



TYLER JUNIOR COLLEGE  
CERTIFIED DENTAL ASSISTANT PROGRAM  
PARTNERSHIP PACKET

# TYLER JUNIOR COLLEGE

## CERTIFIED DENTAL ASSISTING PROGRAM


The TJC Certified Dental Assisting program is growing, and we are always looking for offices who are willing to help us shape our students into outstanding dental assistants. Please allow me to introduce our team: Jenna Wallis, program director; Macy Stuth, full-time professor; Regina Weems, part-time professor. We take great pride in the quality of education that our students obtain while in the program. By the time our students are assigned to a dental office, they are ready to go to work. They will have passed competency exams on all dental assisting skills, including exposing radiographs on patients, and they will be certified in nitrous oxide monitoring. We will ask that you assist us by completing evaluations on the student(s) assigned to your office. This enables us to know how the student is progressing toward excellence. Your feedback is very important to us, so please be honest in your evaluation of the student's dental assisting skills.

According to standards of our accrediting body (Commission on Dental Accreditation), the major portion of the student's time in the practicum office must be spent assisting with or participating in patient care. Once our student is oriented with the office, we encourage the dentist(s) to allow the student to assist with a variety of procedures. We like to remind our offices that our students are still learning and that you will play an important role in contributing to their education.

The program is a 12-month curriculum, which starts in the fall, continues through the spring and ends in the summer. At program completion, the student will have earned a Level 1 certificate from TJC and will be eligible to take the Dental Assisting National Board or DANB. Upon successful completion of the DANB, the student will have earned a Certified Dental Assistant or CDA credential.

This partnership packet will help you identify the responsibilities of the dental office and those of TJC Certified Dental Assisting program. Our students are not assigned to their practicum offices until spring semester. Before then, we will need to have an affiliation agreement signed by all dentists in your office.

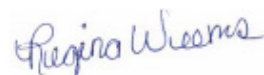
Thank you for your support of TJC,



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## PARTNERSHIP RESPONSIBILITIES

### Clinical Partnership Overview

Clinical experience assisting a dentist is a vital component of the Certified Dental Assisting Program at TJC. The majority of a student's clinical assignment must involve direct participation in patient care under the supervision of a licensed dentist.

### Affiliation Agreement

Before student assignments can begin, a formal affiliation agreement must be signed by both the participating dentist and TJC administrators.

### Key Points

#### Student Assignments:

- Each partner dental office will host two students during the spring semester and two different students during the summer semester.
- Students are placed individually (not in pairs) and will rotate through the office at different times within the term.

#### Rotation Schedule:

- **Spring Semester**
  - o Student A: 3 days per week for 4 weeks
  - o Student B: 3 days per week for the following 4 weeks
- **Summer Semester**
  - o Student C: 2 days per week for 5 weeks
  - o Student D: 2 days per week for the following 5 weeks

#### Evaluations & Supervision:

- Dentists will have the opportunity to evaluate each student's clinical skills and professionalism using forms provided by the program.
- A TJC Certified Dental Assisting faculty member will conduct site visits during each student's rotation to ensure support and accountability.

# STUDENT EXPECTATION

## 1. Teamwork and Ethics

*Students must exhibit attributes essential for effective teamwork in a dental setting, including:*

- Responsibility: Treating each patient individually with dignity and respect.
- Integrity: Demonstrating honesty consistently with patients and all members of the dental team.
- Effective Communication: Employing clear, communication strategies aimed at informing, comforting, and empowering patients throughout their dental experiences.
- Code of Ethics: Applying a professional code of ethics in all endeavors.

## 2. Safety Practice/Infection Control

*Students must be skilled at maintaining a safe and hygienic environment by:*

- Infection Control: Managing infection and hazard control according to professional guidelines.

## 3. Professional Appearance

*Students must maintain a professional appearance that meets practicum site standards by:*

- Uniform and Personal Hygiene: Keeping uniforms clean, free of wrinkles, and adhering to guidelines for lab coats, protective eye wear, masks, gloves, and TJC name tags.
- Personal Grooming: Ensuring hair is clean and neat, wearing permitted jewelry appropriately, and covering tattoos if required by the partnership site.

## 4. Assessment and Data Collection

*Students should be proficient in clinical assessments and data collection, including:*

- Data Collection: Accurately assessing and collecting medical/dental histories, vital signs, oral examinations, and charting practices.
- Patient Management: Demonstrating proper techniques for seating and dismissing patients.
- Assist with the development of comprehensive treatment plans.

## 5. Room Preparation/Patient Preparation

*Students should be proficient in preparing treatment rooms and patients, including:*

- Managing infection and hazard control protocol consistent with published professional guidelines.
- Selecting and assembling the appropriate materials and armamentarium for general and specialized patient care.
- Assisting with the application of anesthetic agents, rubber dams, and matrix systems.
- Monitoring nitrous oxide-oxygen analgesia.

## 6. Patient Radiographs

*Students should be proficient in exposing dental radiographs on patients, including:*

- Producing dental images of diagnostic quality while adhering to ALARA (As Low As Reasonably Achievable) and other appropriate safety principles.



## 7. Limited Exams

*Students should be able to assist with limited exams (dental emergencies), including:*

- Recording patient information regarding dental emergency.
- Producing diagnostically acceptable radiographs.
- Communicating acquired information to the dentist.
- Identifying and responding to dental and or medical emergencies (if necessary).

## 8. Chairside Procedures and Ethical Decisions

*Students must be able to perform the following skills as needed in their partnership office:*

- Legal Compliance: Adhering to state and federal laws, recommendations, and regulations in oral health care.
- Patient-Centered Care: Prioritizing patient health and safety in all actions and decisions.
- Maintain a clear field of vision using isolation techniques, oral evacuation devices, and the air water syringe.
- Perform instrument transfers with proper ergonomics.
- Assist with and apply bases, liners, and bonding agents.
- Assist with and remove excess cement or bonding agents.
- Assist with and direct permanent restoration.
- Remove sutures.
- Inform patients of pre- and post-operative instructions for preventive, restorative and/or specialty dental procedures.
- Record accurate, consistent and complete documentation of oral health services provided.

## 9. Laboratory Functions

*Student should be able to complete the following tasks at their partner office:*

- Assist with and/or place, fabricate, and remove provisional restorations.
- Fabricate bleaching trays, mouth guard and custom trays as directed by the dentist.
- Take preliminary impressions.
- Prepare laboratory cases.

## 10. Preventive Functions

*Student should be able to complete the following tasks at their partner office:*

- Provide patient preventive education and oral hygiene instruction.
- Educate patients on caries and periodontal disease prevention.
- Clean removable dental appliances.
- Assist with and/or apply fluoride agents.

For specialty offices: preventive education can include:

- Identify signs of gum disease.
- Educate patients on tobacco cessation.
- Recommend diet and nutrition modifications post-surgery.
- Educate patients on post-surgical care.
- Discuss pain management strategies.

## STUDENT RESPONSIBILITIES

Partnership sites will receive an email when it is time to evaluate the students' skills. The email will include one attachment: an evaluation reference guide. Additionally, a survey link will be provided using Microsoft Forms. The reference guide outlines specific criteria to help ensure the students meet the standards of the Certified Dental Assisting Program. These standards include:

- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, and laws.
- Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
- Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
- Gain clinical experience assisting a dentist to perfect competence in performing chairside assisting functions not limited to basic instruction.
- Master the clinical capability of a minimum of 300 chairside hours.



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## INSTRUCTOR RESPONSIBILITIES

The partnership site and faculty will collaborate closely to ensure students gain essential hands-on experience for their dental assisting careers. Should our partners have any inquiries or encounter issues with students, they are encouraged to contact Macy Stuth for spring rotations and Jenna Wallis for summer rotations for prompt resolutions.

### FACULTY WILL:

- ✓ Maintain open and ongoing communication with practicum dentists and dental offices.
- ✓ Conduct visits to each facility to assess student progress.
- ✓ Organize weekly seminars on campus where students can share their practicum experiences.
- ✓ Offer opportunities for students at the TJC Dental Clinic to enhance skills they find challenging.
- ✓ Review students' self-reflective journals on a weekly basis.
- ✓ Arrange student conferences as necessary to ensure they contribute effectively to the dental team.
- ✓ Address any queries related to practicum responsibilities.
- ✓ Ensure student success at the dental office or facilitate reassignments to better align with the needs of the partnership site and student.





# TYLER JUNIOR COLLEGE

## PROGRAM MISSION STATEMENT AND GOALS

Our mission at TJC Certified Dental Assisting Program is to cultivate skilled and compassionate dental professionals who are dedicated to excellence in professional knowledge, essential knowledge, patient-centered care and lifelong learning. Through comprehensive education and hands-on training, we empower our students to become proficient in clinical practice, critical thinking and ethical decision-making. We are committed to fostering a supportive learning environment that nurtures personal growth, professional development and a commitment to the highest standards of oral health care. By embracing innovation and collaboration, we strive to meet the evolving needs of the dental profession and positively impact the well-being of our communities.

### PROGRAM GOALS

The following goals and learning outcomes are integral to accomplish the mission of the Certified Dental Assisting Program:

1. **Professional Knowledge**
2. **Essential Knowledge**
3. **Patient-Centered Care**

Prepare competent entry-level dental assisting professionals who demonstrate:

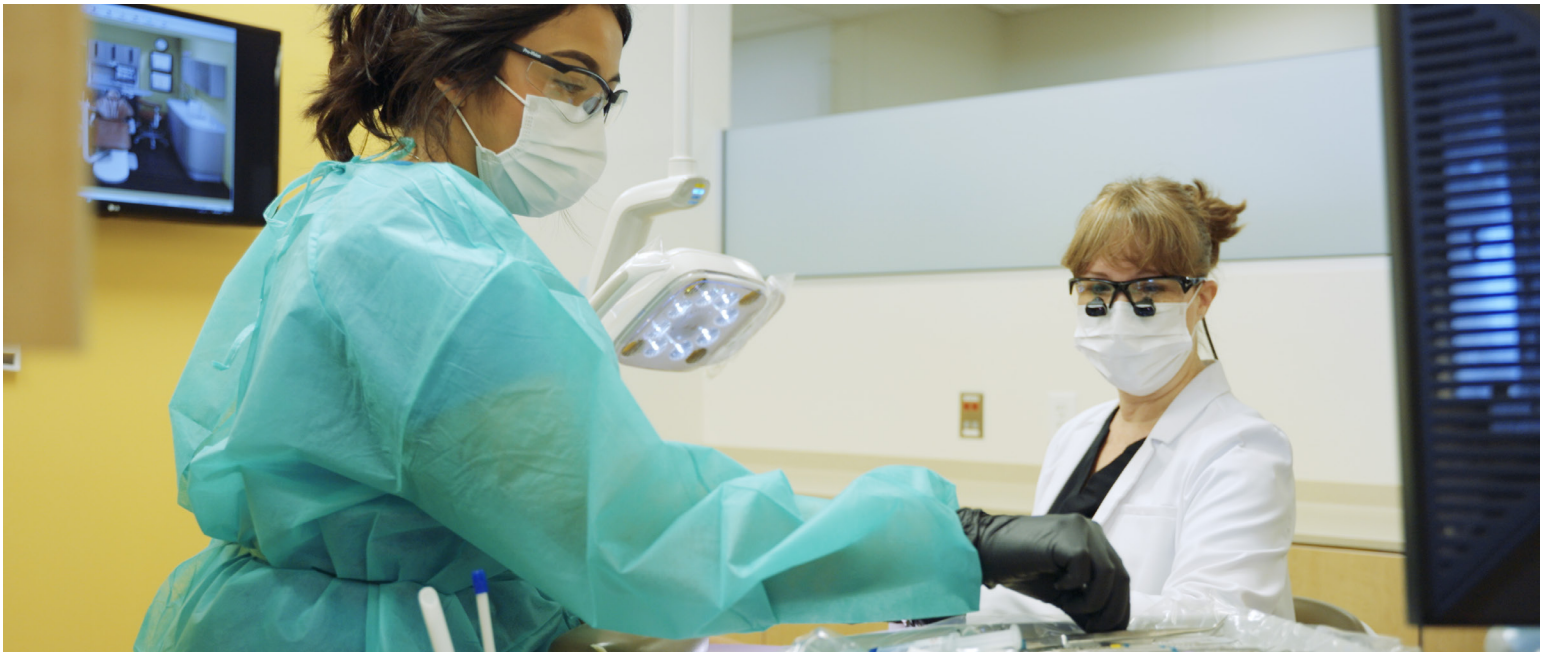
#### Professional Knowledge (PK)

1. Apply professional values and ethics in all endeavors.
2. Employ clear communication strategies aimed at informing, comforting, and empowering patients throughout their dental experiences.
3. Comply with local, state and federal regulations concerning infection control protocols for blood-borne and respiratory pathogens, other infectious diseases and hazardous materials.

#### Essential Knowledge (EK)

1. Identify the implications of the interrelationship between various sciences on dental disease management.
  - a. Microbiology
  - b. Human anatomy and physiology
  - c. Human cellular biology
  - d. Embryological and histological development of the hard and soft tissues of the head and neck
  - e. Anatomical and physiological features for the dentition
  - f. General and oral pathology
  - g. Nutrition
  - h. Pharmacokinetics
2. Recognize current dental materials and technologies used for direct and indirect restorative procedures, fixed and removable prostheses and the recognized specialties.





3. Follow manufacturer recommendations related to materials and equipment used in practice.
4. Apply population risk factors, social determinants of health to promote improved health and enhanced quality of life.

### **Patient-Centered Care (PCC)**

#### Assessment

1. Collect, analyze, record and communicate diagnostic data on the general and oral health status of diverse patients and communities.
2. Produce dental images of diagnostic quality using as low as reasonably achievable (ALARA) and/or appropriate safety principles.
3. Assist in the development of a comprehensive treatment plan that is reflective of the general and oral health needs of the individual patient.

#### Chairside skills

1. Select and assemble the appropriate materials and armamentarium for general and specialized patient care.
2. Demonstrate ergonomic and safe instrument transfer techniques.
3. Manage medical and dental emergencies, including current basic life support and first aid.
4. Perform chairside and expanded function procedures as permitted by the state statutes and regulations.
5. Educate patients on caries and periodontal disease prevention.
6. Provide recommendations for nutritional needs as they relate to oral health.
7. Inform patients of pre- and post-operative instructions for preventive, restorative and specialty dental procedures.
8. Demonstrate isolation and evacuation techniques for intraoral procedures.

#### Administrative Skills

1. Demonstrate strategies that support practice management.
2. Possess familiarity with software and hardware used in administrative processes.