Expanded Functions Dental Assistant

Credential Awarded	**Diploma**
Program Quarter Credits	**60**
Instructional Weeks	**48**
Out-of-Class Work Hours	**260**
Total Clock Hours	**1040**
Mode of Delivery	**Hybrid** Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

Objective

The Expanded Functions Dental Assistant's (EFDA) role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the Expanded Functions Dental Assistant program is to provide quality career education that prepares students not only for seeking entry-level employment in the dental field but also for life-long learning and personal and professional growth.

Description

Expanded Functions Dental Assistants perform a variety of patient care, office, and laboratory responsibilities. In the Commonwealth of Pennsylvania, EFDAs perform coronal polishing; apply matrix bands, wedges, cavity liners and bases; place amalgam/composite restorations and including temporary restorations; place sealants, place and remove dental dams; take impressions of patients for study models, to create mouth guards, and bleaching trays from diagnostic casts, and fabricate provisional coverage under the direct supervision of a licensed dentist. Additionally, an EFDA will perform all Dental Assisting functions to include, taking various types of radiographs, sterilizing and disinfect instruments and equipment, preparing and set up of the instruments and materials required to treat each patient, and obtaining and updating patients' dental records. EFDAs make patients comfortable in the dental chair and prepare them for treatment. The EFDA curriculum provides a basic foundation and understanding in health sciences and hands-on training in using the technology necessary to perform tasks typically performed by an Expanded Functions Dental Assistant.

Externship

A 12-week externship component is included in this program to provide students with the opportunity to apply their dental and EFDA knowledge and skills to real-life situations in a dental setting. EFDA students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates of this program will be prepared and are eligible to register for the National Board's (DANB) Radiation Health and Safety (RHS) Examination, and the EFDA Pennsylvania State Board Certification Examination.

Career Opportunities

Graduates of the Expanded Functions Dental Assistant Program are prepared to seek entry-level employment in the office of a licensed dentist performing any task, as deemed appropriate by the dentist, and allowable under the state's dental practice act.

Graduation Requirements

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
4. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services.
5. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	0	4
AHP105	MEDICAL TERMINOLOGY	60	0	4
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY	60	0	4
DAS110	FUNDAMENTALS OF DENTAL ASSISTING	60	0	4
DAS116	INFECTION CONTROL	60	0	4
DAS120	DENTAL PROCEDURES AND TECHNIQUES	60	0	4
DAS125	DENTAL MATERIALS AND LAB TECHNIQUES	60	0	4
DAS130	DENTAL RESTORATIVE PROCEDURES	60	0	4
DAS135	DENTAL RADIOLOGY	60	0	4
DAS140	DENTAL OFFICE PROCEDURES AND BILLING	60	0	4
DAS145	DENTAL SPECIALTIES AND EXPANDED FUNCTIONS	60	0	4
DAS151	DENTAL CAPSTONE	60	0	4
DAS190	EXTERNSHIP I	160	0	6
DAS195	EXTERNSHIP II	160	0	6

AHP105, AHP106: Online Delivery

Schedule

Morning: 9:00 A.M. – 2:00 P.M. Mon through Thurs
Evening: 6:00 P.M. – 11:00 P.M. Mon through Thurs

**Required externship hours may be scheduled outside of typical class sessions.*
Externship hours will be available during typical office hours. Hours are subject to change.

Course Descriptions

AHP101 : INTRODUCTION TO HEALTH PROFESSIONS

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

Quarter Credits	**4**
Clock Hours	**60**

Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP105 : MEDICAL TERMINOLOGY

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP106 : MEDICAL ANATOMY AND PHYSIOLOGY

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS110 : FUNDAMENTALS OF DENTAL ASSISTING

This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy. Students will be introduced to dental office communication and business operating systems.

Quarter Credits	**4**
Clock Hours	**60**

Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS116 : INFECTION CONTROL

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry. This includes infection prevention and control practices, the chain of infection, standard and transmission-based precautions, barriers, and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS120 : DENTAL PROCEDURES AND TECHNIQUES

This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS125 : DENTAL MATERIALS AND LAB TECHNIQUES

This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.

Quarter Credits	**4**
Clock Hours	**60**

Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS130 : DENTAL RESTORATIVE PROCEDURES

The goal of this course is to introduce students to the practices in dentistry. The student should be able to describe and demonstrate dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS135 : DENTAL RADIOLOGY

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS140 : DENTAL OFFICE PROCEDURES AND BILLING

This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to dental practice management software where the students input patient information, schedule appointments and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system, are reviewed. Career development techniques along with the importance of professional oral and written communication in the dental office are also examined.

Quarter Credits	**4**
Clock Hours	**60**

Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS145 : DENTAL SPECIALTIES AND EXPANDED FUNCTIONS

In this course, students will explore Expanded Functions Dental Assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS135**

DAS151 : DENTAL CAPSTONE

This course provides a comprehensive review of program contents to prepare students to enter the externship experience. Students are also given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence, communication, business office procedures, infection and hazard control, instrumentation, illumination, radiology, dental charting and chairside functions are reviewed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS135**

DAS190 : EXTERNSHIP I

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**160**
Lecture Hours	**10**

Externship Hours	**150**
Prerequisites	**DAS151**

DAS195 : EXTERNSHIP II

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**160**
Lecture Hours	**10**
Externship Hours	**150**
Prerequisites	**DAS190**