

2011-2012

**Florida Department of Education
Curriculum Framework**

Program Title: Dental Assisting
Program Type: Career Preparatory
Career Cluster: Health Science

PSAV	
Program Number	H170104
CIP Number	0317010107
Grade Level	30, 31
Standard Length	1230 hours
Teacher Certification	DENTAL HYG @7 DENTL ASST @7 G *DENTAL TEC \$7 \$G
CTSO	HOSA
SOC Codes (all applicable)	Healthcare Support Worker - 31-9099 Dental Assistant - 31-9091
Facility Code	[252] http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

* This certification is no longer issued at the district or state level.

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Health Science career cluster.

The program is designed to prepare students for employment as dental assistants (SOC code 31-9091) and to take the Dental Assisting National Board Examination. The program should

meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry. Dental assisting programs accredited by the American Dental Association Council on Dental Accreditation are required to implement enrollment and admissions criteria that include a high school diploma, its equivalent, or an advanced degree.

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Structure

This program is a planned sequence of instruction consisting of 3 occupational completion points.

When the recommended sequence is followed, the structure will allow students to complete specified portions of the program for employment or remain for advanced training.

This program meets the goals of TECH PREP and is based on the model developed by the Allied Health Articulation Task Force.

When offered at the post secondary adult career and technical level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the program structure:

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	DEA0720	Dental Sterile Technician	160 hours	31-9099
C	DEA0721	Dental Assistant 1	215 hours	31-9091
	DEA0722	Dental Assistant 2	315 hours	31-9091
	DEA0723	Dental Assistant 3	450 hours	31-9091

Laboratory and Clinical Activities

Laboratory activities are an integral part of this program and are integrated with the didactic portion of the program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Field Internship Activities: Clinical experiences are integrated with the didactic portion of this program. Clinical experience assisting a dentist must be an integral part of the educational program designed to perfect students' competence in performing dental assisting functions, rather than to provide basic instruction. The major portion of the students' time in clinical assignments must be spent assisting with or participating in patient care. Prior to clinical assignments, students demonstrate minimum competence in performing the procedures which they will be expected to perform in their clinical experience.

Special Notes

This program should meet the most current edition of the American Dental Association Accreditation Standards for Dental Assisting Education Programs (c.1992). For further information, contact: American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.
<http://www.ada.org/prof/ed/accred/standards/index.asp>

For Florida information contact the Florida Agency for Health Care Administration (AHCA), Division of Health Quality Assurance, Board of Dentistry, 4052 Bald Cypress Way, Tallahassee, FL 32399, 850/245-4161.

This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that these requirements have been met.

If students in this program are seeking a licensure, certificate or registration through the Department of Health, please refer to 456.0635 F.S. for more information on disqualification for a license, certificate, or registration through the Department of Health.

Outcomes 01-16 are referred to as the Health Science Core and do not have to be completed if the student has previously completed the Core in another health occupations program at any level. The Core should be taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the National Health Care Foundation Skill Standards Assessment with instructor approval and the completion of a portfolio.

Career and Technical Student Organization (CTSO)

Health Occupations Students of America (HOSA) is the appropriate career and technical student organization for providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills

In PSAV programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C. the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics 10, Language 10, and Reading 10. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination. Students may be exempt from meeting the Basic Skills requirements by earning an eligible industry certification. See the Basic Skills Exemption List document for a list of eligible industry certifications (<http://www.fldoe.org/workforce/dwdframe/rtf/basic-skills.rtf>).

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination pursuant to Section 1008.29, F.S.; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.)

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary service provider. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special needs. Modifications change the outcomes or what the

student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note postsecondary curriculum cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular occupational completion point (OCP) or a modified occupational completion point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP(s)/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on statewide articulation agreements which correlate to programs and industry certifications, refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Demonstrate basic math and science knowledge and skills.
- 12.0 Demonstrate language arts knowledge and skills.
- 13.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 14.0 Solve problems using critical thinking skills, creativity and innovation.
- 15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 17.0 Use dental terminology.
- 18.0 Describe the legal and ethical responsibilities of the dental health care worker.
- 19.0 Identify structures and explain functions and pathologies of dental and head and neck anatomy.

- 20.0 Identify principles of microbiology and disease prevention and perform infection control procedures.
- 21.0 Identify, describe, maintain and utilize dental instruments and equipment.
- 22.0 Record patient assessment and treatment data.
- 23.0 Describe principles and perform techniques of preventive dentistry.
- 24.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
- 25.0 Identify properties and uses, and manipulate dental materials.
- 26.0 Identify and perform standard dental film, digital and carpal radiographic procedures.
- 27.0 Describe functions of the dental business office and perform dental business office procedures.
- 28.0 Perform chairside assisting for general dentistry and specialty procedures.

2011 - 2012

**Florida Department of Education
Student Performance Standards**

Program Title: Dental Assisting
PSAV Number: H170104

Course Number: HSC0003
Occupational Completion Point: A
Basic Healthcare Worker – 90 Hours – SOC Code 31-9099

Health Careers Core: The Health Science Core is a core of basic knowledge necessary for any health occupations career. Students who have previously completed the Health Careers Science in any other health occupations program do not have to repeat intended outcomes 01-16.

01.0 Demonstrate knowledge of the health care delivery system and health occupations – The student will be able to:

- 01.01 Identify the basic components of the health care delivery system including public, private, government and non-profit.
- 01.02 Identify common methods of payment for healthcare services.
- 01.03 Describe the various types of health care providers and the range of services available including resources to victims of domestic violence.
- 01.04 Describe the composition and functions of a health care team
- 01.05 Identify the general roles and responsibilities of the individual members of the health care team.
- 01.06 Identify the roles and responsibilities of the consumer within the healthcare system.
- 01.07 Explain the cause and effects of factors that influence the current delivery system of healthcare.
- 01.08 Explain the impact of emerging issues including technology, epidemiology, bioethics and socioeconomics on healthcare delivery systems.

02.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas – The student will be able to:

- 02.01 Apply basic speaking and active listening skills including reflection, restatement, and clarification techniques.
- 02.02 Develop basic observational skills and related documentation strategies in written and oral form.
- 02.03 Identify characteristics of successful and unsuccessful communication including communication styles and barriers.
- 02.04 Compose written communication using correct spelling, grammar, a formatting and confidentiality and specific formats of letter writing.
- 02.05 Use appropriate medical terminology and abbreviations.
- 02.06 Recognize the importance of courtesy and respect for patients and other health care workers and maintain good interpersonal relationships.
- 02.07 Recognize the importance of patient/client education regarding health care.
- 02.08 Adapt communication skills to varied levels of understanding and cultural orientation including diverse age, cultural, economic, ethnic and religious groups.

- 02.09 Analyze elements of communication using a sender-receiver model.
- 02.10 Distinguish between and report subjective and objective information.
- 02.11 Report relevant information in order of occurrence.
- 02.12 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace. CM 1.0
- 02.13 Locate, organize and reference written information from various sources. CM 3.0
- 02.14 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences. CM 5.0
- 02.15 Interpret verbal and nonverbal cues/behaviors that enhance communication. CM 6.0
- 02.16 Apply active listening skills to obtain and clarify information. CM 7.0
- 02.17 Develop and interpret tables and charts to support written and oral communications. CM 8.0
- 02.18 Exhibit public relations skills that aid in achieving customer satisfaction. CM 10.0
- 03.0 Describe the importance of professional ethics and legal responsibilities – The student will be able to:
- 03.01 Discuss the legal framework of the healthcare occupations including scope of practice legislation
- 03.02 Explain practices that could result in malpractice, liability, negligence, abandonment, false imprisonment and fraud.
- 03.03 Demonstrate procedures for accurate documentation and record keeping.
- 03.04 Interpret healthcare facility policy and procedures.
- 03.05 Explain the patients' "Bill of Rights."
- 03.06 Identify and implement standards of the Health Insurance Portability and Accountability Act (HIPAA).
- 03.07 Describe advance directives.
- 03.08 Distinguish between express, implied and informed consent.
- 03.09 Explain the laws governing harassment, labor and employment.
- 03.10 Differentiate between legal and ethical issues in healthcare.
- 03.11 Describe a Code of Ethics consistent with the health care occupation.
- 03.12 Identify and compare personal, professional and organizational ethics.
- 03.13 Recognize the limits of authority and responsibility of health care workers including legislated scope of practice.
- 03.14 Recognize and report illegal and/or unethical practices of health care workers.
- 03.15 Recognize and report abuse including domestic violence and neglect.
- 03.16 Evaluate and justify decisions based on ethical reasoning. ELR 1.0
- 03.17 Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies. ELR 1.1
- 03.18 Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace. ELR 1.2
- 03.19 Interpret and explain written organizational policies and procedures. ELR 2.0
- 03.20 Distinguish among the five schedules of controlled substances.
- 04.0 Demonstrate an understanding of and apply wellness and disease concept – The student will be able to:
- 04.01 Describe and apply strategies for prevention of diseases including health screenings and examinations.
- 04.02 Identify personal health practices and environmental factors which affect optimal function of each of the major body systems.

- 04.03 Identify psychological reactions to illness including defense mechanisms.
 - 04.04 Identify complementary and alternative health practices including biomedical therapies
 - 04.05 Discuss the adverse effects of the use of alcohol, tobacco, and both legal and illegal drugs on the human body and apply safety practices related to these and other high risk behaviors.
 - 04.06 Explain basic concepts of positive self image, wellness and stress.
 - 04.07 Develop a wellness and stress control plan that can be used in personal and professional life.
 - 04.08 Explain the nutrition pyramid.
 - 04.09 Recognize the steps in the grief process.
- 05.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance – The student will be able to:
- 05.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments. SHE 1.0
 - 05.02 Demonstrate the safe use of medical equipment.
 - 05.03 Explain and apply the theory of root- cause analysis
 - 05.04 Identify and describe methods in medical error reduction and prevention in the various healthcare settings.
 - 05.05 Identify and practice security procedures for medical supplies and equipment.
 - 05.06 Demonstrate personal safety procedures based on Occupations Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations (including standard precautions).
 - 05.07 Recognize Materials Data Safety Sheets (MSDS) and comply with safety signs, symbols and labels.
 - 05.08 Demonstrate proper body mechanics and ergonomics.
 - 05.09 Demonstrate the procedure for properly identifying patients.
 - 05.10 Demonstrate procedures for the safe transport and transfer of patients.
 - 05.11 Describe fire safety, disaster and evacuation procedures.
 - 05.12 Create a disaster and/or emergency response plan. SHE 2.3
 - 05.13 Discuss The Joint Commission patient safety goals. (www.jointcommission.org)
 - 05.14 Explain emergency procedures to follow in response to workplace accidents. SHE 2.0
- 06.0 Recognize and respond to emergency situations – The student will be able to:
- 06.01 Monitor and record vital signs.
 - 06.02 Describe legal parameters relating to the administration of emergency care.
 - 06.03 Obtain and maintain training or certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.
 - 06.04 Recognize adverse drug related emergencies and take appropriate first aid action.
- 07.0 Recognize and practice infection control procedures – The student will be able to:
- 07.01 Define principles of infection control including standard and transmission based precautions.

- 07.02 Demonstrate knowledge of medical asepsis and practice procedures such as handwashing and isolation.
- 07.03 Demonstrate knowledge of surgical asepsis.
- 07.04 Describe how to dispose correctly of biohazardous materials, according to appropriate government guidelines such as OSHA.

- 08.0 Use information technology tools – The student will be able to:
 - 08.01 Describe technology applications in healthcare.
 - 08.02 Define terms and demonstrate basic computer skills.
 - 08.03 Interpret information from electronic medical documents.
 - 08.04 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications. IT 2.0
 - 08.05 Use personal information management (PIM) applications to increase workplace efficiency. IT 1.0
 - 08.06 Employ computer operations applications to access, create, manage, integrate, and store information. IT 3.0
 - 08.07 Employ collaborative/groupware applications to facilitate group work. IT 4.0

- 09.0 Explain the importance of employability skill and entrepreneurship skills – The student will be able to:
 - 09.01 Identify personal traits or attitudes desirable in a member of the healthcare team.
 - 09.02 Exemplify basic professional standards of healthcare workers as they apply to hygiene, dress, language, confidentiality and behavior (i.e. telephone etiquette, courtesy and self-introductions).
 - 09.03 Identify documents that may be required when applying for a job. Maintain a career portfolio to document knowledge, skills, and experience. ECD 5.0
 - 09.04 Write an appropriate resume.
 - 09.05 Conduct a job search and complete a job application form correctly.
 - 09.06 Demonstrate competence in job interview techniques.
 - 09.07 Examine levels of education, credentialing requirements including licensure and certification, employment opportunities, workplace environments and career growth potential.
 - 09.08 Identify and demonstrate positive work behaviors needed to be employable. ECD 1.0
 - 09.09 Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services or biotechnology research and development).
 - 09.10 Develop personal career plan that includes goals, objectives, and strategies. ECD 2.0
 - 09.11 Examine licensing, certification, and industry credentialing requirements. ECD 3.0
 - 09.12 Evaluate and compare employment opportunities that match career goals. ECD 6.0
 - 09.13 Identify and exhibit traits for retaining employment. ECD 7.0
 - 09.14 Identify opportunities and research requirements for career advancement. ECD 8.0
 - 09.15 Research the benefits of ongoing professional development. ECD 9.0
 - 09.16 Examine and describe entrepreneurship opportunities as a career planning option. ECD 10.0

- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS – The student will be able to:

- 10.01 Recognize emerging diseases and disorders.
- 10.02 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens including Hepatitis B.
- 10.03 Identify "at risk" behaviors that promote the spread of diseases caused by blood borne pathogens and the public education necessary to combat the spread of these diseases.
- 10.04 Identify community resources and services available to the individuals with diseases caused by blood borne pathogens.
- 10.05 Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines.
- 10.06 Demonstrate knowledge of the legal aspects of AIDS, including testing.
- 11.0 Demonstrate mathematics and science knowledge and skills – The student will be able to:
- 11.01 Construct charts/tables/graphs to interpret health care practices using functions and data. AF 3.5
- 11.02 Measure time, temperature, distance, capacity, and mass/weight.
- 11.03 Make, use and convert using both traditional and metric units.
- 11.04 Make estimates and approximations and judge the reasonableness of the result.
- 11.05 Convert from regular time to the 24-hour clock.
- 11.06 Demonstrate ability to evaluate and draw conclusions.
- 11.07 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings. AF 4.3
- 11.08 Demonstrate knowledge of arithmetic operations. AF 3.2
- 11.09 Analyze and apply data and measurements to solve problems and interpret documents. AF 3.4
- 11.10 Discuss the role of creativity in constructing scientific questions, methods and explanations. AF 4.1
- 12.0 Demonstrate language arts knowledge and skills – The students will be able to:
- 12.01 Locate, comprehend and evaluate key elements of oral and written information. AF 2.4
- 12.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary. AF 2.5
- 12.03 Present information formally and informally for specific purposes and audiences. AF 2.9
- 13.0 Demonstrate personal money-management concepts, procedures, and strategies – The students will be able to:
- 13.01 Identify and describe the services and legal responsibilities of financial institutions. FL 2.0
- 13.02 Describe the effect of money management on personal and career goals. FL 3.0
- 13.03 Develop a personal budget and financial goals. FL 3.1
- 13.04 Complete financial instruments for making deposits and withdrawals. FL 3.2
- 13.05 Maintain financial records. FL 3.3
- 13.06 Read and reconcile financial statements. FL 3.4
- 13.07 Research, compare and contrast investment opportunities. FL 4.0

- 14.0 Solve problems using critical thinking skills, creativity and innovation – The students will be able to:
- 14.01 Employ critical thinking skills independently and in teams to solve problems and make decisions. PS 1.0
 - 14.02 Employ critical thinking and interpersonal skills to resolve conflicts. PS 2.0
 - 14.03 Identify and document workplace performance goals and monitor progress toward those goals. PS 3.0
 - 14.04 Conduct technical research to gather information necessary for decision-making. PS 4.0
- 15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment – The students will be able to:
- 15.01 Describe the nature and types of business organizations. SY 1.0
 - 15.02 Explain the effect of key organizational systems on performance and quality. SY 1.0
 - 15.03 List and describe quality control systems and/or practices common to the workplace. SY 2.0
 - 15.04 Explain the impact of the global economy on business organizations. SY 2.0
- 16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives – The students will be able to:
- 16.01 Employ leadership skills to accomplish organizational goals and objectives. LT 1.0
 - 16.02 Establish and maintain effective working relationships with others, in order to accomplish objectives and tasks. LT 3.0
 - 16.03 Conduct and participate in meetings to accomplish work tasks. LT 4.0
 - 16.04 Employ mentoring skills to inspire and teach others. LT 5.0
 - 16.05 Analyze attributes and attitudes of an effective leader.
 - 16.06 Recognize factors and situations that may lead to conflict. .
 - 16.07 Demonstrate effective techniques for managing team conflict.

Course Number: DEA0720**Occupational Completion Point: B****Dental Sterile Technician – 160 Hours – SOC Code 31-9099**

- 17.0 Use dental terminology -- The student will be able to:
- 17.01 Identify and define common dental terms.
 - 17.02 Demonstrate the use of proper dental terminology in the dental environment.
- 18.0 Describe the legal and ethical responsibilities of the dental health care worker -- The student will be able to:
- 18.01 Define commonly used legal vocabulary relating to dentistry.
 - 18.02 Describe ethical considerations/obligations in the dental team-patient relationship.
 - 18.03 Explain risk management.
 - 18.04 Identify areas of Florida Statute 466 and Rule 64B5-16 FAC applicable to practice by the dental health workers.
 - 18.05 Implement appropriate The Joint Commission patient safety goals.

- 19.0 Identify structures and explain functions and pathologies of dental and general head and neck anatomy -- The student will be able to:
- 19.01 Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and blood vessels.
 - 19.02 Identify embryonic development of head, oral cavity, and teeth.
 - 19.03 Identify teeth and their landmarks.
 - 19.04 Describe the histological components of the head, oral cavity, and elements of the teeth and supporting structures.
 - 19.05 Recognize and describe oral pathological conditions.
- 20.0 Identify principles of microbiology and disease prevention and perform infection control procedures -- The student will be able to:
- 20.01 Differentiate between pathogenic and non-pathogenic microorganisms.
 - 20.02 Describe pathogens and modes of disease transmission.
 - 20.03 Differentiate between aseptic and non-aseptic environments.
 - 20.04 Perform aseptic handwashing technique.
 - 20.05 Describe and apply methods of cleaning, disinfection and sterilization.
 - 20.06 Identify chemicals and their uses for controlling the spread of disease in the dental environment
 - 20.07 Identify and practice the current CDC guidelines for infection control in dental healthcare settings.
 - 20.08 Describe the duties of the dental office safety coordinator
 - 20.09 Identify areas of the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the dental office environment
- 21.0 Identify, describe, maintain and utilize dental instruments and equipment.--The student will be able to:
- 21.01 Identify various types, functions and operations of dental operator and laboratory equipment.
 - 21.02 Identify types and functions of operative, restorative, surgical, prosthodontic, orthodontic and endodontic dental instruments.
 - 21.03 Maintain dental operator equipment and instruments.
 - 21.04 Identify types and functions of specific dental hygiene instruments with emphasis on category rather than individual instruments.

Course Number: DEA0721
Occupational Completion Point: C
Dental Assistant 1 – 215 Hours – SOC Code 31-9091

- 22.0 Record patient assessment and treatment data -- The student will be able to:
- 22.01 Take and record medical-dental histories.
 - 22.02 Record assessment of existing oral conditions.
 - 22.03 Record conditions diagnosed by the dentist.
 - 22.04 Record treatment-related data on the patient's clinical record
 - 22.05 Record treatment plan and treatment in patient's chart

- 23.0 Describe principles and perform techniques of preventive dentistry -- The student will be able to:
- 23.01 Identify and instruct patients on applicable methods of preventive dentistry.
 - 23.02 Prepare, set up for oral prophylaxis, and apply anticariogenic treatments.
 - 23.03 Identify the elements of nutrition, basic food groups, and acceptable diets.
 - 23.04 Identify dietary deficiencies and dietary practices that contribute to the manifestation of symptoms in the oral cavity.
- 24.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry -- The student will be able to:
- 24.01 Identify drug requirements, agencies, and regulations.
 - 24.02 Record a drug prescription in a patient's chart.
 - 24.03 Identify drug actions, side effects, indications and contraindications; verify with Physician's Desk Reference or its equivalent.
 - 24.04 Identify common drugs used in dentistry.
 - 24.05 Prepare and apply topical anesthetic agent.
 - 24.06 Identify properties of anesthetics.
 - 24.07 Prepare syringes for the administration of local anesthetics.
 - 24.08 Monitor and identify precautions in the use of nitrous oxide-oxygen conscious sedation.
 - 24.09 Identify drugs and agents used for treating dental-related infection
 - 24.10 Describe dental office emergencies and their prevention

Course Number: DEA0722

Occupational Completion Point: C

Dental Assistant 2 – 315 Hours – SOC Code 31-9091

- 25.0 Identify properties and uses, and manipulate dental materials -- The student will be able to:
- 25.01 Identify properties and uses and manipulate gypsum.
 - 25.02 Identify properties and uses and manipulate restorative materials.
 - 25.03 Identify properties and uses and manipulate dental cements.
 - 25.04 Identify properties and uses and manipulate impression materials.
 - 25.05 Identify properties and uses and manipulate acrylics and/or thermoplastics.
 - 25.06 Identify properties and uses and manipulate waxes.
 - 25.07 Perform dental laboratory procedures to include the fabrication of casts, custom trays and/or temporary crowns and bridges.
 - 25.08 Clean and polish removable dental appliances.
 - 25.09 Identify properties and uses of abrasive agents used to polish coronal surfaces and appliances.
 - 25.10 Identify and manage hazardous dental materials and wastes in accordance with the OSHA Hazard Communications Standard and Environmental Protection Agency regulations.
- 26.0 Identify and perform dental and carpal radiographic procedures -- The student will be able to:
- 26.01 Describe history, physics and biological effects of ionizing radiation.

- 26.02 Identify parts of the X-ray machine including accessories.
- 26.03 Demonstrate radiologic health protection techniques.
- 26.04 Perform dark room/processing procedures, mix solutions.
- 26.05 Describe the proper disposal of hazardous radiographic waste
- 26.06 Place and expose dental radiographic films and digital sensors.
- 26.07 Perform carpal radiography as required for dental diagnostic procedures
- 26.08 Identify radiographic anatomical landmarks and pathologies.
- 26.09 Mount radiographic surveys.
- 26.10 Maintain unexposed film inventory and storage.
- 26.11 Maintain digitally acquired radiographic images

27.0 Perform general dental business office procedures -- The student will be able to:

- 27.01 Maintain appointment control.
- 27.02 Maintain an active recall system.
- 27.03 Prepare and maintain accurate patient records.
- 27.04 Prepare and maintain patient financial records, collect fees.
- 27.05 Prepare and maintain office financial records.
- 27.06 Prepare and maintain dental office inventory control and purchasing.
- 27.07 Demonstrate public relations responsibilities of the secretary/receptionist.
- 27.08 Demonstrate skills on office equipment.
- 27.09 Maintain the dental business office environment.
- 27.10 Receive and dismiss patients and visitors.
- 27.11 Identify psychological considerations influencing behaviors of dental patients

Course Number: DEA0723

Occupational Completion Point: C

Dental Assistant 3 – 450 Hours – SOC Code 31-9091

28.0 Perform chairside assisting for general dentistry and specialty procedures -- The student will be able to:

- 28.01 Prepare and maintain aseptic working area and sterile instruments for intraoral procedures.
- 28.02 Apply principles of four handed dentistry
- 28.03 Evacuate and maintain the operating field.
- 28.04 Perform expanded functions as permitted by the Florida statute/law pertaining to dentistry.
- 28.05 Assemble instruments and assist in general and specialty dental procedures.
- 28.06 Prepare tray set-ups for specific specialty procedures.
- 28.07 Select, prepare, mix, and manipulate correct dental materials for general and specialty procedures.
- 28.08 Perform a visual assessment of existing oral conditions.
- 28.09 Demonstrate appropriate patient management skills.