



Smart Dental Assisting Training School (SDATS)

Enrollment Agreement

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Disclosure

SDATS reserves the right to change programs, start dates, tuition, and to cancel programs at any time. Any changes will be posted on the SDATS website and provided to students in writing

About the Profession

Typically entry-level dental assistants handle a variety of tasks for the dental professional and provide assistance in patient care, the office, and laboratory. Entry-level dental assistants work chair side with the dentist and other dental staff. Examples of tasks include helping make patients comfortable, preparing them for treatment, and obtaining dental records. Usually entry-level dental assistants hand instruments to the dentist, help keep the mouth dry, sterilize and disinfect instruments, prepare tray setups and instruct the patient on postoperative and general oral health.

There are many opportunities as dental assistants. According to the US Department of labor, because of rapid employment growth and substantial replacement needs, there should be good job opportunities for dental assistants nationally. Entry-level dental assistants can seek certification as a Certified Dental Assistant once they meet work experience requirements

The dental assistant field generally requires physical work, moving throughout the office, standing on one's feet for long periods of time, and sometimes in small places. Dental assistants have close contact with the public and for this reason, successful candidates must be in good physical shape.

Occupational Preparedness

The vocational objective of this program is to sufficiently train students to seek employment in a dental office as an entry-level dental assistant.

The programs' x-ray and infection control training qualifies the student to apply for the DANB Radiation Health and Safety Certification (RHS) to be able to take x-rays and the Infection control certification exam (ICE.) After the required on-the-job experience, students will qualify to take the Certified Dental Assistant Exam (CDA.) The CDA is not a requirement for graduation, it is SDATS goal to prepare students for this certification and encourage them to achieve it.

Goals and Objectives

Because of the demand for dental assistants, dental practitioners often hire people with little or no training or experience and then provide them with on-the-job training. Due to the high demand for dental assistants, SDATS created a program that teaches the necessary entry-level skills needed to work in a dental office. In addition, we intend to go a step further than other schools and provide patient and staff interaction training. How to be a vital part of the team. This program is short so that students can go from the classroom to the workplace quickly. Upon completion of this training, entry-level assistants should result in individuals finding employment at a higher salary level than with no training.

It is the mission of SDATS to provide entry-level dental assistant training that allows an individual to complete the training and seek employment in the shortest time possible. Training focuses solely on the fundamental knowledge and skills needed to work in a dental office. Students learn in an actual dental office and get familiar with the work environment before their first day on the job. In addition they will have to tools they need to be an effective team member.

Entry-Level Dental Assistant Training Program

Classroom Format

Training is offered two weekday evenings for 10 weeks, for a total of 20 class sessions. Training takes place in a fully functioning dental practice when the office is closed. The maximum student to instructor ratio is 10:1. This gives the student hands on experience in all the areas of dental assisting using the treatment rooms, laboratory, x-ray facilities, and the office area. Each session is divided into a lecture portion and then is followed by a lab. During the lecture portion the student views PowerPoint presentation presented by an instructor. There is time for questions, answers, and review. The second part of the class focuses on learning and practicing skills utilizing office treatment rooms, labs and equipment.

Externship

Each student, as a requirement for graduation, will participate in a 20 hour externship. The externship may begin no sooner than after passing the first two quizzes and midterm exam. All externship hours must be completed by the last scheduled class. The student will be provided with the contact information of dental offices participating in the externship. The student will schedule their extern hours at the time that is mutually convenient for the dental office and themselves. The externship will allow the student to test their skills and abilities learned in the first half of the program. Upon completion of the externship, the student will submit a time sheet, signed by the dental office. SDATS will verify the required hours have been completed. The dental practice will also complete an evaluation of the students' progress. The evaluation will document the level of performance experienced by the

dentist of the students during the externship. The externship will be evaluated and graded on a pass/fail basis. A passing grade on the externship is a requirement for graduation.

Class Time

Class time will be either Monday's and Wednesday's or Tuesday's and Thursday's from 5:30-9:30.

Facility Accessibility

A faculty phone and/or email list will be given on the first session day. You are asked to leave a message, text or email for your faculty member and your message will be returned within two days. Should you need to meet with your instructor outside of normal class hours, facility will be available by appointment only during the 30 minute period prior to the start of each class period or at a time determined convenient between the student and instructor.

Language

All programs are only offered in English at this time.

Scope of training

The entry-level dental assistant program is sufficient as a basic, entry-level introduction to the profession; however. Additional on-the job training is required to be a fully functioning dental assistant.

Class Number and Name

101. The history of dentistry; Role of the Dental Assistant; the Dental Team; Dental Ethics & the Law; Head and & Tooth Terminology and Anatomy.

The student is introduced to the role of the dental assistant as part of the dental team and is oriented to the physical set up of the dental office. The session includes introduction to the anatomy of teeth and their surrounding structures and the names of the individual teeth. The student is given an overview of selected anatomical structures of the human skull as they relate to clinical dentistry.

102. Dental Treatment Specialists; Insurance; Oral Diagnosis & Treatment Planning; Review of Tooth Terminology; Tooth Brushing

The component dental treatment disciplines and the types of patient insurance are defined and discussed. The student learns the descriptive terminology of tooth surfaces and the classifications of cavities and the use and need for patients chart and charting. Students are introduced to the oral cavity and the clinical examination which results in oral diagnosis and patient treatment planning.

103. OSHA; Sterilization

In this section students learn the definition of sterilization, guidelines, patient medical history, infection control, prevention of contamination, the use of protective eyewear, masks and gloves, and barriers to infection, with specific attention to HIV, its methods of transmission. In addition, disinfecting techniques, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, and air/water syringes are presented. Sterilization, and maintenance procedures for high and slow speed handpieces are presented. Includes cleaning and lubrication.

104. Equipment and Office Familiarization; Basic Instruments & Handpieces

Students are introduced to the dental office rooms and equipment, treatment room's sterilization and supply areas, laboratory, reception, and other rooms including the vacuum and compressor. This session also includes demonstrations and student handling of the most commonly used hand instruments and their variations. Included are: hand pieces, burs, excavators, mirror, explores, carvers and operative dentistry instruments and equipment. Handpieces are presented including types of handpieces.

105. Restorative Materials; Anesthesia

This session begins with the definition and discussion of operative dentistry. Composites and amalgams are presented including uses, instruments in the procedure, set up, curing light, amalgamator, and dental assistant responsibilities during the procedure. Matrix bands and systems are introduced. Pins and posts are presented as well as cavity liner and bases. Anesthesia will be presented. General, local and topical anesthesia will be discussed. Delivery of local anesthesia and use of syringe, cartridges and needles is demonstrated. Students learn and practice how to load syringe, pass syringe, and dispose of needle and cartridge. Students learn the roll of the dental assistant pre and post administration of anesthesia to patients.

106. Study Models; Impressions; Pouring and Trimming Models; Wax Bites; Bleach Trays; Soft Occlusal Guard.

The instructor demonstrates study models, impressions, pouring and trimming models, wax bites, bleach trays, soft occlusal guard and discusses the need for each. Students complete hands on tasks and take upper and lower impressions on each other. Students then mix the stone, pour and trim their own models. Students keep the final products.

107. Four-Handed Dentistry; Isolation; Rubber Dam.

Four-handed dentistry is presented. Suction and evacuation, saliva ejectors, HVE, retraction, air/water syringes are presented. Exchanging of instruments (assistant to dentist and dentist to assistant.) Isolations techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for uses of the rubber dam is presented along with placing and removing. Student's role play rotating through each position acting as the dentist patient and assistant and perform the procedures taught.

108. Review of Subject Matter to Date and Mid Term Exam.

109. Fixed Prosthodontics; Cerec; Cements and Cementation. Cosmetic Dentistry.

Fixed prosthodontics are explained, instruments, material and treatment procedures are demonstrated. Types of crown & bridges are presented. Temporary crowns and fabrication are discussed and demonstrated. Dental

laboratories and lab slips are discussed. A brief presentation of Cerec and prime scan are in presented and demonstrated. Bridges and crown set-up and the dental assistant's role during the procedure will be presented. Mixing of cement and cementation will be introduced. Pt. will practice mixing cement.

110. Removable Prosthodontics; Emergencies.

Students see lab models depicting the various types of complete and partial dentures. Custom trays and the steps to denture fabrication are presented, including lab slips, relines, follow up and post op instructions. Emergency dental appointments are discussed; pulp testing and bite sticks are introduced.

111. Endodontics; Oral Surgery; Implants; Bone graft; Periodontics.

Oral surgery is introduced. The types of extractions are presented and a brief review of basic surgery instruments will be demonstrated. Set-up and the assistant role during the procedure will be discussed. The need for Implants and bone grafts as well as set up and materials will be presented. A general introduction to periodontics and endodontics will be discussed. Perio charting will be discussed.

112. Skills Review

113. General Examination

Review of all general dental assisting responsibilities and protocols and written examination.

114. Office Management; Patient Scheduling; Dentrix; CPR Certification

Students will learn the techniques of answering phone and patient scheduling. Brief Dentrix training will be included today and throughout the course. CPR training course will be given and result in students being certified in Adult and child BLS.

115. Foundation of Radiology; Equipment and safety; Digital Imaging; Processing; External radiation, Panoramic and Cone Beam.

Students learn the foundation of radiology. They are instructed in the components of the x-ray machine, types of radiation and learn the purpose of x-rays as a diagnostic tool, with their risks and benefits. They learn about digital radiography. External radiation including cone beam and panoramic imaging will be demonstrated. State licensure requirements will be discussed and students will be presented with the information and process necessary to become RHS Certified through DANB.

116. Internal Radiography; Common Mistakes

Students learn the methods of intra oral film taking via the paralleling, bisecting angle, and bitewing technique. They learn x-ray preparation and patient positioning. Numbering and mounting will be discussed as well as identifying teeth numbers in unmarked x-rays. Common mistakes will be discussed. Intra-oral pictures will be presented. Pt. will get hands on practice taking various x-rays.

117. Radiology Review & Radiology Examination

118. People and Dentistry; Teamwork; Employment Skills & Job Interview Techniques.

Students learn how to deal with people in the dental office. Includes understanding patients attitudes, reassuring patients, personal appearance, dress code, personal attitudes, and dental office “do’s and don’ts”. Teamwork and staff interactions will be discussed. Job interview techniques are presented including describing the type of job the dental assistant is seeking and what they offer the employer, locating employment opportunities, constructing a resume, interviewing skills, how to answer questions, and salary negotiations.

119. Final Review and Written Final Exam.

120. Final Practical Exam.

Externship

The student will spend 20 hours in a dental office externship where they will be utilizing the skills learned throughout the course. They will be practicing skills including:

1. Those necessary to provide a safe environment for patients and dental staff.
2. Demonstrating an understanding of basic dental theory as it relates to patient treatment.
3. Performance of chairside and clinical skills knowledgably and proficiently.
4. Effective communication skills, both written and oral, when dealing with dental patients and the dental health team.
5. Exhibiting a professional and collaborative work ethic that recognizes the legal and ethical responsibility of those employed in the dental field.

All About Enrollment.

Entrance requirements:

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in SDATS training program based on age, race, gender, disability, or national origin.

Applicants must meet the following requirements:

1. Provide proof of at least high school diploma or GED.
2. Have paid or have made school-approved arrangements to pay the tuition in full.
3. Have executed an enrollment agreement.

Tuition and Fees:

- SDATS program cost- \$3,900
- Tuition- \$3,000
- Payment is to be paid in full 10 days prior to first day of class.
- Payment arrangements may be discussed ahead of time with the administrator.
- Books and learning material- \$900
- Included in the materials fee is: a chromebook, all disposable supplies needed and used by the student, and a set of scrubs which is expected to be worn by students each day to class.

Registration:

A deposit of \$900 is due at time of enrollment. Nonrefundable.

Other fees:

Successful completion of our course satisfies the requirements and qualifies students to apply to take the approved Radiation Health and Safety (RHS) exam, administered by the Dental Assistant National Board (DANB). As well as Infection Control Exam (ICE). Students may take the Certified Dental Assistant (CDA) exam after required work experience. Student is responsible for fees associated with these examinations.

Extenuating Circumstances:

In the case of extenuating circumstances, the administrator may consider a settlement that is reasonable and fair to the student and the school.

Academic Information and Standards of Progress**Syllabus**

On the first day of class students will receive a copy of the course syllabi which includes the course schedule.

Attendance Policies**Absence:**

Students are to attend all listed hours of program instruction. The classroom teacher maintains the attendance roster which is kept at the school at all times. Attendance is taken 30 minutes after the start of class. Missed class must be

made up by making arrangements with the teacher. An attendance of less than 85% (approximately 12 missed hours) will cause dismissal from the program. There is no attendance probation. Each student's attendance record will be evaluated bi-weekly. We recognize that emergencies occur. Should there be extraordinary circumstances, students are requested to speak with your school administrator who may arrange ways to make up the sections that were missed. If a student is absent 3 consecutive times without notifying the school, the student will be considered dropped. The school will contact the student in writing and formally advise the student of this status.

Lateness or cutting classes/Make up work

Late arrival to or early departure from class beyond 30 minutes will be treated as an absence. Classes may be made up by writing a 2-3 page written summary of course material missed, clinical shadowing in a dental office which is separate from externship hours, and/or private tutoring by an instructor. Typically there is no extra charge for makeup work, however, there may be a fee for private tutoring.

Student progress evaluation

Students are given 2 quizzes prior to the midterm. A midterm is around the 8th class. After each exam is graded the student will be advised by the instructor of attaining a satisfactory/unsatisfactory progress in the course. The student may be given a written "Student Progress Report", a copy of which will be placed in the students permanent file. Should a student receive less than 75%, they will be notified. There is no probationary period. Ways to raise the grade will be determined with school and instructor. If the student is not able to raise the GPA after the next quiz sequence above 75%, they will be requested to withdraw and return at another time if there is demonstration of the ability to succeed. The tuition to be refunded will follow the SDATS refund policy.

Re-enrollment/ Leave of Absence

Students may have to suspend their training due to extenuating circumstances. Should this occur, the student may request readmission from the school for a future date. If satisfactory arrangements have been made, no additional tuition is charged. All training must be completed within the 12 month period from the original start date.

Grading

- A minimum average of 75% is required in order to satisfactorily complete the program
- Final GPA is calculated as below:
 - The average of the 3 general quizzes- 1/3
 - Mid-term- 1/3
 - General final exam- 1/3
 - Lab work is graded as pass/fail
- Radiology is graded separately and has its own grade.

Graduation Requirements:

Students will receive a diploma upon satisfactory completion of all program requirements. Students must:

- Receive a minimum passing grade average of 75%
- Achieve a pass on all lab work
- Attend all clock hours of the program with no more than 12 missed hours
- Have no outstanding balance with school
- Complete required extern hours
- Achieve a pass on all outcomes of the extern evaluations if applicable

Should the student not receive a pass on all extern outcomes, the student may request a 30 day extension for the opportunity to repeat the extern hours. This request must be received prior to the last scheduled class. If the student fails any part of the extern outcomes again, they will be ineligible to graduate.

Rules of Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. SDATS administration reserves the right to terminate a student on any of the following grounds:

- Not complying SDATS rules and regulations- unprofessional conduct.
- Unsatisfactory academic progress- excessive absences or lateness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records- breach of enrollment agreement.
- Carrying a concealed or potentially dangerous weapon.
- Harassment of any kind including sexual harassment, intimidation, and discrimination.
- Entering school while under the influence of drugs, alcohol or narcotics of any kind.

Dress

Students are provided with scrubs which they are expected to wear during each class session. Students are expected to wear gloves, mask, and protective glasses that are provided for all labs.

Drug Free school and work zone

SDATS has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the premises under the influence of any substance. As a drug and alcohol free environment, individuals suspected of being under the influence may be subject to dismissal/removal. Students may request counseling for substance abuse and will be referred to community resources.

No smoking

There is no smoking within any place in the dental office or training rooms. Smoking may be done outside during a break.

Sexual harassment/hazing policy

The administration of SDATS takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and/or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability will not be tolerated. This includes any kind of discrimination or intimidation. Investigation of such concerns will be undertaken and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered from a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Student or staff involved may be subject to termination.