COMMON COURSE OUTLINE: Course discipline/number/title: DA 1280: Dental Assisting Internship

A. CATALOG DESCRIPTION
1. Credits: 7
2. Hours/Week: 36-40 hours per week for 9-10 weeks
3. Prerequisites (Course discipline/number): Grade of "C" or better in all the following Dental Assisting courses: DA1200, DA 1210, DA 1215, DA 1220, DA 1225, DA 1230, DA 1250, DA 1255, DA 1265, DA 1270, and DS 1300; approved state and national background studies, current certification in American Red Cross Adult, Infant, Child CPR and First Aid and permission from Program Director.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course is designed to provide the student with a meaningful occupational experience in the dental assisting field. A training plan will be developed for each student including three separate rotations in three different dental practices. Two rotations will be in a general dental practice and one rotation will be in a specialty practice. Seminars are scheduled as part of the required internship experience. This internship is required by the American Dental Association as an integral part of an accredited dental assisting program’s curriculum.

B. DATE LAST REVISED (Month, year): April, 2012

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Chairside Assisting Skills
2. Chairside Manipulation of Dental Materials
3. Expanded Functions
4. Laboratory Skills
5. Dental Infection Control and Hazards Management
6. Dental Office Procedures
7. Professional Dental Assistant Traits

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
Chairside Assisting
1. Prepare procedure tray set-ups.
4. Post medical history alerts.
5. Greet, seat, monitor, and dismiss dental patients.
6. Anticipate and respond to the operator’s needs.
7. Perform instrument transfer.
8. Retract oral tissues
9. Correctly rinse and dry oral tissues.
11. Deliver personal oral hygiene instructions.
13. Effectively manage dental patients.
14. Take and record vital signs.
15. Assist for oral exam/diagnosis and case presentation.
17. Assist for preventive dental procedures.
18. Assist for local anesthesia.
19. Assist for amalgams restorations.
20. Assist for composite restorations.
21. Assist for fixed prosthodontic procedures.
22. Assist for removable prosthodontic procedures.
23. Assist for endodontic procedures.
25. Assist for periodontic procedures.
26. Assist during pediatric procedures.
D. **LEARNING OUTCOMES (GENERAL):** The student will be able to: Continued...

27. Assist during medical or dental emergencies.
28. Prepare cavity liners, varnishes and desensitizing agents.
29. Prepare insulating, sedative, and protective bases.
30. Prepare dentin and enamel bonding agents.
31. Prepare luting cements.
32. Prepare alginate impression materials.
33. Prepare elastomeric impression materials.
34. Prepare reversible hydrocolloid impression materials.
35. Prepare rigid impression materials.
36. Prepare bite registration materials
37. Mount and label radiographs.
38. Record/chart oral conditions.
39. Record dental treatment notes.
40. Assist with inventory control and purchasing tasks.

**Minnesota Expanded Duties**
1. Expose and process dental radiographs.
2. Perform mechanical polishing of the teeth.
3. Apply fluoride treatments.
4. Take alginate impressions.
5. Take bite registrations
7. Place and remove rubber dam isolation.
8. Fabricate and adjust temporary crowns and bridges.
9. Place and adjust temporary restorations.
10. Remove excess cement.
11. Apply topical anesthetics.
12. Apply topical medications as prescribed by the dentist.
13. Place and remove matrices.
15. Monitor N2O-02 sedation
16. Place and remove periodontal packs.
17. Remove sutures.
18. Dry endodontic canals.
19. Place temporary restorative materials in endodontic access openings.
20. Apply bleaching agents to the teeth.

**Minnesota Orthodontic Expanded Duties**
1. Take accurate alginate impressions
2. Take accurate bite registrations
3. Place and remove elastic orthodontic separators
4. Etch enamel surfaces prior to orthodontic bonding.
5. Pre-selects orthodontic bands.
6. Place and remove alastics.
7. Place and remove metal ligature ties.
8. Remove excess cement.
9. Remove excess bonding agent with hand instruments.
10. Remove excess bonding agent with rotary instruments.
11. Remove orthodontic bands and brackets.
12. Cut archwires, remove loose bands, or remove loose brackets on orthodontic appliances to provide palliative treatment.
D. LEARNING OUTCOMES (GENERAL): The student will be able to: Continued...

**Dental Infection Control/Hazards Management**
1. Perform handscrubs and apply hand sanitizers.
2. Select and don appropriate PPEs.
3. Prepare and manage disinfecting agents.
4. Manage dental unit contained waterline systems.
5. Pre-clean and disinfect dental treatment surfaces/rooms.
6. Place operatory surface barriers
7. Inspect, prepare, and pre-clean instruments for recirculation.
8. Operate ultrasonic cleaners or instrument washers.
10. Operate sterilizing machines.
11. Sterilize instruments.
12. Disinfect instruments/items.
14. Manage hazardous waste and sharps.
15. Employ exposure control protocols.
16. Assist in managing MSDS system.
17. Assist in managing hazardous chemicals labeling system.

**Laboratory Skills**
1. Clean and polish dentures.
2. Pour plaster and stone models.
3. Trim study models, restorative models and orthodontic models.
4. Fabricate custom temporary crowns and bridges.
5. Fabricate custom acrylic trays.
6. Fabricate bleaching trays.
7. Fabricate mouthguards.
8. Fabricate orthodontic retainers.
10. Fabricate stone dies.

**Office Skills**
1. Perform patient/guest reception.
2. Manage dental patients.
3. Schedule and confirm dental appointments.
4. Provide effective telephone communications.
5. Assist with recall programs.
6. Manage dental records.
7. Make accurate chart entries.
8. Make accurate computer entries.
9. Prepare business correspondence
11. Perform bookkeeping tasks.

**Professional Dental Assistant Traits**
1. Demonstrates effective communication skills, employs professional language and manner; demonstrates appropriate body language.
2. Demonstrate effective human relations, treats staff and patients with kindness and respect, demonstrates empathy; relates well to staff and patients.
3. Demonstrates a positive, can-do attitude, exhibits mature behavior; accepts constructive feedback appropriately.
4. Demonstrates a pleasant, cheerful, friendly, and approachable manner.
5. Demonstrates strong work ethic; strives for excellence rather than minimal quality, improves steadily.
6. Demonstrates initiative, keeps constructively busy, is a self-starter and is self-motivated.
7. Demonstrates dependability and reliability and helps others in team efforts.
8. Demonstrates adaptability and flexibility; Is able to maintain composure in difficult situations.
9. Exhibits a professional appearance and uniform; is alert and awake.
E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Weekly evaluation of all competencies by a dentist (or their representative) and a dental assistant in the dental office.
   2. Conferences regarding progress with dental office staff.
   3. Weekly Dental Assistant Program staff visit the intern in the office to conference with the dental staff and the intern.
   5. Intern maintains a record of their hours at each clinical rotation.
   6. Intern prepares for and participates in scheduled Dental assisting Internship seminars.
   7. Students evaluate each internship rotation.

G. RCTC CORE OUTCOME(S) ADDRESSED:
   - Communication
   - Critical Thinking
   - Global Awareness/Diversity
   - Civic Responsibility
   - Personal/Professional Accountability
   - Aesthetic Response

H. SPECIAL INFORMATION (if any):
   1. Malpractice Insurance
   2. Health Insurance
   3. Approved state and national background studies.
   5. Students must provide their own transportation for their assigned internships.
   6. Internships are arranged and assigned by the Director of the Dental Assisting Program.
   7. Students must comply with all policies as stated in the DA 1280: Dental Assisting Internship syllabus.
   8. Students must wear the RCTC Dental Assistant Program uniform during their internship and maintain their professional uniform/appearance.
   9. Students must provide their own OSHA approved safety glasses during internship.
   10. Students must maintain professional dental assistant etiquette throughout their internships.
   11. Students are required to successfully complete a minimum or 300 hours of dental assisting internship and attend all internship seminars to comply with the ADA Accreditation Standards or a Dental Assisting Internship.