

DENTAL ASSISTING SCHOOL FORT COLLINS
DENTAL CAREERS FOUNDATION
Dental Assisting Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "Hands on" training in the operation of all the equipment, instrumentation and materials used in our state-of-the-art practicing dental office. All students receive 26 hours of instruction in radiology.

Dental Theory and Terminology

- A. Dental and oral anatomy, tooth numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage

II. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems
- D. Use of instruments and materials in assisting for:
 - 1. Oral Surgery
 - 2. Operative Dentistry
 - 3. Crown and Bridge
 - 4. Endodontics
 - 5. Pedodontics
 - 6. Periodontics
 - 7. Orthodontics
- E. Handpiece care and maintenance

III. Radiology

- A. X-ray theory and technique, use of Rinn holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Developing x-rays using the automatic processor, comparison with digital x-ray methods
- D. Darkroom care and maintenance
- E. X-ray safety and precautions
- F. Certification Exam

IV. Impressions and Model Trimming

- A. Impression materials and practice in their use: alginates, polyvinylsiloxanes, etc.
- B. Wax bites, counter impressions, Triple Tray Techniques
- C. Model pouring and trimming

V. Sterilization techniques

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization/disinfection
- C. Treatment room disinfection and asepsis techniques

VI. CPR Certification

- A. Heart Association CPR certification taught by certified instructor
- B. Emergencies in the dental office

VII. Job Interview and Resume

- A. Proper image, dress, resume, and how to prepare for the job interview and the job itself
- B. Difficult questions you may face and how to answer them
- C. Do's and don'ts during the interview, what to expect

VIII. Receptionist - Front Desk Office Management

- A. Phone techniques and appointment book control for Assistants
- B. Billings: accounts receivable and accounts payable, collections
- C. General insurance forms and pre-treatment estimates
- D. Introduction to computer system use in dental practice