



Dental Assisting Syllabus

Instructor(s): Emily Penberthy, RDH, BSDH

Course hours: Tuesdays, 5-9pm & Thursdays, 5-9pm

Course classroom: NIC Workforce Training Center Rooms 122 & 127

Course website: <https://www.nic.edu/canvas/>

Email: Emily Penberthy: elpenberthy@nic.edu

The instructor will make every effort to respond to all emails within 36 hours.

If emails are sent over the weekend, it is not guaranteed that the instructor will respond.

Program Description & Prerequisites

Course Description: This course is designed to prepare the student to enter into the field of dental assisting and provide hands-on labs to facilitate a well-rounded learning experience. This course covers the fundamentals of dental assisting including History of Dentistry, Ethics and the Law in Dentistry, Anatomy and Physiology, Head and Neck Anatomy, Tooth Morphology, Microbiology, Infection Control, Pharmacology, Oral Pathology, Nutrition, Preventive & Oral Hygiene, Emergency Management, Psychology, Basic Chairside assisting, Radiology, and Dental Office Management. Expanded functions topics such as coronal polishing, initiating and regulating of Nitrous Oxide, placing sealants, fabricating temporary crowns, removal of ortho cement, and polishing restorations are also discussed in this class. ***There are additional requirements for obtaining expanded functions certification.***

Upon successful completion of this course, students will be awarded a certificate in Dental Assisting. This course also includes the exam for certification through the American Medical Technologists (AMT) and prepares the student for the Registered Dental Assistant (RDA) exam. For more information on the RDA exam, please visit the AMT website <https://www.americanmedtech.org/>

Prerequisites: Prior to registration, students must provide evidence of a high school diploma or equivalent and Basic Life Support (BLS) by American Heart Association.

Students must also provide documentation of the following health screenings/vaccinations:

Tuberculosis test within the last 12 months, 2 MMR vaccinations or titer,

Tetanus/Diphtheria/Pertussis vaccination, Hepatitis B vaccination, Varicella vaccination, titer, or history of chicken pox, flu vaccination (if educational experience occurs during the flu season).

The required documents must be submitted to the course instructor no later than week 3.

Failure to do so could interfere with prompt placement in externship sites. Vaccination is an important step in keeping you safe in the healthcare setting. Most dental offices require current vaccinations upon hire.

Students will also be given a drug screening and a background screening during orientation. In order to take the NELDA exam, you must answer questions about any criminal history. If you cannot answer "No" to all questions, your responses will be evaluated by DANB before allowing you to take the exam. Also, some of our externship sites require drug and background screenings before working in their facilities. NIC workforce reserves the right to conduct random drug screenings for students while enrolled in the Dental Assisting course.

Learning Objectives & Materials

Course Texts

Textbooks:

Required:

Phinney, D. & Halstead, J. (2018). *Dental Assisting: A Comprehensive Approach*, Fifth Edition. Clifton Park, NY: Cengage Learning.

Recommended:

Sarakinakis, M. (2015). *Dental Assisting Notes: Dental Assistant's Chairside Pocket Guide*, F.A. Davis Company, PA: Quincy McDonald.

Other Learning Materials

Students are required to have an active Canvas account where they can access syllabus, modules, assignments, discussion boards, videos, and weekly announcements. **CANVAS MUST BE CHECKED ON A DAILY BASIS FOR IMPORTANT ANNOUNCEMENTS BY THE COURSE INSTRUCTOR(S).** Students will also be required to access Mindtap through Canvas to complete interactive activities and assignments. Mindtap is also a comprehensive studying tool. Student will receive a Lumens ID at orientation that will be used to log into their Canvas and Mindtap account.

It is also recommended that students purchase a small half sheet 3-ring binder to use to store procedures cards that students will make during class. These can be found at local office supply stores or at https://www.amazon.com/Blue-Summit-Supplies-Binders-Playbills/dp/B07MVH9SDW/ref=sr_1_1_sspa?keywords=small+3+ring+binder&qid=1572412071&sr=8-1-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUE5NlRDTjUwWEpQSVcmZW5jcnlwdGVkSWQ9QTA5NTQwNTAxRUNUQkFDSUpaQTJWJmVuY3J5cHRlZEFkSWQ9QTEwMTU1NzMyRTJJNDhQUTVWNkmd2lkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNRUmVkaXJlY3QmZG9Ob3Rmb2dDbGljaz10cnVl

BE SURE TO BRING YOUR LUMENS ID TO EACH CLASS.

*Note: NIC canvas accounts are different from NIC Workforce accounts. DO NOT USE MYNIC TO LOG INTO YOUR CANVAS ACCOUNT. You will need to log in with your Lumens ID for this class by accessing the Workforce Training Center website at <https://www.nic.edu/canvas/>. You will not be able to use the Canvas app on your mobile device.

IT IS IMPORTANT THAT YOU ENABLE ALL COOKIES ON YOUR BROWSER TO ALLOW ALL THE COURSE MATERIALS TO WORK PROPERLY.

If technical issues arise with Mindtap, you will need to contact Mindtap tech support so that they can do a screen share to assess the issue.

Many of the assignments and activities require internet access and word processing capabilities. High speed internet and Microsoft Word and PowerPoint are highly recommended. It is the student's responsibility to ensure they have the proper technology to complete this course. The instructor will **not** make exceptions for late assignments due to technology issues.

Students are encouraged to bring their own laptops/tablets to labs if they have one. Access to Surface Pros and computer labs will be provided during lab sessions. NIC Surface Pros cannot be taken home by students. Some in-class activities/assignments can only be completed using the Surface Pros. In the event that students are using Surface Pros for anything other than class activities/assignments, the students use of the Surface Pros will be revoked and the student will receive a 0 for all activities/assignments that require use of Surface Pros. Food and drink is not to be used around Surface Pros. Students will not be allowed to take the final exam on their personal computers.

**Remember to use appropriate internet etiquette when communicating electronically. Be respectful of others and remember that others cannot see your body language through text. Joking and sarcasm may be taken the wrong way online so use it judiciously.*

Required Web Resources:

- American Dental Association website: www.ada.org
- American Dental Assistants Association website: www.adaausa.org
- Crest/OralB website: www.dentalcare.com
- American Medical Technologists: <https://www.americanmedtech.org/>
- Centers for Disease Control: www.cdc.gov
- OSHA: www.osha.gov
- Idaho State Board of Dentistry: <https://isbd.idaho.gov/>
- Dentalassistinglife.org

Learning Standards (Adapted from Idaho Career & Technical Education Standards for Dental Assisting Programs, 2016)

Upon successful completion of the Dental Assisting program, the student should be able to:

Performance Standard 1.1: Introduction to the Dental Field

- . 1.1.1. List members of the dental team and describe their role.
- . 1.1.2. Describe the dental specialties and related procedures.
- . 1.1.3. List and describe the dental assisting credentials.
- . 1.1.4. Explore dental professional organizations.

Performance Standard 2.1: Professional Organizations

- 2.1.1. Encourage participation in dental professional organizations
- 2.1.2. Demonstrate an understanding of a professional code of conduct.

Performance Standard 2.2: State Dental Practice Act

- . 2.2.1. Demonstrate an understanding of Rule 19.01.01.035 in Idaho Administrative Procedures Act (IDAPA) code.
- . 2.2.2. Demonstrate an understanding of Idaho Code, Title 54, Chapter 9 (specifically, 54-903).

Performance Standard 2.3: Ethics in Dental Assisting

- 2.3.1. Demonstrate professional and ethical expectations.

Performance Standard 2.4: Risk Management

- . 2.4.1. Demonstrate understanding and handling of the patient records.
- . 2.4.2. Demonstrate the significance of the medical and dental health record.
- . 2.4.3. Demonstrate an understanding of Health Insurance Portability and Accountability Act (HIPAA) regulations.
- . 2.4.4. Demonstrate office compliance in regards to OSHA and CDC guidelines.
- . 2.4.5. Demonstrate the necessity for appropriate consent for or refusal of dental treatment.
- . 2.4.6. Demonstrate appropriate language/actions necessary for precautionary measures in the prevention of legal or board action against dental personnel.
- . 2.4.7. Demonstrate process of due care for dental health care personnel.

Performance Standard 3.1: Nutrition

- . 3.1.1. Identify cariogenic foods.
- . 3.1.2. List the components of a dietary analysis.

- 3.1.3. Describe eating disorders and how they relate to oral health.

Performance Standard 4.1: Patient and Dental Healthcare Worker Education

- 4.1.1. Demonstrate an understanding of infectious diseases and mode of transmission.
- 4.1.2. Demonstrate an understanding of the chain of infection and the consequences to patient, self, family and community.
- 4.1.3. Demonstrate an understanding of the need for immunizations for self and patient to prevent spread of infectious diseases.

Performance Standard 4.2: Precautions and the Prevention of Disease Transmission

- 4.2.1. Manage infection and hazard control protocol consistent with CDC guidelines.
- 4.2.2. Demonstrate proper PPE usage.
- 4.2.3. Demonstrate proper hand hygiene.
- 4.2.4. Demonstrate protocols for single-use disposables.
- 4.2.5. Demonstrate barrier techniques.
- 4.2.6. Demonstrate proper sterilization and disinfection techniques of instruments and equipment.
- 4.2.7. Demonstrate sterilization monitoring protocols and spore testing.
- 4.2.8. Demonstrate proper water lines disinfections and biofilm management.
- 4.2.9. Demonstrate proper disposal of biohazards and sharps.

Performance Standard 4.3: Occupational Safety

- 4.3.1. Demonstrate proper use and preparation of chemical agents according to manufacturer's instructions.
- 4.3.2. Demonstrate an understanding of OSHA Bloodborne Pathogens Standards.
- 4.3.3. Demonstrate engineering and work practice controls.
- 4.3.4. Demonstrate regulations described in the OSHA Hazard Communication Standard.
- 4.3.5. Demonstrate an understanding of safety data sheet (SDS).
- 4.3.6. Demonstrate appropriate first aid procedures, documentation and reporting of all incidents.
- 4.3.7. Demonstrate an understanding of all safety measures for chemical and physical hazards.

- 4.3.8. Demonstrate an understanding of how to maintain and document a quality assurance program for infection control and safety.

Performance Standard 5.1: Head and Neck Anatomy

- 5.1.1. Describe major bones, muscles and nerves of the head and neck.

Performance Standard 5.2: Oral Anatomy

- 5.2.1. Describe the soft and hard tissues of the oral cavity.

Performance Standard 5.3: Primary and Permanent Dental Anatomy

- 5.3.1. Demonstrate the three numbering systems.
- 5.3.2. Identify the five surfaces of a tooth.
- 5.3.3. Identify the characteristics of teeth.

Performance Standard 5.4: Oral Pathology

- 5.4.1. Identify stages of dental caries
- 5.4.2. Identify stages of periodontal disease.
- 5.4.3. Identify anomalies of the oral cavity.

Performance Standard 6.1: Patient Relations

- 6.1.1. Demonstrate understanding of patient reception.
- 6.1.2. Demonstrate effective patient communication skills.
- 6.1.3. Proper use of dental terminology in patient care.
- 6.1.4. Accurately define and spell dental terminology.
- 6.1.5. Proper use of dental abbreviations.

Performance Standard 6.2: Administrative Operations

- 6.2.1. Maintain inventory control.
- 6.2.2. Demonstrating dental software program skills.
- 6.2.3. Demonstrate proper phone etiquette.
- 6.2.4. Demonstrate communication of treatment plans and financial arrangements.

Performance Standard 7.1: Management of Dental & Medical Emergencies

- . 7.1.1. Recognize signs and symptoms of medical and dental conditions that could result in an emergency.
- . 7.1.2. Demonstrate use of the medical emergency kit.
- . 7.1.3. Demonstrate how to respond to medical emergencies relating to specific medical conditions.
- . 7.1.4. Demonstrate health care provider CPR and first aid.

Performance Standard 8.1: Dental Anesthesia

- . 8.1.1. Identify the types of anesthesia used in dental procedures.
- . 8.1.2. Identify indications and contraindications for local anesthetics.
- . 8.1.3. Identify indications and contraindications for vasoconstrictors.
- . 8.1.4. Identify indications and contraindications of sedations.

Performance Standard 9.1: Collecting and Recording of Clinical Data

- . 9.1.1. Take/review and record medical and dental histories.
- . 9.1.2. Take and record vital signs.
- . 9.1.3. Assist with and/or perform soft tissue extra/intra oral examinations.
- . 9.1.4. Assist with and/or perform dental charting.
- . 9.1.5. Maintain accurate patient treatment records.

Performance Standard 9.2: Preparation for Dental Treatment

- . 9.2.1. Demonstrate how to prepare the treatment room for a patient.
- . 9.2.2. Demonstrate how to prepare appropriate treatment trays with armamentarium in sequence of use and delivery position.
- . 9.2.3. Demonstrate how to seat and dismiss patients using ergonomically correct techniques to include positioning and adjusting equipment.
- . 9.2.4. Prepare tray set-ups for a variety of procedures and specialty areas.

Performance Standard 9.3: General Chairside Assisting Skills

- . 9.3.1. Maintain clear field of operation by use of oral evacuation devices, air/water syringe and other isolation techniques.
- . 9.3.2. Perform a variety of instrument transfers.
- . 9.3.3. Provide patient preventive education and oral hygiene instruction.

- 9.3.4. Provide pre-and post-operative instructions prescribed by a dentist.
- 9.3.5. Identify and respond to medical and dental emergencies.
- 9.3.6. Demonstrate four-handed dentistry in treatment procedures.
- 9.3.7. Identify dental equipment, maintenance, and use.
- 9.3.8. Identify dental instruments and their uses.

Performance Standard 9.4: Additional Chairside Assisting Skills

- 9.4.1. Apply topical anesthetic and desensitizing agents.
- 9.4.2. Assemble and disassemble a local anesthetic syringe.
- 9.4.3. Place and remove a dental dam.
- 9.4.4. Apply fluoride agents.
- 9.4.5. Apply bases and liners.
- 9.4.6. Assist with the application of bonding agents.
- 9.4.7. Assist with placement and removal of provisional restorations.
- 9.4.8. Place and remove matrix retainers, matrix bands, and wedges.
- 9.4.9. Remove excess cement.
- 9.4.10. Assist with a direct permanent restoration.
- 9.4.11. Obtain preliminary impressions.
- 9.4.12. Fabricate trays, e.g., bleaching trays, mouth guard trays, custom trays
- 9.4.13. Clean removable dental appliances.
- 9.4.14. Remove sutures.
- 9.4.15. Place and remove periodontal dressing
- 9.4.16. Perform orthodontic functions.

Performance Standard 9.5: Expanded Dental Assisting Functions

- 9.5.1. Perform supragingival coronal polishing with the use of rubber cup or brush.
- 9.5.2. Application of pit and fissure sealants.
- 9.5.3. Perform mechanical polishing of restoration.
- 9.5.4. Initiating, regulating and monitoring the administration of Nitrous Oxide-Oxygen analgesia.

<ul style="list-style-type: none"> 9.5.5. Perform use of high speed hand piece only for removal of orthodontic cement or resin. 9.5.6. Fabrication and placement of temporary crowns.
Performance Standard 10.1: Restorative Materials 10.1.1. Demonstrate how to prepare, mix and deliver restorative materials.
Performance Standard 10.2: Dental Cements 10.2.1. Demonstrate how to prepare, mix and deliver dental cements.
Performance Standard 10.3: Lab Materials 10.3.1. Demonstrate how to prepare, mix and deliver lab materials.
Performance Standard 10.4: Impression Materials 10.4.1. Demonstrate how to prepare, mix and deliver impression materials
Performance Standard 11.1: Radiation Safety 11.1.1. Identify the biological effects of ionizing radiation. 11.1.2. Demonstrate patient and operator protection techniques.
Performance Standard 11.2: Dental X-Ray Equipment 11.2.1. Identify components of the x-ray machine. 11.2.2. Identify types of radiographic receptors. 11.2.3. Identify use of receptor device holders.
Performance Standard 11.3: Exposure and Processing of Intraoral and Extraoral Radiographs 11.3.1. Identify sizes and types of dental radiographs. 11.3.2. Demonstrate various radiograph techniques. 11.3.3. Demonstration of evaluation of radiographs for diagnostic value. 11.3.4. Demonstrate proper processing technique. 11.3.5. Demonstrate proper mounting of radiographs. 11.3.6. Identify radiographic landmarks.

Program Length

The course content will be presented in a self-study format online and in textbook for students to study outside of class. The skills addressed in the course content will be explored further in hands-on lab sessions. Students should be prepared for a minimum of 40 hours of online/textbook coursework, 130 hours required lab/lecture, and 40 hours of externship at a dental office. This does not include study hours for exams or practical exams.

This course will extend over a period of 14 weeks with 2 evening sessions per week. Students are REQUIRED to complete an externship at a local dental office near the end of the course.

Attendance & Participation

Attendance in this course is required. Success in this program depends on attendance and participation. Hands-on application of skills is essential to learning the skill. In the event of illness, students are allowed no more than 8 hours of absences. If you are absent more than **8 hours** you will not be allowed to continue the class and will not receive a refund. It is not guaranteed that makeup sessions will be offered. It is the student's responsibility to connect with a classmate to catch up on missed information from lecture. Communication is key, please contact your instructor for any emergent issues. In the event of an emergency, you may be required to provide evidential documentation as directed by your instructor.

Attendance at all lab sessions and externship sites is required. Punctuality, attendance, and participation are extremely important in this class. **In the event that a student misses class, the student is responsible for submitting all assignments by the due date.**

Points for attendance/participation will constitute 100 points, or 10 percent of your final grade for the course. Much of the material taught in many sessions will be critically linked to material taught in prior sessions. It is therefore imperative that you make every effort to arrive early to all classes and remain in class for the full period; This includes externship sites.

Occasionally, students will be asked to attend labs in Liberty Lake, Coeur d' Alene, or Post Falls. These off-site labs will be conducted during the same hours as labs at NIC Workforce. These sites offer valuable hands on experiences in real dental offices. Travel will be the responsibility of the students.

Active participation is required throughout the course. You are expected to participate in all hands-on training and online activities. Participation includes early arrival to class and full class attendance; This includes participation at externship sites.

Every student begins with 100 attendance/participation/professionalism points. For each absence, late arrival, early departure, non-participation, unprofessional behavior, or failure to complete assignments, 5 points will be deducted.

Cell phone use is prohibited during class time and at externship sites unless the instructor allows use during in class activities. Cell phones will not be allowed during testing.

Failure to comply with any of the above policy on attendance and participation will result in deduction of participation points or dismissal from the program.

Inclement Weather Policy. Occasionally inclement weather interferes with the ability of our students and faculty to safely attend lectures/labs. Students will be notified via email if the NIC Workforce Training Center campus is closed. The instructor will inform the students of any makeup lectures/labs in the event of a cancelled class.

Course Activity & Grading Plan

Exams, Skills Competencies, Participation

Your performance in this course will be evaluated on the basis of the following criteria:

1. **Online Quizzes & Examinations** will measure your knowledge of dental assisting given the content of the textbook, assignments, and class lectures. There will be nine chapter quizzes and one final exam. Chapter quizzes will be multiple choice questions on Canvas. Quizzes will be due on the due dates listed in the schedule. After the due date, quizzes will be automatically disabled and students will not be able to access them; failure to complete any quiz on time will result in a 0. (30% of total grade)
2. **Practical Exam:** Students will be tested during the practical exam on skills competencies done throughout the course. This will assess the student's hands on skill and understanding of techniques used in dentistry. (25% of total grade)
3. **Skills Competencies:** Students are required to demonstrate competence in dental assisting skills throughout the course. Students will be required to complete self, peer, and instructor evaluation on select hands-on clinical skills. Skills Competencies will be completed throughout the course. Students are responsible for signing up for a "check off" with the instructor when they would like to have their skills competency evaluated. Students are also required to fill out a self and peer evaluation and present to the instructor to receive full credit for a skills competency. All skill competencies must be checked off *in class or at externship sites* to receive full credit. These competencies will help prepare the student for the practical test near the end of the course. Students will also have an opportunity to check off skills competencies during their externship experience. Your externship sites will encourage you to complete these while on-site. (20% of total grade)

4. **Online & In-class Assignments:** Multiple assignments through Mindtap, Dentalcare.com, or Canvas will be assigned throughout the course. All online assignments will be completed outside of lab time and will need to be submitted electronically through Canvas. In-class assignments will be completed by groups in class. No late assignments will be accepted. ***It is the student's responsibility to ensure all Mindtap grades are recorded in the gradebook each week. If grades are missing, students must submit a screen shot to the instructor of the completed assignment showing the date and grade.*** (15% of total grade)
5. **Participation/Attendance/Professionalism:** Students are required to work in groups to conduct research and present their findings for multiple projects during lab time. Discussion boards may also be factored into your participation grade. Professionalism will also be evaluated throughout the course and at externship sites. See sections on *Attendance & Participation*, *Student Professional Conduct*, and *Externships* for more information. (10 % of total grade)

Grades will be based on one final exam, nine chapter quizzes, assignments, skills competencies, one practical exam, and overall participation/attendance/professionalism. Chapter quizzes will be based on required reading chapters and lecture. Your class attendance and participation will be factored into your final grade. The required readings (text chapters) for each session are listed in the course schedule.

Extra credit may be provided for completion of community service projects. You must obtain prior approval from your instructor and provide proof of participation (signed document from volunteer site stating hours of participation) to receive credit for these service projects. 2 points for each hour of documented service work will be added to your final grade.

Due dates are listed on your class schedule and it is your responsibility to adhere to its content.

Grading Plan

Chapter Quizzes & Final Exams	30%
Practical Exam	25%
Assignments	15%
Skills Competencies	20%
Participation/Attendance/Professionalism	10%

Grades will be posted in Canvas. Since not all assignments are done in mindtap, the score shown in Mindtap does not reflect the student's true grade. **Students must earn an 80% in the course to pass and to receive a certificate in Dental Assisting.**

Student Professional Conduct

Professionalism is important when preparing yourself for the workforce. Professionalism is shown by conducting oneself with honesty, integrity, cultural sensitivity, and accountability. Disrespect toward classmates, instructors, guest speakers, externship site staff, or community members will **not** be tolerated and will result in a grade deduction and/or possible dismissal from the program. Professionalism must be exhibited in classroom settings, off-site settings, and at externship sites. If a student receives a report of unprofessional behavior at any of the settings outside of the classroom, a meeting will take place with the instructor to determine necessary action.

Dress Code. Professionalism is visible not only in verbal and nonverbal conduct but also in appropriate dress attire. It is an OSHA requirement to wear long sleeve scrubs and proper PPE (personal protective equipment) when working on patients or with hazardous chemicals in labs. Short sleeved scrub tops are acceptable to wear in the classroom, however, students must wear long sleeves under scrubs when working on partners in lab or on patients at externship sites. Long sleeve lab jackets will be available for students to use but must be returned to NIC at the completion of the course in order to receive final course certificate.

You will be required to wear your scrubs, clean close-toed tennis shoes and nametag to every lab session and externship site. Your hair must be pulled back neatly and males are required to have short well-groomed facial hair. Fingernails must be trimmed and no artificial nails will be allowed. Tattoos on the head and neck area must be covered with a flesh colored bandaid during lab sessions. Large pieces of jewelry are not allowed in labs. This includes earrings that hang beyond the lobes and elevated wedding rings (flat bands are ok). Large jewelry becomes an infection control issue.

Please see statement above under "Other Learning Materials" for proper internet etiquette. Cell phone use is prohibited during class time, this includes texting. Failure to comply will result in deduction of participation points or dismissal from class.

North Idaho College is a smoke free campus. Smoking is strictly prohibited on premises.

Academic Integrity

To maintain NIC's academic atmosphere and integrity, academic honesty is of the utmost importance. Instructors and students are responsible for maintaining academic standards and integrity in their classes. See NIC's Academic Integrity Policy and Procedure.

<http://www.nic.edu/modules/images/websites/121/file/section5/5.06.01procedure.pdf>

Examples include: • cheating on classroom or outside assignments or tests; • plagiarism; • purchasing or using essays or other documents which are available on-line and • submitting them as if they were original work to fulfill a class assignment; • falsification of academic reports; • acquisition or use of test materials without authorization; • use, forging, printing, reproducing, altering, removing, or destroying any record, • document, or identification used or maintained by NIC.

Violation of academic integrity will result in corrective action.

Externship Eligibility & Application Process

Externships will be assigned during week 9 of the program. You will complete a 40-hour externship at a local dental office. This experience provides you opportunity to gain experience (resume builder) and improve your skills. NIC will connect you with an office to complete your externship. Students are encouraged to submit contact information for dental offices that may be interested in hosting externs. Approved externship sites MUST have signed paperwork with NIC Workforce in order to host externs. NIC cannot guarantee all externship requests will be approved. You will be responsible for providing your availability for externships and contacting the office in a timely manner to set up an interview. Failure to complete the 40 hours may result in failure of the class or delayed graduation. Please see Canvas grading rubric for grading criteria on externship performance.

Students are required to wear NIC lab jackets and name tags to all externship sites. Students will also need to bring their competency skills sheet to each scheduled day in order for dental office staff to check off skills. Externship sites will be provided with a grading rubric that will be completed by the externship site and submitted to the course instructor at the end of the externship. This grading rubric will factor into the student's grade.

Students will be required to write a 2-page, double-spaced paper on their experiences during the externship. Please see Canvas grading rubric for grading criteria.

Certification

Each student who successfully completes the dental assisting program shall be issued a certificate of achievement. The certificate means that you have completed the Dental Assisting program. Upon completion of the program, you will be registered to complete the RDA (Registered Dental Assistant) exam to certify you with AMT (American Medical Technologists). You will also receive certification for expanded functions (coronal polishing, initiating and regulating of Nitrous Oxide, placing sealants, fabricating temporary crowns, and polishing restorations).

****All students must return NIC lab jackets and any other property of NIC Workforce back to the instructor prior to receiving final certification. Failure to do so will result in delay of certification and/or additional cost to the student****

RDA EXAM

Near the end of the course, NIC will register students to take the RDA exam. RDA exams will be administered as a group on the final lab day. The exam is administered at the Workforce Training Center.

Students who do not pass the dental assisting course at NIC with a minimum of 80% will not be allowed to take the RDA exam.

Disability Support

In compliance with the Americans with Disabilities Act of 1990 and Section 504/508 of the Rehabilitation Act of 1973, North Idaho College provides accommodations to eligible students who experience barriers in the educational setting due to learning, emotional / mental, physical, visual, or hearing disabilities. Instructors will provide accommodations to students only after having received a Letter of Accommodation from the DSS. If a student would like to request accommodations, he or she must contact the DSS so that a Letter of Accommodation may be sent to the instructor. Students requesting accommodations should contact the DSS as early in the semester as possible to avoid delay of accommodation due to student load. Accommodations are not retroactive. For more information, please call 208-769-7836.

THIS SYLLABUS/SCHEDULE IS SUBJECT TO CHANGE AT ANY TIME BY THE COURSE INSTRUCTOR

Student Statement of Understanding

Dental Assisting Program

I _____ (student name printed) have read the syllabus for the Dental Assisting program held at North Idaho College/Workforce Training Center. I understand that it is my responsibility to adhere to the syllabus and schedule and contents of the course expectations.

Signature: _____ Date: _____

Statement of HIPAA Privacy Practices

Dental Assisting Program

Patient/Student Confidentiality: According to the HIPAA guidelines, students are responsible for protecting a patient's/student's confidentiality. Students are prohibited from communicating personal and identifiable information outside of dental labs/clinics. Forms of communication include, but are not limited to, verbal, writing/text, pictures that may/may not include patient's name. Such communication could bring harm to patients/students and violates dental patient's/student's right to privacy and confidentiality. Sharing patient's/student's information in any form online in blogs, social media sites, photos, email, instant message or virtual game worlds is a violation of a patient's/student's privacy and confidentiality. In addition, no portion of the patient's/student's file may be removed from the dental clinical/lab areas.

Off-site locations: During labs and externship sites at locations other than at NIC Workforce Training Center, I may be exposed to personal patient information. This information may not be shared in any way. Any information, including pictures, verbal statements, or documents may not be shared with anyone.

I _____ (student name printed) have read the HIPAA Privacy Practices in the syllabus for the Dental Assisting program held at North Idaho College/Workforce Training Center. I understand that it is my responsibility to adhere to HIPAA guidelines in all treatment with patients and fellow students.

Signature: _____ Date: _____

Skills Competencies Tracking Form

Students: Please bring this form with you to all classes and externship sites

Name: _____

Skill	Instructor Initials & Date	Self Initials & Date	Peer Initials & Date	Externship Initials & Date	Comments
4-10 Fluoride Varnish					
11-1 Handwashing					
11-2-11-3 Putting on/removing PPE					
11-4 Preparing the Dental Treatment Room					
11-6 Final Treatment Room Disinfecting & Cleaning					
11-7 Treatment of Contaminated Tray in Sterilization Room					
11-8 Treatment of Waterlines					
19-1 One-Handed Instrument Transfer					
19-2 Specific Tip Placement for Evacuation of Oral Cavity					
19-3 Placing & Removing the Dental Dam					
20-1 Preparing the Anesthetic Syringe					
20-2 Assisting with Administration of Topical & Local Anesthetics					
23-1 Exposing Panoramic Radiograph					

23-2 Digital Radiography Techniques <i>Traditional film techniques may be used if digital radiography is not available at the externship site</i>					
39-2 - 39-4 Preparing for and Taking Alginate Impressions					
39-9 - 39-12 Pouring Alginate Impression with Plaster					
33-4 Placing and removing retraction cord					
37 Mixing and transferring Bases, Cements, Liners					
38-4 Assembly of a Tofflemire Matrix					
38-9 Sectional Matrix					
VITAL SIGNS SKILLS COMPETENCIES (BLOOD PRESSURE MAY BE COMPLETED AT EXTERNSHIP SITE)					
13-1 Taking Oral Temperature				N/A	
13-3 Taking Pulse/Respiration				N/A	
13-4 Measuring Blood Pressure					
MEDICAL EMERGENCY SIMULATION SKILLS COMPETENCIES (TO BE COMPLETED IN CLASS)					
16-1 Administration of Oxygen in an emergency situation				N/A	
16-7 Treatment of Patient with Syncope				N/A	
16-8 Treatment of Patient with Asthma				N/A	
16-10 Treatment of Patient with Seizures				N/A	
16-11 Procedure for Hypoglycemic Patient				N/A	
16-12 Procedure to Treat Angina Pectoris				N/A	

**** Please note:** Due to lack of a dentist on staff for direct supervision, many of the skills listed above were completed using simulation. Students will have reviewed a medical history and vitals on a partner, practiced dental charting using paper and Dentrrix software, taken impressions on a partner. Much of the experience and learning will occur on the job. Students have learned processing of instruments in sterilization, cleaning and setting up rooms, taking radiographs, and some chairside assisting (simulation).

At the completion of the course, the students will sit for the NELDA exam through DANB. The NELDA exam focuses on infection control, dental anatomy, and radiation health and safety.

Upon entering into an externship, these students should have enough knowledge to perform sterilization/disinfection duties, seating patients and reviewing medical histories/vitals, answering business phones, basics on digital radiographs, and basic chairside.

The goal of this program is to teach basic hands on applications to familiarize them with the products/techniques found in dental offices. They will need encouragement and further hands-on training to help them achieve confidence in their skill. As you and your staff oversee these students in your office, please feel free to check off any skills and make comments if necessary. All of these skills under externship **do not** need to be completed, only those you observe.

I appreciate and encourage any feedback you have.

Thank you for opening your offices to these students! We are thankful to have such a supportive dental community.

Emily Penberthy, RDH, BSDH
NIC Dental Assisting Instructor
elpenberthy@nic.edu

Please turn in this signed form to your instructor at the completion of the course.

Student Signature: _____ date: _____

Instructor Signature: _____ date: _____

Preceptor Signature: _____ date: _____

Comments:



Dental Assistant Schedule

2+ year

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
THURSDAY 9/2 5-9pm CARRIE	CH 6: General Anatomy Physiology	Ch 6, 7 & 8 Web Activities Open Lab after lecture	CH 6 Readings & Assignments Quiz Ch 10, 11, 12, 13 due Deadline to submit required vaccination docs	Before next class: Textbook: CH 7 Canvas/Mindtap: CH 7 Readings & Assignments Deadline for externship requests- next class- see discussion board	5.1.1, 5.2.1
WEEK 4: TUESDAY 9/7 5-9pm	CH 7: Head & Neck Anatomy	-How to hold dental instruments demo -ID landmarks on partners from ppt slides -How to complete mindtap practice dental charting activities	CH 7 Readings & Assignments Deadline for externship requests	Before next class: Textbook: CH 9 & 14 Canvas/Mindtap: CH 9 & 14 Readings & Assignments Dentalcare.com course #500 Case Study Dental Charting	5.1.1 5.2.1 9.1.3
THURSDAY 9/9 5-9pm CARRIE	CH 9: Tooth Morphology CH 14: Dental Charting	-Chapter 14 In Class Activity- Dental Charting -Case Studies-Dental Charting- review in class -How to dental chart using radiographs -How to complete dental charting assignments	CH 9 & 14 Readings & Assignments Dentalcare.com course #500 Case Study Dental Charting	Before next class: Textbook: CH 8 Canvas/Mindtap: CH 8 Readings & Assignments Dental Charting Assignment Pinterest Board- Anatomy (4 pins)	5.2.1, 5.3.1, 5.3.2, 5.3.3, 5.4.3, 6.1.3, 6.1.4, 6.1.5, 9.1.4, 9.1.5
WEEK 5: TUESDAY 9/14 5-9pm	CH 8: Embryology & Histology		CH 8 Readings & Assignments Dental Charting Assignment due Pinterest Board- Anatomy (4 pins)	Before next class: Textbook: CH 15 & 16 Canvas/Mindtap: CH 15 & 16 Readings & Assignments Quiz Ch 6-9 & 14	5.2.1



Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
THURSDAY 9/16 5-9pm	CH 15: Pharmacology CH 16: Emergency Management MEDICAL EMERGENCIES SIMULATION	16-1 Administration of Oxygen, 16-7 Syncope, 16-8 Asthma, 16-9 Hyperventilating, 16-10 Seizures, 16-11 Hypoglycemia, 16-12 Angina	CH 15 & 16 Readings & Assignments Quiz Ch 6-9 & 14 due	Before next class: Textbook: CH 4 & 5 Canvas/Mindtap: CH 4 & 5 Readings & Assignments -Dentalcare.com course #550 Chapter 4 In Class Activity- on Canvas Food Journals	4.3.6, 7.1.1, 7.1.2, 7.1.3, 7.1.4, 9.3.5, 9.1.1, 9.1.2, 9.1.5
WEEK 6: TUESDAY 9/21 5-9pm	CH 4: Oral Health & Preventive Techniques CH 5: Nutrition Guest Speaker: Heather Anderson, RDH, MSDH?	4-10 Fluoride Varnish Chapter 4 In class Activity	CH 4 & 5 Readings & Assignments -Dentalcare.com course #550 Chapter 4 In class Activity- brushing techniques Food Journals	Before next class: Textbook: CH 21, 22 Canvas/Mindtap: CH 21, 22 Readings & Assignments Quiz Ch 15, 16, 4, 5 Pinterest Board- Preventive/Nutrition (4 pins)	9.3.3, 9.4.4, 6.1.1, 6.1.2, 6.1.3, 3.1.1, 3.1.2, 3.1.3
THURSDAY 9/23 5-9pm	CH 21: Intro to Radiology CH 22: Production & Evaluation of Dental Radiographs Guest Speaker: Jennifer Evans, RDH, MSDH?	-Intro radiology evaluation form- evaluate sample xrays -Practice mounting radiographs (10 min or less)	CH 21, 22 Readings & Assignments Pinterest Board- Preventive/Nutrition (4 pins) Quiz Ch 15, 16, 4, 5 due	Before next class: Textbook: CH 23 Canvas/Mindtap: Ch 23 Readings & Assignments Dentalcare.com course #63	11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.2.3, 11.3.1, 11.3.2, 11.3.3, 11.3.4, 11.3.5, 11.3.6

Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
WEEK 7: TUESDAY 9/28 5-9pm	CH 23 Extraoral & Digital Radiography RADIOLOGY LAB ½ CLASS LOCATION TBD	23-1 Exposing Pano, 23-2 Digital Radiology (must be completed at extern site)	CH 23 Readings & Assignments Dentalcare.com course #63	Before next class: Textbook: CH 17 Canvas/Mindtap: CH 17 Readings & Assignments Summary Statements Pinterest Board- Radiology (4 pins)	11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.2.3, 11.3.1, 11.3.2, 11.3.3, 11.3.4, 11.3.5, 11.3.6
THURSDAY 9/30 5-9pm CARRIE	CH 17: Introduction to the Dental Office & Basic Chairside Assisting Ergonomics	Week 7 In class Activities: -Existing dental Charting -Summary Statements on partners -Mock DDS exams	CH 17 Readings & Assignments Summary Statements Pinterest Board- Radiology (4 pins)	Before next class: Cover Letter & Resume - see assignment details on Canvas -Dental Radiology Activity -Mount an FMX Quiz Ch 17, 21, 22, 23	9.2.2, 9.2.4, 9.3.8 9.3.6 9.2.2, 9.3.1, 9.3.2
FRIDAY 10/1 9am- 11:30am CARRIE	OPEN LAB- OPTIONAL Students who have below an 80% course grade at week 7 will be required to attend.				
WEEK 8: TUESDAY 10/5 5-9pm	RADIOLOGY LAB ½ CLASS LOCATION TBD		Resume & cover letter due-submit on Canvas -Dental Radiology Activity due -Mount an FMX due Quiz Ch 17, 21, 22, 23 due	Before next class: Textbook: CH 20 Canvas/Mindtap: CH 20 Readings & Assignments Assign Dental specialty presentations see assignment details on Canvas	11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.2.3, 11.3.1, 11.3.2, 11.3.3, 11.3.4, 11.3.5, 11.3.6

Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
10/7 THURSDAY 5-9 pm EMILY & CARRIE	MIDTERM PRACTICAL			Before next class: Textbook: CH 40 & 41 Canvas/Mindtap: CH 40 & 41 Readings & Assignments update resume based on instructor feedback	
WEEK 9: 10/12 TUESDAY 5-9pm	CH 40: Dental Office Management CH 41: Employment Strategies Practical Retests (if needed)	-Dentrix practice in-class assignment 5pm-Mock Interviews (10 minutes per student) Come to class in professional dress for mock interviews	CH 40 & 41 Readings & Assignments bring printed copy of updated resume to interview	Before next class: Textbook: CH 18 Canvas/Mindtap: CH 18 Readings & Assignments Externship schedules due to instructor next class	6.1.1, 6.2.2, 6.2.3, 6.2.4
THURSDAY 10/14 5-9pm	CH 18: Basic Chairside Instruments & Tray Systems	-Tray set ups Register for AMT Exam	CH 18 Readings & Assignments Externship schedules	Before next class: Complete Assigned Readings-see canvas Dentalcare.com course # 464 Dentalcare.com course # 92 N20 Quiz	9.2.1, 9.2.2, 9.2.3, 9.2.4, 9.3.1, 9.3.2, 9.3.6, 9.3.7, 9.3.8, 9.4.3, 6.1.1, 6.1.2
FRIDAY 10/15 9am-12pm CARRIE	Nitrous Oxide	20-3 Administration/ Monitoring of N2O Lecture Practice Calculating N2O amounts	N20 Quiz Dentalcare.com course # 464 Dentalcare.com course # 92	Before next class: Textbook: CH 20 Canvas/Mindtap: CH 20 Readings & Assignments Dentalcare.com course # 325	8.1.1, 8.1.4, 9.5.4



Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
WEEK 10: TUESDAY 10/19 5-9pm	CH 20: Anesthesia & Sedation	-LA In class Activity PPT 20-1 Preparing the Anesthetic Syringe, 20-2 Assisting with Topical & LA	CH 20 Readings & Assignments Dentalcare.com course # 325	<i>Before next class:</i> Textbook: CH 19 Canvas/Mindtap: CH 19 Readings & Assignments Instrument ID Activity Pinterest Board- Local Anesthesia (3 pins)	8.1.1, 8.1.2, 8.1.3, 8.1.4, 9.4.1, 9.4.2, 9.5.4
THURSDAY 10/21 5-9pm	CH 19: Instrument Transfer & Maintaining the Operating Field	19-1 One-Handed Transfer, 19-2 Tip Placements for Evacuation, 19-3 Rubber Dam -Isolation PPT (on Canvas)	CH 19 Readings & Assignments Instrument ID Activity due Pinterest Board- Local Anesthesia (3 pins)	<i>Before next class:</i> Textbook: CH 32 Canvas/Mindtap: CH 32 Readings & Assignments Assign Externships & Reflection Paper- see assignment details on Canvas	9.2.1, 9.2.2, 9.2.3, 9.2.4, 9.3.1, 9.3.2, 9.3.6, 9.3.8, 9.4.3
FRIDAY 10/22 9am-11:30am CARRIE	CH 32: Coronal Polishing	32-1 Polishing with Rubbercup -PPT -Worksheet -Hands-on practice	CH 32 Readings & Assignments See Canvas for additional assignments	<i>Before next class:</i> Textbook: CH 37 Canvas/Mindtap: CH 37 Readings & Assignments Quiz Ch 18, 19, 20 & 32	9.5.1
WEEK 11: TUESDAY 10/26 5-9pm CARRIE	CH 37: Dental Cements, Bases, Liners, & Bonding Agents	37 Mixing Bases, Cements & Liners -PPT -Worksheet -Hands-on practice	CH 37 Readings & Assignments Quiz Ch 18, 19, 20 & 32 due	<i>Before next class:</i> Textbook: CH 38 Canvas/Mindtap: CH 38 Readings & Assignments	9.4.5, 9.4.6, 9.4.7, 9.4.8, 9.4.10, 10.1.1, 10.2.1, 9.5.3

Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
THURSDAY 10/28 5-9pm CARRIE	CH 38: Restorative Materials, Matrix, & Wedge	38-4 Assembly of Tofflemire Matrix, 38-9 Sectional Matrix	CH 38 Readings & Assignments	Before next class: Filling Procedure Card	1.1.2, 9.2.4, 9.3.2, 9.3.6, 9.3.8, 9.4.6, 9.4.8, 9.4.10
FRIDAY 10/29 9am- 11:30am CARRIE	Polishing Restorations & Removal of Ortho Cement	-PPT -Class Activity	Filling Procedure Card	Before next class: Textbook: CH 33 & 34 Canvas/Mindtap: CH 33 & 34 Readings & Assignments	9.5.3, 9.5.5
WEEK 12: TUESDAY 11/2 5-9pm	CH 33: Fixed Prosthodontics & Gingival Retraction CH 34: Computerized Impression & Restorative Systems	33-2 Prep for PFM (non-graded), 33-4 Placing/Removing Retraction Cord - cord placement on dentoform - setting up crown trays	CH 33 & 34 Readings & Assignments	Before next class: Textbook: CH 39 Canvas/Mindtap: CH 39 Readings & Assignments Crown Procedure Card	9.2.4, 9.4.11, 9.5.6 10.3.1, 10.4.1, 9.4.7, 9.4.9
THURSDAY 11/4 5-9pm	CH 39: Lab Equipment, Materials & Techniques	39-2 – 39.4 Preparing for Alginate Impression & Taking Alginate Impression, 39-9 Pouring Alginate Impression with Plaster -Impressions on partners -Pouring models	CH 39 Readings & Assignments Crown Procedure Card	Before next class: Pinterest Board- Lab Procedures (2 pins) Quiz Ch 33, 34, 37, 38	9.3.7, 9.3.8, 9.4.12, 10.3.1, 10.4.1
FRIDAY 11/5 8am-12pm CARRIE	Impression lab cont'd 8-10 Optional Lab 10-12	-PPT -Worksheet -Hands-on practice	Pinterest Board- Lab Procedures (2 pins) Quiz Ch 33, 34, 37, 38 due	Before next class: Textbook: CH 36 Canvas/Mindtap: CH 36 Readings & Assignments	



Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
Week 13: TUESDAY 11/9 5-9pm	CH 36: Removable Prosthodontics Guest Speaker: Dr Matteson	-Care of Removable Appliances	CH 36 Readings & Assignments	Before next class: Textbook: CH 31 & 27 Canvas/Mindtap: CH 31 & 27 Readings & Assignments	9.4.11, 9.4.12, 9.4.13, 10.3.1, 10.4.1
THURSDAY 11/11 5-9pm	CH 31: Periodontics CH 27: Oral Pathology Guest Speaker: Morgan Umlauf, RDH, MSDH	-Hygiene Instrument Trays	CH 31 & 27 Readings & Assignments	Before next class: Textbook: CH 30 Canvas/Mindtap: CH 30 Readings & Assignments Periochart Assignment Dentalcare.com course #128	1.1.2, 9.2.4, 9.3.4, 9.4.15, 5.4.2, 5.2.1, 5.4.1, 5.4.2, 5.4.3
FRIDAY 11/12 9am-11:30am CARRIE	CH 30: Dental Sealants	30-1 Dental Sealants -PPT -Worksheet -Hands-on practice	CH 30 Readings & Assignments Periochart Assignment Dentalcare.com course #128	Before next class: Textbook: CH 28 & 29 Canvas/Mindtap: CH 28 & 29 Readings & Assignments Dentalcare.com course #413 -Dentalcare.com course #387 Quiz Ch 30, 31, 36, 39	9.5.2, 10.1.1
Week 14: TUESDAY 11/16 5-9pm CARRIE	CH 28: Orthodontics CH 29: Pediatric Dentistry Guest Speaker: Aleesa, CDA	-PPT	CH 28 & 29 Readings & Assignments- Dentalcare.com course #413 Dentalcare.com course #387 Quiz Ch 30, 31, 36, 39 due	Before next class: Textbook: CH 24, 25, 26 Canvas/Mindtap: CH 24, 25, 26 Readings & Assignments Ortho Procedure Cards- Extra credit	1.1.2, 6.1.2, 9.2.4, 9.4.16, 9.5.5



Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
THURSDAY 11/18 5-9pm	CH 24: Endodontics CH 25: Oral & Maxillofacial Surgery CH 26: Dental Implants	-Tray set ups/instruments	CH 24, 25, 26 Readings & Assignments Ortho Procedure Cards-Extra credit	Before next class: Assigned Readings, see canvas	1.1.2, 9.1.3, 9.2.4, 9.3.4, 9.4.14, 5.4.3
FRIDAY 11/19 9am- 11:30am CARRIE	Making Temporary Crowns	-Lecture -Hands on practice	Assigned Readings, see canvas	Before next class: Textbook: CH 35 Canvas/Mindtap: CH 35 Readings & Assignments Extraction & Root Canal Procedure Cards Dental Specialty Presentations Quiz Ch 24, 25, 26, 27, 28, 29	9.4.7, 9.4.9, 9.4.11, 9.5.6, 10.2.1, 10.4.1,
11/23 & 11/25	OFF HAPPY THANKSGIVING!				
Week 15: TUESDAY 11/30 5-9pm	CH 35: Cosmetic Dentistry & Teeth Whitening Guest speaker: Jennifer Workman-Sonicare?	Presentations on dental specialties 7-9 (10 min max per student)	CH 35 Readings & Assignments Extraction & Root Canal Procedure Cards Dental Specialty Presentations Quiz Ch 24, 25, 26, 27, 28 & 29 due	Study/review competencies on Canvas for practical Prepare study guide notes for group final exam	9.2.4, 9.3.4, 9.4.11, 9.4.12, 10.3.1, 10.4.1



Dental Assistant Schedule

DATE	LECTURE/ WORKSHOP	IN CLASS ASSIGNMENTS/ACTIVITIES	DUE	HOMEWORK ASSIGNMENTS	ICTES MET
THURSDAY 12/2 5-9pm EMILY & CARRIE	PRACTICAL EXAM DAY 1			Prepare study guide notes for group final exam	
Week 16: TUESDAY 12/7 5-9pm EMILY & CARRIE	PRACTICAL EXAM DAY 2	Register with Pearson Vue	* students must return models/instruments/cases/lab jackets at completion of class	Prepare study guide notes for group final exam	
THURSDAY 12/9 5-9pm	Practical retests FINAL EXAM Clean Clinic ALL STUDENTS		Skills Comp Tracking Form due Externship Reflection paper due Externship performance rubric/timesheet due – to be turned in by externship site		
TUESDAY 12/14	END OF PROGRAM PARTY/AWARD CERTIFICATES	AMT Exam-NIC Workforce Computer Lab			



Expanded Functions Series Schedule

Instructor: Carrie Whitfield

Contact info: cjcrosby@nic.edu

Class Dates: May 21 - June 28, 2021 Online

Course Modules:

Modules	Lab Date / Time	Online Assignments	Due Date
Module 1: May 21- 27	□ 5/21 Online	□ Read: Canvas Expectations & Schedule Module □ Complete: -Dentalcare.com account -Introduction discussion -Intro course survey	May 27
Module 2: May 28 – June 3	□ 5/28 Online	□ Complete: -Pit & Fissure Sealant Module (Lecture, CE (2), Worksheet, Quiz) -Coronal Polishing Module: (Lecture, Case Study, Quiz)	June 3
Module 3: June 4 - 17	□ 6/4 Online	□ Complete: -Polishing Restorations Module: (Lecture, Worksheet, Quiz) -Removal of ortho Cement Module: (Lecture)	June 17
Module 4: June 18 - 24	□ 6/18 Online	□ Complete: -Nitrous Oxide Module: (Lecture, Worksheet, Quiz) -Temporary Crowns Module: (Lecture, Worksheet, Quiz)	June 24
Module 5: June 25- 27	□ 6/18 Online	□ Complete: Finish up Readings, Lectures, Assignments, & Quizzes	June 27
Module 6: June 28	□ 6/28 Final Class Discussion (Online)	□ Complete:	June 28

North Idaho College Workforce Training and Community Education center is a proud partner of the Idaho Department of Health and Welfare Employment and Training Program. The program provides administrative funding for each student who currently receives SNAP benefits. This in turn assists in keeping our tuition costs affordable to our community. To support us in this effort we are requesting you complete the student section below and return it to your instructor. The Employment and Training program can also assist you with additional services such as help with transportation to class (gas voucher), access to child care assistance, assistance from a Career Coach and/or other training related services as needed or requested by you. If you qualify for the program, our Employment & Training Services Specialist will notify you via email or phone. We greatly appreciate your support with this program! If you have any questions please contact: 208-769-3333, or email: nicworkforcetraining@nic.edu.

Student Information

First Name	Middle Name	Last Name	Date of Birth	Date
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Class Information

Class Dental Assistant Expanded Functions Series - Online	Class Start Date 5/21/2021	Class End Date 6/28/2021	Hours (per week) 11	CIN (office use only)
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Supportive Services

Idaho's Employment and Training contractor, MAXIMUS offers additional support services to participants of North Idaho College Workforce Training Services Program as mentioned above. Indicate below if you would like to receive these additional services.

☐ **Yes, I would like additional services from MAXIMUS including:**

- Access to child care assistance
- Transportation assistance (gas voucher, bus pass)
- Resume assistance
- Assistance from a Career Coach
- Other work and/or Training related services as needed or requested

If you choose not to receive services at this time, you may request these services from MAXIMUS at any time by calling 1-844-977-1600.

Student Agreement for Release of Information

I AGREE, to allow North Idaho College Workforce Training and Community Education Center to check for SNAP eligibility and share information with MAXIMUS, if it is determined I am eligible for SNAP. *This consent is valid for three (3) years from the date signed, unless I revoke this consent, in writing, to the extent of the information already shared.*

Mark this box if you do not want North Idaho College to check your SNAP eligibility. ☐

Terms of Acceptance and Signature

My signature is my acceptance to fulfill the class requirements above as directed by North Idaho College Training and Community Education Center.

Signature

Student Signature

Date

Dental Assistant - Expanded Functions Series

Course number : HP-59-0254 ID : 103100

[« back to classes page](#)

Complete the expanded functions series for dental assistants. You will receive online and hands-on lab instruction with a registered hygienist. The series includes administration of nitrous oxide/oxygen analgesia, polishing restoration, application of pit and fissure sealants, coronal polishing, and temporary crown restoration. Save time and money by taking the series versus single modules.

A registered hygienists will evaluate your competencies for each function in the lab.