

# Dental Assisting

## Course Outline

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The following subjects are covered in depth from both a didactic and practical clinical experience. The morning lecture is followed by an afternoon of clinical, “hands-on” training in our state-of-the-art practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation, and materials commonly used in a general dental practice. All students receive more than 20 hours of instruction in radiology. Our students have been trained in many of the “expanded duties” as well. Details of the student’s extensive clinical training are outlined below:

### 1) Expanded Function Dental Assistant Training

- a. Pack gingival retraction cord
- b. Upper and lower alginate impressions, model pouring and trimming
- c. Rubber dam placement
- d. Fabrication of upper and lower bleach trays
- e. Nitrous Oxide administration and monitoring
- f. Place sealants on teeth
- g. Temporary crown fabrication
- h. Placing matrix (Tofflemire) bands

### 2) Dental Theory and Terminology

- a. Dental and oral anatomy, tooth identification and numbering system
- b. Instrument nomenclature and identification for all aspects of General Dentistry
- c. Dental terminology
- d. Equipment operation, chair positioning, assistant equipment usage
- e. Treatment options available, depending on oral conditions

### 3) Receptionist - Front Desk Office Management

- a. Phone techniques and appointment book control
- b. Billing: accounts receivable and accounts payable, collections
- c. Filing insurance forms and pre-treatment estimates
- d. Insurance terminology

### 4) Four-Handed Dental Assisting

- a. Instrument transfer techniques, chair-side assisting and patient suctioning
- b. Chair-side doctor-patient-assistant positioning
- c. Tub and tray systems of instruments and materials
- d. Familiarity and use of instruments and materials in assisting for:
  - i. Operative Dentistry-amalgam and composite restorations
  - ii. Oral Surgery - instruments, procedures, and post-op protocol
  - iii. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
  - iv. Endodontics - instruments, medicaments, and materials: how and why they are used
  - v. Periodontics - disease origin and usual treatment methods
  - vi. Pedodontics - commonality and differences in treating children vs. adult patients

### 5) Radiology

- a. X-ray theory and technique, use of Rinn© holders and other methods
- b. Intraoral, bitewing, panoramic, and endodontic exposure methods
- c. Digital Radiograph and computer integration (including 3D cone beam)
- d. X-ray identification, interpretation, safety and precautions

### 6) Impressions and Model Trimming

- a. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- b. Wax bites, counter impressions,
- c. Model pouring and trimming

### 7) Cements and Liners

- a. Introduction to various cements and liners used in dentistry
- b. Practice mixing cements and liners

### 8) Sterilization Techniques

- a. Sterilization theory and terminology, autoclave operation
- b. Instrument and equipment sterilization / disinfection
- c. Treatment room disinfection and asepsis techniques
- d. Handpiece care and maintenance

### 9) Job Interview and Placement Assistance

- a. Proper image, dress, resume, and how to prepare for the job interview itself
- b. Difficult questions you may face - how to answer them
- c. Do's and don'ts during the interview, what to expect
- d. Working interviews, how it works, what to expect