

ALTERNATIVE DENTAL ASSISTANT TRAINING

Course Catalog

Seven month Dental Assisting Certificate

Dental Assistants are specifically trained healthcare professionals dedicated to the support of dentists and dental hygienists. Dogwood Dental Assisting School will train students to provide dental assisting support. Tasks to be mastered include but are not limited to identifying anatomy of the oral cavity, providing dental health education, coronal polishing procedures with application of fluoride, assisting in four and six-handed dentistry, learning to take successful impressions, and dental material familiarity and manipulation

The program is a seven month (28 week) self-paced online course of study. Upon completion, the student will have three hundred fifty seven (357) hours of didactic, preclinical and clinical experience (which includes a minimum of 100 hours clinical externship experience) and receive a certificate of completion. There is no transfer credit allowed for courses taken at other institutions. The minimum technical requirements to access the school's online platform is access to a computer with reliable connectivity to the internet.

Upon successful completion of the program, Alternative Dental Assistant Training students will be prepared to take the Missouri Test of Basic Dental Assisting Skills Exam (administered at a secure testing site under the authority of the Dental Assisting National Board [DANB]). Successful completion of the exam, qualifies students to take Missouri Dental Board approved Expanded Functions Courses to become an Expanded Functions Dental Assistant (EFDA). These courses are not included during this program.

Enrollment for the program is at six week intervals. For admission, the student must hold a current American Heart Association HealthCare Provider BLS with AED training, be in possession of a High School diploma or Missouri Options Program certificate of completion (previously GED) or be a minimum 17 years of age, enrolled in their final semester of high School. Four (4) hours of documented observation in a general dental practice (clinic) is also required (see student enrollment agreement for details). Proof of current immunizations including a valid TB test are required. Proof of Hepatitis B vaccination is required by federal regulation for all individuals who work in a healthcare clinical setting. Copies of admissions documents will be retained in the student's confidential file.

Students who are admitted to the program must be aware that to serve clinical externships, they will be subject to drug screening. Criminal background checks will also be required prior to clinic training placement. Results of screening and background checks, may prevent placement in and completion of clinical externship experiences, which are required to complete the program.

Short term medical insurance is provided by Dogwood Dental Assisting School to cover accidents or exposure incidents that students may experience in the course of their preclinical and clinical dental assisting training.

Program: Dogwood Dental Assisting School Alternative Dental Assistant Training Program

Length of Enrollment: 28 weeks (357 contact hours)

Tuition: \$5000.

Estimated Costs not included in tuition

Textbooks:

Bird Robinson Modern Dental Assisting 12th Ed. Pageburst (digital version) \$131.

Dental Instruments A Pocket Guide. Linda R. Bartolomucci Boyd (digital version) \$52.95

Uniforms and Immunizations:

All white leather shoes \$55 (approx. Student responsible to purchase)

Scrubs x 2 sets (Student responsible to purchase, approximate cost \$30. - 100. depending on supplier) scrub tops must be of sufficient length to completely cover the student's backside while seated and while reaching. A plain crew neck t-shirt is recommended for wear beneath the scrub top.

White Cherokee Lab Jacket style 4350 or equivalent (cost \$25. -35.)

Clear safety glasses with solid side shields (Walmart \$5-10.)

- Hepatitis B Immunization \$90 (approx.) Student responsible to purchase or show proof of previous HBV Immunization
- Chicken Pox and Measles, Mumps and Rubella (MMR) vaccinations available at County Health Departments at a nominal fee or copy of immunization record showing proof of vaccination.
- Current negative TB test record (valid for 12 months) available at County Health Department at a nominal fee.
- Current Tetanus immunization, available at County Health Department at a nominal fee or copy of immunization record showing proof of vaccination.

Drug testing and background checks will be administered prior to beginning clinical rotations at current market expense to be borne by the student. (Approx. \$75.)

Total Cost of Each Session

\$5000. Tuition

\$183.95 ebooks

\$175. Materials fee (non-refundable after module two).

\$120. to \$170 Uniform, shoes and safety glasses.

\$75. (estimated) Drug testing and background checks

\$5553.95 to \$5603.95. Total

Immunization fees will vary by student depending on current immunization records.

There is an optional fee of \$225 (Payable to: Dental Assisting National Board) to take the *Missouri Test of Basic Dental Assisting Skills Exam* at the end of the course. This fee is not included in the \$5,000. tuition of the course. This is not a required expense, however, successful completion of the exam is required prior to taking any Missouri Expanded Functions Dental Assistant Course. Missouri Expanded Functions Courses are not included in this program.

To remain enrolled in the program, students must maintain an academic and clinical grade of 75% or better in each module. Retesting will be allowed at the rate of one (1) retest per module for a maximum of three (3) retests per student. If a student falls below the required 75% combined grade (online portion plus preclinical and clinical sessions) the student will be allowed 3 weeks to remediate their grade with an instructor to remain in the same cohort. If remediation requires a longer timeframe, an additional 3 weeks will be allowed, which will move the student to the cohort immediately behind their enrolled cohort. If a student requires additional remediation, they will be allowed to drop back a maximum of two cohorts (28 weeks plus an additional 12 weeks totaling 40 weeks to complete the program). At the end of the 12 week extension, the student will be dismissed from the program.

Course grading scale:

- A 91 -100%
- B 80 – 90%
- C 75 – 79%

Below 75% requires remediation with the instructor and/or the school administrator.

Grievance Policy: Students may file a written grievance with the school administrator (dogwoodDA@gmail.com). All grievances will be addressed within 24 hours of submission, except if received over a weekend or holiday, in which case the grievance will be addressed on the next school day. Students who are dissatisfied with the resolution offered by the school may contact the Missouri Department of Higher Education at [\(573\) 751-2361](tel:5737512361) for information on filing a formal complaint against the school.

Withdrawal Policy: Students will be allowed to withdraw from the program at any time through a written submission (dogwoodDA@gmail.com) to the school administrator. The student must submit in writing, a dated request for withdrawal from the school. The refund will be calculated based on the refund policy as stated below.

An official withdrawal transcript will be provided to the student within one week of formal notification of withdrawal as stated above. Duplicate or replacement transcripts will be provided after receipt of written request (dogwoodDA@gmail.com) and payment of \$10.00 fee.

Official Transcript Policy: One official transcript will be provided to the student with their program completion certificate. Duplicate or replacement transcripts will be provided after receipt of written request (dogwoodDA@gmail.com) and payment of \$10.00 fee.

Program Mission

Our mission is to provide educated, proficient dental assistants to dentists to improve patient access to quality healthcare and services.

Program Goals

At completion of the program, the graduate will have mastered the following tasks at clinical proficiency level:

- Oral anatomy identification
- Quality infection control protocols
- Effective evacuation and isolation procedures for thorough moisture control
- Radiographic proficiency for accurate diagnostics
- Assisting in Comprehensive Dental Care
- Successful impressions for diagnosis and case presentation
- Dental material familiarity and manipulation

CURRICULUM

At the completion of each four (4) week online module, a written exam will be administered, students must obtain a 75% or better score on the written exam prior to the student meeting instructors at participating clinic locations for preclinical “hands-on” assessments.

Weeks 1-4: Oral Anatomy

- Teeth numbering systems and surfaces of the teeth
- Supporting structures of the teeth
- Cavity classifications
- Periodontal and treatment plan charting

30 online hours plus 9 preclinical hours

Weeks 5-8: Quality infection control protocols

- Microbiology
- Disease transmission and infection prevention (including sharps injury prevention)
- Principles and techniques of disinfection
- Principles and techniques of instrument processing and sterilization
- Summarized Occupational Health and Safety protocols

30 online hours plus 9 preclinical hours

Weeks 9-12: Effective evacuation and isolation procedures for thorough moisture control

- Oral evacuation systems
- Rinsing the oral cavity
- Isolation of teeth
- The dental dam
- Patient education

30 online hours plus 9 preclinical hours

Weeks 13-16: Radiographic proficiency for accurate diagnostics

- Radiographic equipment and radiation safety
- Digital imaging
- Quality assurance and infection prevention
- Intraoral imaging
- Extraoral imaging

30 online hours plus 9 preclinical hours

Weeks 17-20: Assisting in Comprehensive Dental Care

- Delivering dental care
 - Greeting and seating the patient
 - Review of patient record
 - Instrument transfer
 - Patient education

Dogwood Dental Assisting School

- ▶ Dental hand instruments
- ▶ Dental handpieces and accessories
- ▶ Anesthesia and pain control (includes Nitrous assisting training)

30 online hours plus 9 preclinical hours

Weeks 21-24: Dental material familiarity and manipulation

Including successful impressions for diagnosis and case presentation

- ▶ Restorative and esthetic dental materials
- ▶ Dental liners, bases and bonding systems
- ▶ Dental cements
- ▶ Impression materials
- ▶ Mixing alginate impression material
- ▶ Taking maxillary and mandibular impressions
- ▶ Mixing dental plaster
- ▶ Pouring dental models using the inverted pour method
- ▶ Trimming and finishing dental models

30 online hours plus 12 preclinical hours

Weeks 25-28: Clinic Externship (100 hour minimum) and preparation for Missouri Test of Basic Dental Assisting Skills Exam.

A combination of online and face-to-face hours **(20)** plus 100 hours clinical externship in participating dental clinic locations.

120 hours online/face-to-face/clinical

Program hours:

200 online hours

57 preclinical hours

100 hours (minimum) clinical externship experience

357 hours total.