

Fundamentals of Dental Assisting

2013

STATEWIDE CURRICULUM GUIDE

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Statewide Curriculum Guide

The curriculum development and revision process of the Idaho Division of Professional-Technical Education involves the active use of industry and instructor personnel in the form of a technical committee. Their job is to prepare intended outcomes based on a list of tasks (learning objectives) that need to be mastered that will allow graduates of the program to obtain and retain employment once hired and to advance in their chosen professional-technical field. Once these intended outcomes are defined, then they are assembled into an officially approved document called a statewide curriculum guide.

Statewide curriculum guides are instructional management documents. They specify the important information that is necessary to organize and implement a successful program of instruction and learning, including intended outcomes based on tasks to be mastered, prerequisites, length and level of instruction, delivery options, and resources. Although there is great flexibility for managing a program, certified professional-technical instructors are encouraged to follow the instructional plan recommended in the statewide curriculum guides to ensure that all students achieve mastery of the intended outcomes. After all, these are the outcomes that reflect current industry standards.

INSTRUCTOR QUALIFICATIONS

The Fundamentals of Dental Assisting component of this curriculum may be taught at the secondary level. To teach this course as an approved-for-added-cost-reimbursement-funded-course at the secondary level, a person must meet three qualifications.

1. They must be a Certified Dental Assistant, Registered Dental Hygienist or Licensed Professional Dentist.
2. They must be certified as a professional-technical educator through the Idaho Division of Professional-Technical Education.
3. The instructor must participate in professional development activities related to the program to maintain their health professions credential and teaching certificate in good standing.

The Fundamentals of Dental Assisting component of this course may be taught privately and at any of Idaho's six Workforce Training Network Centers. Qualified instructors must be an Expanded Functions Dental Assistant and a Certified Dental Assistant, Registered Dental Hygienist or Licensed Professional Dentist. They are not required to be certified as a professional technical educator through the Idaho Division of Professional-Technical Education since their program is not publicly funded.

SELF-STUDY

The Fundamentals of Dental Assisting component may also be taught in a dental setting by a licensed dentist following the Fundamentals for Dental Assisting curriculum guidelines. A Dentist may acquire the curriculum through a Workforce Training Network Center. Examinations may not be administered by the dentists. Information may be obtained through the Workforce Centers or the Idaho State Board of Dentistry.

PREREQUISITES

The prerequisite for taking the Fundamentals of Dental Assisting course for high school seniors is successful completion of either the classroom-based “Orientation to Health Occupations for Secondary Students Course” or the online “Fundamentals for Health Professions Internet Course” during the junior year. These are equivalent courses with different approaches to instructional delivery (classroom-based versus internet-based). For adult learners, the only prerequisite is acceptance into the program.

The Fundamentals of Dental Assisting for postsecondary is intended to provide a basic introduction to Dental Assisting for on-the-job training. It is not intended to be a substitute for a comprehensive full-time training program.

COURSE LEVEL

The Fundamentals of Dental Assisting course is taught at the level of the senior year of high school and to adult learners at private and public postsecondary institutions.

INSTRUCTIONAL DELIVERY

In the secondary arena, this course is to be covered during one clock hour per day for two full semesters, for a total of approximately 180 hours. The first semester will focus on mastery of the didactic (theory) component that includes any supportive laboratory activities. The second semester will finish the didactics and focus on mastery of the clinical procedures and 30 hours of formal clinical observation. Throughout the secondary program, one period per week is recommended to be spent in a busy dental office observing. For adult learners, the length of the course will depend on the intensity that it is delivered by the instructor. More than one period per day will intensify instruction and result in shorter program duration.

In most instances, the didactic components of this curriculum will be delivered in the traditional classroom setting. However, alternative delivery of the didactic components is encouraged to meet the needs of students who are distant to traditional classroom

offerings. Consideration, therefore, should be given to developing distance learning approaches such as mail correspondence, online internet instruction, and digital video-conferencing for the didactic components.

INSTRUCTOR TO STUDENT RATIO

The number of students involved in the didactic component of the Fundamentals and Expanded Functions courses should be limited to 30 students per instructor per clock hour of instruction at both the secondary and postsecondary levels. The clinical procedures covered in the skill development lab portion of both components should be limited to a student to instructor ratio of one instructor for every 10 students. This includes students in supervised clinical education.

EVALUATION PLAN

Students enrolled in the Fundamentals of Dental Assisting course should be required to master 80% of the tasks identified on the written examinations and 100% of the tasks identified on each procedures skills checklist. To enable students to meet these requirements, the retaking of examinations is recommended. After failing three attempts, petition to retake the entire course by the student should be considered by the program instructor and dental advisor.

DIDACTIC EDUCATION MINIMUM NUMBER OF QUESTIONS PER EXAM

1.0	Introduction to the Dental Profession	15
2.0	Dentistry and the Law	20
3.0	Dental Terminology *20 short refers to post-secondary short-term proprietary programs *50 long refers to secondary programs	20 short* 50 long*
4.0	Preventative Oral Health	20
5.0	Infection Control	35
6.0	Patient Management	15
7.0	Anatomy	35
8.0	Dental Equipment	20
9.0	Dental Instruments and Procedures	20
10.0	Clinical Records	20
11.0	Oral Pathology	15
12.0	Emergency Care	15
13.0	Dental Anesthesia	15

14.0	Chairside Assisting	25
15.0	Dental Materials	15
16.0	Introduction to Dental Radiography	15
	Total	320

CERTIFICATE OF COMPLETION

Each person who successfully passes the Fundamentals of Dental Assisting shall be issued a certificate of completion by the sponsoring educational institution.

PROGRAM ADMINISTRATION

All programs shall be administered through an approved private or public sponsoring educational institution in conjunction with an approved dental practice. Each program must have a qualified instructor to administer and teach the program. A licensed professional Dentist shall serve as the program dental advisor.

All instruction should be presented in the sequence identified in this document. The course should articulate with postsecondary dental assisting programs throughout the state for Tech Prep or dual credit. The clinical procedures section of this curriculum should be converted to a “checklist” evaluation manual for effective execution of a competency-based clinical education and evaluation system.

A plan should be developed to meet the special needs of students. The instructor, in collaboration with the school counselor, should be involved with career guidance services, program promotion, and placement activities. An advisory committee should be established that represents the various aspects of the entry-level and expanded functions dental assisting industry. This committee should meet regularly and provide input and assistance for program improvement. Leadership development for students should be provided by forming an active chapter with Idaho Health Occupations Students of America in affiliation with the national student organization Health Occupations Students of America, Inc.

Idaho Academic Achievement Standards should be integrated into the curriculum. An annual program evaluation should be conducted to promote, develop, and improve the attainment of instructional outcomes.

Student follow-up data should be used in program evaluation, planning, and improvement. Facilities used for didactic and clinical education must provide the following:

1. Adequate space for the number of students enrolled in the program;
2. Adequate lighting and ventilation;
3. Comfortable temperature;
4. Appropriate audio-visual equipment and chalkboards (or equivalent);
5. A skills lab with sufficient materials, supplies, and equipment that is capable of simulating a basic clinical setting;
6. Resources (equipment, materials, and supplies) are systematically updated maintained, inventoried, and replaced;
7. A clean environment where students are provided appropriate safety instruction related to the program;
8. Appropriate numbers of desks and chairs;
9. Appropriate textbooks and references;
10. Sufficient quantity and quality of dental patients in an affiliated dental practice; and
11. Office space must be provided for the primary instructors' use during program operations to include a desk, chair, secure storage space, along with access to a telephone, fax machine, copier, computer, and the internet.

PROGRAM APPROVAL

Secondary Programs

By becoming a state approved high school professional-technical education program, school districts receive funds that help the instructor(s) to purchase resources that are essential to organize and implement the program. To start an approved Fundamentals of Dental Assisting course for high school seniors in Idaho, district superintendents must complete Form 10N: Request for a New Secondary Professional-Technical Education Program including:

1. cover sheet
2. program narrative
3. equipment and tool list
4. budget sheet
5. course outline

Form 10N can be downloaded off the internet in PDF version at the Division Website http://pte.idaho.gov/10Forms/10_Forms_Home.html. Once Form 10N is completed, then it

must be sent in by February 15th of each funding year to qualify to start at the beginning of the next fall semester. Send to:

Health Professions Program Manager
Idaho Division of Professional-Technical Education
650 West State Street, Room 324
P.O. Box 83720
Boise, Idaho 83720-0095

Workforce Training Network Centers

To start a Fundamentals of Dental Assisting course at any of the six Idaho Workforce Training Network Centers, please contact:

Director, WTN Center
College of Southern Idaho
P.O. Box 1238
Twin Falls, Idaho 83303-1238
Phone: 800-680-0274 ext. 2302

Director, WTN Center
Lewis and Clark State College
8th Ave and 6th Street
Lewiston, Idaho 83501
Phone: 208-799-2439

Director, WTN Center
Eastern Idaho Technical College
1600 S. 2500 E.
Idaho Falls, Idaho 83404
Phone: 1-800-662-0261

Director, WTN Center
North Idaho College
525 W. Clearwater Loop
Post Falls, Idaho 83854-9400
Phone: 208-769-3223

Director, WTN Center
Idaho State University
Campus Box 8380
Pocatello, Idaho 83209-8380
Phone: 208-282-3372

Director, BP|WD
College of Western Idaho
P.O. Box 3010
Nampa, Idaho 83653
Phone: 208-562-3000

Proprietary Schools

To offer a tuition-based approved proprietary program for the Fundamentals of Dental Assisting, consult Idaho Code, Chapter 24: Proprietary Schools, Sections 33-2401 to 33-2412, and contact:

Private Schools (not K-12)
State Department of Education
650 West State Street
P.O. Box 83720
Boise, Idaho 83720-0027
Phone: 208-332-6977

ACKNOWLEDGEMENTS

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