



INTRODUCTION TO DENTAL ASSISTING TRAINING PROGRAMME

COURSE DESCRIPTION

IDCS Introduction to Dental Assisting Training Programme is a one week comprehensive course designed to give students an introduction and 'real' understanding of the dental profession. This course presents students with the opportunity to gain an initial entry level position into the dental industry as a Dental Assistant, whilst gaining the relevant on the job experience. Further training and career opportunities are discussed and recommended to give students an idea of a career plan within the industry and encourage students to further develop and grow their skills and knowledge.

This course teaches students the core principles of attributes, skills and knowledge that is essential and required long term to become a Dental Assistant of the highest qualities and one that will be highly regarded and sought after within the dental profession.

A Dental Assistant is an integral member within a dental practice that is highly depended upon and valued by not only the Dentist, but the patient.

Students will gain an understanding of what constitutes a high level of patient care, communication skills and how to develop the skills and knowledge required to be able to anticipate the needs of the dentist to provide a high level of support.

The dental profession is a fast growing industry and there is a huge demand for top quality Dental Nurses. A career as a Dental Assistant is a very rewarding and fulfilling career and is a highly respected profession with excellent remuneration prospects.

COURSE MATERIAL

Included in the course is a Powerpoint presentation incorporating text and imagery, in conjunction with a summary of text handouts from “The Manual of Dental Assisting 4e” and other relevant text books. Dental equipment and dental supplies are used throughout the course to create a “real” dental environment and an understanding gained to students as to the how, what, where and when of using this equipment and supplies within a dental practice. Students will also be given the opportunity to purchase the “Manual of Dental Assisting 4e” at a discounted price.

An extensive material selection has been gathered in order to cover the theoretical and practical aspects of the course.

Throughout and at the completion of the course, students will be assessed and evaluated for competency before receiving a certificate.

COURSE CONTENT

DAY ONE

- Overview of the Dental Industry
- Description of the dental team
- Job Description – duties and responsibilities of a Dental Assistant
- Personal and professional presentation
- Attributes, work values and ethics
- Patient Service & Care
- Communication and listening skills
- Dental Anatomy and physiology

DAY TWO

- Review of Anatomy and Physiology

Dental Charting

- Concept of dental charting
- Tooth numbering systems
- Common charting symbols

Dental Terminology / Diseases

- Anatomy of the tooth

- Plaque and calculus
- Gingivitis and periodontal disease
- Dental caries and decay formation

Set up of the Dental Surgery

- Dental chair
- Air compressor
- Seating and suction techniques
- Control of lighting and light adjustment
- Setting up the dental surgery

Dental Equipment

- Handling and correct holding of equipment
- Description of equipment and instruments

Introduction to Dental Practices (General Practice)

- Dental exam including x-rays
- Amalgam restorations
- Composite restorations
- Scale and cleans

Instrumentation and exchange of dental instruments

- Basic instrument set ups
- Preparation, setting up and passing instruments during dental procedures for:
 - Amalgam restorations
 - Composite restorations
 - Scale and cleans

DAY THREE

Review of Dental Charting and Day 2

Specialties in Dentistry

- Endodontics
- Orthodontics
- Paedodontics
- Oral Surgery
- Prosthodontics
- Periodontics

Stock Management

- Stocking the surgery for treatment
- Monitoring dental supplies
- Ordering dental supplies

DAY FOUR**Infection Control**

The importance of providing a high standard of infection control is focused on strongly in this module and throughout the entire course.

- Viruses, bacteria & fungi
- Personal hygiene
- Hand washing techniques
- Principles of Standard Infection Control Procedures
- Personal Protective Equipment
- Immunisation

OH&S

- Work safe practices
- Clinical and general waste
- Sharps and disposal of sharps

The Dental Act

- Health Regulation (Drugs & Poisons)

DAY FIVE**Review of days 1-4**

- Overview of all topics covered in the course
- Question and Answer Time
- Exam

LEARNING OUTCOME

On completion of this course, students will have an understanding of the role and responsibilities a Dental Assistant plays within a dental environment. Students will have learned the important attributes of a quality Dental Assistant and how to provide a high level of clinical assistance to the Dentist and other dental professionals.

TARGETED INDIVIDUALS

- Individuals seeking employment as a Dental Assistant
- Individuals with a nursing background wanting a career change into the dental industry
- Individuals that are currently working as a Dental Receptionist that are wishing to gain employment as a Dental Assistant
- Dentists wishing to up skill or provide further training to their staff i.e. junior Dental Assistants/Dental Receptionists

COURSE DURATION

5 Days (Monday to Friday)

Successful Completion of the post course assessments will result in the awarding of Units of competency:

- **HLTIN302A Process reusable instruments & equipment in health work**

and partial completion of the requirements for HLT31807 Cert III in Dental Assisting.