to speak confidently with people of all ages
- Be able to pay close attention to detail over considerable periods of time
- Be able to work quickly with accuracy, efficiency, and neatness
- Have excellent oral and personal hygiene
- Be able to work as part of a team respecting the ways in which others organize and execute their work
- Have knowledge of human biology, preferably biology 12

### **PROGRAM DESIGN and ACTIVITIES**

This program is offered over 60 weeks.

The 60-week (1,220 hours) program is divided into four semesters as listed above. Class schedules (days and times) may vary and will be given to students upon enrollment. DCC public dental clinic time will normally be scheduled in eight hour days and dental clinic work experience time is usually scheduled in seven hour days. Students must attend the scheduled public dental clinic and dental work experience times. Schedules are subject to change, including weeks allocated to classroom and work experience, days of the week used, and class times.

DCC dental clinic practice will be at our campus dental clinic. Work experience placements will be at a variety of locations. Students will be required to supply their own transportation.

There may be off-site field trips and/or some off-site training (e.g. radiography and intra oral practice) arranged during the program as opportunity and resources allow. These events may be scheduled outside of normal class time. Students will be required to supply their own transportation for these.

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

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

## RESOURCES

The required textbooks and workbooks are:

- Bird, Doni L. & Robinson, Debbie S. *Modern Dental Assisting* (12<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2018.
- Bird, Doni L. & Robinson, Debbie S. *Student Workbook for Modern Dental Assisting* (12<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2018.
- Iannucci, Joen M. & Howerton, Laura Jansen *Dental Radiography Principles and Techniques* (5<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2017.
- Boyd, Linda R. *Dental Instruments a Pocket Guide* (6<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2018.
- Mosby's *Dental Dictionary* (3<sup>rd</sup> Ed.) Missouri: Saunders/Elsevier, 2014

The instructor will provide other resources such as handouts, web site addresses, etc. The College maintains a collection of reference books on campus which all students have access to. Computers may be available for student use during regular school hours.

You will be learning in a well-equipped classroom and dental operatory.

## ASSESSMENT and EVALUATION

Student progress and success will be assessed regularly throughout the program. This will be accomplished using a variety of evaluation tools. Assessment items used are fully described in course outlines.

Final transcripts will record all marks for courses within the program.

The passing grade for all courses is 70%. Each course within the program must be passed to graduate. Students will be required to pass all assignments, exams, and clinical practice experiences at each level of the program before moving on to the next level.

A perfect attendance certificate will be awarded to each student maintaining 100% attendance.

### **CDSBC CERTIFICATION**

Please refer to the College of Dental Surgeons of British Columbia (CDSBC) for information about certification of dental assistants in British Columbia. Their web site is at [www.cdsbc.org/assistant](http://www.cdsbc.org/assistant) link The College regulates certified dental assistants based on the *Health Professions Act* and the CDSBC bylaws made under the *Act*.

Certified dental assistants are required to pay an annual fee to the CDSBC before March 1<sup>st</sup> in order to renew their certification. There is a renewal package on their website.

Graduates of accredited Level II dental assisting programs within B.C. are eligible for certification upon successful completion of the National Dental Assisting Examining Board (NDAEB) written examination provided they apply for certification within three years of graduation from their program.

Graduates of non-accredited programs are required to complete the NDAEB written examination and successfully complete the NDAEB's Clinical Practice Evaluation (CPE) to be eligible for certification in B.C. Discovery Community College is not yet accredited with the CDAC.

### **NATIONAL DENTAL ASSISTING EXAMINING BOARD**

Discovery Community College has received recognition from the NDAEB of the eligibility of our students to sit the NDAEB written exam. The NDAEB send exam applications for distribution to our students. Students are eligible to write the next NDAEB written exam after graduation from their program of study. Completed applications must be sent by mail or courier and must reach the NDAEB office by the deadline date and time. Students must submit their own applications (DCC staff will assist with this).

The NDAEB written exam is administered four times each year in March, June, September, and December. The Clinical Practice Evaluation (CPE) is administered in February/March, May/June, August/September, and November/December each year dependant on clinic availability.

Please refer to the NDAEB website at [www.ndaeb.ca](http://www.ndaeb.ca) for much valuable information, especially about their written exam and clinical practice evaluation (CPE). Please ensure that you read the information in the written exam application form and the candidate handbook and in the CPE application form and the CPE handbook carefully. There are very specific requirements to be satisfied and there is a fee for both.

Students graduating from a Dental Assisting Program that is not accredited by the Commission on Dental Accreditation of Canada (CDAC) must sit both the NDAEB written examination and the NDAEB

clinical practice evaluation (CPE). Discovery Community College is not presently accredited with the CDAC.

Once the NDAEB written exam and clinical practice evaluation has been completed then Dental Assistants must apply for registration and licensure with the College of Dental Surgeons of British Columbia.

**NOTICE**

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