

Coastline ROP – Career Technical Education

DENTAL BACK OFFICE INTERNSHIP

INDUSTRY SECTOR: Health Science and Medical Technology Sector

PATHWAY: Patient Care

CALPADS TITLE: Advanced Patient Care (Capstone)

CALPADS CODE: 7922

HOURS:

Total	Classroom	Laboratory/CC/CVE
216	88	128

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Dental Assistants	31-9091.00	Medical Records and Health Information Technicians	29-2071.00
Dentists, General	29-1021.00	Dentists, All Other Specialists	29-1029.00

COURSE DESCRIPTION:

This course provides advanced training in dental assisting. Students will prepare patients, sterilize and disinfect instruments, set up instrument trays, prepare materials and assist a dentist through participation in an internship. Additionally, students will practice theory and clinical applications in dental radiography in compliance with the guidelines set forth by the California Board of Dental Examiners. A radiology certificate is issued upon successful completion of the course. Students completing this program will be qualified to be employed in the dental field or may enroll in higher education for advanced training.

Control day requirement: One (1) control day every week.

A-G APPROVAL: G

ARTICULATION: None

DUAL ENROLLMENT: None

PREREQUISITES:

Prerequisite
Successful completion of Dental Assistant Back Office with a grade of 85% or higher or teacher approval

METHODS OF INSTRUCTION

- Direct instruction
- Group and individual applied projects
- Multimedia
- Demonstration
- Field trips
- Guest speakers

STUDENT EVALUATION:

- Student projects
- Written work
- Exams
- Observation record of student performance
- Completion of assignment

INDUSTRY CERTIFICATION:

- Radiology Safety Certification

RECOMMENDED TEXTS:

- Modern Dental Assisting by Doni L. Bird CDA RDA RDH MA and Debbie S. Robinson CDA

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
12				Concentrator	Dental Assistant Back Office
12				Capstone	Dental Back Office Internship

I.	INTRODUCTION AND ORIENTATION	CR	Lab/ CC	Standards
	• Demonstrate awareness of course objectives and competencies • Demonstrate an understanding of course requirements and student expectations • Demonstrate awareness of the industry standards and career opportunities • Identify specific safety rules and regulations that apply to the dental office	3	0	Academic: LS: 11-12.1, 11-12.3 CTE Anchor: Career Planning and Management: 3.2, 3.4 Health and Safety: 6.2, 6.8 CTE Pathway: B6.2, B12.2
II.	THE DENTAL INDUSTRY	CR	Lab/ CC	Standards
	• Exhibit planning in decision-making and responding to client expectations • Exhibit job responsibilities in a company and implement the chain of command using an organizational chart • Distinguish different management styles and identify the role of management • Understand the cost of employee absenteeism and its impact on an organization's finances and salaries • Understand the impact of errors and misuse of resources on an organization's financial status • Identify the role of labor unions and/or professional organizations • Discuss the importance of maintaining a professional image to enhance community perception of the company/industry • Understand how individual actions can affect the larger community • Identify industry practices that demonstrate a commitment to sustainability • Demonstrate an awareness of industry standards and career opportunities • List personal qualifications • Identify career advancement opportunities • Examine advanced training opportunities • Understand career paths and strategies for obtaining employment	3	0	Academic: LS: 11-12.1, 11-12.3 CTE Anchor: Career Planning and Management: 3.2, 3.4, 3.6 CTE Pathway: B6.2, B12.2
III.	WORKPLACE SAFETY	CR	Lab/ CC	Standards
	• Apply occupational safety measures and observe all safety rules • Locate fire and disaster procedures for internship • Identify hazards in the workplace that cause accidents • Respond to emergency situations	2	2	Academic: LS: 11-12.1, 11-12.5, 11-12.6 CTE Anchor: Health and Safety: 6.2, 6.3, 6.5 CTE Pathway: B11.3, B11.4, B11.1, B11.2
IV.	PRINCIPLES OF X-RAY GENERATION	CR	Lab/ CC	Standards
	• Demonstrate an understanding of the principles of x-ray generation and image production • Discuss the properties of x-radiation • Identify the factors influencing the properties of the resultant film	5	8	Academic: LS: 11-12.1, 11-12.3 PS: PS1, PS1.A, PS1.B, PS2.C, PS2.A, PS2, PS3, PS3.A, PS3.C,

				PS3.D, PS4.C, PS4, PS4.B CTE Anchor: Health and Safety: 6.3 CTE Pathway: B11.2, B11.4, B11.3, B13.3, B13.4
V.	RADIATION PROTECTION	CR	Lab/ CC	Standards
	• Demonstrate knowledge of the effects of x-rays on body cells and tissues • Demonstrate knowledge of general principles of radiological health • Demonstrate knowledge of radiation protection methods in the dental office • Demonstrate knowledge of the laws regulating the use of radiation • Practice accepted safety techniques when exposing dental radiographs	15	15	Academic: LS: LS1.B, LS1.C, LS1, LS3.A, LS3.B, LS3 CTE Anchor: Technology: 4.4 Health and Safety: 6.2, 6.3, 6.6, 6.8 Technical Knowledge and Skills: 10.2 Demonstration and Application: 11.1, 11.2 CTE Pathway: B1.1, B2.1, B3.1, B8.4, B8.2, B9.1, B9.3
VI.	RADIATION EQUIPMENT AND FILMS	CR	Lab/ CC	Standards
	• Identify various types of films and holding devices • Demonstrate proper use and handling of films and devices • Demonstrate quality assurance procedures for: • X-ray unit • Darkroom • Processor • Identify and describe the importance of: • Various film speeds • Single and double film • Various sizes and uses of intraoral film	5	4	Academic: LS: 11-12.6 PS: PS1, PS1.B, PS3.D, PS3 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.5 Health and Safety: 6.2, 6.3, 6.6, 6.7, 6.8 Ethics and Legal Responsibilities: 8.1 Technical Knowledge and Skills: 10.1, 10.2 Demonstration and Application: 11.1, 11.2 CTE Pathway: B8.5, B8.2, B8.3, B8.4, B11.2, B11.3
VII.	INTRA-ORAL EXPOSURE TECHNIQUES	CR	Lab/ CC	Standards

	• Demonstrate the techniques of intra-oral radiography • Expose diagnostic quality radiographs accurately using the following techniques: • Paralleling • Bisecting • Occlusal • Localization	5	10	Academic: PS: PS4, PS4.C, PS4.B ETS: ETS1, ETS1.B CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.5 Health and Safety: 6.2, 6.3, 6.6 Responsibility and Flexibility: 7.5 Technical Knowledge and Skills: 10.2 Demonstration and Application: 11.1, 11.2 CTE Pathway: B1.1, B7.4, B8.2, B8.3, B8.4, B8.5, B10.2
VIII.	STERILIZATION AND DISINFECTION	CR	Lab/CC	Standards
	• Demonstrate an understanding of the methods for transmitting microorganisms • Identify the responsibility of the dental assistant in the prevention of disease transmission • Use the autoclave and chemiclave to sterilize instruments • Review and perform knowledge of principles and techniques of disinfection • Review and perform knowledge of principles and techniques of sterilization • Review regulatory and advisory agencies	10	10	Academic: LS: 11-12.6, LS1, LS1.A, LS1.B CTE Anchor: Health and Safety: 6.1, 6.3, 6.6, 6.7, 6.8 Ethics and Legal Responsibilities: 8.2, 8.3, 8.7 Leadership and Teamwork: 9.2 Technical Knowledge and Skills: 10.2 Demonstration and Application: 11.1 CTE Pathway: B9.1, B9.3, B9.6, B10.1, B10.2, B10.3, B10.4, B10.5, B10.6, B10.7, B11.2, B11.3, B11.4
IX.	RADIOGRAPHIC INSTRUMENTS	CR	Lab/CC	Standards
	• Identify and assemble XCP (Extension Cone Paralleling) film holders • Identify and use Snap-a-Ray sensor holders	2	10	Academic: PS: PS4.B, PS4.C, PS4 CTE Anchor: Demonstration and Application: 11.1

				CTE Pathway: B1.1
X.	PRE-CLINICAL	CR	Lab/ CC	Standards
	• Demonstrate advanced knowledge of how the varied anatomical structures of the oral cavity affect the selection of dental instruments and techniques • Demonstrate advanced knowledge of annotating (charting) the names and numbers of the teeth • Recognize landmarks of the oral cavity • Learn advanced dental terminology	10	15	Academic: LS: 11-12.3, 11-12.4, 11-12.6 RSIT: 11-12.4 LS: LS1, LS1.A, LS1.B CTE Anchor: Communications: 2.4, 2.8 Technical Knowledge and Skills: 10.1 CTE Pathway: B1.1, B2.2, B2.1, B3.2, B5.7, B5.1, B5.2, B5.6
XI.	CLINICAL	CR	Lab/ CC	Standards
	• Practice greeting and seating the patient • Set-up instruments for patient preparation • Obtain the patient's history and identify aspects of an oral exam • Develop advanced knowledge and methods of charting restorative procedures during examination and diagnosis for patient records • Demonstrate advanced mixing techniques of dental materials to include alloys, composite and cements • Exhibit advanced techniques of assisting and preparing operator for: • amalgam • composite • crown and bridge • endodontics • surgical • Recognize the responsibilities of the assistant in chairside procedures • Perform set up and preparation of the Tofflemire matrix procedure • Perform disinfection and sterilization techniques	0	10	Academic: LS: 11-12.1, 11-12.3, 11-12.4, 11-12.5, 11-12.6 RLST: 11-12.3, 11-12.4 PS: PS1, PS1.A, PS1.B LS: LS1.B, LS1 CTE Anchor: Communications: 2.3, 2.4 CTE Pathway: B3.2, B5.5, B5.6, B5.3, B5.4, B5.1, B5.2, B5.7, B6.1, B6.2, B6.3, B6.4, B8.2, B8.3, B8.5, B10.2, B10.3, B10.6, B10.4, B10.5, B12.1, B12.2, B12.3, B12.4, B13.1
XII.	PREVENTIVE DENTISTRY	CR	Lab/ CC	Standards
	• Apply advanced skills of preventive dentistry and patient education programs that promote this • Demonstrate the correct technique for flossing and toothbrushing • Demonstrate and perform advanced techniques of fluoride application • Prepare patients for dental sealants	0	10	Academic: LS: 11-12.1, 11-12.2 CTE Anchor: Communications: 2.2, 2.5 Responsibility and Flexibility: 7.7 Demonstration and Application: 11.1 CTE Pathway:

				CTE Pathway: B1.4, B1.2, B1.1, B4.3, B6.2, B6.1, B6.4, B6.3, B6.5, B7.1, B7.3, B7.4, B12.3, B12.4, B13.1
XIII.	ADVANCED ASSISTING IN DENTAL SPECIALTIES	CR	Lab/ CC	Standards
	• Help prepare operatory as necessary and assist where needed in: • Fixed and removable prosthodontics • Orthodontics • Pedodontics • Oral surgery • Endodontics • Periodontics	0	10	Academic: LS: 11-12.1, 11-12.3, 11-12.6 CTE Anchor: Communications: 2.8 Health and Safety: 6.2 Responsibility and Flexibility: 7.7 Leadership and Teamwork: 9.2, 9.6 Technical Knowledge and Skills: 10.2 Demonstration and Application: 11.1 CTE Pathway: B1.1, B1.2, B8.3, B10.2
XIV.	LABORATORY SKILLS	CR	Lab/ CC	Standards
	• Perform pouring of dental stone for alginate impressions • Perform trimming of study models • Perform polishing of temporary crowns	0	10	Academic: RLST: 11-12.3 CTE Anchor: Health and Safety: 6.3 CTE Pathway: B2.1, B3.1, B8.4, B8.5
XV.	DENTAL OFFICE EMERGENCIES	CR	Lab/ CC	Standards
	• Gather the correct medical history of the patients • Assist in the recording of allergies • Describe a diabetic reaction and the symptoms the patient would present • Recognize an epileptic seizure • Recognize the signs and symptoms of syncope • Recognize signs of anaphylactic shock • Exhibit technique for acquiring vital signs • Identify the contents of an emergency kit • Exhibit preparation and set up of oxygen equipment • Demonstrate an understanding of how to use the Material Safety and Data sheets • Utilize EMS as needed or instructed.	0	2	Academic: LS: 11-12.1, 11-12.3, 11-12.5 RLST: 11-12.3, 11-12.4 LS: LS2.D, LS2 ETS: ETS1, ETS1.B CTE Anchor: Communications: 2.1, 2.2, 2.3 Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.4 Health and Safety:

				6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8 Responsibility and Flexibility: 7.2, 7.3, 7.4 Leadership and Teamwork: 9.1, 9.2, 9.3, 9.4, 9.7 Technical Knowledge and Skills: 10.1, 10.2, 10.4, 10.5 Demonstration and Application: 11.2 CTE Pathway: B1.2, B1.4, B1.1, B4.1, B4.2, B4.3, B4.4, B4.5, B5.1, B5.6, B5.7, B5.2, B5.3, B5.4, B6.1, B6.2, B6.3, B6.4, B7.4, B8.3, B8.4, B8.1, B8.2, B8.5, B9.1, B9.3, B11.4, B12.2, B12.3, B12.4
XVI.	DENTAL RADIOGRAPHY	CR	Lab/ CC	Standards
	• Demonstrate an understanding of the history of dental radiology • List the principles of radiation safety and protection • Exhibit knowledge of radiation principles and the equipment used • Expose, develop and process radiographic film • Critique film exposure • Label dental radiographs, electronically email copies to the dentist • Understand digital processing and digital imagery processing	10	10	Academic: LS: 11-12.1, 11-12.3, 11-12.6 PS: PS1, PS1.A, PS1.B, PS2.A, PS2.C, PS2, PS3, PS3.D, PS3.A, PS3.C, PS4, PS4.B, PS4.C CTE Anchor: Communications: 2.8 Technology: 4.1 Problem Solving and Critical Thinking: 5.5 Health and Safety: 6.2, 6.3, 6.6, 6.7, 6.8 Responsibility and Flexibility: 7.4, 7.5, 7.7 Ethics and Legal Responsibilities: 8.3 Leadership and Teamwork: 9.2 Technical Knowledge and Skills: 10.2 Demonstration and Application: 11.1,

				11.2 CTE Pathway: B1.1, B3.1, B5.1, B6.1, B6.2, B6.3, B6.4, B7.4, B8.2, B8.5, B9.1, B9.3, B11.4, B11.2, B11.3, B12.2, B12.4, B12.3
XVII.	BUSINESS COMMUNICATIONS	CR	Lab/CC	Standards
	- Assist in the procedure for dental filing - Schedule appointments using knowledge of dental procedures and the time allotted for each	0	2	Academic: LS: 11-12.1, 11-12.2 CTE Anchor: Communications: 2.1 Responsibility and Flexibility: 7.3, 7.4, 7.7 Ethics and Legal Responsibilities: 8.3, 8.4, 8.7 Demonstration and Application: 11.1 CTE Pathway: B3.3, B6.6, B7.4, B12.2
XVIII.	EMPLOYMENT LITERACY	CR	Lab/CC	Standards
	- Identify available positions in the industry through the use of the Internet - Complete an application form correctly - Exhibit resume preparation - Exhibit advanced employment interviewing skills	6	0	Academic: LS: 11-12.1, 11-12.2, 11-12.6 RLST: 11-12.2 WHSST: 11-12.4, 11-12.5 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4 Career Planning and Management: 3.2 CTE Pathway: B5.1, B5.7, B5.4, B5.5, B5.6, B5.3, B5.2, B6.2, B6.3
XIX.	PERSONAL SKILLS RELATED TO EMPLOYMENT	CR	Lab/CC	Standards
	- Demonstrate promptness, attend class regularly, and follow absence notification procedures - Develop and maintain acceptable working relations - Demonstrate the ability to manage time wisely - Demonstrate a positive and cooperative attitude - Demonstrate values of honesty and integrity - Demonstrate respect for others - Dress in a professional manner according to industry standards - Demonstrate appropriate personal hygiene/grooming and dress - Demonstrate responsibility by exerting a high level of effort and working	3	0	Academic: LS: 11-12.1, 11-12.2, 11-12.4, 11-12.6 CTE Anchor: Responsibility and Flexibility: 7.2, 7.3 Ethics and Legal Responsibilities: 8.2, 8.3, 8.4

	toward a goal			CTE Pathway: B1.1, B2.3, B7.1, B12.2, B13.3, B13.4
XX.	INTERPERSONAL SKILLS AND GROUP DYNAMICS	CR	Lab/ CC	Standards
	• Demonstrate the ability to work as a member of a team • Identify proper procedures for handling harassment • Demonstrate leadership skills by working independently, making appropriate decisions, working well with others, and accepting constructive criticism • Demonstrate advanced techniques working with individuals from various cultures	3	0	Academic: LS: 11-12.1, 11-12.2 CTE Anchor: Leadership and Teamwork: 9.2, 9.6 CTE Pathway: B12.2, B13.4, B13.3, B13.1
XXI.	THINKING AND PROBLEM SOLVING SKILLS	CR	Lab/ CC	Standards
	• Exhibit problem-solving techniques • Apply logical reasoning • Exhibit creative thinking • Exhibit collaboration in decision making • Exhibit the ability to interpret information correctly	3	0	Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.6 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2, 5.3 CTE Pathway: B12.4, B12.3
XXII.	COMMUNICATION SKILLS	CR	Lab/ CC	Standards
	• Demonstrate effective verbal and written skills • Read technical journals and write technical reports using appropriate terminology • Listen attentively, follow directions, and relay directions to others • Demonstrate ability to research and retrieve information	3	0	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.2, 11-12.2b, 11-12.2d, 11-12.2e, 11-12.2f, 11-12.4, 11-12.7, 11-12.8 CTE Anchor: Communications: 2.3, 2.4, 2.5, 2.8 CTE Pathway: B4.5, B4.3, B4.1, B4.2, B5.1, B5.7, B5.2, B5.6, B6.1, B6.2, B6.3, B6.6, B6.4, B6.5