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CLASS QUIDELINE for TEACHERS

**Week 1**: Students will have read chapter 7 (Surface Disinfection and Treatment Room Preparation) and Chapter 16 (Oral Radiography).

Start of Class: Roll Call

Lecture on Treatment Room Preparation- Chapter 7

Watch Video, “If Saliva Where Red”

**Break 9:50 to 10:05**

Lecture on Radiography-Chapter 16

Show proper setup of Rinns, have students practice putting Rinns together.

**Lunch 12:00 to 1:00**

Roll Call

Lab :

Demonstrate proper cleaning of rooms between patients

Room 1: Students begin to take FMX’s or Bitewings on Dexter, One student can assist while the other student takes X-rays. Explain proper use of Nomad, how to operate, how to limit exposure to X-rays. Proper care and use of lead apron (please hang on hooks at end of class).

Room 2: Practice using equipment, working air water syringe, suctioning, HVE on each other.

**Break 2:55 to 3:10**

Room 3: Intro to software

Working the autoclave, cleaning the rooms in between patients, review when to don gloves, wear a mask, washing hands, face shield.

Learn how to take Blood Pressure.

Explain duties for end of day clean up in the dental office and students clean up. Sweep, mop as needed, empty trash, run autoclave, put everything up in its place, clean up stone from sink, counters and floor.

Assign Homework: Read Chapter 4 (Oral Anatomy) and Chapter 9 (Clinical Dentistry) and Chapter 10 (Moisture Control).

**Week 2:** Students will have read Chapters 4, 9 and 10 before class.

Start of Class: Roll Call

Quiz on Chapters 7 Treatment Room Disinfection and Chapter 16 Oral Radiography

Review quiz and answer any questions.

Lecture on Chapter 4 Dental Anatomy (What’s normal, what’s not)

**Break 9:50 to 10:05**

Lecture on Chapter 9 Clinical Dentistry and Chapter 10 Moisture Control

**Lunch 12:00 to 1:00**

Roll Call

Lab:

Review software, lead apron and nomad (they will have forgotten)

Practice taking bitewings and learn to take posterior PAs

Demonstrate Alginate Impressions, Pour up & Trim first models if time.

Practice suctioning and use of cotton roll placement and dry angles.

Show and demo how the rubber dam is used and helps to control moisture by keeping designated area isolated.

Supervise cleaning of room in between patients, proper timing of gloves (students like to put on way before they are needed). Explain this is the last thing they put on before going into the mouth.

Identify oral anatomy on each other

Take blood pressure, practice using the equipment

**Break 2:55 to 3:10**

Basic software practice

Disinfecting of rooms between patients, working the autoclave.

Finish up 30 minutes early, students will clean clinic and lecture area (waiting room) as if it is the end of the day at their dental office. (Condensing and emptying trash, sweeping, mopping, no stone on lab floor or in sink. Review what they learned, what will be on the quiz for next week. Answer questions.

Assign Homework: Read Chapter 6 Infection Control and Chapter 12 The Dental Examination and Chapter 11(The Dental Patient) before class.

**Week 3:** Students will have read Chapter 6 (Infection Control) and Chapter 12 (The Dental Examination) and Chapter 11(The Dental Patient).

Start of Class: Roll Call

Quiz on Chapter 4 Oral Anatomy and Chapter 9 Clinical Dentistry and Chapter 10 Moisture Control

Review quiz and answer any questions

Lecture on Chapter 6 Infection Control

**Break 9:55 to 10:10**

Lecture on Chapter 12 The Dental Examination and Chapter 11 The Dental Patient

**Lunch 12:00 to 1:00**

Roll Call

Lab:

Go over instruments in basic exam kit

Demo uses of the mirror such as retraction, reflection, light illumination

Gathering information for Comprehensive Exam such as BP, Health History, Patient Registration form.

Asking the right questions such as last dental visit, anything bothering you?

Gathering information for emergency exam such as having the patient describe the symptoms and pointing to the tooth hurting. “Does it bother you to: chewing, cold, hot, throbbing, lingering pain, waking up in the middle of the night, how long in pain?”

Finish Trimming Models from previous week.

**Break: 2:55 to 3:10**

Charting on computer (choose the software you are familiar with, Dentrix or Eaglesoft)

Working the autoclave, disinfecting rooms, practicing the suction, passing instruments, assign x-rays for recare appointment, new patient appointment, emergency exam appointment. Roll playing and going through the steps is always fun. Take impressions on each other or Dexter, pour up and trim (an impression, pour up or trim should be done at every class).

Assign Homework: Read Chapter 17 Dental Disease Prevention and Chapter 22 Impressions

**Week 4:** Students will have read Chapter 17(Dental Disease Prevention) and Chapter 22(Impression Materials)

Start of Class: Roll Call

Quiz on Chapter 6 Infection Control and Chapter 11 The Dental Exam and Chapter 12 The Dental Patient

Review quiz and answer any questions.

Lecture: Dental Disease Prevention Chapter 17

**Break: 9:55 to 10:10**

Lecture: Impressions Chapter 22

**Lunch: 12:00 to 1:00**

Lab:

Practice FMX on each other without taking actual x-rays

Take Impressions, Pour up models, Trim Models

Take bite registration using gauze tray as well as applying directly to the teeth.

Use playdough to mix two colors as if it was putty, time the students for 1 minute to mix, place in tray and place in Dexter’s mouth.

**Break: 2:55 to 3:10**

Practice suctioning, practice passing instruments, practice flossing on each other, FL2 gel or Varnish.

Demonstrate proper brushing by hand and with Sonicare Oral B or hand brushing. Demo disclosing solution.

Last 30 minutes of class clean up as if it was the end of the day in the dental office. Trash, sweeping, mopping, no stone on floor, no stone in sink. All dirty instruments to right of autoclave, all sterilized instruments to the left of the autoclave.

Assign Homework: Read Chapter 13 (Medical Emergencies) and Chapter 5 (Disease Transmission).

At some point from here on the CPR class will be scheduled by the director. CPR class will be scheduled on Saturdays at 9 A.M. All other classes should try to attend. The signup sheet will be on bulletin board or, emailed or text to you. Please let your students know. The school pays for all students.

**Week 5:** Students will have read Chapter 13 (Medical Emergencies) and Chapter 5 (Disease Transmission).

Start of Class: Roll Call

Quiz on Chapter 17 Preventive Care and Chapter 22

Review quiz and answer any questions.

Lecture: Chapter 13 Medical Emergencies

Lecture: Chapter 5 Disease Transmission

**Lunch 12:00 to 1:00**

Students will continue to practice alginate impressions or trimming models at every class. Students will continue to practice x-rays at every class. The goal should be to take an FMX on Dexter in 10 to minutes by the time they finish the class.

Go over possible emergencies in the dental office and what is done. Fire, tornado, emergency with patient. Rolls of each individual involved. Yearly emergency training, yearly OSHA training etc.

If time, begin to review names of composite instruments. Have students take photos with the name of instrument next to it for study purposes. Burnisher, condenser, explorer, excavator, Cleoid/discoid, bite paper holder, tofflermyer, wedges. All students should master the tofflermyer. How to load syringes. (please reuse needles and syringes).

Homework Assignment: Read Chapter 15 Radiation Safety and Chapter 21 Restorative Procedures.

**Week 6:** Students will have read Chapter 15 Radiation Safety and Chapter 21 Restorative Procedures.

Start of Class: Roll Call

Quiz on Chapter 13 Medical Emergencies and Chapter 5 Disease Transmission

Review quiz and answer any questions.

Lecture: Chapter 15 Radiation Safety

**Break: 9:55 to 10:10**

Lecture: Chapter 21 Restorative

**Lunch: 12:00 to 1:00**

Roll Call

Lab:

Assisting during a Restorative Procedure. Pass instruments in the order they are needed. Students must memorize the order of composite instruments and should take the sheet to their externship.

FMX’s timed on Dexter or each other.

**Break: 2:55 to 3:10**

Software practice (charting, recording periodontal probing, note taking, scheduling follow up appointments, recording blood pressure, recording symptoms). Demonstrate how to assemble the matrix band. Go over order of composite filling procedures with instruments. Students need to learn the name of the instruments and memorize the order of procedure.

Clean up clinic, review what they learned, answer questions, review for next quiz.

Homework Assignment: Chapter 14 (Pain and Anxiety Control) and Chapter 25 Endodontics.

**Week 7:** Students will have read Chapter 14 Pain and Anxiety Control and Chapter 25 Endodontics

Start of Class: Roll Call

Quiz on Chapter 15 Radiation Safety and Chapter 21 Restorative Procedures

Review quiz and answer any questions.

Lecture: Chapter 14 Pain and Anxiety Control

**Break: 9:55 to 10:10**

Lecture: Chapter 25 Endodontics

**Lunch: 12:00 to 1:00**

Roll Call

Lab:

Practice Assisting during a filling, placing the topical anesthetic, Assisting during Endo, go over files, broaches, endo explorer, FMX timed, impressions, pour up & trim, charting on software, note taking, perio charting, role play seating patient, going over health history, Blood Pressure.

Have students roll play taking patients back ,take blood pressure, explain procedures and have consent form presented.

Homework Assignment: Read Chapter 8 (Instrument Processing) and Chapter 20(Restoration and Esthetic Dental Materials).

**Week 8:** Students will have read Chapter 8, Instrument Processing and Chapter 20 Restoration and Esthetic Dental Materials.

Start of Class: Roll Call

Quiz on Chapter 14 Anxiety Control and Chapter 25

Review quiz and answer questions

Discuss Externships (students can begin externships at the 10th week).Externship forms are on web site for hand outs. These must be handed in when complete. We want to know how many of each procedure they did, please do not put check marks. Students should start internships by the 10th week. Students must keep daily notes, discuss experiences in class and write a final one page report on their experience or share verbally. The Externship form and one page report will be handed in once externship is complete.

Lecture: Chapter 8 Instrument Processing. (This will be brief as they are already applying this).

**Break: 9:55 to 10:10**

Lecture: Chapter 20 Restoration and Esthetic Dental Materials

**Lunch: 12:00 to 1:00**

Roll Call

Lab:

FMX timed, students who haven’t run the autoclave need to. All students should know how to run the equipment by now.

Practice filling routine and passing instruments,

Impressions, pour ups and begin making bleaching trays

Practice Crown prep and temp crowns

Make sure students understand how to chart and perio chart on paper for when software goes down (because we know it will).

Homework Assignment: Read Chapter 2(Legal Aspects of Dental Assisting) and Chapter 19 (Instruments and Hand Pieces) and Chapter 23(Prosthodontics and Dental Implants).

**Week 9:** Students will have read Chapter 2 Legal Aspects of Dental Assisting, Chapter 19 Instruments and hand pieces and Chapter 23 Prosthodontics and Dental Implants.

Start of Class: Roll Call

Quiz on Chapter 8 Instrument Processing & Chapter 20 Restoration and Esthetic Dental Materials

Review quiz and answer questions

Lecture: Chapter 2 Legal Aspects of Dental Assisting, Texas laws, procedure in getting registered and time frame and cost is covered in this lecture.

Web site and cost for students to take Radiation Class to become registered. Pull up Texas Dental Board web site and show students where they need to go to register and the steps.

Go to web site <https://smile.uthscsa.edu/course?rc=32Xxe3> to show where to take class needed before registering with the board.

Students need to know Chapter 114 is where they can find what they are allowed to do.

**Break 9:55 to 10:10**

Lecture: Chapter 19 Instruments and Hand Pieces and Chapter 23 Prosthodontics and Dental Implants.

**Lunch: 12:00 to 1:00**

Roll Call

Lab:

FMX timed, Impression taking and making a temporary crown, bleaching trays for those still not done.

Practice assisting during a root canal procedure

Practice assisting during a filling

Homework Assignment: Read Chapter 24 Periodontics and Chapter 28 Orthodontics and Chapter 26 Oral and Maxillofacial Surgery.

**Week 10:** Students will have read chapters 24, 26, 28

Start of Class: Roll Call

Quiz on Chapter 2 legal Aspects, 19 Instruments and Hand Pieces and chapter 23 Prosthodontics and Dental Implants

Review quiz and answer questions

Lecture: Chapter 26 Oral Surgery, Discuss resumes, hand out samples of resumes.

Discuss Externships (students can begin externships after this class).Externship forms are on web site for hand outs. These must be handed in when complete. We want to know how many of each procedure they did, not check marks. Students should starts internships by the 10th week. Student must keep daily notes, discuss experiences in class and write a final one page report on their experience or share verbally.The Externship form and one page report will be handed in once externship is complete.

**Break: 9:55 to 10:00**

Lecture: Chapter 24, Periodontics and Chapter 28 Orthodontics

Talk about resumes, hand out sample resumes

**Lunch: 12:00 to 1:00**

Roll Call

Lab:

Room 1 FMX timed

Room 2 Set up of Oral Surgery for extraction, different tools for extractions

Room 3 Finish making Bleaching trays

Room 4 Practice using software

Give students their quizzes back to study the final with.

Homework Assignment: Read Chapter 29 (The Job Search), Write a resume if not done. Resumes should be given to instructor mainly to proof read.

**Week 11:** Students will have read Chapter 29(The Job Search) and have written a resume.

Start of Class: Roll Call

Quiz on Chapter 24 Periodontics, Chapter 26 Oral Surgery and Chapter 28 Orthodontics

Review quiz and answer questions. (most of the test questions will be on Oral Surgery).

Lecture: Open discussion on externships, what are they learning, are offices allowing them to assist and take x-rays. Discuss the job search, interviewing, how to dress, questions to ask, questions to discuss.

**Break: 9:55 to 10:10**

Lecture: Review resumes written by students, make suggestions to help perfect the resume’.

Review for final exam

**Lunch: 12:00 to 1:00**

Roll Call

Lab:

Room 1 FMX Timed, allow the students to practice what they feel they need more work on. Practice, practice, practice for final.

Homework Assignment: Study for final

**Week 12:**

For day classes: Class starts at 9:00

Start of Class: Roll Call

Discuss externships

Collect completed Externship forms if any. Collect text books. Collect quizzes. Students are not allowed to take final if they do not have text books and quizzes. No exceptions.

Take Break before exam if needed.

Split class in half if large and half do written exam while other half will do hands on final.

Answer questions Before Written Final of 50 questions, 2 hours to finish .No break during exam, no talking, no cell phones.

After the exam if you have students needing to make up hours or feel like they still need to practice, have them stay after final to practice more. The teachers should be available to the students if they need. Teachers may leave after the last student leaves or at 5, whichever comes first.

Lab Final:

FMX timed if the student has not demonstrated this in class yet

Demonstrate proper use of High Speed Suction if student has not demonstrated in class yet

Demonstrate proper use of Low speed suction if student has not demonstrated in class yet

ID Instruments (choose several instruments from composite or Root Canal Set up for the student to ID)

Using software’s have student chart restorations on several teeth; make an appointment for a new patient, Perio chart, make notes for use of N2O during a procedure as well as notes for anesthetic.

Students will be notified of their scores within 3 days of taking final. A Certificate of Completion will be given to them once externship is complete, once all financial obligations have been met so everyone may be receiving their certificates at different times. The student will come by the school to pick up their Certificates of Completion.