



Western Technical College

31508307 Dental Assistant Professional

Course Outcome Summary

Course Information

Description	Helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team and the community. Emphasis is placed on maintaining professionalism which includes confidentiality and informed consent.
Career Cluster	Health Science
Instructional Level	Technical Diploma Courses
Total Credits	1
Total Hours	36

Pre/Corequisites

Prerequisite 10508103 Dental Radiography

Textbooks

Dental Assisting: Comprehensive Approach. 6th Edition. Copyright 2022. Singahl, Vaishali, Susan Kantz, Melissa Damatta, Donna Phinney, and Judy Halstaed. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-45652-1. Required.

Program Outcomes

1. DA-1 year: Demonstrate professional behaviors, ethics, and appearance

Course Competencies

1. **Illustrate how the role of the dental assistant integrates with the roles of other members of the**

dental team

Assessment Strategies

- 1.1. in an oral, written or graphic assessment

Criteria

Your performance will be successful when:

- 1.1. you identify members of a typical dental team
- 1.2. you compare scope of practice for each member of the team
- 1.3. you compare educational requirements for each team member

2. Exhibit a professional appearance for a dental practice or dental healthcare environment

Assessment Strategies

- 2.1. by completing or obtaining self, peer, or instructor evaluation according to the personal appearance criteria
- 2.2. by preparing a reflection on your professional appearance evaluation

Criteria

Your performance will be successful when:

- 2.1. your hair is clean, dry, and off your face and collar with no obtrusive hair ornaments
- 2.2. your nails are clean, short, and free of colored nail polish, adornment, and artificial tips
- 2.3. your peers and instructor notice no offensive body odors (including tobacco, alcohol)
- 2.4. you model good oral hygiene
- 2.5. you wear regulation uniform that is clean, pressed, and in good repair
- 2.6. you wear closed toe, puncture and moisture resistant shoes and laces that are clean and in good repair along with appropriate socks
- 2.7. your undergarments are not visible through your uniform
- 2.8. you reveal no bare skin when bending, stretching and reaching
- 2.9. you adhere to program policies regarding wear jewelry, visible body ornamentation, or visible tattoos
- 2.10. you wear minimal make-up and no fragrance
- 2.11. your reflection describes what you learned about professional appearance expectations that you didn't know prior to enrolling in this program
- 2.12. your reflection identifies and speculates on the reasons for differences among self, peer, and instructor evaluation
- 2.13. your reflection summarizes ways in which you met or exceeded the criteria
- 2.14. your reflection includes goals for improving your professional appearance and notes any costs involved in reaching those goals

3. Maintain professional confidentiality

Assessment Strategies

- 3.1. by responding to scenarios that present confidentiality issues and decisions

Criteria

Your performance will be successful when:

- 3.1. response correctly identifies confidentiality issues
- 3.2. response presents effective strategies to prevent a breach of confidentiality
- 3.3. response is tactful

4. Cultivate a professionally ethical climate

Assessment Strategies

- 4.1. in an oral, written or graphic response to ethical dilemmas

Criteria

Your performance will be successful when:

- 4.1. you accurately identify the ethical issue
- 4.2. you explain why it is an ethical issue
- 4.3. you propose a course of action
- 4.4. you predict the impact of proposed course of action

- 4.5. you logically defend choice

Learning Objectives

- 4.a. Use terminology as related to ethics and jurisprudence appropriately
- 4.b. Explain the importance of ethics and law to dentistry
- 4.c. Compare the various types of law that affect the practice of dentistry
- 4.d. Differentiate among various types of consent
- 4.e. State how dentistry follows ethical principles in regards to professional responsibilities and rights
- 4.f. Describe how a dental assistant can help prevent malpractice lawsuits

5. Respond to a request to perform a task that is not legally permitted to be delegated to a dental assistant

Assessment Strategies

- 5.1. in an oral, written, or graphic assessment

Criteria

Your performance will be successful when:

- 5.1. you communicate your concern in a polite and professional manner
- 5.2. you define the problem, referencing the appropriate state statute
- 5.3. you point out the risks of undertaking a task that is out of the scope of the dental assistant role
- 5.4. you ask to be excused from undertaking the task

Learning Objectives

- 5.a. Explain the importance of the State Dental Practice Act
- 5.b. Identify the function of the State Board of Dentistry
- 5.c. Examine the impact of state regulations and legislation on your role as a dental assistant
- 5.d. State the legal expanded functions delegable to dental assistants in Wisconsin
- 5.e. Differentiate among licensure, certification and registration

6. Prepare your dental assistant resume and cover letter

Assessment Strategies

- 6.1. in the development of a resume and cover letter

Criteria

Your performance will be successful when:

- 6.1. you honestly present information that to the best of your knowledge is true
- 6.2. resume contains only relevant information
- 6.3. resume reflects your capability and skills
- 6.4. resume documents work history in chronological order beginning with the most recent
- 6.5. resume contains clear evidence of the skills/training necessary to do the job
- 6.6. resume is easy to read: no incomplete sentences, elimination of "I," no long paragraphs, organized to highlight most important information
- 6.7. resume presents a professional image--high quality type, printing, and paper
- 6.8. resume has 100 percent correct spelling and grammar
- 6.9. cover letter follows standard business letter format
- 6.10. cover letter showcases your professional qualifications and skills
- 6.11. cover letter requests an interview
- 6.12. cover letter has 100 percent correct letter format

7. Prepare for a job interview for a dental assistant position

Assessment Strategies

- 7.1. in a mock interview
- 7.2. in a portfolio or social media profile or other tool identified by your instructor

Criteria

Your performance will be successful when:

- 7.1. you arrive for interview early
- 7.2. you dress professionally
- 7.3. you greet the interviewer with confidence and warmth

- 7.4. you demonstrate comfortable, poised manner
- 7.5. you maintain appropriate eye contact
- 7.6. you are courteous
- 7.7. you honestly present information that to the best of your knowledge is true
- 7.8. you answer questions thoroughly, without presenting irrelevant or inappropriate information
- 7.9. you show sincere interest and enthusiasm for the employment situation
- 7.10. you ask questions that show knowledge about the dental office and insight about the job, but are not benefits-related
- 7.11. you express appreciation to the interviewer(s)
- 7.12. you showcase your qualifications and skills to present yourself as a high performing candidate (i.e. portfolio, social media profile)

8. Develop a professional development plan

Assessment Strategies

- 8.1. in the development of a professional development plan

Criteria

Your performance will be successful when:

- 8.1. your plan is focused on your continued growth after graduation
- 8.2. your plan sets goals for completing certification and other professional growth goals
- 8.3. your plan specifies professional organizations that you will join, illustrating how your membership will contribute to your professional development
- 8.4. your plan lays out strategies and timelines for professional development

Learning Objectives

- 8.a. Explain the benefits of joining professional organizations
- 8.b. Identify the pathways of obtaining certification by the Dental Assistant National Board (DANB)
- 8.c. State the requirements necessary to maintain current certification status