



Burlington County Institute of Technology

Westampton Campus

Career and Technical Programs

Career Cluster: *Health Science*
Program Name: *Dental Assistant*
Program Title: *Dental Assistant*
CIP Code: *510601*

Board Approval Date: August, 2023



Program of Study

→ Grade 9

- ◆ General Chairside Assisting
- ◆ General Science

→ Grade 10

- ◆ Infection Control
- ◆ Dental Materials I
- ◆ Dental Radiology

→ Grade 11

- ◆ Human Psychology and Communication Skills
- ◆ Dental Specialties
- ◆ Dental Materials II

→ Grade 12

- ◆ Preventive Dentistry/Nutrition
- ◆ Dental/ Medical Emergencies
- ◆ Business Administration
- ◆ Affiliation/Clinical Experience



→ Program Descriptor

- ◆ The Dental Assisting Program is designed to provide students with the knowledge, skills, and practical experience necessary to become competent dental assistants. This program combines theoretical instruction with hands-on training to prepare students for entry-level positions in dental offices, clinics, and other dental healthcare settings.

→ Program Outcome

- ◆ Students will develop a comprehensive understanding of dental terminology, anatomy, and oral health principles. Successful students will obtain the Dental Assisting National Board: Certified Dental Assistant certification.

→ Work Based Learning Opportunities

- ◆ Career Awareness: Field Trip-Rutgers Dental School Pipeline Program
- ◆ Career Exploration: Volunteering-Give Kids a Smile
- ◆ Career Preparation: Non-Hazardous School-to-Work

→ Industry Valued Credentials

- ◆ Dental Assisting National Board: Certified Dental Assistant
- ◆ OSHA 10



Course Descriptions

1. Grade 9

- a. **General Chairside:** This course includes tooth numbering systems, charting, dental terminology and all basic general dentistry skills preparing the student to work in all facets of general dentistry including expanded functions performed in general dentistry practices. It prepares the student to effectively manage duties related to the entry level chairside assistant's responsibilities. Aseptic techniques, equipment maintenance, patient and operative preparation, as well as a variety of isolation, retraction and evacuation techniques will be covered. General instrument identification is covered thoroughly in this course.
- b. **General Science:** An in-depth study of the structures of the head and neck will be our focus. Additionally, it is designed to provide the student with knowledge and an understanding of the systems of the body and how they interact with each other.

2. Grade 10

- a. **Infection Control:** This course is designed to provide the student with the knowledge they need to adequately handle hazards encountered in dentistry from infectious microorganisms, chemicals, and how to combat them daily. The course will focus on all content areas covered in the DANB Infection Control Exam.
- b. **Dental Materials I:** This course prepares the student to handle, set-up and mix properly the many lab and impression materials utilized in the dental setting. At the completion of this course the student should be able to properly mix a variety of lab materials. Also, students will learn to properly obtain bite registrations and diagnostic impressions as well as fabricate custom trays, temporary crowns, and study models.
- c. **Dental Radiology:** This course follows the NJ Radiologic Technology Board of Examiners mandated dental radiography curriculum. The program has been designed to prepare the student to take the Dental Assisting National Board's Radiology Examination. Completing all didactic, laboratory and clinical



requirements outlined by the Board with a passing grade of 75% and passing the DANB RHS exam leads to State licensure (NJ-LRT (D)).

3. Grade 11

- a. *Human Psychology and Communication Skills*: Provides opportunities for students to develop the necessary skills to effectively function as a member of a dental team. Core components include foundational interpersonal theory, group dynamics and team work, verbal and nonverbal communication skills, phases of the helping relationship, and basic conflict management.
- b. *Dental Specialties*: This course will prepare the learner to assist and apply chairside techniques to a variety of dental specialty procedures. They will also identify and explain procedures and instruments used within the different specialties. Specialties covered will include endodontics, orthodontics, periodontics, prosthodontics, pedodontics and exodontics.
- c. *Dental Materials II*: This course prepares the student to handle, set-up and mix properly the many restorative and luting materials utilized in the dental setting. At the end of this course the student will demonstrate a basic knowledge and ability to properly manipulate a variety of restorative materials.

4. Grade 12

- a. *Preventative Dentistry/Nutrition*: Preventive dentistry and nutrition covers all measures essential to the attainment of optimal oral health and overall good health. The course discusses many procedures for oral health education and the key principles of a healthy diet plan. This course will introduce the student to the various aspects of oral health education and nutrition, as the dental assistant is a key person in the incorporation of dental disease prevention programs in the dental setting.
- b. *Dental/Medical Emergencies*: This course is designed to provide the student with the basic skills and knowledge necessary to handle dental and medical emergencies in a skilled and professional manner. The student will be able to demonstrate the ability to assess vital signs and simulate the treatment of a variety of potential medical emergencies. The student will be able to identify a variety of medications used to treat common diseases.
- c. *Business Administration*: This course is designed to provide the student with the basic skills and knowledge necessary to handle all business transactions that take place daily in a dental practice. It includes coverage of the New Jersey Dental Practice Act and preparing for employment. The student will be able to demonstrate the ability to manage a variety of office systems successfully and create an acceptable cover letter, resume and complete an employment application without errors. After this



course the students should have a working knowledge of the New Jersey Dental Practice Act preparing them to successfully complete the Jurisprudence online examination.

- d. *Affiliation/Clinical Experience:* A 312 hour clinical requirement to enhance the preclinical dental assisting skills learned in the classroom setting. Students will gain hands-on experience sitting chairside to the practitioner as well as developing business administrative skills. An individualized schedule is issued to each student one month prior to the beginning of affiliation. Each student is normally assigned to a general dentistry practice as well as to two different specialty practices. In some situations, the student will be assigned to the same site to complete a general dentistry rotation and a specialty rotation. This will occur when assigned to one of our large clinical settings, which are an integral part of our affiliation program.



Curriculum Maps

Course: Safety

Unit: OSHA 10

Length: 1 Week

Standards

- 9.3.12.AG-FD.1 Develop and implement procedures to ensure safety, sanitation and quality in food product and processing facilities.
- 9.3.12.AC-CST.5 Apply practices and procedures required to maintain jobsite safety.
- 9.3.12.AR.2 Analyze the importance of health, safety and environmental management systems, policies and procedures common in arts, audio/video technology and communications activities and facilities.
- 9.3.12.ED.4 Evaluate and manage risks to safety, health and the environment in education and training settings.
- 9.3.HT-RFB.2 Demonstrate safety and sanitation procedures in food and beverage service facilities.
- 9.3.HU-ED.5 Evaluate safety and sanitation procedures associated with the early childhood education environment to assure compliance and prevent potential hazards.
- 9.3.LW.4 Conduct law, public safety, corrections and security work tasks in accordance with employee and employer rights, obligations and responsibilities, including occupational safety and health requirements.
- 9.3.LW-ENF.8 Explain the appropriate techniques for managing crisis situations in order to maintain public safety.
- 9.3.MN.3 Comply with federal, state and local regulations to ensure worker safety and health and environmental work practices.
- 9.3.MN-HSE.3 Demonstrates a safety inspection process to assure a healthy and safe manufacturing environment.
- 9.3.MN-HSE.5 Evaluate continuous improvement protocols and techniques in health, safety and/or environmental practices.
- 9.3.12.TD.5 Describe transportation, distribution and logistics employee rights and responsibilities and employers' obligations concerning occupational safety and health.



- 9.3.12.TD-HSE.1 Describe the health, safety and environmental rules and regulations in transportation, distribution and logistics workplaces.
- 9.3.12.TD-OPS.3 Comply with policies, laws and regulations in order to maintain safety, security and health and mitigate the economic and environmental risk of transportation operations.

Essential Question(s)

- Why is it important to practice safety?
- What do safe practices look like in my industry?
- How can I keep myself and others safe?

Content

- Walking working surfaces
- Emergency action plans
- Fire protection
- Electrocution hazards
- Personal protective equipment
- Hazard communication
- Materials handling, storage, use and disposal.

Skills

- Explain why OSHA is important to workers.
- Explain workers rights under OSHA
- Discuss employer responsibilities under OSHA.
- Discuss the use of OSHA standards.
- Explain how OSHA inspections are conducted.
- Utilize helpful worker safety and health resources.
- Identify hazards in the workplace associated with walking and working surfaces.



- Identify best practices for eliminating or controlling hazards associated with walking and working surfaces in the workplace.
- Recognize employer requirements to protect workers from walking and working surface hazards.
- Recognize benefits of an Emergency Action Plan.
- Identify elements of the Fire Protection Plan.
- Identify conditions under which evacuation actions may be necessary in an emergency situation.
- Identify conditions under which shelter-in-place may be necessary in an emergency situation.
- Identify characteristics of an effective emergency escape route.
- Recognize the five types of fire extinguishers, including the types of fires they can extinguish.
- Review requirements for proper maintenance of portable fire extinguishers.
- Identify major electrical hazards.
- Describe types of electrical hazards.
- Describe electrical protection methods.
- Recognize employer requirements to protect workers from electrical hazards.
- Recall employer responsibilities toward affected employees regarding PPE.
- Identify when face and head protection should be used.
- Recall which types of hand and foot protection should be used in a specific situation.
- Recognize the differences between respirator types.
- Identify the differences between full-body protection levels.
- Identify the employer's responsibilities under the HCS, including training requirements.
- Identify components of a Hazard Communication program.
- Describe requirements of the different types of Hazard Communication labels.
- Locate pertinent information about chemicals on labels, including other forms of hazard communication, to ensure "right to understanding" provisions of GHS requirements.
- Identify types of material handling equipment.
- Describe hazards associated with material handling activities (e.g., storage, use, and disposal).
- Identify methods to prevent hazards associated with material handling equipment.
- Recognize employer requirements to protect workers from material handling hazards
- Identify the main causes of machinery accidents.



- Recognize basic machinery parts that expose workers to hazards.
- Recognize workplace situations involving machinery that requires guarding.
- Identify the requirements for safeguards.
- Identify types of machine guards including types of devices used to safeguard machines.
- Identify strategies to control chemical hazards.
- Identify strategies to control biological hazards.
- Identify strategies to control physical hazards.
- Identify strategies to control ergonomic hazards.
- Identify OSHA requirements pertaining to bloodborne pathogens.
- List the potential routes of exposure from bloodborne pathogens.
- Identify the risks associated with Human Immunodeficiency Virus (HIV), Hepatitis B, and Hepatitis C Virus.
- Identify methods of preventing transmission of bloodborne pathogens & managing occupational exposures.
- Restate methods of the safe disposal of sharps.
- Recount steps which should be taken in the event of an exposure to a potential bloodborne pathogen.
- Recognize risk factors associated with work-related musculoskeletal disorders (MSD)s.
- Identify good posture.
- Describe safe lifting techniques.
- Identify ergonomic control methods for eliminating/reducing work-related MSDs.
- Identify the number one cause of death for U.S. teens.
- List eight risk factors for young drivers.
- Identify the biggest risk factor for young drivers.
- Define distracted driving.
- Provide examples and/or causes of distracted driving.
- Identify the biggest risk factor for distracted driving
- Discuss the risk of having other young passengers in the car.
- List some actions employers should take to keep employees safe while driving.
- List some actions employees can take to safely drive on the job.
- Define the term violence.
- Recall who is at risk for encountering workplace violence.



- Describe workplace violence prevention strategies.
- Identify how to StartSafe and StaySafe to prevent or lessen workplace violence.
- Recognize the costs of workplace accidents.
- Recognize the benefits of implementing an effective safety and health program.
- Describe the elements of an effective safety and health program.
- Identify three methods to prevent workplace hazards.

Assessments

- OSHA 10 Assessment and Certificate

Course: CTE

Unit: Career Awareness

Length: Woven Throughout

Standards

- 9.2.12.CAP.1: Analyze unemployment rates for workers with different levels of education and how the economic, social, and political conditions of a time period are affected by a recession.
- 9.2.12.CAP.2: Develop college and career readiness skills by participating in opportunities such as structured learning experiences, apprenticeships, and dual enrollment programs.
- 9.2.12.CAP.3: Investigate how continuing education contributes to one's career and personal growth.
- 9.2.12.CAP.4: Evaluate different careers and develop various plans (e.g., costs of public, private, training schools) and timetables for achieving them, including educational/training requirements, costs, loans, and debt repayment.
- 9.2.12.CAP.5: Assess and modify a personal plan to support current interests and postsecondary plans.
- 9.2.12.CAP.6: Identify transferable skills in career choices and design alternative career plans based on those skills.



- 9.2.12.CAP.7: Use online resources to examine licensing, certification, and credentialing requirements at the local, state, and national levels to maintain compliance with industry requirements in areas of career interest.
- 9.2.12.CAP.8: Determine job entrance criteria (e.g., education credentials, math/writing/reading comprehension tests, drug tests) used by employers in various industry sectors.
- 9.2.12.CAP.9: Locate information on working papers, what is required to obtain them, and who must sign them.
- 9.2.12.CAP.10: Identify strategies for reducing overall costs of postsecondary education (e.g., tuition assistance, loans, grants, scholarships, and student loans)
- 9.2.12.CAP.11: Demonstrate an understanding of Free Application for Federal Student Aid (FAFSA) requirements to apply for postsecondary education
- 9.2.12.CAP.12: Explain how compulsory government programs (e.g., Social Security, Medicare) provide insurance against some loss of income and benefits to eligible recipients.
- 9.2.12.CAP.13: Analyze how the economic, social, and political conditions of a time period can affect the labor market.
- 9.2.12.CAP.14: Analyze and critique various sources of income and available resources (e.g., financial assets, property, and transfer payments) and how they may substitute for earned income
- 9.2.12.CAP.15: Demonstrate how exemptions, deductions, and deferred income (e.g., retirement or medical) can reduce taxable income.
- 9.2.12.CAP.16: Explain why taxes are withheld from income and the relationship of federal, state, and local taxes (e.g., property, income, excise, and sales) and how the money collected is used by local, county, state, and federal governments. •
- 9.2.12.CAP.17: Analyze the impact of the collective bargaining process on benefits, income, and fair labor practice. •
- 9.2.12.CAP.18: Differentiate between taxable and nontaxable income from various forms of employment (e.g., cash business, tips, tax filing and withholding). •
- 9.2.12.CAP.19: Explain the purpose of payroll deductions and why fees for various benefits (e.g., medical benefits) are taken out of pay, including the cost of employee benefits to employers and self-employment income.
- 9.2.12.CAP.20: Analyze a Federal and State Income Tax Return



- 9.2.12.CAP.21: Explain low-cost and low-risk ways to start a business.
- 9.2.12.CAP.22: Compare risk and reward potential and use the comparison to decide whether starting a business is feasible.
- 9.2.12.CAP.23: Identify different ways to obtain capital for starting a business

Essential Question(s)

- How does one prepare for a career?
- How does one improve marketability?
- Why is career planning important?
- What are the risks in starting a business?

Content

- There are strategies to improve one's professional value and marketability.
- Career planning requires purposeful planning based on research, self-knowledge, and informed choices.
- An individual's income and benefit needs and financial plan can change over time.
- Securing an income involve an understanding of the costs and time in preparing for a career field, interview and negotiation skills, job searches, resume development, prior experience, and vesting and retirement plans
- Understanding income involves an analysis of payroll taxes, deductions and earned benefits.
- There are ways to assess a business's feasibility and risk and to align it with an individual's financial goals

Skills

- Act as a responsible and contributing community member and employee.
- Attend to financial well-being.
- Consider the environmental, social and economic impacts of decisions.
- Demonstrate creativity and innovation.
- Utilize critical thinking to make sense of problems and persevere in solving them.
- Model integrity, ethical leadership and effective management.
- Plan education and career paths aligned to personal goals.



- Use technology to enhance productivity, increase collaboration and communicate effectively.
- Work productively in teams while using cultural/global competence.

Assessments

- Career Research Project
- Resume/Cover Letter

Course: General Chairside Assisting

Length: Semester

Standards

- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL.2 Explain the healthcare workers' role within their department, their organization and the overall healthcare system.
- 9.3.HL.3 Identify existing and potential hazards to clients, coworkers, visitors and self in the healthcare workplace.
- 9.3.HL.4 Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
- 9.3.HL-DIA.3 Demonstrate the principles of body mechanics for positioning, transferring and transporting of patients/clients, and perform them without injury to the patient/client or self.
- 9.3.HL-DIA.4 Explain procedures and goals to the patient/client accurately and effectively, using strategies to respond to questions and concerns.
- Model integrity, ethical leadership and effective management.



- 9.4.12.CI.2: Identify career pathways that highlight personal talents, skills, and abilities (e.g., 1.4.12prof.CR2b, 2.2.12.LF.8).
- Plan education and career paths aligned to personal goals.

Essential Question(s)

- How is a patient prepared for a dental visit?
- Why is hygiene important?
- What tasks do chairside assistants perform?

Content

- Tooth Numbering Systems:
 - Familiarity with various tooth numbering systems, such as the Universal Numbering System and the Palmer Notation System.
 - Ability to identify and label teeth using the appropriate numbering system.
- Charting:
 - Proficiency in recording and charting dental procedures, treatments, and findings.
 - Understanding the importance of accurate and clear dental charting for patient records.
- Dental Terminology:
 - Mastery of essential dental terminology related to procedures, instruments, oral anatomy, and oral health conditions.
 - Effective communication using precise dental terms with patients and colleagues.
- Chairside Assistant Responsibilities:
 - Understanding the role and responsibilities of a chairside dental assistant during various dental procedures.
 - Assisting the dentist in providing efficient and quality patient care.
- Aseptic Techniques:



- Knowledge of aseptic (sterile) techniques to prevent the spread of infections in the dental environment.
- Proper use of gloves, masks, and other personal protective equipment.
- Equipment Maintenance:
 - Understanding the importance of maintaining and sterilizing dental instruments and equipment.
 - Knowledge of sterilization protocols, disinfection procedures, and equipment care.
- Patient and Operatory Preparation:
 - Skills in preparing the operatory for various dental procedures, including setting up instruments and materials.
 - Ensuring patient comfort and safety by arranging the operatory appropriately.
- Isolation, Retraction, and Evacuation Techniques:
 - Techniques for effectively isolating and retracting the oral cavity during dental procedures.
 - Understanding the use of dental dams, cotton rolls, and saliva ejectors.
- Instrument Identification:
 - Ability to identify and differentiate various dental instruments based on their purpose and usage.
 - Proficiency in handing instruments to the dentist during procedures.

Skills

- Identify teeth using both Palmer and Universal numbering systems
- Take/ review and record medical and dental histories*
- Translate a variety of widely used charting symbols
- Assist with and or perform dental charting *
- Assist with and or perform soft tissue extra/intra oral examination *
- Explain and diagram Black's classification of cavity
- Demonstrate proper hand hygiene *
- Demonstrate proper donning & discarding of PPE *
- Define the team approach of dentistry
- Explain the proper ergonomics of positioning for operator and assistant for a variety of procedures
- Explain the preparation of an operatory that meets aseptic guidelines



- Prepare a variety of general dentistry tray setups*
- Explain the steps taken to prepare a patient for treatment
- Identify all equipment and explain how to perform needed maintenance
- Seat and dismiss patients*
- Explain and demonstrate the vitals signs recorded during dental exams *
- Explain the components of a properly written chart entry
- Maintain accurate patient treatment records*
- Properly isolate a patient with cotton rolls, and Dri-aid*
- Properly retract a patient's lips, cheek or tongue with finger, mirror and/ or suction tip *
- Properly setup, place and remove dental dam for single and multiple tooth isolation. (maybe done on typodont) *
- Demonstrate proper setup, placement & removal of a variety of matrices and wedges*
- Identify different burs and explain how they are used
- Explain how to attach and operate a high and low speed handpiece
- Demonstrate proper suctioning techniques with high and low speed evacuators *
- Demonstrate how to operate an air water syringe properly *
- Identify the parts of an anesthetic syringe
- List health concerns that affect anesthesia usage
- Demonstrate properly load an anesthetic syringe for a variety of different teeth*
- Demonstrate proper application of topical anesthetic *
- Explain anesthetic syringe transfer techniques
- Explain the four different instrument grasps and when they are used
- Demonstrate transfer and retrieval of instruments *
- Prepare instruments for sterilization following OSHA guidelines
- Define fulcrum and explain its importance
- Identify hand-cutting, amalgam, composite, crown & bridge, hygiene instruments and their uses
- Select accessories used to during amalgam, composite, crown & bridge and hygiene procedures and prepare them on to trays in their sequence of use
- Provide pre and post-operative instructions prescribed by a dentist*



Assessments

- General chairside assessment
- Alcohol hand rub SOP and evaluation
- Handwashing SOP and Evaluation
- Various competencies

Course: General Science

Length: Semester

Standards

- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL-HI.2 Describe the content and diverse uses of health information.
- 9.3.HL-SUP.2 Demonstrate work practices that maintain a clean and healthy healthcare facility to reduce or eliminate pathogenic organisms.
- 9.4.12.IML.2: Evaluate digital sources for timeliness, accuracy, perspective, credibility of the source, and relevance of information, in media, data, or other resources (e.g., NJSLA.W8, Social Studies Practice: Gathering and Evaluating Sources).

Essential Question(s)

- What are the major blood supplies in the body?
- How does a human fetus develop?



- What are the functions of the muscular system?
- What are the functions of the nervous system?

Content

- Head and Neck Structures:
 - Detailed knowledge of the anatomical structures in the head and neck region, including bones, muscles, blood vessels, nerves, and organs.
 - Understanding the spatial relationships and functions of these structures.
- Systems of the Body:
 - Thorough understanding of the major systems of the human body, including the circulatory, respiratory, digestive, nervous, musculoskeletal, endocrine, urinary, and reproductive systems.
 - Familiarity with the components and functions of each system.
- Interactions of Body Systems:
 - Awareness of how different systems of the body interact and collaborate to maintain overall health and homeostasis.
 - Understanding how physiological processes in one system can impact other systems.
- Anatomy and Physiology:
 - In-depth knowledge of the structure and function of various organs and tissues within the body systems.
 - Understanding the physiological processes that occur within each system, such as circulation, respiration, digestion, and neural signaling.
- Integration of Systems:
 - Understanding how body systems work together to perform complex functions, such as the coordination of movement, regulation of metabolism, and response to external stimuli.
- Health and Disease Implications:
 - Recognizing how imbalances or dysfunctions in one system can lead to health issues or diseases that affect multiple systems.
 - Understanding the role of lifestyle factors, genetics, and environmental factors in influencing overall health.



- Clinical Relevance:
 - Applying knowledge of head and neck structures and body systems to clinical scenarios, such as medical assessments, diagnostics, and treatment planning.
 - Understanding how the knowledge of anatomy and systems informs medical and dental practices.

Skills

- Define basic anatomy terms
- Explain and locate planes
- Explain and locate directions
- Explain the key periods of human development before birth
- Explain the various tissues that form the oral cavity
- Differentiate between shape and sizes of primary and permanent teeth
- List and locate the cranial and facial bones
- Name and locate all sutures of the skull
- Name and locate all parts of the temporomandibular joint
- List and explain the function of the muscular system
- List and explain the function of the nervous system
- Name and locate major blood supply
- Name and locate major soft tissue landmarks of face and oral cavity
- Name and locate major salivary glands and their function
- Identify and explain the components and function of the respiratory system
- Identify and explain the components and function of the digestive system
- Identify and explain the components and function of the circulatory system
- Identify and explain origin of a variety of oral lesions and diseases

Assessments

- General Science Test
 - Landmarks of the face and oral cavity scavenger hunt
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- Abnormalities project
- General Science: Body systems

Course: Infection Control

Length: Semester

Standards

- 9.3.HL.3 Identify existing and potential hazards to clients, coworkers, visitors and self in the healthcare workplace.
- 9.3.HL.4 Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
- 9.3.HL-DIA.1 Communicate key diagnostic information to healthcare workers and patients in an accurate and timely manner.
- 9.3.HL-DIA.2 Assess and report patient's/client's health status in order to monitor and document patient progress.
- 9.3.HL-HI.1 Communicate health information accurately and within legal and regulatory guidelines, upholding the strictest standards of confidentiality.
- 9.3.HL-SUP.1 Describe, differentiate and safely perform the responsibilities of healthcare support services roles.
- 9.3.HL-SUP.2 Demonstrate work practices that maintain a clean and healthy healthcare facility to reduce or eliminate pathogenic organisms.
- 9.3.HL-SUP.5 Implement healthcare facility standards in order to maintain high-quality healthcare facilities.
- Act as a responsible and contributing community member and employee.



Essential Question(s)

- What are some hazards in the dental field?
- How does one best protect oneself?
- How does one best protect the patient?

Content

- Dentistry Hazards:
 - Identify potential hazards in the dental environment, including chemical, biological, physical, and ergonomic hazards.
 - Understand the risks associated with various dental procedures and materials.
- Infections and Microorganisms:
 - Recognize the role of microorganisms in causing infections and diseases.
 - Understand the principles of microbial growth, transmission, and control.
- DANB Infection Control:
 - Familiarity with infection control guidelines and practices established by the Dental Assisting National Board (DANB).
 - Learn about DANB's recommendations for preventing the spread of infections in the dental setting.
- Standard and Universal Precautions:
 - Understand the importance of standard precautions in preventing the transmission of infectious agents.
 - Learn about universal precautions, which consider all patients and materials as potentially infectious.
- Pathogens:
 - Identify common pathogens, including bacteria, viruses, fungi, and parasites, relevant to dental settings.
 - Understand the diseases they can cause and how they are transmitted.
- Personal Protective Equipment (PPE):
 - Learn about the proper use of PPE, such as gloves, masks, goggles, and gowns.



- Understand the importance of PPE in protecting both the dental assistant and patients from exposure to pathogens.

Skills

- List and describe microorganisms present in the oral cavity and body fluids
- Explain how disease can be transmitted within dental environments
- Describe the importance of microbiology in relation to infection control
- Describe the natural defenses of the human body against infection
- Identify the three modes of infectious disease transmission in the dental office and give examples of each
- List and define ways that pathogens may enter the body
- Identify infectious diseases that are prevalent in dentistry and give their modes of transmission
- Differentiate between diseases that have immunizations and those that do not
- Differentiate between standard and universal precautions
- Differentiate between a guidance agency and a regulatory agency
- List and explain different types of PPE and when each is used and replaced
- Explain the role of hand washing, surgical hand hygiene and use of alcohol hand rub
- Explain the important components of the BBPS and Hazard Communication standard
- Explain the Globally Harmonized System of classification and labeling of chemicals
- Explain GHS pictograms and hazard classes
- Explain how to read and utilize a Safety Data Sheet for a product
- Identify methods and materials that will best protect both staff and patients from disease transmission in dental environments
- Identify methods and materials that will best assure sterilization of reusable dental instruments and equipment
- Identify methods and materials that will best protect or decontaminate clinical contact surfaces
- Demonstrate the proper packaging of instruments prior to sterilization *
- Demonstrate the proper operation of steam autoclaves*
- 22. State the purpose of engineering controls and identifies various controls utilized in dental offices
- 23. Differentiate between engineering controls and work practice controls



- 24. Explain the proper handling of waste in the dental office
- 25. Differentiate between immersion disinfection and environmental surface disinfection
- 26. Differentiate between critical, semi-critical and non-critical items in the dental office and give examples of each
- 27. Explain the proper processing of hand instruments
- 28. Explain the proper infection control procedures for the radiographic procedures
- 29. Explain infection control procedures for the dental laboratory
- 30. Describe the steps to prevent cross-contamination from dental water lines
- 31. Describe the purpose of barriers and the spray-wipe-spray technique

Assessments

- Infection Control Test
- SOP: Operation of Eyewash Station
- SOP for Operation of Statim
- SOP for operation of autoclave Midmark M7
- Various competencies

Course: Dental Materials I

Length: Semester

Standards

- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL-DIA.5 Select, demonstrate and interpret diagnostic procedures.



- 9.3.HL-SUP.1 Describe, differentiate and safely perform the responsibilities of healthcare support services roles.
- Utilize critical thinking to make sense of problems and persevere in solving them.
- Model integrity, ethical leadership and effective management.
-

Essential Question(s)

- How does one prepare for dental work?
- How do different materials affect patient outcomes?

Content

- Lab Materials:
 - Identify and familiarize themselves with various dental laboratory materials used for different procedures.
 - Understand the properties and applications of materials such as gypsum products, impression materials, resins, and metals.
- Proper Mixing Techniques:
 - Learn how to accurately measure and mix dental materials to achieve the desired consistency and properties.
 - Understand the importance of following manufacturer instructions for mixing materials.
- Bite Registrations:
 - Understand the purpose and importance of bite registrations in dental procedures.
 - Learn how to take accurate bite registrations to ensure proper occlusion and fit of dental restorations.
- Diagnostic Impressions:
 - Learn how to take diagnostic impressions to assess the patient's oral condition, tooth alignment, and overall occlusion.
 - Understand the role of diagnostic impressions in treatment planning.
- Custom Trays:



- Gain knowledge about the fabrication of custom trays used for taking accurate impressions.
- Learn how to create custom trays that provide optimal impression accuracy and patient comfort.
- Temporary Crowns:
 - Understand the purpose of temporary crowns in protecting prepared teeth and maintaining aesthetics and function.
 - Learn how to fabricate and place temporary crowns properly.

Skills

- Define the different properties of dental materials.
- Explain the differences between the various types of gypsum.
- Demonstrate the use of gypsum products.
- Explain and demonstrate the use of various impression materials.
- Explain the use and types of wax.
- Explain the use of resin.
- Demonstrate the fabrication of custom trays.
- Demonstrate the fabrication of temporary crowns.
- Demonstrate pouring and trimming study models.
- Demonstrate taking bite registrations.

Assessments

- Dental materials test
 - Plaster molds assessment
 - Various competencies
-



Course: Dental Radiology

Length: Semester

Standards

- 9.3.HL.2 Explain the healthcare workers' role within their department, their organization and the overall healthcare system.
- 9.3.HL.3 Identify existing and potential hazards to clients, coworkers, visitors and self in the healthcare workplace.
- 9.3.HL.4 Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
- 9.3.HL.5 Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
- 9.3.HL.6 Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.
- 9.3.HL-DIA.1 Communicate key diagnostic information to healthcare workers and patients in an accurate and timely manner.
- 9.3.HL-DIA.5 Select, demonstrate and interpret diagnostic procedures.
- 9.3.HL-HI.3 Demonstrate the use of systems used to capture, retrieve and maintain confidential health information from internal and external sources.

Essential Question(s)

- Why is confidentiality important?
- What are the legal requirements in the dental field?
- What are essential mounting and imaging procedures?

Content

- Anatomical Landmarks Essential to Film Mounting.



- Identify key anatomical landmarks in oral anatomy that are critical for accurately mounting dental radiographs.
- Understand how these landmarks provide valuable information for diagnosing and planning treatment.
- Film Mounting Procedures:
 - Learn proper techniques for mounting dental radiographs onto a film mount or holder.
 - Understand the importance of correct positioning and alignment to aid in interpretation.
- Digital Imaging Procedures:
 - Gain knowledge about the procedures involved in capturing digital dental images using sensors or other digital technologies.
 - Understand the advantages of digital imaging over traditional film-based methods.
- Image Identification and Legal Requirements:
 - Learn how to correctly label and identify dental images with patient information, date, and relevant details.
 - Understand the legal and ethical considerations related to patient data and image identification.
- Confidentiality of Patient Records:
 - Understand the importance of maintaining patient confidentiality and HIPAA compliance when handling and storing radiographic images and records.
 - Learn about the legal and ethical responsibilities related to patient privacy.
- Duplication of Radiographs:
 - Learn techniques for duplicating radiographs for referral, consultation, or patient records.
 - Understand the purposes and procedures for creating duplicate images.

Skills

- Mount images using buccal (Facial/ Labial) view.
- Identify anatomical landmarks that aid correct mounting.
- Match specific tooth views to specified tooth mounting windows.
- Demonstrate appropriate technique for optimum viewing.



- Identify anatomical structures, dental materials, and patient information on images, including differentiating between radiolucent and radiopaque areas.
- Identify information that must legally appear on the mount label.
- Adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as it applies to patient records.
- Identify the reasons for exposing and retaining radiographs.
- Discuss the process for duplicating radiographs.
- Discuss the methods of duplicating digital images.

Assessments

- Radiology test
- Preparing bitewings rubric
- Digital Display of Imaging
- Processing Dental Radiographs
- Producing full-mouth radiographic survey using paralleling technique
- Infection control of x-ray equipment, sensors, and film holders
- Infection control in the darkroom
- Identifying x-ray unit components
- Mounting full mouth series of film
- Preparing patient for panoramic radiographs

Course: Human Psychology and Communication Skills

Length: Semester



Standards

- Model integrity, ethical leadership and effective management.
- 9.3.HL-THR.2 Communicate patient/client information among healthcare team members to facilitate a team approach to patient care.
- 9.3.HL.2 Explain the healthcare workers' role within their department, their organization and the overall healthcare system.
- 9.3.HL.4 Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
- 9.3.HL.6 Evaluate accepted ethical practices with respect to cultural, social and ethnic differences within the healthcare workplace.
- 9.4.12.CT.2: Explain the potential benefits of collaborating to enhance critical thinking and problem solving (e.g., 1.3E.12profCR3.a).

Essential Question(s)

- Why are communication skills important?
- How can one communicate non-verbally?
- What is a helping relationship?

Content

- Foundational Interpersonal Theory:
 - Understand the fundamental principles of interpersonal theory, which explains how individuals interact, communicate, and form relationships.
 - Gain insights into the psychological and emotional aspects that influence human interactions.
- Group Dynamics:
 - Learn about the behaviors and interactions within groups, including how roles, norms, and cohesion impact group functioning.
 - Understand the factors that contribute to effective group dynamics and collaboration.



- Teamwork:
 - Understand the importance of teamwork in various settings, including healthcare and professional environments.
 - Learn how to effectively contribute to and collaborate within a team for optimal outcomes.
- Verbal and Nonverbal Communication Skills:
 - Develop effective verbal communication skills, including active listening, clear expression, and empathy.
 - Understand the significance of nonverbal cues, such as body language and facial expressions, in communication.
- Phases of the Helping Relationship:
 - Gain knowledge about the stages of a helping relationship, including establishing rapport, assessing needs, providing support, and evaluating progress.
 - Understand the importance of maintaining ethical boundaries and professionalism in helping relationships.
- Basic Conflict Management:
 - Learn strategies for addressing and resolving conflicts that may arise in interpersonal or team interactions.
 - Understand the importance of open communication, active listening, and compromise in conflict resolution.

Skills

- Define psychology and paradigm
- Define the components of the communication process
- Describe the differences in current generations
- List the skills used in listening
- Differentiate the terms used in verbal and nonverbal communication
- Demonstrate how the following body language is used in nonverbal communication behavior: Spatial, posture, facial expression, gestures, and perception



- Discuss how Maslow's hierarchy of needs is used and how it relates to communication in today's dental office
- Discuss how defense mechanisms can inhibit communication
- Describe the importance of communicating effectively with colleagues
- Discuss communicating with patients, including identifying and meeting patient needs
- Describe some general behaviors of multicultural patient populations

Assessments

- Adult communications and psychology test
- Various competencies

Course: Dental Specialties

Length: Semester

Standards

- 9.4.12.CI.2: Identify career pathways that highlight personal talents, skills, and abilities (e.g., 1.4.12prof.CR2b, 2.2.12.LF.8).
- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL.2 Explain the healthcare workers' role within their department, their organization and the overall healthcare system.
- 9.3.HL.4 Evaluate the roles and responsibilities of individual members as part of the healthcare team and explain their role in promoting the delivery of quality health care.
- 9.3.HL-SUP.1 Describe, differentiate and safely perform the responsibilities of healthcare support services roles.

Essential Question(s)



- What are specialty procedures?
- How does one effectively prepare for a particular procedure?

Content

- Endodontics:
 - Understand the branch of dentistry focused on diagnosing and treating diseases and conditions affecting the dental pulp and surrounding tissues.
 - Learn about procedures such as root canal therapy and techniques for preserving the health of the tooth's interior.
- Orthodontics:
 - Gain knowledge about orthodontic treatment, which involves correcting misalignments and malocclusions of the teeth and jaws.
 - Understand the various appliances used in orthodontics, such as braces, aligners, and retainers.
- Periodontics:
 - Learn about periodontics, which deals with the prevention, diagnosis, and treatment of gum diseases and conditions affecting the supporting structures of the teeth.
 - Understand the importance of maintaining healthy gum tissue for overall oral health.
- Prosthodontics:
 - Understand prosthodontics, which focuses on the restoration and replacement of missing teeth and oral structures.
 - Learn about dental prostheses such as crowns, bridges, dentures, and implants.
- Pedodontics:
 - Gain knowledge about pedodontics (pediatric dentistry), which specializes in providing oral healthcare to children.
 - Understand the unique challenges and considerations when treating young patients.
- Exodontics:
 - Learn about exodontics, also known as oral surgery, which involves the extraction of teeth.
 - Understand the procedures, techniques, and considerations for performing dental extractions.



Skills

- Explain the procedures unique to each specialty
- Explain and understand the assistant's role in each specialty
- Identify instruments unique to each specialty
- Define the terminology specific to each specialty
- Demonstrate the registry functions utilized in each specialty

Assessments

- Dental specialties test
- Cleaning and polishing a denture rubric
- Surgical hand antisepsis SOP
- Pre-operative and post-operative instructions for oral surgery
- Various competencies

Course: Dental Materials II

Length: Semester

Standards

- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL-DIA.5 Select, demonstrate and interpret diagnostic procedures.
- 9.3.HL-SUP.1 Describe, differentiate and safely perform the responsibilities of healthcare support services roles.
- Utilize critical thinking to make sense of problems and persevere in solving them.



- Model integrity, ethical leadership and effective management.

Essential Question(s)

- What factors would make one choose luting or bonding?
- What are the key differences in composite resins?
- Why are safety techniques important?

Content

- Restorative Materials:
 - Understand different types of restorative materials used in dentistry, such as amalgam, composite resin, glass ionomer, and ceramic materials.
 - Learn about the properties, indications, contraindications, and techniques for using each type of restorative material.
 - Master the process of selecting and preparing restorative materials for different clinical situations.
- Luting Materials:
 - Learn about luting materials used to bond restorations or appliances to tooth structures, such as crowns, bridges, and orthodontic brackets.
 - Understand the characteristics and advantages of different luting agents, including resin cements, glass ionomers, and zinc phosphate cement.
 - Develop skills in proper manipulation and placement of luting materials to ensure optimal retention and aesthetics.
- Cavity Liners and Bases:
 - Gain knowledge about cavity liners and bases used to protect the pulp and dentin, provide thermal insulation, and promote healing.
 - Understand the types of cavity liners and bases, such as calcium hydroxide liners, glass ionomer bases, and resin-modified glass ionomer liners.



- Learn the indications, techniques, and considerations for using cavity liners and bases in restorative procedures.
- Bonding:
 - Master the principles of dental bonding, which involves adhesion of restorative materials to tooth structures.
 - Learn about adhesive systems, such as etch-and-rinse, self-etch, and universal adhesives.
 - Understand the steps involved in bonding procedures, including tooth preparation, etching, priming, bonding agent application, and light curing.

Skills

- Explain the classifications of restorative materials
- Explain the effects the oral environment has on dental materials
- Explain types, composition, use and properties of metal restorative materials
- Explain the proper mixing of metal restorative material
- Compare and contrast properly and improperly mixed metal restorative material
- Create a list of safety precautions used when working with metal restorative materials
- Explain types, composition, use and properties of esthetic restorative materials
- Explain the proper preparation of esthetic restorative materials for a variety of restorations
- Explain types, composition, use and properties of cements, liners, bases and temporary restorative materials
- Compare and contrast the proper preparation of cements, liners and bases

Assessments

- Dental materials test
 - Various competencies
-



Course: Preventative Dentistry/Nutrition

Length: Semester

Standards

- 9.3.HL-DIA.2 Assess and report patient's/client's health status in order to monitor and document patient progress.
- 9.3.HL-HI.1 Communicate health information accurately and within legal and regulatory guidelines, upholding the strictest standards of confidentiality
- 9.3.HL-HI.2 Describe the content and diverse uses of health information.
- 9.3.HL-THR.2 Communicate patient/client information among healthcare team members to facilitate a team approach to patient care.
- 9.3.HL-THR.3 Utilize processes for assessing, monitoring and reporting patient's/clients' health status to the treatment team within protocol and scope of practice.
- Utilize critical thinking to make sense of problems and persevere in solving them.

Essential Question(s)

- How does nutrition affect dental health?
- What benefits does fluoride provide?
- How do eating disorders affect oral health?

Content

- Basic Nutrition:
 - Understand the essential nutrients required for overall health, including carbohydrates, proteins, fats, vitamins, minerals, and water.
 - Learn about the roles of nutrients in energy production, growth, and maintenance of bodily functions.
- How Nutrition Affects Oral Health:



- Learn how diet and nutrition impact oral health, including the development of dental caries (cavities), gum diseases, and other oral conditions.
- Understand the relationship between diet, oral hygiene practices, and oral health outcomes.
- Key Principles of a Healthy Diet Plan:
 - Understand the components of a balanced diet that includes a variety of foods from different food groups.
 - Learn about portion control, moderation, and the importance of consuming nutrient-rich foods.
- Dental Disease Prevention:
 - Gain knowledge about preventive measures to maintain oral health, including regular brushing, flossing, and dental check-ups.
 - Understand the role of a healthy diet in preventing dental diseases and maintaining strong teeth and gums.
- Fluoride Benefits:
 - Learn about the benefits of fluoride in preventing dental caries and strengthening tooth enamel.
 - Understand different sources of fluoride, such as fluoridated water, toothpaste, and professional fluoride treatments.
- Eating Disorders and Oral Conditions:
 - Understand the relationship between eating disorders (such as anorexia nervosa, bulimia) and oral health.
 - Learn how eating disorders can lead to oral conditions like erosion of tooth enamel, gum problems, and oral infections.

Skills

- Explain the goal of preventive dentistry
- Describe the components of a preventive dentistry program
- Describe the effect of water fluoridation on the teeth
- Identify sources of systemic fluoride
- Assist patients in understanding the benefits of preventive dentistry
- Discuss techniques for educating patients in preventive care



- Discuss three methods of fluoride therapy
- Describe the effects of excessive amount of fluoride
- Describe the purpose of a fluoride needs assessment
- Describe the purpose and steps for placing sealants
- Explain the removal of calculus and plaque
- Explain the steps in analyzing a food diary
- Compare and contrast the methods of tooth brushing techniques
- Describe the process for cleaning a denture
- Differentiate between the terms diet and nutrition
- List and differentiate between the major nutrients and their contribution to tooth development
- Identify diseases related to deficiency and over-exposure to a variety of nutrients
- Explain the servings per day of each food group recommended by different food guides
- Explain how to interpret food labels
- Explain the relationship with eating cariogenic foods and tooth decay
- Explain the relationship between the components of good health including exercise, stress management and proper nutrition
- Explain the oral conditions linked with eating disorders

Assessments

- Preventative Dentistry/Nutrition Test
- Dental Health Presentation
- Various competencies
- Caries risk assessment

Course: Dental/Medical Emergencies

Length: Semester



Standards

- 9.3.HL-SUP.3 Follow established internal and external guidelines in order to provide high-quality, effective support services in the healthcare facility.
- 9.3.HL-THR.2 Communicate patient/client information among healthcare team members to facilitate a team approach to patient care.
- 9.3.HL-THR.3 Utilize processes for assessing, monitoring and reporting patient's/clients' health status to the treatment team within protocol and scope of practice.
- 9.3.HL.5 Analyze the legal and ethical responsibilities, limitations and implications of actions within the healthcare workplace.
- Work productively in teams while using cultural/global competence.

Essential Question(s)

- What constitutes an emergency?
- What steps should a healthcare worker take in an emergency?

Content

- Health History:
 - Understand the importance of obtaining a comprehensive health history from patients.
 - Learn how to collect information about medical conditions, medications, allergies, and past medical history.
- Vital Signs:
 - Recognize the significance of vital signs as indicators of a patient's overall health status.
 - Understand the role of vital signs in assessing a patient's well-being and identifying potential health concerns.
- Blood Pressure, Respiration, Pulse, and Temperature:
 - Learn how to measure and interpret blood pressure using a sphygmomanometer.



- Understand the normal ranges for respiration rate, pulse rate, and body temperature.
- Recognize abnormal vital sign readings and their potential implications.
- Seizure Treatment:
 - Understand the basics of treating seizures, including first aid measures and when to seek medical assistance.
 - Learn how to keep the patient safe during a seizure and provide support afterward.
- Circulatory Diseases and Disorders:
 - Gain knowledge about various circulatory diseases and disorders, such as hypertension (high blood pressure), coronary artery disease, and heart failure.
 - Understand the risk factors, symptoms, and potential complications associated with circulatory conditions.

Skills

- Debate the importance of a thorough, truthful and up-to-date medical and dental history
- Differentiate American Society of Anesthesiologists (ASA) risk classifications I through IV
- Be proficient in taking vital signs including: blood pressure, pulse, respiration and temperature
- Evaluate what medications should be part of a medical emergency kit
- Role-play a variety of dental assistant responsibilities during a variety of potential medical emergency
- Explain the importance of having an emergency routine
- Explain the operation of all emergency equipment
- Define, state causes, discuss prevention and treatment of vasodepressor syncope and hyperventilation
- Explain causes and treatment of airway obstruction for all ages
- Define asthma, distinguish signs and symptoms and plan how you would treat attacks happening within the office
- Define epilepsy, causes, types of seizure, dental implications of common medications and how to prevent seizures
- Define diabetes mellitus, function of insulin, differentiate between type I and type II, discuss causes and identify signs and symptoms and how to treat
- Define hypoglycemic and hyperglycemia; discuss sign, symptoms and treatment



- Define different types of allergic reactions, signs, symptoms and treatment options
- Define and identify common diseases that affect the heart and circulatory system
- Classify common medications used to treat a variety of heart problems and their side effects
- Simulate treatment of cardiac problems using CPR techniques
- Define and categorize different cerebrovascular accidents; identify signs, symptoms and treatment
- Identify and define disorders of the thyroid and explain the different sign and symptoms
- Differentiate between a drug's chemical, generic and brand or trade names
- List and demonstrate ability to create a prescription for Doctor's signature
- Translate a variety of commonly used abbreviations used to prescriptions
- Define the schedule of drugs and what drugs fall into each category
- Classify commonly used drugs prescribed for dental and medical procedures

Assessments

- Medical Emergencies test
- Various competencies
-

Course: Business Administration

Length: Semester

Standards

- 9.3.HL-HI.3 Demonstrate the use of systems used to capture, retrieve and maintain confidential health information from internal and external sources.
- 9.3.HL-SUP.1 Describe, differentiate and safely perform the responsibilities of healthcare support services roles.



- 9.3.HL-SUP.3 Follow established internal and external guidelines in order to provide high-quality, effective support services in the healthcare facility.
- 9.3.HL-SUP.5 Implement healthcare facility standards in order to maintain high-quality healthcare facilities.
- Plan education and career paths aligned to personal goals.
- 9.4.12.CI.2: Identify career pathways that highlight personal talents, skills, and abilities (e.g., 1.4.12.prof.CR2b, 2.2.12.LF.8).

Essential Question(s)

- What is the NJ Dental Practice Act?
- How are claims filed?
- What are the legal functions of a NJ Registered Dental Assistant?

Content

- Dental Business Transactions:
 - Understand the financial aspects of dental practice, including billing, payment processing, and record-keeping.
 - Learn about fee schedules, payment plans, and managing patient accounts.
- New Jersey Dental Practice Act:
 - Gain knowledge about the legal regulations and requirements governing dental practices in New Jersey.
 - Understand licensing, scope of practice, and other legal considerations for dental professionals.
- Employment Preparation:
 - Learn about the job search process, creating resumes, cover letters, and preparing for interviews.
 - Understand workplace etiquette, communication skills, and professional behavior.
- Appointment Control Systems:
 - Understand the importance of efficient appointment scheduling and management in a dental practice.
 - Learn about different appointment scheduling systems and techniques.



- Dental Insurance Claims:
 - Gain knowledge about dental insurance processes, claim submission, and reimbursement.
 - Learn how to complete and submit accurate dental insurance claims for reimbursement.
- Legal Functions of the NJ Registered Dental Assistant:
 - Understand the legal responsibilities and limitations of dental assistants in New Jersey.
 - Learn about tasks and procedures that can be performed under the supervision of a licensed dentist.
- Recall Systems:
 - Learn about recall or reminder systems used to schedule and manage follow-up appointments for patients.
 - Understand the importance of regular recall visits for maintaining oral health.

Skills

- Describe the operation telephone systems, fax machines, and a variety of computer applications
- Explain appointment control systems both manual and computerized
- Explain proper handling of dental records to ensure privacy, accuracy and ease of filing
- Describe different types of accounting systems for handling accounts receivable and accounts payable
- Define a variety of insurance terms
- Compare a variety of different types of insurance plans
- Explain completion of dental insurance claim
- Compare the workings of different inventory control systems
- Explain components of different types of recall systems
- Explain the purpose of a recall system
- Creating the tools needed to gain employment
- Define a variety of ethical and jurisprudence terms
- List legal functions delegated to a New Jersey Registered Dental Assistant

Assessments

- Business Administration test
-



- Business administration quiz

Course: Affiliation/Clinical Experience

Length: Semester

Standards

- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL.1 Determine academic subject matter, in addition to high school graduation requirements, necessary for pursuing a health science career.
- 9.3.HL-DIA.2 Assess and report patient's/client's health status in order to monitor and document patient progress.
- 9.3.HL-DIA.3 Demonstrate the principles of body mechanics for positioning, transferring and transporting of patients/clients, and perform them without injury to the patient/client or self.
- 9.3.HL-DIA.4 Explain procedures and goals to the patient/client accurately and effectively, using strategies to respond to questions and concerns.
- 9.3.HL-SUP.3 Follow established internal and external guidelines in order to provide high-quality, effective support services in the healthcare facility.
- Act as a responsible and contributing community member and employee

Essential Question(s)



- What are good workplace skills?
- How does one present oneself professionally?

Content

- Demonstration of dental assisting skills, Including:
 - Infection Control and Safety:
 - Properly sterilizing and disinfecting dental instruments and equipment.
 - Using personal protective equipment (PPE) to prevent the spread of infections.
 - Implementing infection control protocols in compliance with industry standards.
 - Patient Communication and Comfort:
 - Effectively communicating with patients to address their concerns and provide information.
 - Creating a welcoming and comfortable environment to alleviate patient anxiety.
 - Chairside Assistance:
 - Assisting the dentist during various procedures by providing the necessary instruments and materials.
 - Anticipating the dentist's needs and ensuring a smooth workflow.
 - Instrument Preparation and Maintenance:
 - Organizing and setting up instruments for different procedures.
 - Properly sterilizing, maintaining, and storing dental instruments.
 - Radiography and Imaging:
 - Taking and processing dental X-rays with accuracy and following safety protocols.
 - Assisting in positioning and preparing patients for radiographic procedures.
 - Impression Taking:
 - Assisting in taking accurate impressions for dental restorations, appliances, and models.
 - Ensuring patient comfort and providing clear instructions during the process.
 - Dental Materials Management:
 - Properly mixing, manipulating, and placing dental materials (e.g., composites, cements, impression materials).
 - Assisting in the preparation and delivery of materials for various procedures.



- Instruments and Equipment Maintenance:
 - Maintaining and cleaning dental equipment and instruments to ensure their proper functionality.
 - Reporting any issues or malfunctions for timely repairs.
- Assisting with Procedures:
 - Providing support during various dental treatments, including restorations, extractions, and cleanings.
 - Handling tasks such as suctioning, retraction, and isolation.
- Patient Education:
 - Educating patients on proper oral hygiene practices, post-treatment care, and preventive measures.
 - Answering patient questions and addressing concerns.
- Documentation and Record-Keeping:
 - Accurately recording patient information, treatment details, and procedures performed.
 - Maintaining organized and up-to-date patient records.
- Emergency Preparedness:
 - Understanding emergency protocols and assisting in emergency situations.
 - Being prepared to provide immediate assistance in case of adverse events.
- Professionalism and Ethics:
 - Demonstrating professionalism, respect, and empathy toward patients and colleagues.
 - Adhering to ethical standards and maintaining patient confidentiality.

Skills

- The student will develop appropriate rapport with staff and patients.
- The student will be able to follow the established protocol for the opening and closing procedures of the office.
- The student will understand the importance of regular attendance as reflected by his/her attendance sheet arriving at least 5 minutes before the start of the day.
- The student will acquire the basic routine for patient preparation and dismissal.



- The student will develop an acceptable level of proficiency involving the exchange of the instruments during treatment.
- The student will develop an acceptable level of proficiency during the preparation and use of all dental materials. (Impression, restorative, gypsum)
- The student will develop an acceptable level of proficiency during the preparation and use of all dental materials. (Impression, restorative, gypsum)
- The student will develop an acceptable level of proficiency during the exposure and processing of radiographs.
- The student will exhibit an acceptable level of proficiency in providing patient education in preventive dentistry.
- The student will develop professional mannerisms in completing front desk duties.

Assessments

- Clinical journal
-

Resources

→ Course Resources



- ◆ Modern Dental Assisting 12th Edition text and workbook by Bird and Robinson
- ◆ Dental Instruments a Pocket Guide by Bartolomucci Boyd
- ◆ Body Structures & Functions 10th edition text by Scott and Fong
- ◆ Terminology for Allied Health Professionals 5th edition text by Sormunen
- ◆ Infection Control 6th Edition text by Miller and Palenik
- ◆ Radiographic Imaging for the Dental Team, 4th Edition, text by Miles, Van Dis, Williamson, Jensen
- ◆ Essentials of Dental Radiography for Dental Assistants and Hygienists, 10th Edition, text by Thomson and Johnson.
- ◆ Emergency Guide for Dental Auxiliaries 4th edition textbook by Janet Bridger Chernega
- ◆ New Jersey State Board of Dentistry Statutes and Regulations