

Dental Assisting Course Outline

The following subjects are covered in depth from both a didactic and a 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 your course of study, you will learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 25 hours of instruction in radiology and are therefore **certified** according to the requirements of the State of Georgia and the Georgia Department of Human Resources. Students are also trained in the essential Expanded Duties deemed most important by dentists as outlined below. Details of the student's extensive clinical training are outlined below (**).

Students Have Performed the Following Essential Skills on Actual Patients:

1. Pack gingival retraction cord
2. Take a full FMX (18 films) + Panoramic xray
3. Upper and lower alginate impressions, model pouring and trimming
4. Rubber dam placement
5. HVE suctioning
6. Instrument passing to doctor
7. Fabrication of upper and lower bleach trays
8. Administrating nitrous oxide to patient
9. Setup and breakdown of treatment room
10. Place sealants on teeth**
11. Acrylic temporary crown fabrication
12. Cord Packing (Crown & Bridge)
13. Tooth etching and bonding (incl. Sealants)
14. Coronal Polishing

All students have received training in the following areas:

I. 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

II. 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

III. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and patient HVE suctioning techniques
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments, materials and procedures in assisting for:
 1. Preparing tx room, anesthetic syringe, patient
 2. Operative Dentistry-amalgam and composite restorations, materials and instruments
 3. Oral Surgery - instruments, procedures and post-op protocols
 4. Crown and Bridge - polyvinyl "gun type" impression taking, temporary acrylic crown fabrication, cord packing, hemostatic agents, i
 5. Endodontics - instruments, medicaments and materials: how and why they are used
 6. Periodontics - disease origin and usual treatment methods

7. Pedodontics - commonality and differences in treating children vs. adult patients

IV. Radiology

- A. X-ray theory and technique, use of Rinn® holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Introduction to Digital Radiography
- D. Developing x-rays using the automatic processor
- E. Darkroom care and maintenance
- F. X-ray identification, interpretation, safety and precautions, mounting FMXs

V. Impressions and Model Trimming, Bleaching Trays

- A. Impression materials and practice in their uses: alginates, polyvinyl siloxane, etc.
- B. Bite registrations, counter impressions,
- C. Model pouring and trimming
- D. Fabrication and delivery of bleaching trays

VI. Cements and Liners

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

VII. 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

VIII. 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.