



**Dental Studies**

# **CERTIFIED DENTAL ASSISTING PROGRAM**

**Partnership Packet**

# Certified Dental Assisting Program

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Thank you for requesting information about becoming a Partnership Site for the Certified Dental Assisting Program.

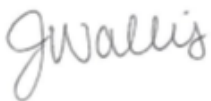
The TJC Certified Dental Assisting program is growing, and we are always looking for offices who are willing to help us shape our students into outstanding dental assistants. Please allow me to introduce our team: Jenna Wallis Program Director, Macy Stuth, Full-time professor; Regina Weems, part-time 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.

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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# INSTRUCTOR RESPONSIBILITIES

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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 regular 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.

# PARTNERSHIP RESPONSIBILITIES

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Clinical experience assisting a dentist is a crucial component of the dental assisting program. The **majority of the student's clinical assignment time must involve assisting with or participating directly in patient care.**

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

## Key Points:

- Each partnership site will be assigned one or more students who will remain with them for the entire semester.
- Students are expected to report to the partnership site according to the following schedule:
  - **Spring Semester: 3 days a week for 8 weeks**
  - **Summer Semester: 2 days a week for 10 weeks**
- The dentist will have the opportunity to evaluate students' assisting skills and professionalism using forms provided by the student/program.
- A TJC certified dental assisting faculty member will visit the partnership site to supervise the student during their experience.

These measures ensure that students receive comprehensive practical training and mentoring in real-world dental settings, enhancing their readiness for professional practice.

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# STUDENT EVALUATIONS

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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:

## **Teamwork**

*Specifically, the Dental Assisting student should exhibit the following attributes as needed in the practicum site.*

- a) Assume responsibility for professional action treating each patient individually with dignity and respect.
- b) *Consistently demonstrate honesty and integrity with the patients and all members of the dental team.*

## **Safety Practice/ Infection Control**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Manage infection control and hazards control consistent with published professional guidelines.

## **Ethics**

*Specifically, the Dental Assisting student should exhibit the following attributes as needed in the practicum site.*

- a) Apply a professional code of ethics in all endeavors.
- b) Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.
- c) Prioritize patient's health and safety in all actions and decisions.
- d) Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.

## **Professional Appearance**

*Specifically, the Dental Assisting student should exhibit the following attributes as needed in the practicum site.*

- a) Uniform is clean and free of wrinkles.
- b) Wearing disposable lab coat and replacing them daily
- c) Wearing protective eyeglasses and mask in a variety of settings
- d) Wearing TJC name tag
- e) Hair is clean and neat.
- f) Earrings cannot extend beyond the ear/nose.
- g) Covering tattoos if required by the partnership site.

*Please note that the program allows tattoos. If your office requires them to be covered, please inform the program.*

### **Assessments and Data Collection**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Assess and collect data through medical/dental histories, vital signs, oral examinations and various charting practices while maintain accurate treatment records.
- b) Demonstrate proper technique to seat and dismiss patients.

### **Room Preparation**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Manage infection and hazard control protocol consistent with published professional guidelines
- b) Prepare tray set-ups for a variety of procedures and specialty areas

### **Patient Preparation**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Assist with and apply topical anesthetic, desensitizing agents.
- b) Assist with and place and remove rubber dam.
- c) Assist with and place and remove matrix retainers, matrix bands, and wedges.
- d) Perform monitoring and/or administration of Nitrous Oxide-Oxygen analgesia.

### **Patient Radiographs**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Produce diagnostically acceptable radiographs.

### **Dental Emergencies (Limited Exams)**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Record patient information regarding dental emergency
- b) Produce diagnostically acceptable radiographs.
- c) Communicate acquired information to the dentist.
- d) Identify and respond to dental and or medical emergencies.

### **Chairside Procedure Skills**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Maintain clear field of vision including isolation techniques and operation of oral evacuation devices and air/water syringe.
  - b) Perform a variety of instrument transfers utilize appropriate chairside assistant ergonomics.
  - c) Assist with and apply bases, liners, and bonding agents.
  - d) Assist with and remove excess cement or bonding agents.
  - e) Assist with and direct permanent restoration.
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- f) Perform removal of sutures

### **Patient Post-operative instruction**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Provide pre-and post-operative instructions prescribed by the dentist.
- b) Record accurate, consistent and complete documentation of oral health services provided.

### **Laboratory Functions**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Assist with and/or place, fabricate, and remove provisional restorations.
- b) Fabricate bleaching trays, mouth guard and custom trays as directed by the dentist.
- c) Take preliminary impressions.

### **Preventive Functions**

*Specifically, the Dental Assisting student should be able to perform the following duties as needed in the practicum site.*

- a) Provide patient preventive education and oral hygiene instruction.
- b) Clean removable dental appliances
- c) Assist with and/or apply fluoride agents.

# STUDENT RESPONSABILITIES

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- 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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# PROGRAM MISSION STATEMENT AND GOALS

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## Mission Statement

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 an
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