

# DISCOVERY COMMUNITY COLLEGE

## School of Dental Services

Dental Assistant Level II

### Curriculum Guide

Development Date: April 2006

Recent Revision Dates: February 2022; March 2022; May 2022; July 2022; July 2023.

Current Version: October 2023.

### 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 BCCOHP 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 DESIGN

This program is offered in three options:

- 20 hours per week over 55 weeks (1,150 hours), not including school holidays.
  - Classroom hours 1022/20 = 51 weeks plus practicum 4 weeks.
- 28 hours per week over 41 weeks (1,150 hours), not including school holidays.
  - Classroom hours 1022/28 = 36.5 weeks plus practicum 4 weeks.
- 16 hours per week over 68 weeks (1,150 hours) not including school holidays.
  - Classroom hours 1022/16 = 63.9 weeks plus practicum 4 weeks.

In March of each year students attend the Pacific Dental Conference [approximately 16 hours].

### PROGRAM Methods of Delivery

Revised: 2023-10-12.

This program is offered in one delivery model:

- In person in the classroom and dental clinic at the DCC campus with work experience placements in the community.

The program is organized into two terms.

	<b>Weeks</b>	<b>Hours</b>	<b>Delivery Method</b>
<b>Term 1</b>			
WKSH 502 Orientation: online learning, DCC policy & procedure; WKSH 503 financial literacy	1.0	20	In class
FA 930 Workshop: BLS (Basic Life Support)	0.3	6	
DA 100 Foundation Skills	1.0	20	
DA 101 Introduction to Dental Assisting	4.4	88	In class and practice in clinic
DA 102 Applied Dental Sciences	6.6	132	
DA 103 Preventive Dental Assisting	7.2	144	
DA 104 Operative Dental Assisting	5.8	116	
DA 105 Work Experience Practicum 1	1.0	32	On site
<b>Totals term 1</b>	<b>27.3</b>	<b>558</b>	
<b>Term 2</b>			
DA 206 Dental Radiography	6.6	132	In class and practice in clinic
DA 207 Prosthodontics and Dental Laboratory	5.6	112	
DA 208 Dental Specialties	4.4	88	
DA 209 Dental Administration	2.0	40	In class
DA 210 Patient Care Clinics	4.8	96	In clinic
DA 211 Employability Skills	0.8	16	In class
DA 212 Work Experience Practicum 2	3.0	96	On site
DA 213 NDAEB Preparation	0.6	12	In class
<b>Totals term 2</b>	<b>27.8</b>	<b>592</b>	
<b>Totals</b>	<b>55</b>	<b>1,150</b>	

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 the 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.

DCC Patient Care Clinics are held at our Surrey campus dental clinic.

### **Career Occupation**

The Dental Assistant Level II program prepares students for occupations as dental assistants. Dental assistants assist dentists and dental hygienists during the examination and treatment of patients. They may also perform clerical functions. They may work in dentist's offices, community health centres, and pharmaceutical companies (NOC 2016 code 33100).

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## ADMISSION REQUIREMENTS

Revised: 2022-07-12.

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

- Grade 12 graduation from BC secondary school or equivalent\*, or equivalent\* from another school system, or be a mature applicant (19 years of age as of program start date)
- English 12 with a minimum grade of 65% OR English First Peoples 12 with a minimum grade of 65% or equivalent assessment
  - If an English assessment is required, then it would be completion of one of the following:
    - Accuplacer
      - Next generation reading minimum score of 250.
      - Next generation writing minimum score of 250.
      - Writeplacer minimum score of 5.
    - Canadian Language Benchmark Placement Test (CLB PT) within the last year
      - Minimum score of 7 in each of listening, speaking, reading, writing.
    - Language Proficiency Index (LPI) required levels.
      - Essay level 4 (24-29/40 = adequate proficiency).
      - Additional sections (sentence structure, English usage, reading comprehension) must score and average of 50% (20/40).
    - International English Language Testing System (IELTS) academic or general test within the last two years
      - Overall band score level of 6.5 and a minimum score of 6.0 in each of speaking, listening, reading, writing.
    - Test of English as a Foreign Language (TOEFL)
      - Overall score of 79-93 and minimum scores of reading 13-18, listening 12-19, speaking 18-19, writing 21-23.
- Anatomy & Physiology (previously biology) 12 with a minimum grade of 60% or equivalent assessment
  - If an anatomy and physiology assessment is required, then it would be completion of the following:
    - UWorld biology exam minimum score of 60%
- Complete an interview with Dental Program Manager and successfully complete an interview package.

\*Equivalent:

For detailed information about equivalencies please speak with your DCC Admissions Advisor. Entrance requirements may be met with evidence of secondary and post-secondary studies at an equivalent level, and/or with successful assessment testing.

DCC also requires applicants to:

- Submit completed DCC application forms.
- Complete an entrance interview with a DCC official.
- Sign and date consent for a criminal record check under the Criminal Records Review Program (refer to notes under “Criminal Records Checks” below).

## **METHODS of 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.

## **PRACTICE EXPERIENCE REQUIREMENTS**

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.

The following requirements are not within the control of Discovery Community College. They may change at any time, including between enrollment in the program and participation in any of the practice experiences that each student must complete.

Participants in the program must comply with these requirements as described at the time their practice experience is scheduled:

- Canadian Red Cross Basic Life Support certificate (BLS)
  - This must be completed prior to the first practicum and preferably before clinic sessions begin. The BLS must be valid until the end of the program.
  - The BLS is offered within the program schedule.
- Submit signed consent for a criminal record check under the terms of the Criminal Records Review Act and the Ministry of Justice process for educational institutions (refer to notes under “Criminal Record Check Guidelines” below).
- Immunization as described below.

### Immunizations Recommended or Required

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

- Hepatitis B
- MMR (Measles, Mumps, Rubella)
- Varicella (chickenpox)
- DTaP (Diphtheria, Tetanus, Pertussis)
- Polio
- Tuberculosis – negative skin test; if skin test is positive then a negative chest x-ray is required
- Coronavirus (Covid-19)
- Influenza (this vaccine is only available in certain months of the year; Health Canada recommends health workers get the influenza vaccine when it is available).

Immunization requirements are not within the control of Discovery Community College and may change at any time. As of February 2022, the BC Provincial Health Officer issued a public health order requiring all regulated health professionals to be fully vaccinated against Covid-19. The BC College of Oral Health

Professionals (BCCOHP) expects that every registrant will comply with all applicable PHO orders, directives, and recommendations (information is available at the BCCOHP website). Students who do not comply may not be accepted into a practicum placement. Students who cannot complete the practicum experiences cannot graduate from this program and will be withdrawn.

### 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 BC College of Oral Health Professionals (BCCOHP). The BCCOHP 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.

### **GENERAL INFORMATION**

Students require a laptop computer (preferably using Windows operating system) and access to Internet services. We recommend a laptop with a keyboard (not just a touch screen) and additional devices such as a cell phone.

There may be off-site field trips and/or community projects arranged during the program, as opportunity and resources allow. These events may be scheduled outside of normal class time to accommodate the hosting facility's availability. Students must provide their own transportation.

### Schedules

Program schedules may vary from cohort to cohort. Students are provided with their schedule upon acceptance into the program. Practicum schedules may vary depending on host dental office business hours. Schedules are subject to change to accommodate guest speakers, field trips, dental conferences, and community projects.

### Teaching Methods

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 and Equipment

The required textbooks and workbooks are:

- Bird, Doni L. & Robinson, Debbie S. *Modern Dental Assisting* (14<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2023.
- Bird, Doni L. & Robinson, Debbie S. *Student Workbook for Modern Dental Assisting* (14<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2023.
- Iannucci, Joen M. & Howerton, Laura Jansen *Dental Radiography Principles and Techniques* (6<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2023.
- Iannucci, Joen M. & Howerton, Laura Jansen *Workbook and Laboratory Manual for Dental Radiography* (6<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2023.
- Boyd, Linda R. *Dental Instruments a Pocket Guide* (8<sup>th</sup> Ed.) Missouri: Saunders/Elsevier, 2023.

Resources such as handouts, web site addresses, etc., are available to students as part of their online resources. 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.

Students will be learning in a well-equipped classroom and dental clinic.

#### 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

#### 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 apply online to the NDAEB. 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.

Please refer to the NDAEB website at [www.ndaeb.ca](http://www.ndaeb.ca) for information about the written exam. Please ensure that you carefully read the information in the written exam application form and the candidate handbook. Check the website for application requirements and fees.

Students graduating from a Dental Assisting Program that is accredited by the Commission on Dental Accreditation of Canada (CDAC) must successfully pass the NDAEB written examination. Discovery Community College's program is accredited with the CDAC.

Once the NDAEB written exam has been successfully completed then the dental assisting graduate must apply for certification with the BCCOHP to work as a CDA.

#### BCCOHP Certification

Please refer to the BCCOHP for information about certification of dental assistants in British Columbia. Their web site is at [Welcome to the BC College of Oral Health Professionals | British Columbia College of Oral Health Professionals \(oralhealthbc.ca\)](http://Welcome%20to%20the%20BC%20College%20of%20Oral%20Health%20Professionals%20|%20British%20Columbia%20College%20of%20Oral%20Health%20Professionals%20(oralhealthbc.ca)). The BCCOHP regulates certified dental assistants based on the *Health Professions Act* and the BCCOHP bylaws made under the *Act*.

Certified dental assistants are required to pay an annual fee to the BCCOHP 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 NDAEB written examination provided they apply for certification within three years of graduation from their program.

Discovery Community College's program is accredited with the CDAC.

#### Revisions

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.