LAMAR STATE COLLEGE- ORANGE
ALLIED HEALTH DIVISION
DENTAL ASSISTING PROGRAM

Syllabus for Fall 2012

DNTA 1315 - CHAIRSIDE ASSISTING
(3 Credit Hours)

CLASS:       Thursday  9:00-11:00
              Thursday  12:00-2:00

INSTRUCTOR:  Carolyn Flippen
OFFICE NUMBER: GAB 114
OFFICE PHONE:  (409) 882-3022
LAB:          Carolyn Flippen, CDA
OFFICE HOURS: To be announced

Course Description:
An introduction to chairside assisting procedures, instrumentation, infection and hazard control
protocol, equipment safety and maintenance.

Student Learning Outcomes:
The student will identify appropriate armamentarium for designated dental skills; demonstrate
American Dental Association regulated standard precautions;; and demonstrate specific pre-
clinical chairside assisting techniques.

Transferability:
This course is transferable to any other Texas College that has the same Workforce Education
Course Manual (WECM) course number.

Prerequisites/Co requisites:
Acceptance into the Dental Assisting Program. Recommended co-requisites: DNTA 1401,
Dental Materials, DNTA 1305 - Dental Radiology, DNTA 1311 - Dental Science, and SPCH
1318 - Interpersonal Communication.

Required Textbook:
Delmar's Dental Assisting, A Comprehensive Approach
Authors: Donna J. Phinney, Judy H. Halstead
3rd Edition

Student Learning Outcomes:
In accordance with the mission of Lamar State College-Orange, this course develops in the
student skills, knowledge, and attitudes needed for success in the field of Dental Assisting.
**Student Learning Outcomes:**
At the completion of the Dental Assisting Program, the student will have been given the opportunity to:

I. Demonstrate appropriate knowledge and understanding of the dental care team’s role in the health-care industry, including quality improvement processes that may be used to monitor the dental health team’s ability to fulfill its responsibilities within a given health-care system.

II. Demonstrate a thorough knowledge and understanding of the duties and responsibilities of the certified dental assistant, including standards of ethics and jurisprudence governing dental practice.

III. Have a working knowledge of the pharmaceutical-medical terms, abbreviations, and symbols commonly used in the prescribing, dispensing, and charting of medications in the dental office.

IV. Have a working knowledge of the skill required to systematically collect and document diagnostic data in the dental office.

V. Demonstrate knowledge and skill required to perform various clinical supportive skills in the dental office.

VI. Demonstrate the ability to perform the essential functions relating to purchasing and inventory control of dental office supplies and equipment.

VII. Demonstrate knowledge and skill required for management of business office procedures for the dental office.

VIII. Demonstrate the ability to use therapeutic communication in the dental office in both verbal and written form.

IX. Have a working knowledge biomedical science and the procedures and techniques related to bloodborne pathogens and hazard communications standards.

X. Demonstrate knowledge of radiation safety measures and the production of diagnostic radiographs.

XI. Demonstrate an understanding of materials used in intra-oral and laboratory procedures.
Andragogical Methodology:
This course meets weekly. Each session consists of two hours of lecture and two hours of laboratory experiences. The student is responsible for self-directed learning and must be an active, continual learner. Students are responsible for all information outlined in the course syllabus whether or not presented in class. The students are expected to attend class, read assignments, answer objectives, and complete other learning assignments and laboratory activities in pursuit of the program’s aims and objectives of the individual units of study. Assignments must meet deadlines established by the faculty or they will be regarded as unsatisfactory. As a self-reliant, autonomous, and independent learner, the student will interact in the teaching/learning process with the faculty in class.

Academic Dishonesty:
Academic dishonesty **WILL NOT** be tolerated. Academic dishonesty includes but is not limited to the following:

1. Cheating - the act of looking on another person’s paper or computer to obtain an answer during an examination. Any talking during an exam will be considered an attempt to get an answer from another student.

2. Plagiarism - to take and use as one’s own, the ideas or writings of another, without giving that person credit.

3. The submission for credit, someone’s work as your own.

4. Making written notes or taping examination questions during test review.

According to the Lamar State College-Orange Handbook, **ANY** of these methods of academic dishonesty are grounds for dismissal from the institution.

Critical Thinking:
Critical thinking is a process involving higher thinking skills. These skills include, but are not limited to, application, analysis, synthesis, and evaluation of factual information. Lamar State College-Orange advances critical thinking Skills (LSC-O ACTS) through assignments of varying natures within the course that are designed to challenge and improve the student’s critical thinking processes.

In this course, DNTA 1315 Chairside Assisting, students will be given the opportunity to treatment plan cases after the symptoms and radiographs are evaluated, transfer of instruments in four handed dentistry mode, master infection control techniques. Students will be challenged with at least one question per exam that will demonstrate the student’s mastery of analysis, synthesis, and evaluation of a particular question.

A well cultivated critical thinker:
- Raises vital questions and problems, formulating them clearly and precisely;
- Gathers and assesses relevant information, using abstract ideas to interpret it effectively;
- Comes to well-reasoned conclusions and solutions, testing them against relevant criteria and standards;
• Thinks open-mindedly within alternative systems of thought, recognizing and assessing, as need be, their assumptions, implications, and practical consequences; and
• Communicates effectively with others figuring out solutions to complex problems.

Dillon Beach: The Foundation for Critical Thinking

**Evaluation Methods:**
1. Examinations will be based on course and unit objectives.

2. There will be three unit exams, a final, and a laboratory grade all of which will be averaged together. Each of these portions will count 20% of the final grade. A final course grade of 75% is necessary for the student to progress in the program.

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<tbody>
<tr>
<td>Unit Exam I</td>
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<tr>
<td>Unit Exam II</td>
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<td>Unit Exam III</td>
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<tr>
<td>Laboratory Grade</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
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Overall Course Grade= 75% or greater to progress

3. Students are strongly encouraged to take exams as scheduled. However, in the event that an exam is missed, the student is required to notify the instructor **BEFORE** the exam and give the reason for the absence. A make-up exam may be scheduled at the discretion of the instructor. The make-up exam must be taken within one week after the original examination. In the event of a make-up exam there will be an automatic ten point reduction on exam. There will be no make-up for a practical exam. Exams are given at the LSC-O Testing Center and are scheduled by the student. Results of exam grades will be withheld until all students have taken the exam. The final examination must be taken, with no provision for make-up. It is the student’s responsibility to obtain all missed material and make-up any missed daily (lab) work.

4. If a student fails a unit examination, he/she is expected to make an appointment within one week after the examination with the course instructor. At that time, the student will review the examination and, with the assistance of the instructor, identify strategies to improve examination performance. Any student can review the examination with the course instructor within two weeks after the examination.

5. Exams will be given on scheduled dates (refer to course calendar). Dates are subject to change upon instructor’s discretion.
6. Letter grades will be assigned as follows:

A - 90 - 100  
B - 80 - 89  
C - 75 - 79  
D - 60 - 74  
F - 0 - 59

Policy on Grade Incomplete:
The grade of “I” may be given when any requirement of the course, including the final examination is not completed with instructor approval. Arrangements to complete deficiencies in a course must be made with the instructor. Incomplete work must be finished within the next long semester. If not, the Admissions and Records Office must change an “I” grade to the grade of “F”. The course must then be repeated, if credit is desired. An “I” grade also automatically becomes an “F” if the student registers for the course before removing the deficiencies and receiving a grade change. The instructor may record the grade of “F” for a student who is absent from the final examination and/or is not passing the course.

Make-up Policy:
Make-up exams are allowed at the discretion of the instructor; see # 3 above. There is no provision for make-up of the final examination. Make-up exams will automatically receive a deduction of ten (10) points from the exam grade.

Attention:
Students who are absent from lecture or lab jeopardize their ability to meet the objectives of the Dental Assistant Program and requirements of the American Dental Association. The student is expected to be present and on time for lecture and lab at all times.

1. If a student is not present for any lecture or lab they will be counted absent for that day. This absence will result in a “0” for the daily grade. If a student must leave lecture or lab early, it will count as an absence.

2. If a student is late for lecture or lab the instructor has the authority to refuse entry to that lecture or lab and it will be counted as an absence. If a student leaves early and misses a quiz a “0” will be recorded as a daily grade and there will be no provision for make-up.

3. All medical, dental, and personal appointments must be scheduled for times when the student is not in lecture or lab.

Professional Behavior:
1. A positive attitude is essential in all healthcare professions.

2. To be pleasant and agreeable is essential.

3. Cooperation and loyalty with and to fellow classmates and faculty is necessary for harmony in the class.
4. The character and conduct in Dental Assisting students must be without question. You are representing a professional health team and LSC-O.

5. Students should show respect and courtesy to all faculty and staff. This applies whether in the classroom, laboratory, or on campus.

6. Cell phones or pagers will not be allowed in classroom or dental lab. In case of an emergency you may be contacted at 882-3022. If a cell phone is seen, the student will be asked to leave the lecture room or dental lab and it will be counted as an absence. You are given periodic breaks and, you may check your voicemail at that time.

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Rehabilitation Act of 1973:
Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified person with a disability in the United States...shall, solely by reason of .....Disability, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

It is not necessary for a student to disclose the nature of his/her disability. However, it may be necessary to provide appropriate documentation to the office of Advising and Counseling. Should the student need special accommodations or modifications while attending classes at Lamar State College-Orange they may be seen in the Advising and Counseling office located on the third floor of the Library Building or contacting the office at 882-3340. Any information regarding a disability gained from medical examinations or appropriate post-admissions inquiry shall be confidential and shall be shared with others within the institution on a need-to-know basis only.

Lamar State College-Orange is an equal opportunity/affirmative action institution that does not discriminate based on race, color, sex, religion, handicap, or ethnic origin.

Withdrawals and Drops:
Refer to calendar to be distributed
Never attending or ceasing to attend classes DOES NOT constitute a withdrawal or drop. You remain registered until you file a Drop/Withdrawal Form at the Registrar’s Office by the appropriate deadlines. Failure to act in a timely manner will result in an “F” grade for the course. It is the student’s responsibility to turn in all Drop/Withdrawal Forms and follow up to assure that they were processed as desired.
**Instructor-Initiated Drop:**
Excessive absences, disruptive behavior, dishonesty, violating uniform policy, will result in a drop.

**Student with Disabilities:**
A request for special accommodations must be made through the ADA Counselor and the appropriate form submitted to the instructor two weeks in advance of need. Any student with a verifiable learning or physical disability who requires special accommodations is encouraged to speak to the instructor in private regarding his/her accommodations need.

**Children in the Classroom:**
The LSCO student handbook specifies that no children under the age of 15 are allowed in the classroom or hallways.

**Syllabus Content:**
The instructor reserves the right to make changes to this syllabus if deemed necessary. All changes will be provided to the students orally or in writing before the implementation of the change.

**Attention Students:**
The support system for your course is Desire2Learn (D2L). On this site you will be able to access your syllabus and any other documents your instructor wishes for you to access. You can also use the Email system within D2L; although your primary email system remains MyLSCO. Lamar State College-Orange has moved to this system to provide continuous support and communication should the College be required to close campus for any length of time (hurricane evacuation, health-related emergencies such as an H1N1 outbreak, etc.). The D2L system is located OFF CAMPUS and outside of Texas. Therefore, even when our system is “down” you can still access this course. To access this course when our site is down, you will go to http://lsco.desiretolearn.com. To log in to D2L directly, you should use your MyLSCO username and your date of birth (MMDDYY) as the password.

**DNTA 1315**
Chairside Assisting contains the following SCANS competencies:

<table>
<thead>
<tr>
<th>Course</th>
<th>1 Reading</th>
<th>2 Writing</th>
<th>3 Arithmetic</th>
<th>4 Speaking/Listening</th>
<th>5 Thinking Skills</th>
<th>6 Personal Qualities</th>
<th>7 Workplace Competencies</th>
<th>8 Basic Use of Computers</th>
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<tbody>
<tr>
<td>DNTA 1315 Chairside Assisting</td>
<td>Text Objectives Assignments Tests</td>
<td>Note taking Assignments Tests</td>
<td>Grade Calculation</td>
<td>Lecture Small Group Work Class Discussion</td>
<td>Choosing appropriate dental materials, Choosing appropriate dental equipment and instruments, Exert self-confidence and high level of goal attainment</td>
<td>Choosing appropriate instruments, materials and supplies in the dental office. Communication with patients.</td>
<td>Choose instruments and equipment to perform assisting duties.</td>
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DNTA 1315
CHAIRSIDE ASSISTING

Lecture: Thursday 9:00-11:00
Lab: Thursday 12:00-2:00

COURSE OUTLINE

Lecture 2 Hours
Lab 2 Hours

TOPIC: Introduction to the Dental Profession

Chapter 1
Lecture 2 Hours
Lab 3 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.

Objectives:

1. Identify oral disease indications from the beginning of time.
2. List the names of individuals who had a great impact on the profession of dentistry.
3. Identify the people who promoted education and organized dentistry.
4. Explain what DDS and DMD stand for.
5. Identify the eight specialties of dentistry.
7. List the educations required for and the professional organizations that represent each profession.
8. Explain the functions of forensic dentistry.
9. Discuss why dentists started training and using dental assistants.
10. Discuss the time line of dental progress.
11. Explain generally, what procedures are performed in a dental laboratory.

TOPIC: Infection Control

Chapter 11
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter and demonstrated the use of “Glitter Bug” an aseptic hand washing technique.
Objectives:

1. Identify the rationale, regulations, recommendations, and training that govern infection control in the dental office.
2. Explain how pathogens travel from person to person in the dental office.
   List the three primary routes of microbial transmission and the assisted dental procedures that affect the dental assistant.
3. Demonstrate the principles of infection control, including medical history, hand washing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage.
4. List various disinfections and their applications as used in dentistry.
5. Identify and show the proper usage of different types of sterilization.
6. Identify and explain the Bloodborne Pathogens Standard.
7. Demonstrate the usage of several types of sterilizations monitors, such as biological and process indicators.
8. Identify and show the proper usage of pre-procedure mouth rinses, high volume evacuation, dental dams, and disposable items.
9. Identify and demonstrate the correct protocol for disinfecting, cleaning, and sterilizing prior to seating the patient, as well as at the end of the dental treatment, in the dental radiography area, and in the dental laboratory.
10. Identify the mandated OSHA guidelines for blood borne pathogens and infection control.
12. Know who to contact if an incident of blood exposure occurs, and how to report the incident, and what type of medical follow-up is available at no cost to the employee.
13. The student will be able to discuss information about the selection, placement, use, removal, disinfections, sterilization, and disposal of personal protective equipment.
15. Explain the tasks, category placement of employment classifications, and how each is identified in relation to bloodborne pathogens and other potentially infectious materials.
16. Explain the use of an MSDS folder and how to organize the information.
17. List the tasks that are performed in each job classification that involves contact with blood or saliva and know the three categories they fall under.
18. Evaluate an exposure incident.
19. Identify the three primary routes that transmit most microorganisms.
20. Explain all the methods of sterilization.
21. Discuss sterilization monitoring.
22. Discuss equipment maintenance.
23. Explain the use high volume evacuation.

Topic: Management of Hazardous Materials

Chapter 12
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.
Objectives:
1. Identify the scope of the OSHA Bloodborne/hazardous Materials Standard.
2. Identify physical equipment and mechanical devices provided to safeguard employees.
3. Explain safe disposal of sharps.
4. Identify and explain the use of a MSDS manual.
5. Identify the colors and numbers used for hazardous chemical identification.
6. Explain employee training required meeting the OSHA standard for hazardous chemicals.
7. Discuss and label all materials for a MSDS manual.
8. Identify the methods of compliance.
9. Discuss the proper disposal of bio-hazardous waste.
10. Discuss employee training, safety, and documentation requirements.
11. Identify a sharps disposable container.
12. List all work practice controls.
13. List and identify reasons for using eye protection, gloves, protective clothing.
14. Label and identify bio-hazard waste containers
15. Identify needle guards
16. Discuss the recapping method of needles.
17. Explain the documentation needed to report an occupational exposure to a bloodborne pathogen.
18. Explain the testing and collection process for an exposure to a blood-borne pathogen.
19. Explain the post-exposure follow-up procedure.
20. Identify chemical warning labels.
21. Identify and discuss the MSDS labels.

**TOPIC: Preparation for Patient Care**

Chapter 13
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.

Objectives:

1. Assist the patient in completing the patient history.
2. Review the medical and dental history. Alert the dentist to any areas of concern. Perform vital signs on the patient, including temperature, pulse, respiration, and blood pressure.
3. Perform or assist the dentist in an oral evaluation including lips, tongue, glands, and oral cavity.
4. Read the vital signs. Alert the dentist if abnormal.
5. Discuss patient confidentiality.
6. Define the parts of an aneroid sphygmomanometer.
TOPIC: Emergency Management

Chapter 16
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.

Objectives:

1. Explain several emergencies that may take place in the dental office. Explain how dental assistants can be prepared for these possibilities.
2. List the ABCs of CPR and demonstrate the skills associated with it.
3. Define the terms and anatomy used in the delivery of CPR. Determine if the patient is unconscious and demonstrate knowledge of opening the airway and when and how to deliver chest compressions.
4. Identify several causes of airway obstructions in the dental office. Demonstrate the ability to open the airway and to perform the Heimlich maneuver, manual and chest thrusts, and the finger sweep.
5. Identify the causes, signs, and treatments of the emergencies of syncope, asthma, allergic reactions, anaphylactic reaction, hyperventilation, epilepsy, diabetes mellitus, hypoglycemia, angina pectoris, myocardial infarction, congestive heart failure, and the stroke/cerebrovascular accident.
6. Identify several dental emergencies that a patient may have, such as abscessed tooth, alveolitis, avulsed tooth, broken prosthesis, soft tissue, injury, broken tooth, and loose crown.
7. Identify items in an emergency kit.
8. Identify oxygen equipment used in a dental emergency.
9. List the steps in operating an automated external defibrillation unit.

Topic: Introduction to the Dental Office and Basic Chairside Assisting

Chapter 17
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter and demonstrated in the “Introduction to Chairside Assisting video” provided in class.

Objectives:

1. Explain the design of a dental office, explaining the purpose of each area.
2. Discuss the basic concepts of chairside assisting.
3. List the necessary steps to prepare a patient for treatment.
4. Explain the necessary steps to seat the patient for treatment.
5. Explain the position of the operator and the assistant at chairside.
6. List the necessary steps to dismiss the patient after treatment is concluded.
7. Identify the special needs of certain patients.
8. Explain the different grasps, positions, and the transfer of instruments for a procedure.
9. Define and demonstrate how to maintain the oral cavity and the equipment utilized in treatment of the oral cavity.

**TOPIC: Instrument Transfer and Maintaining the Operating Field**

Chapter 18
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.

Objectives:

1. Describe transfer zone
2. Define fulcrum and tactile sensation
3. Describe the grasps, positions and transfer of instruments for a procedure
4. Lists the 8 rules for instrument transfer
5. Understand transfer modification
6. Describe and demonstrate how to maintain the oral cavity
7. Explain the equipment used in the treatment of the oral cavity
8. Describe techniques for moisture control and isolation

**TOPIC: Basic Chairside Instruments and Tray Systems**

Chapter 19
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.

Objectives:

1. Identify the parts of an instrument and describe how instruments are identified.
2. Identify the categories of the different burs.
3. Discuss the different types of abrasives.
4. Explain the various hand pieces and attachments.
5. Identify the types of tray set-ups.
6. Identify the color-coding system.
7. Discuss the maintenance of a dental hand piece.
8. Explain the sterilization of a dental hand piece.
9. Identify the functions of the different burs.
10. Discuss the various functions of the use of abrasives.
Topic: Anesthesia and Sedation

Chapter 20
Lecture 2 Hours
Lab 2 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter.

Objectives:

1. Discuss methods used to manage the pain and anxiety related to dental procedures.
2. Explain different types of topical anesthetics and their placements.
3. List the types of local anesthetic.
4. List the steps for preparing for the administration of local anesthetic.
5. Identify the injection sites for the maxillary.
6. Describe the equipment and materials needed to administer local anesthetic.
7. Identify supplemental techniques to administer anesthetics.
8. Discuss the role of nitrous oxide in the care of the dental patient.
9. Demonstrate the ability to assist in the administration of nitrous oxide.
10. Identify the injection sites for the mandible.
11. List the possible complications of local anesthetics.
12. Identify the parts of a syringe.
13. Identify the parts of a needle.
14. List the steps in preparing the anesthetic syringe.
15. Discuss the procedures of unloading the anesthetic syringe.

Topic: Psychology, Communication and Multicultural Interaction

Chapter 2
Lecture 2 Hours
Lab 3 Hours

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter and demonstrated in the “Introduction to Chairside Assisting video” provided in class.

Objectives:

1. Define psychology and paradigm
2. Describe three steps in communication
3. List the skills used in listening
4. Differentiate the terms used in verbal and nonverbal communication
5. Demonstrate the following body language: spatial posture, facial expression, gestures and perception
6. Discuss Heirmaflow’s Hierarchy of needs and how it relates to communication in the dental office
7. Discuss how the defense mechanisms can inhibit communication
8. Describe some general behaviors of multicultural patient populations

**DNTA 1315**

**Chairside Assisting**

**Schedule** | **Lecture** | **Laboratory**
--- | --- | ---
Week 1 | Chapter 1 Introduction to the Dental Profession  
1. Introduction  
2. Education and Organized Dentistry  
3. The Dental Team  
Chapter 11 Infection Control  
1. Introduction  
2. Rationales and Regulations | 1. Hand washing (demonstrate)  
2. Examine personal protective equipment  
3. Examine various barriers |
Week 2 | Chapter 11 (Continued)  
3. Cross Contamination  
4. Routes of Microbial Transmission  
5. Infection Control in the Dental Office | 1. Procedures for ultra sonic cleaning  
2. Autoclave procedures  
3. Evaluate |
Week 3 | Chapter 11 (Continued)  
6. Disinfection  
7. Sterilization  
8. Sterilization monitoring | 1. Sterilize monitoring systems (biological and chemical)  
2. Preparation of the dental treatment room  
3. Completion of dental treatment room  
4. Disinfection of the dental treatment room  
5. Evaluate |
Week 4 | Chapter 11 (Continued)  
9. Techniques and Aids for Infection Control  
10. Clinical Asepsis Protocol Review for Exam 1 (Chapters 1 & 11) | 1. Dental radiology infection control protocol  
2. Evaluation |
Week 5 | Exam 1 Chapters 1 & 11  
Chapter 12 Management of Hazardous Materials  
1. Introduction  
2. Engineering/Work Practice | 1. Review test results for Exam I  
2. Evaluation of Chapter 12  
3. Compile MSDS Manuel  
4. Demonstrate eye wash station  
5. Evaluation |
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<th>Chapter 13</th>
<th>Preparation for Patient Care</th>
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<td>1. Introduction</td>
<td>1. Vital Signs</td>
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<td>2. Patient History</td>
<td>2. Mock history</td>
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<td>Week 7</td>
<td>Chapter 16</td>
<td>Emergency Management</td>
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<td></td>
<td>1. Introduction</td>
<td>1. CPR Certification</td>
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<td>2. Dental Office Emergency Kit</td>
<td>2. Review dental office emergency kit</td>
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<td>3. Cardiopulmonary Resuscitation</td>
<td>3. Heimlich Maneuver</td>
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<td>4. Foreign Body Airway Obstruction</td>
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<td>5. Causes, Signs, and Treatment of Emergencies</td>
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<td>6. Dental Emergencies</td>
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<td>Week 8</td>
<td>Chapter 17</td>
<td>Introduction to the Dental Office and Basic Chairside Assisting</td>
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<td></td>
<td>1. Introduction</td>
<td>1. Student designs dental office.</td>
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<td>2. The Dental Office Design</td>
<td>2. Examine lay out of sterilization area</td>
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<td>3. The Treatment Rooms</td>
<td>3. Dental office lab area</td>
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<td>4. Routine Office Care</td>
<td>4. X-ray processing</td>
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<td>5. Concepts of Dental Assisting</td>
<td>5. Maintenance of compressor and vacuum system</td>
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<td>6. Preparing to Seat the Patient</td>
<td>6. Routine office care</td>
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<td>7. Seating the Dental Patient</td>
<td>7. Ergonomics of the assistant and doctor</td>
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<td>8. Positioning the Operator and the Assistant</td>
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<td>9. Dismissing the Patient</td>
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<td>10. Patients with Special Needs</td>
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<td>Week 9</td>
<td>Chapter 17 (Continued)</td>
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<td>11. Instrument Transfer</td>
<td>1. Seat patient (Student)</td>
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<td>12. Maintaining the Operating Field</td>
<td>2. Special need patients</td>
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<td>Review for Exam (Chapters 12, 13, 16 &amp; 17)</td>
<td>3. Prepare treatment room</td>
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<td>4. Dismiss patient (Student)</td>
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<td>5. Demonstrate positions of patients</td>
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<td></td>
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<td>6. Discuss delivery systems</td>
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<td></td>
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<td>7. Mobil carts, stools, operating lights</td>
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<td></td>
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<td>8. All equipment</td>
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<td></td>
<td>9. Evaluation</td>
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<tr>
<td>Week 10</td>
<td>Chapter 17 (Continued)</td>
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<tr>
<td></td>
<td>11. Instrument Transfer</td>
<td>1. Transfer instruments</td>
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<tr>
<td></td>
<td>12. Maintaining the Operating Field</td>
<td>2. Maintain operating field</td>
</tr>
<tr>
<td></td>
<td>Review for Exam (Chapters 12, 13, 16 &amp; 17)</td>
<td>3. Demonstrate HVE placement</td>
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<td>4. Evaluation</td>
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<tr>
<td>Week 11</td>
<td>Exam II (Chapters 12, 13, 16 &amp; 17)</td>
<td>Review test results Exam 2</td>
</tr>
<tr>
<td>Week 12</td>
<td>Chapter 18 Instrument transfer and Maintaining the Operating Field</td>
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<tr>
<td></td>
<td>1. Describe transfer zone</td>
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<td></td>
<td>2. Define fulcrum and tactile sensation</td>
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<td>3. Describe the grasps, positions and transfer of instruments for a procedure</td>
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<td>4. Lists the 8 rules for instrument transfer</td>
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<td>5. Understand transfer modification</td>
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<td>6. Describe and demonstrate how to maintain the oral cavity</td>
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<td>7. Explain the equipment used in the treatment of the oral cavity</td>
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<td>8. Describe techniques for moisture control and isolation</td>
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<table>
<thead>
<tr>
<th>Chapter 19 Basic Chairside Instruments and Tray Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
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<tr>
<td>2. Instruments for Basic Chairside Procedures</td>
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<tr>
<td>3. Dental Rotary Instruments</td>
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<tr>
<td>4. Abrasives</td>
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<td>5. Dental Handpieces</td>
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<td>6. Tray Systems</td>
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<thead>
<tr>
<th>Week 13</th>
<th>Chapter 20 Anesthesia and Sedation</th>
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</thead>
<tbody>
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<td></td>
<td>1. Introduction</td>
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<tr>
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<td>2. Anesthetics and Sedation</td>
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<td>3. Tropical Anesthetics</td>
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<td>4. Local Anesthetic</td>
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<td>5. Injection Sites</td>
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<td>6. Anesthetics, Syringes, and Needles</td>
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<td>7. Supplemental Anesthetic, Techniques</td>
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<td>8. Nitrous Oxide Sedation</td>
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<thead>
<tr>
<th>Chapter 2</th>
<th>Psychology, Communication and Multicultural Interaction</th>
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</thead>
<tbody>
<tr>
<td>1. Define psychology and paradigm</td>
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</table>

<table>
<thead>
<tr>
<th>Continue evaluation of Chapter 17</th>
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<tbody>
<tr>
<td>Chapter 18 1. Instrument transfer grasps</td>
</tr>
<tr>
<td>2. Instrument transfer methods</td>
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<td>3. Instrument transfer modifications</td>
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<td>4. Light positions</td>
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<td>5. Evacuation system</td>
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<td>6. HVE/ Saliva ejector positions</td>
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<td>7. Air/Water syringe</td>
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<td>8. Tissue retraction</td>
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<td>9. Mouth props</td>
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<tr>
<td>10. Cotton rolls/drying</td>
</tr>
</tbody>
</table>

| Chapter 19 1. Identify instruments for basic chairside procedures |
| 2. Demonstrate dental rotary instruments           |
| 3. Set up tray systems                            |
| 4. Maintenance of instruments                     |
| 5. Evaluate                                     |

<p>| Chapter 2 1. Role play listening skills             |
| 2. Role play verbal and nonverbal communication    |
| 3. Role play nonverbal communication behavior      |
| 4. Evaluations                                    |</p>
<table>
<thead>
<tr>
<th>10. Describe three steps in communication</th>
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<tr>
<td>11. List the skills used in listening</td>
</tr>
<tr>
<td>12. Differentiate the terms used in verbal and nonverbal communication</td>
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<tr>
<td>13. Demonstrate the following body language: spatial posture, facial expression, gestures and perception</td>
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<tr>
<td>14. Discuss Heirmaflow’s Hierarchy of needs and how it relates to communication in the dental office</td>
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<td>15. Discuss how the defense mechanisms can inhibit communication</td>
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<tr>
<td>16. Describe some general behaviors of multicultural patient populations</td>
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</tbody>
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Review for Exam 3 (Chapters 18, 19, 20 & 2)

| Week 14 | Exam 3 (Chapters 18, 19, 20 & 2) | Review for Final | Review test results Exam 3 | Review for Final Exam |