

DISCOVERY COMMUNITY COLLEGE

School of Dental Services

Dental Assistant Level II

Curriculum Guide

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PROGRAM GOALS

Students in the Discovery Community College Dental Assisting Program will learn the theoretical, clinical, and professional competencies of a certified dental assistant in British Columbia. Graduates will possess the skills, knowledge, and attitudes of entry-to-practice certified dental assistants to successfully begin their careers in dentistry.

GRADUATE OUTCOME STATEMENTS

Graduates of the Discovery Community College Dental Assisting Program will have the following entry-level competencies to practice as a certified dental assistant:

- Theoretical knowledge of basic sciences and humanities that are integrated into dental assisting practice.
- Clinical skills as described in the CDSBC Guide to CDA services, Practicing CDA classification.
- Professionalism as demonstrated by the ability to communicate and work collaboratively with the oral health care team.
- Safe, competent patient care as demonstrated by the ability to apply knowledge, skills, ethics, and legal parameters when providing dental services.

PROGRAM OUTLINE

In Term 1, students learn theoretical knowledge, develop professionalism, and gain clinical skills to prepare them for their role as dental assistants in the dental practice. Students spend two thirds of the total hours in the classroom and the remaining third in clinic practicing on dental manikins. Students, in the role of a dental assistant, complete term 1 with a one-week practicum in a private dental practice.

In Term 2, students continue learning theoretical knowledge, honing their professionalism, and mastering clinical skills associated with certified dental assistants. Students spend approximately 50% of the total hours in class, with the remaining time spent in clinic and the dental laboratory. Focus shifts to patient care as students provide dental services to peers and members of the public. Students participate in Public Clinics under the supervision of registered dental professionals. Students, in the role of certified dental assistants, complete term 2 with a three-week practicum in a private dental practice.

Students also participate in the Pacific Dental Conference, which occurs in the first week of March.

The program is organized into two terms as follows [hours noted]:

Term I:

Orientation: online learning, DCC policy & procedure, financial literacy [20]

Workshop: BLS (Basic Life Support) [6]

DA 100 Foundation Skills [20]
DA 101 Introduction to Dental Assisting [88]
DA 102 Applied Dental Sciences [132]
DA 103 Preventive Dental Assisting [144]
DA 104 Operative Dental Assisting [116]
DA 105 Practicum I [1 week; approx. 32-40]

Total classroom 526 hours over 26 weeks
Total practicum 32-40 hours over 1 week

Term II:

DA 206 Dental Radiography [132]
DA 207 Prosthodontics and Dental Laboratory [112]
DA 208 Dental Specialties [88]
DA 209 Dental Administration [40]
DA 210 Patient Care Clinics [96]
DA 211 Employability Skills [16]
DA 212 Practicum II [3 weeks; approx. 96-120]
DA 213 NDAEB Preparation [12]

Total classroom 496 hours over 25 weeks
Total practicum 96-120 hours over 3 weeks

March of each year:

Pacific Dental Conference [16]

PROGRAM DESIGN and ACTIVITIES

This program is offered over 55 weeks, not including school holidays. This program may be offered in two delivery models:

- In person in the classroom and dental clinic at the DCC campus with practicum placements in the community
- In person online for classroom courses and in the dental clinic at the DCC campus with practicum placements in the community

The program is divided into two terms as listed above. Program schedules (times) may vary and will be given to students upon enrollment. Practicums are based on an eight-hour workday. Schedules are subject to change to accommodate guest speakers, field trips, dental conferences, and community projects.

DCC Patient Care Clinics are held at our Surrey campus dental clinic. Practicums may occur anywhere in the Lower Mainland and Fraser Valley. Whenever possible, students will be placed close to their home location. Students must 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 must provide their own transportation.

Applicants must complete the Canadian Red Cross BLS (Basic Life Support) prior to the first practicum and this must be valid until the end of the program. This is offered within the program schedule.

For online learning students will require a suitable device such as a laptop computer (preferably using Windows operating system), and access to internet services. We recommend a laptop with a keyboard (not just touch screen) and additional devices such as a cell phone.

The instructors use the following classroom teaching approaches: lectures, group discussion, case studies, student-led oral presentations, videos, games, interactive technologies, and guest speakers. For clinical skills, instructors use the apprenticeship approach of demonstrating the skill, supervising student practice, providing feedback and correcting the skill during observations, and evaluating students. For quality assurance, students must pass the clinic skill on the dental manikin, prior to practicing the skill on a student-partner. Upon successful completion of the skill on a student-partner, students may then provide the clinical service on patients in our school dental clinic. Successful completion of Patient Care Clinics allows students to progress to patients in the community under the supervision of a registered dental professional. Successful completion of the last practicum prepares students for their role as a certified dental assistant in BC.

RESOURCES

The required textbooks and workbooks are:

- Bird, Doni L. & Robinson, Debbie S. *Modern Dental Assisting* (13th Ed.) Missouri: Saunders/Elsevier, 2021.
- Bird, Doni L. & Robinson, Debbie S. *Student Workbook for Modern Dental Assisting* (13th Ed.) Missouri: Saunders/Elsevier, 2021.
- Iannucci, Joen M. & Howerton, Laura Jansen *Dental Radiography Principles and Techniques* (5th Ed.) Missouri: Saunders/Elsevier, 2017.
- Iannucci Joen M. & Howerton Laura Jansen *Dental Radiography Principles and Techniques: Workbook and Laboratory Manual* (5th ed.) Missouri: Elsevier, 2017.
- Boyd, Linda R. *Dental Instruments a Pocket Guide* (7th Ed.) Missouri: Saunders/Elsevier, 2021.
- Mosby's *Dental Dictionary* (4rd Ed.) Missouri: Saunders/Elsevier, 2020.

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 clinic.

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 courses is 70% except for those courses graded with a Pass/Fail. 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.

ADMISSION REQUIREMENTS

Applicants must meet with a DCC official and complete required documents:

- Completed application form
- Health questionnaire
- Consent to release of information
- Interview questionnaire
- Consent for student photograph
- Copy of valid government issued photo identification
- Copy of secondary identification
- Entrance interview with college official

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 record check under the Criminal Records Review Program (CRRP)
- Signed release of student's criminal record
- Interview with Dental Program Manager and successful completion of interview package
- English competency self-declaration form
- Applicants who are non-native English users must provide proof of satisfactory English proficiency as follows (either IELTS or TOEFL or an equivalent test):
 - IETLS 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

Additional Documentation:

- Acceptance letter
- Letter from dentist authorizing another student to practice on applicant during the program
- Immunization record
- Basic Life Support certificate

Immunization Requirements

Applicants must submit an immunization record indicating their current immunizations prior to the start of the first practicum during semester one. Students must be currently immunized against:

- Hepatitis B
- MMR (Measles, Mumps, Rubella)
- Varicella (chickenpox)
- DTaP (Diphtheria, Tetanus Pertussis)
- Polio
- Tuberculosis (negative skin test or negative chest x-ray)

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 or to participate in community projects. Students who cannot be placed in a practicum or participate in community projects cannot graduate from this program and will be withdrawn.

A criminal record check is a requirement for certification with the College of Dental Surgeons of BC (CDSBC). The CDSBC may not certify a dental assisting graduate 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.

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 oral health. You should be self-motivated, responsible, perceptive to others' needs. You should be willing to engage in personal and professional reflection and to participate in class activities and discussions as speakers and active listeners. You should enjoy learning and consistently seek to improve yourself.

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

- Work collaboratively with other health care professionals and patients.
- Support your peers with constructive feedback as well as graciously receive feedback from others.
- Learn from your mistakes.
- Have good manual dexterity and hand-eye coordination.
- Able to see small, fine details intraorally. May have corrective lenses.
- Have a healthy back, neck, and shoulders.
- 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 concentrate and focus on details over considerable periods of time
- Be able to work quickly with accuracy, efficiency, and neatness
- Have excellent oral and personal hygiene

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 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 1st 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. Students may apply online to the NDAEB once they have completed the dental assisting program. Completed applications must be sent by courier and must reach the NDAEB office by the advertised deadline date and time. Students must submit their own applications; DCC does not apply on behalf of the students, but we will assist students with completing their application.

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 depending on clinic availability.

Please refer to the NDAEB website at www.ndaeb.ca for information, especially about the written exam and clinical practice evaluation (CPE). Please ensure that you carefully read the information in the written exam application form and the candidate handbook and in the CPE application form and the CPE handbook. Check the website for application requirements and fees.

Students graduating from a Dental Assisting Program that is not accredited by the Commission on Dental Accreditation of Canada (CDAC) must successfully pass 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 successfully completed then the dental assisting graduate must apply for certification 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.