<table>
<thead>
<tr>
<th><strong>DA 156</strong></th>
<th><strong>Dental Assisting Fundamentals (Chairside)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester &amp; Year:</strong></td>
<td>Fall 2016</td>
</tr>
<tr>
<td><strong>Course ID and Section Number:</strong></td>
<td>E01188 (041188) Morning Lab, Monday Clinical E1202(041202) Afternoon Lab, Wednesday Clinical</td>
</tr>
<tr>
<td><strong>Number of Credits/Units:</strong></td>
<td>5 Units – Lecture, Lab, and Clinical</td>
</tr>
<tr>
<td><strong>Day/Time/Location:</strong></td>
<td>Lecture - Mondays – 9:30 am to 11:35 am in AT 115 Morning Lab - Fridays – 7:30 am to 10:35 am in AT 112 Clinical Lab – Mondays – 12:00 pm to 4:30 pm in AT 101 Afternoon Lab - Fridays – 10:45 am to 1:50 pm in AT 112 Clinical Lab – Wednesdays – 12:00 pm to 4:30 pm in AT 101</td>
</tr>
<tr>
<td><strong>Instructor Information:</strong></td>
<td>Hillary Reed, RDAEF, CDA, COA, CDPMA, CPDA Dental Assisting Program Coordinator Raynell Tindall, RDA, CDA Dental Assisting Program Faculty</td>
</tr>
<tr>
<td><strong>Contact Information:</strong></td>
<td>Office location: AT 101 Office hours: Tuesdays, Thursdays, and Fridays by appointment Phone: 476-4253 Email: <a href="mailto:hillary-reed@redwoods.edu">hillary-reed@redwoods.edu</a></td>
</tr>
<tr>
<td><strong>Absence Notification:</strong></td>
<td>Absences are not excused and must be reported ½ hour prior to the beginning of class. In the event of emergency contact 476-4250. Excessive absences will result in Program dismissal.</td>
</tr>
<tr>
<td><strong>Course Description:</strong></td>
<td>A basic introduction to chairside dental assisting. Implementation of safety measures and proficiency development in performing fundamental functions of four-handed clinical dentistry are emphasized. Customary duties are practiced in preparation for clinical competency in comprehensive patient care. Patient care begins mid-semester on-campus in the Dental Health Center (90 Clinical Hours).</td>
</tr>
<tr>
<td><strong>Student Learning Outcomes:</strong></td>
<td>1. Apply occupational health and safety standards. 2. Safely and correctly set-up, prepare, assist, apply and/or perform the permitted duties (as allowed by the California Dental Practice Act) common to general dentistry to the clinical competence level in the Dental Health Center. 3. Demonstrate anticipation, organization, communication, teamwork, and the ability to follow directions.</td>
</tr>
<tr>
<td><strong>Academic Standards and Policies:</strong></td>
<td>Students are expected to adhere to all requirements, policies, and rules provided in the Dental Assisting Program Student Handbook given at orientation and College of the Redwoods 2016/2017 Catalog.</td>
</tr>
</tbody>
</table>
### Academic Misconduct:
Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions prescribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an “F” in the course.

The student code of conduct is available on the College of the Redwoods website at: [http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf](http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf)

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

### Special Accommodations:
College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

### Equal Opportunity Statement:
College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

### Safety:
In the event of an evacuation students of the Dental Assisting Program are to follow the posted maps at the marked exits and evacuate to Area 3. Keep streets and walkways clear and do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities.

---

**Student Handbook**

All students have signed acknowledgement that they have received, read and agreed to detailed information provided in the Dental Assisting Program Handbook regarding program of study, information, notifications, requirements, policies, rules and disciplinary actions. Please refer and review your Handbook regularly.

**Co-Requisites**

The Dental Assisting Program of Study requires the cohort of students to enroll in DA 153, DA 154, DA 155, and DA 156 concurrently. This is a Dental Board of California (DBC) and Commission on Dental Accreditation (CODA) requirement. Curriculum reiterates and combines concepts, information, and proficiencies from other courses to prepare students for the clinical setting.

**Teaching Methods**

Connecting textbook standards to practical application in the clinical setting is instrumental in developing as a dental assistant. Following directions, comprehending information, performing skills proficiently, achieving consistent quality control and exhibiting teamwork are all critical when performing in the workforce. To be successful students are to have read and prepared course materials prior to the beginning of class. Class sessions are primarily used as a tool of clarification, followed by a wide array of activities, assignments, and hands-on applications preparing students for the clinical setting.
Work Readiness Program

To be successful in the workforce, students have to develop skill sets and healthy work habits necessary for lasting employment.

Students are awarded five Pay Day Points for full participation in the activities and tasks assigned to each class session (lab and lecture and clinical), where all requirements, policies, and rules are followed as stated in the Program Handbook. Students begin the course with zero Pay Day Points. Pay Day points will be factored into the course grade.

Students not participating in activities or tasks or not following requirements, policies, and rules or who are absent will not acquire any Pay Day Points for that class session(s). This includes those that are tardy or leave early.

Additionally, disciplinary action (as outlined in the Program Handbook) for the second, third, and fourth offense will affect the final course grade negatively. Students averse to developing the necessary skill sets and/or healthy work habits are able to have a deficit in Work Readiness Points that will affect their grade negatively.

Lecture and Lab Preparation

All Performance Outcomes and end of the chapter Procedures should be read and reviewed prior to lab. Performance Outcomes and Procedure steps are used to determine student’s competency level prior to performing in the clinical setting. Students must demonstrate preclinical competence in performing these procedures prior to clinical practice without assistance from an instructor or staff member.

Learning Outcomes are located in the Modern Dental Assisting 11th Edition textbook at the beginning of each assigned chapter. Key Terms, Learning Outcomes, Electronic Resources, and notes should be used to study for written quizzes and exams.

Clinical Competency Worksheet and Clinical Evaluation Packet

Students will be given a Clinical Competency Worksheet this is to assist the student in tracking their clinical progression. A specified portion of the sheet must be completed prior to participating in assigned patient care in the Dental Health Center. Additionally, once the student is assigned to patient care the student will track performed allowable duties and procedures completed.

Additionally, each clinical session where the student is assigned to patient care the student will be evaluated by the clinical instructors on the specific procedures assigned. Clinical performance is evaluated using the Procedural Evaluation Form. These forms are completed for each procedural assignment given in the clinical session, establishing the performance objective, grading and specific procedural criteria.

Procedural Evaluation Forms are collected during the clinical session after students have reviewed their earned grade and read written feedback by faculty. Every four weeks students are given a graded Clinical Evaluation Packet based on course objectives derived from Program Learning Outcomes. This evaluation form provides the student with their clinical grade, informs the student of his/her progress in meeting clinical objectives, identifies what additional learning is required, and makes recommendations to improve and/or to meet objectives. Further information is available in the Clinical Handbook.
### Dental Assisting Program Grading Scale

The Commission on Dental Accreditation and the Dental Board of California require the lecture and lab grade to be 75% or better. The Dental Assisting Program courses are sequential and have co-requisites. Students not passing a course(s) cannot continue and are dismissed from the Program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>Outstanding progress</td>
</tr>
<tr>
<td>A-</td>
<td>90-95</td>
<td>Outstanding progress</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>Above average progress</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>Above average progress</td>
</tr>
<tr>
<td>B-</td>
<td>81-83</td>
<td>Average Progress</td>
</tr>
<tr>
<td>C+</td>
<td>78-80</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>C</td>
<td>75-77</td>
<td>Lowest acceptable Progress</td>
</tr>
<tr>
<td>D</td>
<td>65-74</td>
<td>No progression,</td>
</tr>
<tr>
<td>F</td>
<td>&lt;65</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Official Withdrawal</td>
</tr>
</tbody>
</table>

### Course Requirements

<table>
<thead>
<tr>
<th>Points Possible:</th>
<th>Points Earned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Day - Work Readiness Points (5 points per lecture and lab session)</td>
<td>135</td>
</tr>
<tr>
<td>Work Readiness – Clinical Points (5 points per clinical session)</td>
<td>70</td>
</tr>
<tr>
<td>2 Clinical Evaluation Packet (75 points each)</td>
<td>150</td>
</tr>
<tr>
<td>3 Spelling Tests (25 points each)</td>
<td>75</td>
</tr>
<tr>
<td>1 Coronal Polish Written Exam</td>
<td>100</td>
</tr>
<tr>
<td>3 Written Exams (150 points each)</td>
<td>450</td>
</tr>
<tr>
<td>1 Written Final Exam</td>
<td>500</td>
</tr>
<tr>
<td>1 Instrument Exam</td>
<td>75</td>
</tr>
<tr>
<td>1 RDA Skills Worksheet</td>
<td>100</td>
</tr>
<tr>
<td>1 Clinical Competency Worksheet</td>
<td>100</td>
</tr>
<tr>
<td>1 Coronal Polish Practical Exam</td>
<td>100</td>
</tr>
<tr>
<td>5 RDA Skills Exams (100 points each)</td>
<td>500</td>
</tr>
<tr>
<td>1 Practical Final Exam</td>
<td>500</td>
</tr>
<tr>
<td>1 Procedure Set-up Exam (Patient Exam and Prophy)</td>
<td>75</td>
</tr>
</tbody>
</table>

**Total Points Possible:** 3230

Grades are entered in Canvas as a convenience to the student in assisting with determining their grade. To calculate your grade add up all points earned, subtract any work readiness points deducted and divide total by the points possible to determine the percentage (%). Use the grading scale provided above to determine your letter grade.
Course Content Outline
Schedule of Activities and Assignments

Orientation
August 24 (Lecture)
Textbook reading assignment in preparation for lecture class:
Chapter 1 History of Dentistry
Chapter 2 The Professional Dental Assistant
Chapter 3 The Dental Healthcare Team
Chapter 32 The Dental Office

Week 1
Unit: Infection Prevention and Safety Compliance
Monday, August 29 (Lecture)
Textbook reading assignment in preparation for lecture class:
Chapter 19 Disease Transmission and Infection Control
Chapter 20 Principles and Techniques of Disinfection

Monday, August 29 or Wednesday August 31 (Clinical Lab Session)
Textbook reading assignment in preparation for class:
Chapter 31 Assisting in a Medical Emergency
Textbook Procedure Competencies: 31-1, 31-2, 31-3 (review from orientation)
31-4, 31-5, 31-6, 31-7, 31-8, 31-9, 31-10, 31-11
Safety and Emergency Procedures at College of the Redwoods

Friday, August 31 (Lab)

Week 2
Unit: Infection Prevention and Safety Compliance
Monday, September 5 (Lecture/ Clinical Lab Session)
Labor Day Holiday

Wednesday, September 7 (Clinical Lab Session)
Textbook reading assignment in preparation for class:
Chapter 19 Disease Transmission and Infection Control
Chapter 20 Principles and Techniques of Disinfection
Chapter 21 Principles and Techniques of Instrument Processing

Friday, September 9 (Lab)
**Week 3**

*Unit: Infection Prevention and Safety Compliance*

**Monday, September 12 (Lecture)**

Textbook reading assignment in preparation for lecture class:
- Chapter 19 Disease Transmission and Infection Control
- Chapter 20 Principles and Techniques of Disinfection
- Chapter 21 Principles and Techniques of Instrument Processing

**Monday, September 12 or Wednesday, September 14 (Clinical Lab Session)**


**Friday, September 16 (Lab)**

RDA SKILLS TEST #1 – PPE, Disinfection and Operatory Turn Around

---

**Week 4**

*Unit: Foundation in Clinical Dentistry*

**Monday, September 19 (Lecture)**

EXAM #1 (CH. 19, 20, 32)

Textbook reading assignment in preparation for lecture class:
- Chapter 25 Ergonomics
- Chapter 27 Vital Signs
- Chapter 33 Delivering Dental Care

**Monday, September 19 or Wednesday, September 21 (Clinical Lab Session)**

- Demonstrate using Eaglesoft generated Router for patient dismissal

**Friday, September 23 (Lab)**

RDA SKILLS TEST #2 – Seat/Dismiss Patient and Take/Record Vital Signs

---

**Week 5**

*Unit: Foundation in Clinical Dentistry*

**Monday, September 26 (Lecture)**

EXAM#2 (CH. 25, 27, 33)

Textbook reading assignment in preparation for lecture class:
- Chapter 34 Dental Hand Instruments
- Chapter 35 Dental Handpieces and Accessories
- Chapter 48 General Dentistry

**Monday, September 26 or Wednesday, September 28 (Clinical Lab Session)**

PROCEDURE SET UP EXAM - Patient Exam and Prophy Procedures


**Friday, September 30 (Lab)**

RDA SKILLS TEST #3 – Using a Dental Mirror Intra-Orally and Instrument Transfer

Week 6
Unit: Foundation in Clinical Dentistry
Monday, October 3 (Lecture)
Textbook reading assignment in preparation for lecture class:
  Chapter 36 Moisture Control
  Chapter 24 Dental Unit Waterlines
Monday, October 3 or Wednesday, October 5 (Clinical Lab Session)
Textbook Procedure Competencies: 36-1, 36-2, 36-3, 36-4, 24-1
Friday, October 7 (Lab)
INSTRUMENT IDENTIFICATION EXAM—Hand Instruments and Rotary Instruments
RDA SKILLS TEST #4—HVE and 3-Way Syringe Placement

Week 7
Unit: Foundation in Clinical Dentistry
Monday, October 10 (Lecture)
EXAM #3 (CH. 24, 34, 35, 36, 48)
Textbook reading assignment in preparation for lecture class:
  Chapter 58 Coronal Polishing
Monday, October 10 or Wednesday, October 12 (Clinical Lab Session)
PATIENT CARE
Friday, October 14 (Lab)
Textbook Procedure Competencies: 58-1 (typodont and then peer)

Week 8
Unit: Foundation in Clinical Dentistry
Monday, October 17 (Lecture)
Textbook reading assignment in preparation for lecture class:
  Chapter 58 Coronal Polishing
Monday, October 17 or Wednesday, October 19 (Clinical Session)
PATIENT CARE
Friday, October 21 (Lab)
Textbook Procedure Competencies: 58-1 (peer) 15-3 (flossing), 15-1 (topical fluoride)
Week 9

Unit: Foundation in Clinical Dentistry

Monday, October 24 (Lecture)

CORNONAL POLISH WRITTEN EXAM

Textbook reading assignment in preparation for lecture class:
- Chapter 37 Anesthesia and Pain Control
- Chapter 30 Principles of Pharmacology
- Chapter 29 The Medically and Physically Compromised Patient

Monday, October 24 or Wednesday, October 26 (Clinical Session)

PATIENT CARE

Friday, October 28 (Lab)

CORONAL POLISH PRACTICAL EXAM with Fluoride Application

Textbook Procedure Competencies: 37-1, 37-2, 37-3, 37-4

Week 10

Unit: Foundation in Clinical Dentistry

Monday, October 31 (Lecture)

Textbook reading assignment in preparation for lecture class:
- Chapter 37 Anesthesia and Pain Control
- Chapter 30 Principles of Pharmacology
- Chapter 29 The Medically and Physically Compromised Patient

Monday, October 31 or Wednesday, November 2 (Clinical Session)

PATIENT CARE

Friday, November 4 (Lab)

RDA SKILLS TEST #4 – Topical Placement and Syringe Assembly

Textbook Procedure Competencies: 37-1, 37-2, 37-3, 29-1

Week 11

Unit: Patient Information and Assessment

Monday, November 7 (Lecture)

Textbook reading assignment in preparation for lecture class:
- Chapter 26 The Patient Record
- Chapter 28 Oral Diagnosis and Treatment Planning

Monday, November 7 or Wednesday, November 9 (Clinical Session)

PATIENT CARE

Friday, November 11 (Lab)

Veteran's Day Holiday
Week 12

*Unit: Patient Information and Assessment*

**Monday, November 14 (Lecture)**

*Textbook reading assignment in preparation for lecture class:*
  - Chapter 26 The Patient Record
  - Chapter 28 Oral Diagnosis and Treatment Planning

**Monday, November 14 or Wednesday, November 16 (Clinical Session)**

PATIENT CARE

**Friday, November 18 (Lab)**

*Textbook Procedure Competencies: 26-1, 26-2, 26-3, 26-4, 28-1, 28-2, 28-3, 28-4*

---

Week 13

*Unit: Patient Information and Assessment*

**Monday, November 21 (Lecture)**

**SPELLING TEST #1**

*Textbook reading assignment in preparation for lecture class:*
  - Chapter 26 The Patient Record
  - Chapter 28 Oral Diagnosis and Treatment Planning

**Monday, November 21 or Wednesday, November 23 (Clinical Session)**

PATIENT CARE

**Friday, November 25 (Lab)**

Thanksgiving Holiday

---

Week 14

*Unit: Patient Information and Assessment*

**Monday, November 28 (Lecture)**

**SPELLING TEST #2**

*Textbook reading assignment in preparation for lecture class:*
  - Chapter 26 The Patient Record
  - Chapter 28 Oral Diagnosis and Treatment Planning

**Monday, November 28 or Wednesday, November 30 (Clinical Session)**

PATIENT CARE

**Friday, December 2 (Lab)**

**RDA SKILLS TEST #5 – Charting and Treatment Planning**

*Textbook Procedure Competencies: 26-2, 26-3, 26-4, 28-1, 28-2, 28-3, 28-4*
Week 15
Unit: Patient Information and Assessment

Monday, December 5 (Lecture)

SPELLING TEST #3

Textbook reading assignment in preparation for lecture class:
  - Chapter 26 The Patient Record
  - Chapter 28 Oral Diagnosis and Treatment Planning

Monday, December 5 or Wednesday, December 7 (Clinical Session)

PATIENT CARE – CLINICAL COMPETENCY SHEET DUE

Friday, December 9 (Lab)

FINAL PRACTICAL EXAM – CUMULATIVE

RDA SKILLS SHEET DUE

Week 16

Monday, December 12 (Lecture)

FINAL WRITTEN EXAM – CLINICAL DENTISTRY (DA 154 /DA 156 CONTENT)

Special Note:
The course instructors and/or Program Coordinator have the right to at any time for any reason alter any content of the course syllabus without explanation. Course content alterations can only be done by the faculty at their discretion.