

DENTAL ASSISTANT



AUBURN
UNIVERSITY OUTREACH



OFFICE OF PROFESSIONAL
AND CONTINUING EDUCATION

DENTAL ASSISTANT TRAINING PROGRAM



150 HOURS (4-6 MONTHS)
(SCHEDULES MAY VARY DEPENDING ON LOCATION)*



**TRADITIONAL / VIRTUAL
CLASSROOM FORMAT OPTIONS**



**ALL TEXTBOOKS, WORKBOOKS &
MATERIALS INCLUDED**



HANDS-ON LABS



CERTIFICATE OF COMPLETION
(PROVIDED BY THE INSTITUTION OF RECORD)



OFFICIAL NON-CREDIT TRANSCRIPT
(PROVIDED BY THE INSTITUTION OF RECORD)



**NATIONAL/INDUSTRY
CERTIFICATION OPPORTUNITY**



**LEARNER SUPPORT & ADVISING
AVAILABLE**

The Dental Assistant Profession

Dental assistants work in dental offices, under the supervision of dentists. The dental assistant's primary responsibility is to maintain the dental office and assist the professionals serving patients. Clinical responsibilities may include maintaining equipment, turning over exam rooms, assisting with x-ray imaging (provided the necessary state certification) and assisting hygienists and dentists with various procedures. But various administrative functions will be a responsibility as well to contribute to the efficient functioning of the dental office. They may perform tasks such as scheduling patients, sterilizing the treatment rooms, and keeping dental records. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially.

The Dental Assistant Program

The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice. This course covers the following key areas and topics:

- ✓ Introduction to the dental office and history of dentistry and dental assisting
- ✓ Legal aspects of dentistry including policies and guidelines
- ✓ Introductory oral anatomy, dental operator, and dental equipment
- ✓ Introductory tooth structure including primary and permanent teeth
- ✓ The oral cavity and related structures
- ✓ Dental hand-pieces, sterilization, and other areas



DENTAL ASSISTANT TRAINING PROGRAM



TRADITIONAL / VIRTUAL CLASSROOM TRAINING PROGRAM

- ✓ Use knowledge of general human anatomy, physiology, and medical terminology, in general and specifically related to head and neck, the face and oral cavity, oral embryology, histology, tooth morphology, oral pathology, and microbiology in dental assisting tasks
- ✓ Describe the roles and responsibilities of a professional dental assistant
- ✓ Manage health information and records according to privacy policies
- ✓ Perform proper hygiene, application of standard precautions, and waste management techniques
- ✓ Identify and explain use of common dental instruments, handpieces, and equipment including cleaning, disinfecting, and sterilization procedures
- ✓ Explain the proper cleaning, transportation, packaging, storage, and use of common dental instruments, handpieces, and equipment
- ✓ Explain how to professionally interact with patients in the dental office, including patients with special needs
- ✓ Explain pain control methods commonly used in the dental office including the prescription, use of drug reference materials, topical anesthetics, injections, and common sedation and anti-anxiety agents
- ✓ Explain the common techniques, considerations, safety practices, potential side effects of radiation, steps for processing, and common errors and ways to avoid errors for both manual and automatic processing of intraoral and extraoral radiographic exposures
- ✓ Explain the types, considerations, and steps for placement of various restorative and esthetic materials
- ✓ Explain the types, considerations, proper uses, and procedures used for cavity liners, varnishes, dental sealers, dental bases, various types of bonding, and dental cements
- ✓ Explain the types, techniques, considerations, cleaning techniques, and steps in preparation related to impression materials, waxes, veneers, bonding, tooth whitening systems, and matrix systems
- ✓ Explain the indications and contraindications, home care instructions, and procedures related to fixed prosthesis, crowns, fixed-bridges, partial and full dentures, and dental implants
- ✓ Explain the diagnostic testing procedures, medications, dental materials, examination procedures, charting procedures, instruments, and surgery techniques related to endodontic procedures, periodontal procedures, and oral surgery procedures
- ✓ Complete basic billing and coding to process insurance forms
- ✓ Explain special considerations related to pediatric dentistry
- ✓ Explain the indications and contraindications, materials, and procedures related to coronal polishing and dental sealants.
- ✓ Explain the phases of and tools used in orthodontic procedures
- ✓ Perform basic tasks related to managing practice finances
- ✓ Explain the considerations and procedures to follow when assisting the dental office in the event of an emergency



HANDS-ON LABS

- ✓ Tooth Identification and Dentition
- ✓ Instructing Patients on Tooth Brushing and Flossing
- ✓ Handwashing
- ✓ Obtain a Blood Pressure Reading
- ✓ Identifying Dental Equipment
- ✓ Handling and Transfer of Instruments
- ✓ Mixing of Dental Materials and Taking Impressions

DENTAL ASSISTANT EDUCATION & CERTIFICATION



NATIONAL/INDUSTRY CERTIFICATION OPPORTUNITY

After completing this program, Learners will have the opportunity challenge the leading national / industry-recognized certification exams essential to entry-level employment in this fast-growing field.**



BASIC LIFE SUPPORT / CPR CERTIFICATION



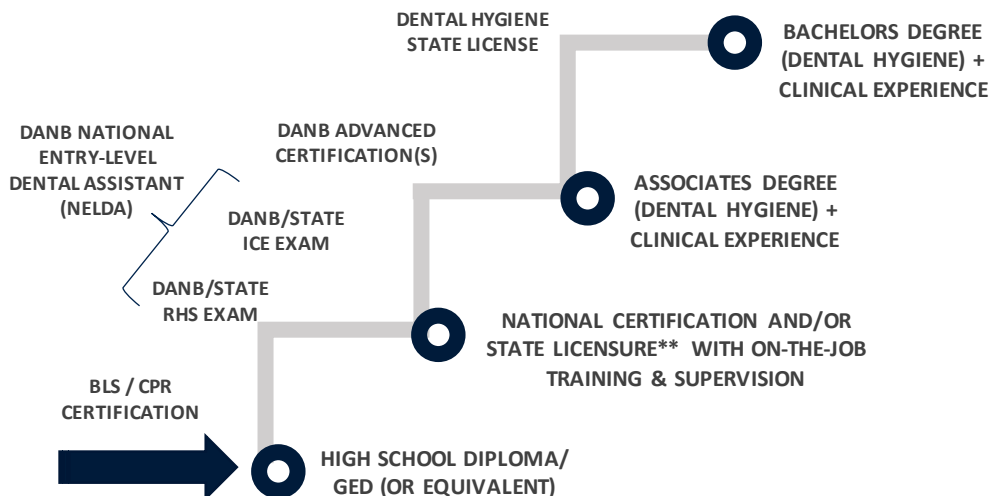
NATIONAL WORKFORCE CAREER ASSOCIATION (NWCA)
DENTAL ASSISTANT CLINICAL CERTIFICATION (DACC)

Where can you go from here?



ADVANCED EDUCATION OPPORTUNITIES

This comprehensive program is aimed at helping learners achieve the first step in a new career. Once you have a foot in the door, though, the sky's the limit! There's a lot of room for growth in this field for dedicated learners interested in continued professional development.



DO YOU HAVE WHAT IT TAKES?

- ✓ 9 hours of classroom instruction per week*
- ✓ 3 hours per night, 3 times per week*
- ✓ Additional lab hours may be required to hone your skills
- ✓ 80% Attendance is required
- ✓ Additional career readiness and career advising/development required for job placement

POTENTIAL LIMITATIONS

- ✓ Criminal background check may be required
- ✓ Drug screen may be required by potential employers

*Individual schedules may vary depending on the site/location where class is scheduled; See companion schedule provided for additional scheduling information

**DANB certification and related requirements are state-specific. To the extent possible for learners, this program will teach to state-specific certification requirements.

DENTAL ASSISTANT

CAREER OUTLOOK



STARTING WAGE:

\$19.80
/HOUR*

FULL-TIME
OPPORTUNITIES
AVAILABLE

JOB GROWTH
EXPECTATIONS**

7%

TARGET JOB: DENTAL ASSISTANT

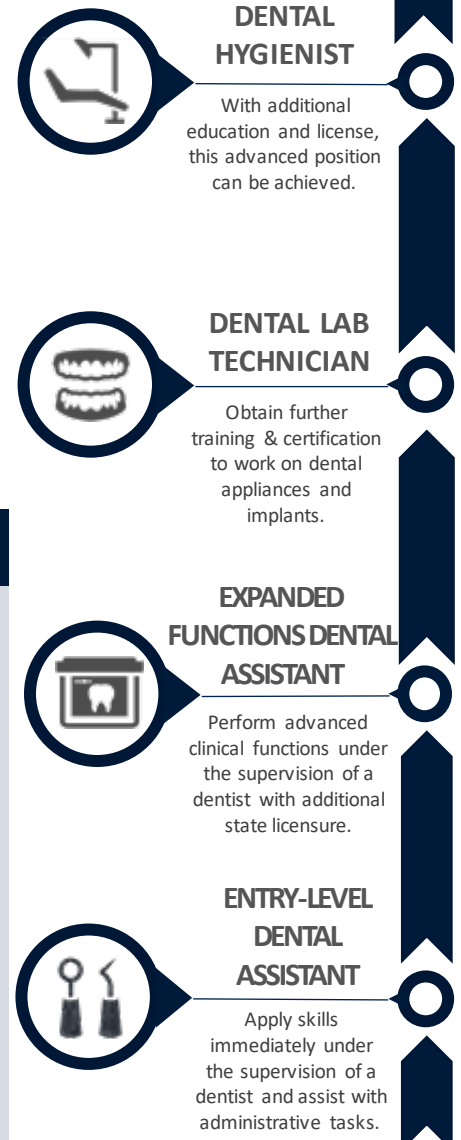
JOB DESCRIPTION

Dental assistants perform a variety of patient care, office, and lab duties, often working chair-side assisting dentists as they examine and treat patients. The dental assistant is charged with making patients as comfortable as possible in the dental chair, preparing them for treatment, and obtaining their dental records. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices, and also sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on postoperative and general oral health care.

Dental assistants may also prepare materials for impressions and restorations, take dental x rays, and process x-ray film as directed by a dentist, and also assist in administrative procedures for the proper functioning of the dental office.

Dental assistants should not be confused with dental hygienists, who are licensed to perform different clinical tasks.

TYPICAL CAREER PATH



IS THIS THE RIGHT JOB FOR YOU?



- Many well-paying entry-level jobs for candidates with entry-level skills
- Opportunity for upward mobility with additional on-the-job training, certification and education
- Contribute to overall patient health, providing clinical care and pain relief
- Opportunity to interact with patients
- Opportunity to work as a team
- Jobs are becoming more and more available as healthcare expands and needs grow



- Regulated position that may require state licensure and application
- Requires working in a sterile environment and constant universal precaution procedures
- Requires individuals comfortable with blood and other bodily fluids as necessary for exam and treatment
- Working closely with patients and a great "customer/patient-care" attitude is essential
- May require continuing education

*Source: U.S. Bureau of Labor Statistics

** Note this is a national statistic; In specific states (i.e. Florida, Texas, California, Georgia, New York), growth trends are even higher.



PRE-ENROLLMENT ASSESSMENT

READY TO GET STARTED?

1

COMPLETE THE PRE-ENROLLMENT ASSESSMENT PROVIDED AT THE INFO-SESSION

This assessment will test several areas that determine whether this program is right for you or whether you've already got some skills that may be better suited for another program.

Here are some the areas:

- ✓ English Proficiency
- ✓ Math Proficiency
- ✓ Technical Proficiency
- ✓ Communication & Professionalism
- ✓ Interests and Goals

2

MAKE SURE YOUR ASSESSMENT SCORES LINE UP WITH THE PROGRAM REQUIREMENTS

Minimum Education/Academic
Qualifications:

High School Diploma/GED
(or equivalent)

English Proficiency
Requirement:

75%

Math Proficiency
Requirement

75%

Technical Proficiency
Requirement
75%

3

ENROLL TODAY AND/OR MEET WITH AN ADVISOR TO DETERMINE THE BEST PATH FORWARD

If you meet each of the assessment requirements and you're ready to make the commitment, let's get started! If you need some additional counseling, contact us today for more information.

Here's how we can help:

- ✓ Remedial Education Options
- ✓ Career Advising
- ✓ Certification Questions
- ✓ Scheduling Help
- ✓ Learner Support & Advising throughout the program

STILL NOT SURE?

LET US HELP YOU DECIDE IF THIS IS THE RIGHT PROGRAM FOR YOU



**LEARNER SUPPORT & ADVISING
AVAILABLE**

Contact us at
877.261.1484

auburn.careerchoice.edu2.com



AUBURN

UNIVERSITY OUTREACH

CAREER SUPPORT

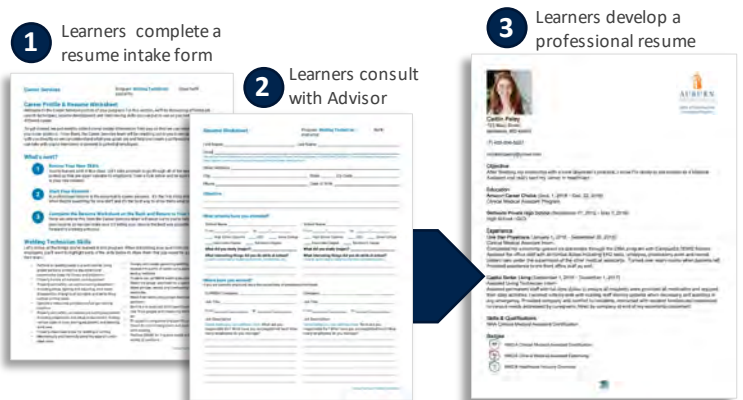
PROFESSIONAL DEVELOPMENT & TRANSITION

STRATEGIES FOR LEARNER SUCCESS

- ✓ Critical thinking and problem-solving strategies
- ✓ Workplace problems and solutions
- ✓ Self-assessment, and self-correcting to professional development goals and workplace learning
- ✓ Strategies and skills for learning
- ✓ Strategies and skills for planning and managing career development steps
- ✓ Strategies and skills for workplace projects

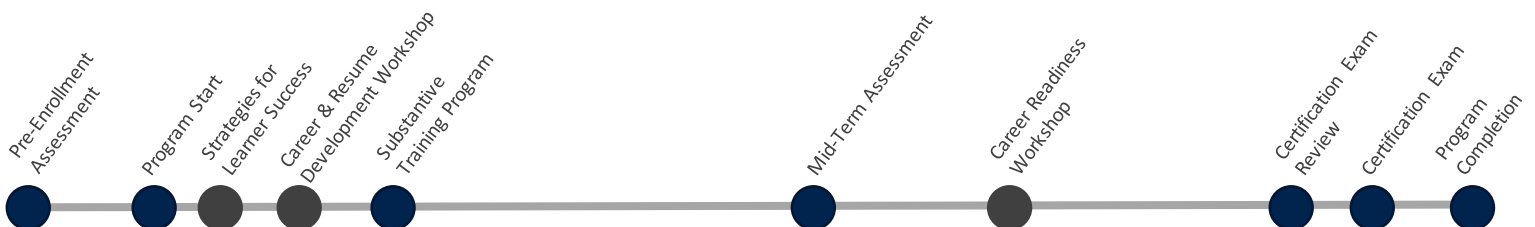
CAREER DISCOVERY, PLANNING & RESUME DEVELOPMENT

- ✓ Develop a job search strategy with detailed tasks
- ✓ Determine personal attributes that affect a job search
- ✓ Identify the characteristics of excellent employees
- ✓ Determine career paths that are right for you
- ✓ Create a skills and experience development plan
- ✓ Develop a network of people to help your career search
- ✓ Conduct research on a position in your field of interest
- ✓ **Create an effective, professional resume to start the job search process**



CAREER READINESS

- ✓ Develop a plan for next steps in the career journey and continued learning
- ✓ Identify the interpersonal skills of successful employees
- ✓ Describe the communication process and criteria for effective communication for various workplace situations
- ✓ Identify customer and stakeholder needs and apply appropriate customer service strategies
- ✓ Explain professional strategies for conflict manage in the workplace
- ✓ Define the qualities of effective team members
- ✓ Create a plan to improve your professionalism skills in the workplace
- ✓ Properly complete a job application
- ✓ Write a cover letter for a specific job position
- ✓ Prepare for an interview
- ✓ Demonstrate your ability to participate in an interview
- ✓ Analyze the elements of accepting a job offer
- ✓ Create a five-year plan to manage your career





COMMIT TO SUCCESS

LEARNER REQUIREMENTS

YOU HOLD THE KEYS TO SUCCESS IN THIS PROGRAM

- 1 MEET OR EXCEED THE MINIMUM EDUCATION REQUIREMENTS**
High School Diploma/GED or equivalent are required for learners to enroll
- 2 COMPLETE THE PRE-ENROLLMENT ASSESSMENT**
This assessment will test several areas that determine whether this program is right for you or whether you've already got some skills that may be better suited for another program
- 3 MANDATORY 80% ATTENDANCE COMMITMENT**
Attending class is essential for learners to success in this program. Things will always come up, but make sure you have the time to commit to this program so you can get the most out of it.
- 4 PARTICIPATE IN THE CAREER & RESUME DEVELOPMENT WORKSHOP**
A professional resume is the first step in starting a new career. Let's show off your skills!
- 5 PASS THE MID-TERM ASSESSMENT**
We get it – tests are no fun. But it's important that we gauge whether learners are absorbing and retaining the material.
- 6 PASS THE NATIONAL/INDUSTRY CERTIFICATION EXAM**
Employers are lining up for candidates who have the right qualifications for open positions. Let's get you certified!



LET'S GET TO WORK!



**LEARNER SUPPORT & ADVISING
AVAILABLE**

Contact us at
877.261.1484
auburn.careerchoice.edu2.com



AUBURN
UNIVERSITY OUTREACH