



ADULT EDUCATION

DENTAL ASSISTING PROGRAM GUIDE

2026 – 2027

Deanna Saba, CDA, EFDA – Lead Instructor

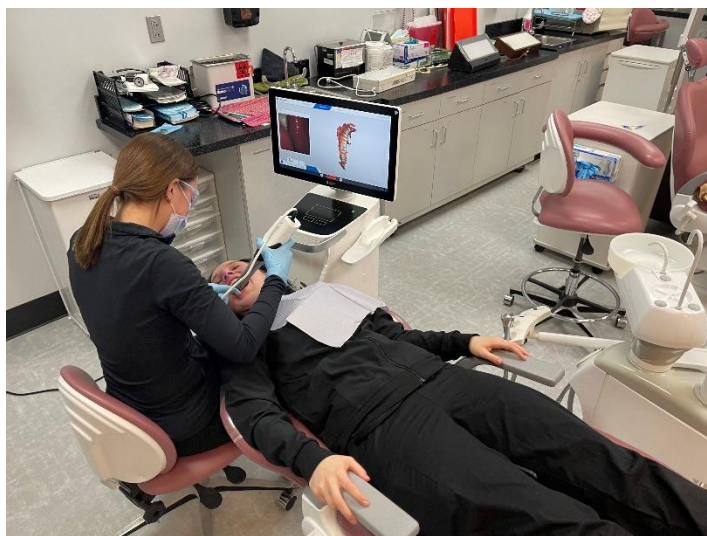
Dawn Brucchieri, CDA, AA - Instructor

Tina Myers, MSN, RN, CNEcl, CCMA

Director of Nursing Education

Cindy Grice, MS ED

Director of Adult Education



Main Campus: 1101 W. Liberty Street, Medina, OH 44256

South Campus: 6300 Technology Lane, Medina, OH 44256

330-725-8461 | www.mcjvs.edu

Medina County Career Center
ADULT EDUCATION
Dental Assisting
Program Overview

Student Orientation August 13, 2026

August 17, 2026 - May 20, 2027

740 Hour Program

Monday - Thursday 5:30 pm - 9:30 pm

CPR Certification Date: TBA

CODA (Commission on Ohio Dental Assistant Certification) Exam Date: TBA

Dental Assisting Learning Modules: 580 Hours

Not necessarily taught in this order.

Chairside Skills	Dental Specialties
Dental Anatomy	Insurance
Dental Materials	Preventative Procedures
Dental/Medical Emergency Skills	Radiology
Dental Office Procedures	Sterilization Techniques
Basic Laboratory Skills	Patient Education
Job and Work Readiness Skills	10 Hours

Clinical Externship I: 20 Hours

Clinical Externship II: 140 Hours

Dental Assisting 2026-2027 Program Calendar

August 17, 2026	First Day of Class
September 7, 2026	No Class - Labor Day
October 1, 2026	No Class - Advisory Council Meeting
November 25-26, 2026	No Class - Thanksgiving Break
December 21, 2026 - January 1, 2027	No Class - Winter Break
January 18, 2027	No Class - Martin Luther King Day
February 15, 2027	No Class - President's Day
March 29, 2027	No School – Day after Easter
April 12, 2027	No Class – Advisory Council Meeting
May 31, 2027	No Class - Memorial Day
May 20, 2027	Last Day of Class
May 24 - June 1, 2027	Calamity Make-Up Days



Disability Services for Adult Students Medina County Career Center

The goal of the Medina County Career Center (MCCC) is to help provide access and reasonable accommodations to students with disabilities while attending adult education classes.

All accommodations will be based upon documentation that indicates the student has a disability that substantially limits some major life activity, including learning. Important points to remember:

- During High School, students receive services under the Individuals with Disabilities Act (IDEA).
- Students enrolled in MCCC Adult Education classes and requesting accommodations based on the ADA must schedule a meeting with the MCCC Director of Adult Education to begin the process.
- At the adult level students function under the American with Disabilities Act (ADA) it is important to remember the following for qualified students at the adult level:
 - Students are not entitled to a free, appropriate education, rather students have civil rights and they must advocate for themselves in order to enjoy those rights.
 - ***Students must meet all entrance and academic requirements*** whether they receive academic accommodations or not.
 - There is no "IEP like" process in the post-secondary setting. However, reasonable accommodations can be provided to create an opportunity for success. **Accommodations cannot alter the fundamental nature of the program or course.**
 - Federal privacy laws require the student's written permission to allow academic and non-academic information to be shared with parents.
 - Post-secondary institutions are required to make accommodations available to level the playing field; however,
 - It is the civil right of a student to refuse accommodations that they do not wish to use, ***and if accommodations are not requested, it is assumed that the accommodation is not desired.***
 - The post-secondary institution does not assume the costs associated with obtaining a current and relevant evaluation.
 - Student disability information is maintained separate from the educational record. The student has the right to disclose their disability to the Director of Adult Education and Adult Education Counselor in order to receive academic accommodations and support. Students have the right to privacy under ADA.
 - The Adult Education Counselor typically does not contact an instructor without the express permission of the student. Each student must initiate an accommodation discussion with each instructor at the

beginning of every class. If the student has been approved, they must present “Verified Individualized Services and Accommodation Form.”

- Students are responsible for coordinating their own personal care and the services needed to meet medical and other needs.

Procedure for Documentation of Disability

Under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights to accommodations based upon documentation. The documentation must indicate that the disability substantially limits some major life activity. The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments and/or auxiliary aids.

- Documentation must be comprehensive and current.
- The report must include a specific diagnosis.
- Actual test scores must be provided.
- Tests used to document eligibility must be technically sound.
- A description of requested accommodations, including the rationale, must be provided.
- A qualified professional must conduct the evaluation – a *Health Care Provider Letter* is available upon request in the Adult Education Office.

The Adult Education Staff will protect student privacy rights by maintaining a confidential file for each student. Disability-related information will be shared only when express permission is given by the student to release such information in order to provide appropriate support services.

MCCC recommends that students needing services contact the Adult Education Counselor as soon as they know they will be attending MCCC. The Adult Education Office will review each student’s documentation and, if found to be eligible for accommodations, will contact the student to begin the process.

The Americans with Disabilities Act of 1990, as amended defines Disability as follows:

(1) Disability

The term ‘disability’ means, with respect to an individual:

- (A) Physical or mental impairment that substantially limits one or more major life activities of such individual.
- (B) A record of such impairment; or
- (C) Being regarded as having such an impairment.

(2) Major Life Activities

(A) In General

For the purpose of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(B) Major Bodily Functions

For the purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Application Form

Once verification is received, the Adult Education Office will provide a *Disability Verification Letter* for students to present to their Health Care Provider.

Adult Education Department

Medina County Career Center
1101 West Liberty Street
Medina, Ohio 44256

330-725-8461

Adult Dental Assisting Program Philosophy

The Adult Dental Assisting Program's primary goal is to develop cognitive and physical abilities, positive attitudes, work habits, and appreciation necessary for students to become effective, creative, and sensitive citizens of our society.

Our goal is to teach students who have chosen to pursue entry-level jobs in dental assisting. The student will become aware that work is a way of creating opportunities and developing skills that will improve their lives. The new skills will give the students a sense of accomplishment and an understanding that they can make a positive contribution to the future of the dental industry.

Additional course objectives provide students with experience in decision-making and accepting responsibilities and consequences for their actions. Students will discover and develop self-esteem and gain mutual respect and understanding with others.

The education we provide the students will help them to live intelligent and productive lives.

Program Goals

1. To provide students with a curriculum of liberal arts and technical units.
 - Upon completion of the program, all students will demonstrate technical proficiency in the competencies for dental assistants.
 - Upon completion of the program, each dental assistant student will demonstrate personal behaviors consistent with the expectations of the profession and employer.
2. To provide students with an academic program leading to entry-level certification as a dental assistant.
 - Upon completion of the program, all graduates will apply for and have the ability to complete a certification examination in the field of dental assisting.
3. To provide an environment that enhances learning and is flexible with individual development.

Adult Learning Principles

Adult classes are made up of people with a variety of experiences; hence it is necessary to use individual instruction to relate the material to the student's experience.

Adult students are well motivated, eager to learn, and appreciate quality teaching.

Adults want to understand the use of a skill before they practice that skill; therefore, a variety of teaching methods will give a realistic approach to learning. Adults want short units and to cover the material in the course as rapidly as possible yet remain sensitive to those who may fall behind.

Dental Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Academic Counseling: The Academic Counselor and Job Placement Coordinator work with each student throughout the year. The Counselor identifies pathways to achieving success with their program and career goals. Barriers to success are identified and goals for overcoming these obstacles are set. Students learn to understand their learning style and suggestions are presented for developing solid study and test taking skills. The adult student also learns about prioritizing and balancing school with personal, family and/or employment commitments. Developing and meeting both short and long-term goals culminate in a rewarding career in Dental Assisting.

Job Placement: Students complete 10 hours of computer training, resume writing, interviewing skills, and job-seeking techniques within Dental Assisting. At program completion students submit a resume as well as participate in a mock interview as part of their grade. Students receive feedback on both the resume and mock interview. Students also have the opportunity to post their resume and credentials with Ohio Means Jobs and learn how to access job opportunities with this internet site. Job leads will be forwarded directly to each student's personal email account for student consideration. Students provide job placement information to the school through a required form.

Individual Assistance: Individual appointments to discuss academic, personal, or social concerns with the Academic Counselor and Job Placement Coordinator may be arranged directly with the coordinator or through the Adult Education Staff. Staff may also refer students for individual assistance to address an escalating concern. Information discussed in private will remain confidential unless a student is personally in danger or is in danger of hurting himself or others. Students may discuss, review, and explore solutions and will be empowered to address their concern in an appropriate and respectful manner at the correct level of authority (i.e., instructor, supervisor, or director).

Contact Information:

Adriana Strazzanti
Academic Counselor/Job Placement Coordinator
330-725-8461, Ext. 354
astrazzanti@mcjvs.edu

Kyle Wissel
Adult Education Career Counselor
330-725-8461, Ext. 351
kwissel@mcjvs.edu

Medical requirements:

A Physical examination and medical clearance form is required prior to the start of the program. In addition, titers and immunizations are required. Documentation must be provided prior to September 15th, 2026, for all immunizations except COVID-19 and Influenza which must be completed by October 15th, 2026. Forms are available on Achademix in the student portal.

Hepatitis is a serious, potentially life-threatening disease that affects the liver and is caused by the Hepatitis B virus (HBV). HBV is spread through contact with blood or body fluids of an infected person. Hepatitis B Vaccine can prevent Hepatitis B and the consequences of HBV infection such as liver damage and liver cancer.

Some of the potential complications of HBV infection include:

- Loss of appetite
- Pain in muscles, joints, and stomach
- Jaundice (yellow skin or eyes)
- Liver damage
- Liver cancer
- Death

Hepatitis B vaccine is usually given as a series of three injections (shots), giving the individual long-term protection from HBV infection. The second shot in the series will be given no sooner than 30 days and no later than 60 days from the date of the first dose. The third injection will be given 6 months after the first dose. However, proof of long-term protection is only confirmed with titer verification. If students do not get the titer drawn by **September 15th, 2026**, or the 3-dose series, they will not have the proper documentation to be placed at a Externship site. This means that students will be limited in their Externship placement.

Tuberculosis is an infectious lung disease caused by the tuberculosis bacteria. A QuantiFERON – TB Gold test, T-Spot, or 2 Step PPD - Mantoux is required to show immunity yearly. Results of the test are required prior to the start of program.

Students will need documentation from a QuantiFERON – TB Gold drawn or T-Spot results proving they do not have TB or 2-Step TB documentation. If either test is positive, a chest x-ray result from a doctor proving they do not have TB is acceptable. If students do not get the results by **September 15th, 2026**, they will not have the proper documentation to be placed at a Externship site. This means that they will NOT be allowed to participate in Externship, they will not finish the program and they will not be eligible to sit for any of the NHA certification exams. NOTE: Certain Externship sites require a TB Test within six months prior to the student's first clinical start date. If they are placed at one of these sites, they may need to have the test repeated during the school year.

Tetanus – Diphtheria (DT) Toxoid Booster (Tdap)

Tdap immunization record of shot less than 9 years ago is required (immunization must be valid through the end of the program).

Measles, Mumps, Rubeola (MMR)

Immunization record AND bloodwork titer results proving immunity are required prior to program start date. If any titer is non-reactive, documentation of a booster shot is required.

Varicella (Chickenpox)

Immunization record or physician's record documenting disease AND bloodwork titer results proving immunity (reactive). If any titer is non-reactive, documentation of a booster shot is required.

Influenza

It is the student's choice to receive the current/seasonal influenza vaccine. By not receiving the vaccine, the students limit your eligibility to be sent to certain Externship sites. The influenza vaccine must be received by October 15th, 2026. Documentation of the injection is required prior to the start of Externship.

Covid

It is the student's choice to receive the current Covid vaccine. By not receiving the vaccine, the students limit their eligibility to be sent to certain Externship sites. The Covid vaccine must be received so by October 15th, 2026. Documentation of the injection is required prior to the start of Externship.

*All externship sites may have different immunization/health requirements. Externship placement may require additional immunizations or drug screening.

NOTE: Waivers must be signed for any declination of vaccination. Externship sites may not accept students who are not fully vaccinated.

Attendance Policy

MCCC sets rigid expectations for promptness and attendance in all of its full-time programs. DA students are required to attend at least 90% of their 580 classroom hours and 100% of their 160 clinical externship hours to graduate and in some individual cases, to maintain funding.

Attendance is kept similar to time clocks in the job environment. Attendance is taken at the beginning of each class. Students record their name and time-in as well as their time-out when they leave. Students are docked time for tardiness, early departures from class, extra-long break times, and absences.

Absences

Students must notify the AE office or email the instructor of absences BEFORE the beginning of class. Any work or tests missed on that day must be made up the day that the student returns to class unless special circumstances exist. It is the student's responsibility to turn in all work and/or approach the instructor to

schedule a testing time for missed exams. Each absence will result in 0 points toward a Professionalism grade and will affect grades.

Excused Absence Policy

Students who will be absent from class due to illness or personal emergency need to contact the Adult Education Office and their program instructor prior to their absence. If absent due to illness a physician's note may be required. Students may have an excused absence for unforeseen personal or family emergencies, funerals, jury duty, illness, religious obligations, etc. if approved by the program instructor or a Director.

Any time missed is required to be made up, at the expense of the student, and depends on instructor's availability. Students will be required to make up time at a prepaid rate of \$40.00 per hour. Make-up time must be pre-approved by the Director of Nursing Education or the Director of Adult Education.

Withdraw Policy

Students choosing to withdraw should follow the process below:

1. Notify the instructor.
2. Meet with the Director
3. The student's last day of attendance will be the official withdraw date.

A Withdrawal Form will be completed by the Adult Education Office with a student signature.

Students who miss three consecutive days from school without notification of their absence to their instructor or the Adult Education Office may be considered to have voluntarily withdrawn from the program. Students may be readmitted to a program upon documentation of absence and approval from the Director of Adult Education.

Tardiness and Early Departure

Students are expected to be in class on time. Students shall be considered tardy if they enter class after the scheduled start time. The amount of time deducted from attendance records will be documented. Instructors will be responsible for logging tardiness and early departures into daily attendance records.

Lunches and Break Time

Please note that classes that are **four (4) hours or less in length** are permitted **one 15-minute** break. Classes that are **over four hours in length** are permitted **one thirty-minute** lunch break. The common areas are the only area where food may be consumed. No food or beverages are to be removed from the commons area. **NO FOOD OR BEVERAGES ARE PERMITTED IN ANY CLASSROOM OR LAB AREA.** Be considerate of others by disposing of waste and leftovers properly.

Professionalism and Code of Conduct

Behaviors

Students are expected to demonstrate the 4 P's each day:

- **Be Present:** On time and engaged
- **Be Positive:** Making choices that build a respectful strong culture
- **Be Professional:** Being mindful of your appearance, words, and actions
- **Be Productive:** Giving your best effort and taking initiative to succeed.



MCCC Expectations:

Be Present	Attendance Matters! On Time & Engaged
Be Positive	Mindful Choice Impact on Culture
Be Professional	Appearance Words Actions
Be Productive	Work Hard Take Initiative

Communication and behaviors when interacting with clients, faculty, staff and peers is expected to be positive and professional. Students may be subject to disciplinary action (warning, probation, dismissal) for unacceptable conduct. Programs must operate in accordance with rules and regulations as set forth by the school administration and the Board of Education. A student may be dismissed for the following but not limited to:

- Academic dishonesty
- Excessive absences
- Poor attitude, lack of progress or interest

- General misconduct
- Disruption to the educational process
- Destruction of school property, vandalism
- Not following directions from instructors, insubordination
- Theft
- Harassment/bullying
- Fighting, physical/verbal assaults
- Use or possession of illegal substances, (drugs, alcohol, vape, tobacco, etc.)
- Possession of weapons

Professionalism is a very important part of your role in the healthcare field. Students must follow the standards and policies outlined in the Dental Assisting Program Guide and Student Handbook. Students are given a professionalism grade based on the code of conduct below.

1. Follow all safety rules and regulations in the lab:
 - Hair is to be pulled back off the collar and away from the face, no hair color that is not natural.
 - Very short, clean fingernails (should not be able to see nail tips over the ends of fingertips when looking at the palm side of the hand) no artificial nails.
 - No facial piercings.
 - Use of goggles during lab practice and clinical externship when appropriate.
 - A list of more specific rules will be handed out and posted by the instructor.
 - Tattoos should be covered.
2. Comply with dress code specifications (street clothes are not acceptable in class) unless allowed by the instructor.
3. Demonstrate tolerance and respect for others through tone of voice, attitude, and behavior.
4. Be prepared for class – on time, books, homework, and others.
5. Speak professionally with no profanity or crude language.
6. Participate in discussions, lab, and instructor-directed learning.
7. **Texting and cell phone usage takes place outside of instructional time.**
8. Socializing, gossiping, or sharing personal information not related to DA is prohibited during instructional time. ALL HIPAA RULES APPLY IN AND OUT OF THE CLASSROOM.
9. Web browsing, not logging off and turning off computers after use, not listening during lectures, socializing, gossiping, or sharing personal information not related to Dental Assisting is prohibited during instructional time.
10. A “no call no show” for the day will result in 25 professionalism points for that day being deducted.
11. Previous Class Absence NOT Reported
 - Every day the student are eligible to earn 25 professionalism points.
 - Any absence will result in a 25-point deduction for the day. Please note, this will affect the student's grade point average.
 - One (1) point will be taken away for each infraction or event of misconduct.
 - There will be NO verbal warnings as students receive these instructions on day one of class.

- Please see additional information on Professional points.
- 12. There will be an opportunity to earn extra credit during the program. It may be in the form of a quiz, case study, handout, report, etc. The extra credit points will be determined by the instructor according to the project involved.
- 13. Any continual infraction of professionalism will result in double the points taken away daily at the maximum of 12.5
- 14. Please see the Student Handbook in addition for code of conduct/professionalism requirements at Medina County Career Center Adult Education.

Program Cheating and Misconduct Policy:

Professional and ethical conduct is always expected in the classroom, lab, and at externship sites. Students will not be allowed to behave in any manner that would be disruptive to the operation of the program or externship facility.

There will be zero tolerance for harassment. Any form of harassment noted or reported in this class will result in disciplinary action. Further infractions will result in disciplinary action as outlined in the Student Handbook, which may include suspension or expulsion from the program if warranted.

Disciplinary action, **including expulsion** from the program, could occur for such behaviors, and not limited to such behaviors as cheating, profanity, sleeping in class, falsification of records, theft, illegal possession or use of drugs or intoxicants, careless or willful destruction of property, willful disobedience or insubordination, smoking in unauthorized areas, disruptive or distracting behaviors, committing unlawful acts, or failure to adhere to the rules, regulations, and policies of the facility.

Homework and Study Time

Homework is required. Students are expected to come to class prepared to discuss the day's lecture material and participate in lab activities. Homework helps the student be prepared for assignments, quizzes, and tests. Effort is required outside of class time to be successful and prepare for certification.

Lab Guidelines

PLEASE REMEMBER:

- Please use care with all property.
- Please report any damage noted to any equipment to the instructor immediately.

Safety

Please understand that safety is a very important factor in the lab. Therefore, a student may not be allowed to participate in the lab for that day if the dress code is violated. Subsequently, no professional points will be awarded and lab time cannot be made up. Safety precautions shall be practiced. Utilize goggles, gloves, and protective gowns during all lab sessions dealing with blood/body fluids and chemicals.

Food/Gum/Candy

Due to OSHA regulations and County Health Department, food and drink are strictly prohibited in the Lab section of the classroom. The student will be given adequate break times so that they can get a snack if needed. The Lab is a Biosafety Level 1 Lab.

Dress Code

Students are expected to be in full compliance with the dress code in lab, theory, and throughout the evening at the Career Center.

Frequently, business and industry professionals visit the Career Center and the Dental Assisting program. Students need to project a professional image in ALL areas of the building. Sweatshirts are not to be worn over the student's scrub top. Students are provided with lab coats.

Students will be expected to follow the student handbook for the dress code policy until they are required to be in full uniform. EVERY DAY OF CLASS. NO EXCEPTIONS.

Uniforms

The student will receive four uniform tops, four bottoms, and one lab coat. Fittings for these uniforms will be held at MCCC. There are no refunds issued for wrong sizes, because students are given an opportunity to try on sizes at orientation.

Uniforms shall be freshly laundered and pressed. Uniform pants shall not be rolled nor pegged and must be hemmed if necessary. Socks shall be worn. School photo ID badges and name badges must ALWAYS be worn while at school and on externship.

Students are responsible for purchasing their own shoes.

Uniform shoes shall be clean, closed-toed, closed-surface shoes. White tennis shoes are acceptable. Shoelaces (if applicable) shall be white, clean, and un-frayed. Shoes that are not acceptable: UGG boots, flip flops, crocs, or slides. If additional shoes or uniforms are desired during the program, please see the instructor's advice.

Fingernails

Fingernails must be well-manicured and reasonably short and should be kept free of dirt and debris. Nail polish SHALL NOT be worn, neither colored nor clear. Absolutely no artificial nails! This presents an infection control hazard and safety hazard for the "patient". The student will not be allowed to participate in the lab.

Perform/Cologne/Lotions

No scented lotions, perfumes, or colognes are to be applied during class, lab, or off-site clinical. Staff, other students, or patients may have allergic responses, and respiratory insufficiency can be an issue.

Hair

Hair shall be clean and modestly styled. Hair shall not touch collars when hanging free. Bangs are not subject to this rule. Hair needs to be pulled back off the face when in the lab and on externship. Hair colors shall be kept in the natural colors of brown, black, auburn, blonde, etc.

Students are becoming a health professional, and high standards in the area of personal hygiene are expected to be maintained. Students need to dress and act accordingly.

Jewelry

One pair of small stud-style earrings

One watch with a secondhand

One ring

NO facial piercings (eyebrows, nose, lips, and/or tongue)

Tattoos

Shall be kept covered when in uniform, whether in class, lab, or externship sites and while on field trips

Emergency Safety Evacuation Plan

Please refer to the Fire/Tornado Emergency Evacuation Plan posted in the student handbook. This plan will be discussed in orientation.

Cell Phone Policy

Cell phones are disruptive to the educational process. Use of cell phones and/or other electronic communication (ECD) devices is prohibited in clinical settings, both on and off campus; during these times ECDs must be secured along with other personal items and not on the students' person. In the event of a personal or family emergency, advise family members (and/or significant others) to call the Medina County Career Center, Adult Education Department, and they will get the message to the student as soon as possible.

All ECDs must be silenced and placed in a secure location during instructional time unless otherwise directed by the student's instructor. **ECDs should not be out during class/lab time.** ECDs are permitted during lunch and breaks and may be used during class time with instructor permission at the Medina County Career Center.

Violation of this policy may result in expulsion from the program with no refund of fees.

Policy on Use of Social Media

The Medina County Career Center does not allow inappropriate and/or illegal use of social media. This policy intends to protect students, clients, visitors, and staff against misuse of social media content. This also includes patients, staff, and visitors associated with any site for externship/clinical rotations. Social media includes but is not limited to Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, email, or any other methods of disseminating personal and private information.

Compliance Guidelines

1. Students are strictly prohibited from transmitting by way of any electronic media any student, resident/client-related image, or information that may be reasonably anticipated to violate anyone's residential rights to confidentiality or privacy. This includes information that could degrade or embarrass staff, visitors, or patients at the externship/clinical site.
2. Students will not post or share posts that would disseminate any information regarding staff, visitors, or patients at the Medina County Career Center or an externship/clinical site.

3. Students will maintain professional boundaries in the use of social media.
4. Students are not to share company data or information on social media.
5. Students will refrain from making offensive remarks on social media about the students, staff, volunteers, practitioners, visitors, or patients at the externship/clinical site. This includes making threats, harassing, and using profane, obscene, sexually explicit, racially derogatory, or homophobic comments.
6. Students will not post content or otherwise speak on behalf of the Medina County Career Center or externship/clinical site unless authorized to do so by the administration.

Any student who violates this policy may be subject to expulsion from the class with no refund of fees and possible implications in future legal proceedings involving the event(s).

Conference Evaluations

Dental Assisting students are evaluated during established checkpoints in the program by an instructor and/or the Director of Nursing Education. At this time an instructor and/or the Director of Nursing Education will discuss the students' current grades, attendance, the 4 P's, and concerns that the Dental Assisting staff may have. Student progress with employability skills is essential. The Dental Assisting staff will also meet with individual students on an as needed basis during the program.

MCCC Dental Assisting Radiology Initial Training Course Certificate

_____ Student Initials

The Radiology Course in the Dental Assisting Program at Medina County Career Center has been accepted by the Ohio State Dental Board as a “Board-Approved Dental Assistant Radiographer Initial Training Course” which is one avenue required for dental assistants to obtain a radiography certificate.

For a student to receive the Certificate of Completion of the Initial Radiographer Training Course it is mandatory to meet the following requirements, **NO EXCEPTIONS:**

- Students must be present during all lectures.
- Pass each chapter quiz and section test with an 80%
- Complete ALL practical exposure to X-rays and development of X-rays

THERE ARE NO MAKEUP DAYS.

The student who does not meet these requirements will forfeit their Certificate of Completion of the Initial Radiographer Training Course.

Note: If the student is tardy, absent, or misses any class time, he/she has the option of paying for the missed instructional and practical time. The following rules apply in this situation:

- The makeup time is based on the instructor’s availability and willingness to schedule extra time.
- The makeup time is scheduled outside of regularly scheduled class time.
- There is a \$40/hour payment (minimum 1 hour payment) due for any missed class time.
- Payment for the missed time is to be made to MCCC Adult Education, not the instructor.
- The time to be made up may be scheduled before payment, but payment must be made before the actual makeup time is held.
- The makeup time must be completed within four classes of the missed class time.
- If paying by check or with credit card, the check or credit card payment must clear before the makeup time will be held.

Students will practice X-ray skills at one of the local dental offices. **Students will need to find two people over the age of 18 years old to take X-rays during this time.** While there, the students will be required to take and mount dental X-rays. The mounting of the X-rays is not a group effort; each student must mount their own set of dental X-rays.

At the successful completion of this part of our course, students will receive a Certificate of Completion of MCCC Initial Radiographer Training Course. Students will use this to apply for their Dental Radiographer Certificate from the Ohio State Dental Board. **The cost of this is the responsibility of the student, it is not included in the tuition.** The student will create a login during class; the instructor will walk students through this process. A copy of the Dental Assisting Radiographer License is required for school records.

Student Initials

Clinical Externship I: Shadowing of Specialties (20 Hours): Students will be provided with a list of specialty dental offices that have agreed to work with the students. Students are expected to spend 4-5 hours at each of the various specialty offices during the hours of operation in the second term. This will give the students an overview of some different types of dental practices that they may want to consider working at in their career as a dental assistant. Students will be assigned times to choose from when they are ready to visit the specialty dental offices. Students will track their hours on a timesheet that **must be signed by each site**. The completed timesheet is to be turned into the instructor for verification of completion of the required twenty (20) hours of observation. Clinical Externship I is worth 100 points as part of the lab grade. (See attached Clinical Externship I timesheet). Please note that the student may not begin Clinical Externship II before Clinical Externship I is completed. A grade sheet will be provided at the end of the assignment. Students must complete all paperwork. This is an unpaid externship.

Clinical Externship II (140 Hours): Students can choose to be assigned to a general practice dental office that has an Affiliation Agreement with MCCC to complete their required clinical hours or can choose to find their own general practice site. The instructor must approve any site chosen by the student. The instructor will contact the site to attain an affiliation agreement. (See attached Externship Agreement). Students will be required to make a “meet and greet” appointment with the chosen dental office during winter break. While at their initial appointment, students will discuss the work schedule and the duty expectations of the office. If the dental office declines to host the student after the “meet and greet” interview, we will work with the student to secure another site. Externship hours must be completed before the student sits for the CODA exam. This is an unpaid externship.

Students with a dental job while in class will present a letter of intent for these unpaid hours. The letter is to be written by the student, to the school, and signed by the student and the employer.

Externship Rules:

- Clinical Externship I and II are training hours for the program. **Students do not receive payment for those hours.**
- All Externship II hours are to be done during regular dental office hours.
- Students are expected to perform the duties of a dental assistant as assigned to them by their proctor or other office staff member.
- Professional attire is expected at all times while at the clinical site.
- ALL cell phones are not to be on the student’s person. Phones must be in designated areas at each office’s request.
- The student is expected to use their time at the clinical site efficiently and effectively.
- Students may ask for additional duties if there is any “downtime” at the office.
- If the duty assigned is unfamiliar to the student, the student will ask for specific instructions so that he/she may be able to perform the duty successfully.
- Students will track their weekly hours on a timesheet that **must be** signed by the externship proctor or by another office staff member. The completed form will be turned in to an instructor. Clinical externship

hours will be monitored closely with a predetermined number of hours completed monthly. Plan for a baseline of 20 hours per week to complete all hours before the CODA (Commission on Ohio Dental Assistant Certification) exam.

- The dental office and one of the instructors must be notified by the student if he/she is unable to attend the site or will be tardy. The office supervisor will note call-offs and no-shows on the student's timesheet. Regular and dependable attendance will be a factor in determining the student's grade and completion of the externship.
- Students will complete an evaluation of their clinical experience once they have completed the clinical hours.
- The clinical sites will complete and mail to MCCC their evaluation of the students at the end of the clinical rotation. This evaluation will serve as part of the student's externship grade.
- Students who wish to change their externship site (whether terminated from the site or by choice) must schedule a meeting with the Director of Nursing Education and the instructor to review the circumstances.
- If a student withdraws from the Dental Assisting Program at MCCC, the externship site will be immediately notified.
- The Medina County Career Center does not remunerate students for work done on Dental Assisting Externship assignments. There will be no payment of any type made to the student for the Externship experiences.
- Students cannot accept a paid position of employment at their externship site UNTIL all externship hours are completed.
- Students must complete **ALL** observation hours and Clinical Externship I and II for a total of 160 hours to graduate from the program.
- See Clinical Rotation Sheet.

**Medina County Career Center
Dental Assisting Program
Externship I Student Log
Observation of Specialty Offices**

Specialty Observation	Dr/Dental Office Name	Date	Time In/Out	# of Hours
Endodontics				
Pedodontics				
Periodontics				
Oral Surgery				
Orthodontics				
Prosthodontics				
Dental Laboratory				
Medina Public Health Department				
Give Kids A Smile				
Total # Hours:				

Externship I is to be completed by _____ **DATE WILL CHANGE ANNUALLY.**

I, the undersigned, have completed and documented 20 hours in dental specialties.

Student Name (please print)

Student Signature / Date completed

Instructor Signature / Date

Medina County Career Center - Adult Education Medical Programs
Student Externship Placement

Student Name: _____ Date: _____

Check one, sign one:

_____ I would like MCCC to secure an externship site for me.

Rank in numerical order (#1, #2, #3) of importance to you:

_____ Location _____ Specific city _____ At a specific office that MCCC already has an affiliate agreement with (**must** be a

_____ general practice office for the dental assisting program). Specify name of office _____.

_____ Weekend/Evening Hours

Signature: _____ Date: _____

_____ I will arrange for my own externship site.

Potential sites I will visit/research:

Please initial:

_____ ***I'm aware that I may not contact an externship site that MCCC already has an affiliate agreement with.**

_____ **Dental Assisting Students: *I will contact only general dentistry offices.**

Signature: _____ Date: _____

I agree to fulfill my externship at this office.

Signature: _____ Date: _____

I decline this office and will find my own site. I am aware of the requirements for finding my own site. I will find my own site and have a copy of the affiliate agreement sent to MCCC **four weeks prior to the start of the externship.**

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Externship Site: _____ Contact: _____

Address: _____ Phone: _____

FAX: _____

**Medina County Career Center - Dental Assisting Program
Clinical Rotation 140 Hours**

Student Name:

Clinical Site:

For the Week of Monday _____ 202_____

The total number of hours performed weekly:

Thank you for giving this student your valuable time. Please forward comments or concerns to the Adult Education office at Medina County Career Center, 1101 W. Liberty Street, Medina, OH 44256.

Clinical Site signature: _____ Phone Number () _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time In					
*Lunch (-)					
Time Out					
Total/Day					

***DO NOT** count lunch towards daily hours at the clinical site.

TASK LOG

1	List tasks performed at the site	Notes regarding performed or observed
2		
3		
4		
5		
6		
7		
8		

_____ Student Initials

CPR Training

Students who do not have a current CPR card either through the American Heart Association or through the American Red Cross will be required to participate in CPR training to be given during class. If a student does have a CPR certification, it must be valid through the end of the program. Students will participate in hands-on demonstrations of CPR skills during class hours. Students must successfully demonstrate CPR skills to receive their American Red Cross BLS CPR card. This is a requirement to work in the Dental field.

Certification

CODA (Commission on Ohio Dental Assistant Certification) exam consists of three parts: Written, Clinical and Radiology. An applicant must pass ALL THREE parts of the exam to be a Certified Ohio Dental Assistant. A written exam consists of approximately 250 multiple-choice questions. The clinical exam consists of basic dental assisting tasks, and the radiology portion of the exam consists of 101 written questions, mounting x-rays and exposing x-ray. The cost of the initial certifications for the CODA exam and CPR training is included in the program. Any certification retakes will be paid for by the student.

_____ **Student Initials**



Program Name	Dental Assisting Program
Course Title	27DA Dental Assisting
Total Clock Hours	740

Basic Information

Quarter(s):	1, 2, 3 & 4	Location:	Room 207
Class Meets:	Monday - Thursday	Time:	5:30 pm – 9:30 pm

Co-Faculty with Credentials Responsible for Course	Deanna Saba, CDA, EFDA
Co-Faculty with Credentials Responsible for Course	Dawn Brucchieri, CDA, AA
Instructor Work Phone	330-725-8461 Ext. 612
Instructor Email	dsaba@mcjvs.edu
Office Hours	By appointment

Prerequisites

Dental Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education. A background check and medical requirements must also be completed.

Course Hours

Theory and Lab Hours	580
Non-paid Externship	160

Required Texts and other Bibliography of learning resources

[Modern Dental Assisting 14th Edition](#)

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier, Inc

ISBN: 978-0-323-88243-9

Copyright Year: 2024

Modern Dental Assisting Student Workbook 14th Edition

Author: Doni Bird and Debbie S. Robinson

Publisher: Elsevier, Inc

ISBN: 978-0-443-12403--7

Edition 13th

Copyright Year: 2024

Dental Instruments: A Pocket Guide 7th Edition

Author: Linda R. Bartolomucci Boyd

Publisher: Elsevier, Inc

ISBN: 978-0-323-67243-6

Edition 7th

Copyright Year: 2021

MCCC Educational Resources: Educational materials are current and available for use by students and instructors. These materials include classroom periodicals; business, professional, and technical reference manuals; audiovisuals; instructional DVDs/CDs, and industry-related software. Computers and Internet access are available in the Adult Education Computer Lab. Check at the Adult Education office for the current schedule of open hours.

A resource list of websites related to employment, job readiness, and county/state services is located on the Admissions webpage for Adult Education at www.mcjvs.edu.

Course Description

MCCC Adult Ed Dental Assisting Program is a comprehensive course designed for students new to the Dental Assisting industry. The program combines Dental Assisting theory and terminology with hands-on learning in a lab environment. This learning prepares students for the CODA (Commission on Ohio Dental Assistant Certification) *.

***Certification is recognized by the Ohio State Dental Board as a pathway to apply for Radiology Certificate and meet the requirement to apply to an EFDA, Coronal Polishing or Pit & Fissure Sealant programs in Ohio. Certifications are subject to changes and updates made by the Ohio State Dental Board or awarding organization.**

Students are taught the skills necessary to perform both chairside dental assisting and front office duties for an entry-level position as a dental assistant. Students will develop the skills to interview for a dental assisting position. The program consists of the following areas:

Theory: Each class begins with a review of prior learning. New information is then presented through instructor lectures using whiteboards, PowerPoint slides, and video or computer software. Textbook(s),

pencil/pen, notebook paper, and dental assisting textbooks are required. Students must participate in discussions, take notes from lectures, and complete required readings and homework on time.

Homework assignments consist of writing out each chapter's key terms, answering recall questions within each chapter of the book, and answering questions for the correlating chapter in the workbook. Lab skills such as instrument identification, taking and pouring dental models, chairside assisting, and various laboratory skills will be reviewed and tested during lab time. SEE APPENDIX A for the point system.

Assignments not turned in when due, or incomplete assignments, will be counted as a zero (0) in the grade book. After one week, assignments will NO longer be accepted. Students must maintain an overall 80% average in theory and lab combined to graduate. **Students will have one week to turn in late assignments (-5 points per late assignment), but are encouraged to turn in. Late homework must have the date it was turned in.**

Lab: Students will take their theory learning into the lab to practice hands-on skills. The instructor will begin by providing a whole-class demonstration and students will usually work in pairs or small groups to accomplish tasks defined by the instructor.

Students will also work independently on skills while the instructor circulates throughout the lab. Students will be expected to show performance on select skills during the lab portion of the program. Students are required to complete 100% of all externship hours and must maintain an 80% average in lab and theory combined to graduate.

Tests: Many chapter quizzes and section tests will be online/computerized or written tests. Instrument tests may be paper/pencil or computerized tests. If a student misses a test, he/she may make up the test under the following conditions:

- The student has notified the instructor of the absence before the test day.
- The student has permission from the instructor to make up the test.
- The student has completed the test on the day they returned from the absence.
- The student may retake any chapter quiz due to an unsatisfactory grade only after all students have taken the exam. This can be done until one month before the last day of class.

NOTE: Exams not made up will receive a zero grade.

Dental Assisting Program Course Objectives

Upon successful completion of the Dental Assisting Program, the student will be able to:

1. **Demonstrate effective communication and professional behaviors** when interacting with patients, dental team members, and other healthcare professionals while adhering to ethical, legal, and professional standards.
2. **Apply knowledge of anatomy, physiology, microbiology, oral health, nutrition, and oral pathology** to support patient care and assist in the prevention, identification, and treatment of oral diseases.
3. **Implement infection prevention and safety protocols** by following current OSHA, CDC, HIPAA, and dental practice standards related to infection control, hazardous materials management, and workplace safety.
4. **Perform chair-side dental assisting procedures** utilizing four-handed dentistry principles, proper patient positioning, instrument transfer techniques, and ergonomic practices to support efficient clinical care.
5. **Assist with restorative, preventive, surgical, endodontic, orthodontic, pediatric, periodontal, and prosthodontic procedures** while demonstrating competency in dental materials, instruments, and clinical techniques.
6. **Expose, process, evaluate, and maintain diagnostic dental radiographs** while adhering to radiation safety principles and applicable state regulations.
7. **Perform expanded dental assisting functions within the scope of practice** including coronal polishing, dental sealants, matrix systems, dental dams, temporary restorations, and other approved clinical procedures.
8. **Manage dental office administrative functions** including patient scheduling, records management, dental charting, inventory control, financial systems, and professional business communication.
9. **Recognize and respond appropriately to medical and dental emergencies** by applying emergency preparedness procedures, CPR principles, patient assessment skills, and office emergency protocols.
10. **Demonstrate clinical competency in a dental practice setting** by successfully completing supervised clinical experiences, documenting clinical activities, providing patient-centered care, and meeting all required program competencies for entry-level employment.

Teaching Strategies	
➤	Lecture
➤	Chapter Review Quizzes, Test
➤	Utilization of textbooks/study guide resources
➤	Discussion and Group activities
➤	Case Studies
➤	Homework

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Classwork Grade	Please see Point System in Grading Appendix
Test/Quiz	
Lab Competencies	
Professionalism	
Externship I and II	

Grading Scale	
Dental Assisting students must achieve an 80% (cumulative) grade to successfully complete the program. Students must also successfully complete all lab skills and externships.	
Grades for all Dental Assisting Courses are based on the following scale:	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up
To earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative).	

APPENDIX A Adult Education Dental Assisting POINT SYSTEM

In Dental Assisting, there are four areas to achieve points/grades. Below you will find how to gain points to achieve the highest grades possible.

PROFESSIONALISM GRADE

25 Professionalism points are given each day.

In addition to your appearance, attitude, how you treat others, and the words you choose to speak, you will be graded on:

Word of the Day

A page created by the teacher, given at the beginning of class. It is to be completed in the first 30 minutes of class. Answers will be discussed after the first 30 minutes of class.

Students can view the monthly calendar, scheduled assignments, or other important information via Google Classroom.

Binder

Maintaining a binder is a required element of the class; the purpose of which is twofold:

1. Development of organizational skills essential to success in the workplace.
2. For review for unit tests and CODA exam.

Points will be deducted if any of the following criteria are not met:

1. 2-3" binders are recommended and will hold all paperwork for lectures in an organized manner.
2. The binder will include: Terms, Recall, PowerPoint, and homework in page protectors.
3. The binder will be checked at the end of 12 sections of the book for a Lab grade. (*A notebook and page protectors can be provided for the student if needed*).

CLASSWORK GRADE

Terms - 10 points, a written definition of each term, in each chapter, is due on the day of the chapter lecture.

Recall questions - 10 points vary, all questions for the chapter must be answered on the day of the chapter lecture.

Workbook - points vary, multiple-choice and fill-in-the-blank questions are due on the day of the lecture.

Case Studies - 1 point per question, only answers that are carefully thought out and in complete sentences will earn points.

Drawings/Charting - 5 points, exercises must be completed according to instructions to earn points.

Incomplete homework assignments will be recorded as 0. Incomplete homework means a question is left unanswered.

TEST GRADE

Pretest/Post Test - given either before each chapter lecture or given after each chapter lecture. 10 points.

Quiz - typically given after chapter lecture 25-30 points.

Section Test - paper test given at the end of each section of the book. Completed tests will be scored by entering answers on the computer. This will happen on the following Monday. 100-130 points.

LAB GRADE

Instrument book test - points achieved will depend on the number of questions given.

Tray set-up test - points achieved will depend on the number of instruments on the tray. This test could be written or practical.

Competencies - this test can be either written or practical.

Practical - first time at the chair (no points achieved); the student will be given verbal instruction, will be shown how to complete a task, and then will have an opportunity to do the task.

- 1st grade - instruct/show/do (5 points)
- 2nd grade - instruct/do (10 points)
- 3rd grade - instruct/do (15 points)

Written competencies - all written competencies are worth 10 points.

Observation Externship #1 - is to be completed in its entirety. Specialty offices. 100 points toward Lab Grade.

General Dentistry Externship #2 - is to be completed in its entirety.

Mock interviews - to be done after Externship #2 is completed (25 points).

Resume - to be completed with the aid of Ohio Means Jobs and also covered in the classroom (25 points).

Cover letter - to be completed in the classroom (25 points).

In the event of a snow day or school closing:

1. If there is a lecture scheduled, the student is responsible for reading chapters, writing terms, answering recall, and doing workbooks. The instructor will not cover material in class.
2. If there is a test scheduled, the student is required to log into Evolve Elsevier or Google Classroom and take the test.
3. Assignments will be given to be completed for the school closing day.
4. Please see student handbook for more information about closing and delays. **Note: Adult Education classes may continue, even if the high school classes are cancelled. Students will be notified via Achademix communication regarding school closing due to weather.**

Core Curriculum

Scope and Sequence Dental Assisting Medina County Career Center

I. General Education

A. Employment Strategies

1. Curriculum will include information in oral communications, written communications, and psychology.
2. The student will learn to work and communicate effectively with patients and health professionals.
3. Curriculum will cover strategies to help the students seek employment in the dental field, information on how to become certified, employment opportunities, conducting an employment search, preparing a cover letter and resume, setting up an interview, participating in the interview process, and professional conduct during an interview.

II. Biomedical Sciences

A. General Anatomy and Physiology

1. The student will become familiar with the terminology and functions.
2. Specific terms relative to the general anatomy and physiology of the human body, systems, planes, cavities, and basic units will be covered.

B. Microbiology

1. Students will learn about the helpful and harmful microorganisms affecting humans.
2. Five groups of pathogenic microorganisms will be addressed along with the common diseases they cause and ways the body defends against them.

C. Oral Health and Nutrition

1. The importance of prevention of oral disease and treatment of periodontal disease will be covered.
2. The student will learn how to motivate patients to achieve effective oral hygiene at home.
3. Students will be able to describe the importance of fluoride in reducing dental cavities, the role of nutrition, and a balanced diet in helping patients maintain good oral health.

D. Infection Control

1. Regulation and compliance with infection disease control will be covered.

2. The student will learn about training requirements, maintenance of records, and the importance of asepsis management to ensure a safe workplace in the dental office.

E. Management of Hazardous Materials

1. Describe infection control standards. OSHA Bloodborne Pathogens Standard, and handling/disposal of hazardous materials.
2. Students will learn about specimen labeling, inventory control, laundry, and housekeeping tasks.

III. Dental Sciences

A. Embryology and Histology

1. Topics to include prenatal growth and development.
2. The student will be able to describe the functions of tissues and the structures of the oral cavity that surrounds the teeth.

B. Tooth Morphology

1. Define the structure and forms of human teeth and their location in the mouth.
2. Know the eruption schedule and function of each tooth in the primary and permanent definition and related terminology.

C. Oral Pathology

1. Learn the process of inflammation, identification of oral lesions, oral diseases, and related biological, physical, and chemical agents, hormonal, developmental, and nutritional disturbances.
2. Identify conditions and lesions of oral neoplasms, those related to HIV and IDS, and describe conditions related to miscellaneous disorders affecting the oral cavity.

D. Pharmacology

1. Learn pharmacology and drugs associated with treating diseases.
2. Learn the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of a prescription.

E. Chairside Restorative Materials

1. Learn the types of restorative materials and cements used in general dentistry.
2. Become familiar with the standards and organizations responsible for those standards.
3. Learn the role of the dental assistant in chairside restorative procedures and the properties of dental materials.

4. Be able to list the types of materials and cement used to restore teeth and describe the use of bonding agents and their proper manipulation. Identify types of direct restorative materials and be able to state the steps in cavity preparation.
5. Be able to explain the properties, composition, and manipulation of dental amalgam.
6. Identify the armamentarium and steps of amalgam procedures.
7. Explain the properties and manipulation for various cavity preparations.
8. Describe the use of glass ionomer restoration materials.

F. Laboratory Materials and Techniques

1. Learn to identify the materials used in the dental laboratory and perform associated procedures.
2. Demonstrate knowledge and skills required to prepare, take, and remove alginate impressions and wax bites.
3. Demonstrate knowledge and skills necessary to prepare irreversible hydrocolloid impression material, elastomeric impression material, and polyether impression material for the dentist.
4. Learn skills required to mix and manipulate gypsum products, pour and trim impressions for diagnosis casts, and use a dental articulator.
5. Identify different classifications and uses of dental waxes.
6. Demonstrate skills required to fabricate acrylic tray resin, custom trays, vacuum formed, and thermoplastic custom trays.
7. Learn how to contour prefabricated temporary crowns, and fabricate and custom-fit temporary restorations.

G. Head and Neck Anatomy

1. Learn the location, structures, and functions of head and neck anatomy.
2. Be able to identify the bones of the head and face, musculature, innervation, and the circulatory system.

H. Dental Radiography

1. Learn the history and biological effects of radiation, safety precautions, components of the dental X-ray unit, and their functions.
2. Learn how X-rays are produced and be able to describe the composition, sizes, types, and storage requirements of dental X-ray film.
3. Learn how to expose and process diagnostically acceptable intraoral and extraoral dental films, using both the paralleling and bisecting techniques.
4. Recognize common production errors, processing techniques, mounting procedures, and identification of radiographic landmarks.
5. Become aware of procedures and state policies required for dental offices to ensure quality radiographs and the use of imaging systems for dental purposes.

I. Management of Pain and Anxiety

1. Become familiar with the methods used to manage pain and anxiety related to dental procedures.
2. Learn about topical anesthetics, their placement, and the types of local anesthetics used in dentistry.
3. Learn the steps for preparing anesthetic administration, injection sites, materials and equipment required for pain management, and the role of nitrous oxide sedation/administration.

IV. Clinical Sciences

A. Introduction to the Dental Profession

1. Learn the early indication and historical significance of oral diseases, the names of individuals who had a great impact on the profession of dentistry, and those who promoted education and organized dentistry.
2. Learn the distinction between DDS and DMD, the eight specialties of dentistry, and the skills performed by members of the dental team.
3. Be able to recognize the educational requirements and professional organizations that represent each of the dental professions.

B. Preparation for Patient Care

1. Learn how to take a personal, medical, and dental history from a patient.
2. Be able to review the patient information and alert the dentist to any areas of concern.
3. Learn how to aid the dentist in the evaluation of the patient, which includes taking/recording vital signs.
4. Recognize the importance of keeping all patient information private, confidential, and updated.

C. Introduction to Chairside Assisting

1. Become familiar with dental office design and the office environment.
2. Learn how to seat and dismiss patients.
3. Demonstrate the necessary positioning of the operator (dentist) and the assistant to be able to perform four-handed dental procedures.
4. Be able to demonstrate proper instrument grasps/transfers, and methods to maintain a clear working field in the oral cavity.
5. Learn how to use and maintain operator (treatment room) equipment.
6. Learn the requirements for special needs patients.
7. Ergonomics.

D. Chairside Instruments and Tray Systems

1. Become familiar with the parts of dental hand instruments, their categories, and their uses.
2. Learn the functions of dental burs, abrasives, and dental handpicks.

3. Learn the importance and function of instrument tray systems and color-coding.

E. Endodontics

1. Learn about the branch of dentistry that deals with the diagnosis and treatment of diseases of the pulp and periapical tissues.
2. Learn about endodontic procedures, root canal treatment, and periapical procedures.

F. Oral and Maxillofacial Surgery

1. Learn the scope of oral and maxillofacial surgery, the surgical instruments used, aseptic procedures, and evaluation procedures for patients scheduled to undergo oral surgery.
2. Be able to prepare the patient for oral surgery, explain surgical procedures, including tray setups and assisting responsibilities, and give post-operative instructions to patients.
3. Describe the types of dental implants and the procedures associated with them.
4. Describe the oral surgeon's relationship with a hospital.

G. Orthodontics

1. Define orthodontics and then describe the orthodontic office setting.
2. Define the role of the dental assistant in an orthodontic practice.
3. Define and describe occlusion and malocclusion.
4. Identify the causes of malocclusion.
5. Learn preventive, interceptive, and corrective orthodontics.
6. Learn the process of tooth movement and the importance of the pre-orthodontic appointment and diagnostic records.
7. Describe the consultation appointment and the roles of the patient and orthodontics.
8. Differentiate between fixed and removable appliances.
9. Describe the function of basic orthodontic instruments, the stages of orthodontic treatment and procedures for removing orthodontic appliances, and how the teeth are retained in position afterward.

H. Pediatric Dentistry

1. Define pediatric dentistry.
2. Describe the pediatric dental office and the role of the team members.
3. Explain common behavioral characteristics of children of various ages.
4. Describe child behavior management techniques and explain the role of the parent/guardian in pediatric dentistry.
5. Identify common pediatric procedures and equipment used.
6. Explain common emergencies and treatment for pediatric dental patients.

7. Identify the signs of child abuse and the procedures for reporting suspected child abuse cases.

I. Periodontics

1. Learn the scope of periodontal treatment, the role of dental team members in periodontal treatment, the diagnosis procedures, and the stages of periodontal disease.
2. Identify and describe periodontal instruments and their use, non-surgical periodontal procedures, and the dental assistant's role in each procedure.
3. Learn periodontal surgical procedures and the role of the dental assistant for those procedures.
4. Identify periodontal dressings and their preparations.
5. Become familiar with periodontal maintenance and the patient's role in periodontal disease management.

J. Fixed Prosthodontics

1. Learn the scope of fixed prosthodontics, the recommendations for various types of prostheses, and their functions.
2. Learn about the materials used in the fabrication of fixed prostheses and the role of the dental assistant in all phases of fixed prosthodontics.
3. Become familiar with the techniques for retention of prostheses, implants, and techniques for maintaining fixed prosthetic appliances.

K. Removable Prosthodontics

1. Learn the scope and use of removable prosthodontics and be able to explain the dental assistant's role in removable prosthetic treatment.
2. Describe considerations related to treatment.
3. Learn the steps in diagnosis and materials required in treatment and the importance of a consultation appointment.
4. Describe the advantages and disadvantages of partial and full dentures, the steps required in denture polish, relining and repair, and the function of an overdenture.

L. Dental Office Management

1. Learn the overall aspects of dental office management, including patient reception, marketing, telephone techniques, business officiate systems, patient scheduling, records management, accounts receivable, management of patient accounts, and accounts payable.
2. Be able to describe what is involved in inventory control and recall systems management.

M. Dental Charting

1. Learn to chart conditions present in the oral cavity using symbols, numbers, and colors.
2. Be able to interpret dental charting from a dental record.
3. Learn the importance of accurate charting and interpretation for financial and billing purposes, diagnosis, and consultation.

N. Advanced Chairside Functions

1. Learn competencies in a variety of expanded dental functions.
2. Specific competencies to be covered:
 - a. Preparation
 - b. Application/removal of Dental Dam
 - c. Placement, applications, removal of a dental matrix and wedge
 - d. Rationale and procedure of coronal polish
 - e. Preparation, manipulation, and placement of dental cavity liners, cavity varnish, and cements
 - f. Suture removal and postoperative patient care following oral surgical procedures.
 - g. Placement and removal of gingival retraction devices.
 - h. Preparation and application of enamel sealant material.
 - i. Benefits and types of dental bleaching materials, application techniques, and patient education instructions.

O. Emergency Management

1. Learned preparedness in dealing with common medical and dental emergencies.
2. Become familiar with the necessary contents of an office emergency kit.
3. Learn procedures for performing CPR, and treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, stroke, seizures, and common dental emergencies.

P. Ethics and Jurisprudence

1. Learn the difference between civil and criminal law.
2. Define the Dental Practice Act and what it entails.
3. Learn the definition of expanded functions.
4. List the components of a contract.
5. Learn the meaning of “due care” and give examples of malpractice and torts.
6. Be able to identify fraud.
7. Learn what services may be given under the Good Samaritan law.
8. Identify the components of the Americans with Disabilities Act (ADA).
9. Identify the responsibilities of the dental team with regard to dental records, implied and informed consent, subpoenas, and the statute of limitations.

10. Define ethics and provide examples of the ADA's and the ADAA's principles of ethics.
11. State how dentistry adheres to ethical principles in advertising, professional fees, and responsibilities.

V. Clinical Practice/Externship

Will include:

1. Clinical experience assisting a dentist in performing dental assisting functions.
2. Assignment to more than one office or clinic for clinical experiences and assisting general dentistry.
3. Quality and variety of experience.
4. A major portion of the student's time in these clinical assignments must be spent assisting with or participating in the care of patients. The dental assisting instructors will plan, supervise, and evaluate each student's clinical experience.
5. Each student's level of performance is expected to elevate as the student progresses through the clinical phase of the program.
6. Students will maintain a record of their activities at each clinical practice assignment.
7. Each student will have a minimum of 160 hours of clinical experience performing the functions on their competency list. A point system is given for Externship paperwork. Must be completed BEFORE the Memorial Day weekend and before taking the CODA exam.
8. A member of the dental assisting faculty will visit each outside facility regularly to assess each student's progress.
9. The faculty, dental office, and clinical personnel must use objective evaluation criteria to evaluate the student's competence in performing specified procedures in outside facilities.

VI. Review for CODA

All tasks for CODA will be checked and signed off by all instructors.

VII. Radiology Review

Mock tests in all competencies and radiology will be given multiple times.

**Medina County Career Center
Dental Assisting
Program Handbook
Policies and Rules**

I have read, understand, and agree to adhere to the policies and rules of the Dental Assisting Program at the Medina County Career Center. I further understand that the Instructors, Adult Education Director, and Superintendent may amend, change, or institute new policies as deemed necessary. I further understand the MCCC is not responsible for any changes made by the Ohio State Dental Board or certifying commissions. My signature is a verification that my initials are in the areas required for this handbook.

Student Signature

Date