

**Florida Department of Education  
CLUSTER CURRICULUM FRAMEWORK**

**Program Title: Dental Assisting, Non-accredited**

PSAV

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|------------------------|--|
| <b>Program Numbers</b> | <b>H170102</b>   |
| CIP Number             | 0317.010102  |
| Grade Level            | 30, 31   |
| Facility Code          | 252  |
| VSO                    | HOSA   |
| Coop Method            | No   |
| Apprenticeship         | No   |
| Standard Length        | 720hrs - Non-accredited                                |
| Certification          | DENTAL HYG @5<br>DENTL ASST @7 G<br>DENTAL TEC \$7 \$G |
| <b>Basic Skills</b>    |  |
| Math                   | 10   |
| Language               | 10   |
| Reading                | 10   |

- I. **MAJOR CONCEPTS/CONTENT:** The program is designed to prepare students for employment as dental assistants SOC Code 31-9091 and dental auxiliaries (dental assistants) and to take the Dental Assisting National Board Examination. The program should meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

The standard length for the non-accredited program is 720 hours which includes 90 hours for the Health Science Core.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

- II. **PROGRAM STRUCTURE:** This program is a planned sequence of instruction consisting of one program and 2 occupational completion points. When the recommended sequence is followed, the structure will allow students to complete specified portions of the program for employment or remain for advanced training.

This program meets the goals of TECH PREP and is based on the model developed by the Allied Health Articulation Task Force.

Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in either of the programs:

DENTAL ASSISTING

Dental Assisting 1230 Hours  
Dental Assisting, non-accredited 720  
Hours

|   |   |
|---|---|
| Dental Assisting<br>1140 hours<br>Dental Assisting non-accredited 630 hours<br>12.0-22.0 OCP B-Dental Assistant- SOC Code 31-9091 | OCP-B 66002<br>SOC-31-9091                                  |
| Health Science Education Core<br>90 hours<br>01-11 OCP A-Basic Healthcare Worker-   | OCP-A<br>Basic<br>Healthcare<br>Worker<br>Industry<br>Title |

**III. LABORATORY ACTIVITIES:** Clinical/laboratory experiences are integrated with the didactic portion of this program.

**IV. SPECIAL NOTES:** This program meets the Department of Health's HIV/AIDS education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that the HIV/AIDS requirements have been met.

Health Occupations Students of America, Inc., is the appropriate Career/Technical Student Organization (CSO) as well as a career related professional organizations for providing leadership

training experiences and for reinforcing specific career/technical skills. CSOs, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065(8), FAC.

This program should meet the accreditation standards for dental assisting education programs (c.1992). For further information, contact: American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

For Florida information contact the Florida Agency for Health Care Administration (AHCA), Division of Health Quality Assurance, Board of Dentistry, 4052 Bald Cypress Way, Tallahassee, FL 32399, 850/245-4161.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In accordance with Rule 6a-10.040, FAC, the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 10, Language 10, Reading 10. These grade level numbers correspond to a grade equivalent score obtained on one of the state designated basic skills examinations. If a student does not meet the basic skills level required for completion from the program, remediation should be provided concurrently in the System for Applied Individualized Learning (SAIL) lab prior to admission in an Adult Basic Education (ABE) setting.

SCANS Competencies: Instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate the methods to improve students' personal qualities and high-order thinking skills.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44 F.S.

Equipment List: A generic equipment list is available for this program and is printed in a supplement to this document.

**V. INTENDED OUTCOMES:**

Outcomes 01-11 are referred to as the Health Science Core and do not have to be completed if the student has previously completed the Core in another health occupations program at any level. The

Core should be taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the national internet certification examination (Nocti) with instructor approval and the completion of a portfolio.

After successfully completing this program, the student will be able to:

**HEALTH SCIENCE CORE (01-11) OCP A-Basic Healthcare Worker- SOC code 31-9099 Healthcare Support Workers, all others**

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate computer literacy.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including AIDS.
- 11.0 Apply basic math and science skills.

**DENTAL ASSISTING (12-22) OCP B-66002 (SOC Code 31-9091)**

- 12.0 Describe the legal and ethical responsibilities of the dental health care worker.
- 13.0 Perform general office procedures.
- 14.0 Identify principles of microbiology and disease prevention and perform infection control procedures
- 15.0 Identify structures and explain functions and pathologies of dental and general anatomy.
- 16.0 Record patient assessment data.
- 17.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
- 18.0 Identify, describe, maintain and utilize dental instruments and equipment
- 19.0 Identify and perform standard dental film, digital and carpal radiographic procedures.
- 20.0 Identify properties and uses, and manipulate dental materials.
- 21.0 Describe principles and perform techniques of preventive dentistry.
- 22.0 Perform chairside assisting for general dentistry and specialty procedures.

Florida Department of Education  
STUDENT PERFORMANCE STANDARDS

**Program Title:** Dental Assisting, Non-accredited  
**CIP Number:** 0317.010102  
**Secondary Number:**  
**Postsecondary Number:** H170102

**HEALTH SCIENCE CORE:** The Health Science Core is a core of basic knowledge necessary for any health occupations career. Students who have previously completed the Health Science Core in any other health occupations program at any level.

OCP A-Basic Healthcare Worker-Industry Title

- 01.0 DEMONSTRATE KNOWLEDGE OF THE HEALTH CARE DELIVERY SYSTEM AND HEALTH OCCUPATIONS--The student will be able to:
- 01.01 Identify the basic components of the health care delivery system.
  - 01.02 Describe the various types of healthcare providers and the range of services available including resources to victims of domestic violence.
  - 01.03 Describe the composition and functions of a health care team.
  - 01.04 Identify the general roles and responsibilities of the individual members of the health care team.
  - 01.05 Develop a basic understanding of human needs throughout the lifespan.
  - 01.06 Explain the importance of maintaining professional competence through continuing education.
  - 01.07 Describe trends affecting the delivery system of health care.
- 02.0 DEMONSTRATE THE ABILITY TO COMMUNICATE AND USE INTERPERSONAL SKILLS EFFECTIVELY--The student will be able to:
- 02.01 Develop basic listening skills.
  - 02.02 Develop basic observational skills and related documentation strategies in written and oral form.
  - 02.03 Identify characteristics of successful and unsuccessful communication including barriers.
  - 02.04 Respond to verbal and non-verbal cues.
  - 02.05 Compose written communication using correct spelling, grammar, and format.
  - 02.06 Use appropriate medical terminology and abbreviations.
  - 02.07 Recognize the importance of courtesy and respect for patients and other health care workers and maintain good interpersonal relationships.
  - 02.08 Recognize the importance of patient/client education regarding health care.
  - 02.09 Adapt communication skills to varied levels of understanding and cultural orientation.
  - 02.10 Demonstrate telephone usage including taking messages.
  - 02.11 Demonstrate ability to give and follow directions.
  - 02.12 Distinguish between factual reports and personal opinion.
  - 02.13 Read and discuss technical material.

- 03.0 DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES--The student will be able to:
- 03.01 Discuss the legal framework of the health care occupation.
  - 03.02 Explain the medical liability of health care workers.
  - 03.03 Explain the patients' "Bill of Rights."
  - 03.04 Describe a Code of Ethics consistent with the health care occupation.
  - 03.05 Discuss the importance of maintaining confidentiality of information, including computer information.
  - 03.06 Recognize the limits of authority and responsibility of health care workers.
  - 03.07 Recognize and report illegal and unethical practices of health care workers.
  - 03.08 Recognize and report abuse and neglect.
  - 03.09 Recognize sexual harassment and domestic violence.
- 04.0 DEMONSTRATE AN UNDERSTANDING OF AND APPLY WELLNESS AND DISEASE CONCEPTS--The student will be able to:
- 04.01 Develop a basic understanding of the structure and function of the body systems.
  - 04.02 Identify personal health practices and environmental factors which affect optimal function of each of the major body systems.
  - 04.03 Identify psychological reactions to illness including defense mechanisms.
  - 04.04 Recognize the steps in the grief process.
  - 04.05 Explain basic concepts of positive self image, wellness and stress.
  - 04.06 Develop a wellness and stress control plan that can be used in personal and professional life.
  - 04.07 Explain the nutrition pyramid.
  - 04.08 Discuss the adverse effects of the use of alcohol, illegal drugs and steroids on the human body.
- 05.0 RECOGNIZE AND PRACTICE SAFETY AND SECURITY PROCEDURES--The student will be able to:
- 05.01 Demonstrate the safe use of medical equipment.
  - 05.02 Recognize and report safety hazards.
  - 05.03 Identify and practice security procedures for medical supplies and equipment.
  - 05.04 Demonstrate proper body mechanics.
  - 05.05 Demonstrate the procedure for properly identifying patients.
  - 05.06 Demonstrate procedures for the safe transport and transfer of patients.
  - 05.07 Describe fire safety and evacuation procedures.
  - 05.08 Discuss JCAHO patient safety goals. ([www.JCAHO.org](http://www.JCAHO.org))
- 06.0 RECOGNIZE AND RESPOND TO EMERGENCY SITUATIONS--The student will be able to:
- 06.01 Monitor and record vital signs.
  - 06.02 Describe legal parameters relating to the administration of emergency care.
  - 06.03 Attain and maintain CPR skills.
  - 06.04 Demonstrate basic understanding of first aid and emergency care.

- 06.05 Recognize adverse drug related emergencies and take appropriate first aid action.
- 07.0 RECOGNIZE AND PRACTICE INFECTION CONTROL PROCEDURES--The student will be able to:
  - 07.01 Demonstrate knowledge of medical asepsis and practice procedures such as handwashing and isolation.
  - 07.02 Demonstrate knowledge of surgical asepsis as utilized in sterilization.
  - 07.03 Describe how to dispose correctly of biohazardous materials, according to appropriate government guidelines such as OSHA.
- 08.0 DEMONSTRATE COMPUTER LITERACY--The student will be able to:
  - 08.01 Define terms and demonstrate basic computer skills.
  - 08.02 Describe the uses of computers in health care.
- 09.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
  - 09.01 Conduct a job search.
  - 09.02 Secure information about a job.
  - 09.03 Identify documents that may be required when applying for a job.
  - 09.04 Complete a job application form correctly.
  - 09.05 Demonstrate competence in job interview techniques.
  - 09.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
  - 09.07 Identify acceptable work habits.
  - 09.08 Demonstrate knowledge of how to make job changes appropriately.
  - 09.09 Demonstrate desirable health habits.
  - 09.10 Recognize appropriate affective/professional behavior.
  - 09.11 Write an appropriate resume.
- 10.0 DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES, INCLUDING AIDS--The student will be able to:
  - 10.01 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens including Hepatitis B.
  - 10.02 Identify community resources and services available to the individuals with diseases caused by blood borne pathogens.
  - 10.03 Identify "at risk" behaviors which promote the spread of diseases caused by blood borne pathogens and the public education necessary to combat the spread of these diseases.
  - 10.04 Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines.
  - 10.05 Demonstrate knowledge of the legal aspects of AIDS, including testing.
- 11.0 APPLY BASIC MATH AND SCIENCE SKILLS--The student will be able to:
  - 11.01 Draw, read, and report on graphs, charts and tables.
  - 11.02 Measure time, temperature, distance, capacity, and mass/weight.
  - 11.03 Make and use measurements in both traditional and metric units.

- 11.04 Make estimates and approximations and judge the reasonableness of the result.
- 11.05 Convert from regular to 24 hour time.
- 11.06 Demonstrate ability to evaluate and draw conclusions.
- 11.07 Organize and communicate the results obtained by observation and experimentation.
- 11.08 Ask appropriate scientific questions and recognize what is involved in experimental approaches to the solution of such questions.
- 11.09 Calculate ratios.

Students completing the following intended outcomes (12-22) meet the requirements of the Dental Assisting program (SOC code 31-9091)Data Code B

- 12.0 DESCRIBE THE LEGAL AND ETHICAL RESPONSIBILITIES OF THE DENTAL HEALTH CARE WORKER--The student will be able to:
  - 12.01 Define commonly used legal vocabulary relating to dentistry.
  - 12.02 Describe ethical considerations/obligations in the dental team-patient relationship.
  - 12.03 Explain risk management.
  - 12.04 Identify areas of Florida Statute 466 and Rule chapter 21 applicable to practice by the dental health workers.
- 13.0 PERFORM GENERAL OFFICE PROCEDURES--The student will be able to:
  - 13.01 Maintain appointment control.
  - 13.02 Maintain an active recall system.
  - 13.03 Prepare and maintain accurate patient records.
  - 13.04 Prepare and maintain patient financial records, collect fees.
  - 13.05 Prepare and maintain office financial records.
  - 13.06 Prepare and maintain dental office inventory control and purchasing.
  - 13.07 Demonstrate public relations responsibilities of the secretary/receptionist.
  - 13.08 Demonstrate skills on office equipment.
  - 13.09 Maintain office environment.
  - 13.10 Receive and dismiss patients and visitors.
  - 13.11 Describe dental office emergencies and their prevention and treatment.
  - 13.12 Implement appropriate JCAHO patient safety goals.
- 14.0 IDENTIFY PRINCIPLES OF MICROBIOLOGY AND DISEASE PREVENTION AND PERFORM INFECTION CONTROL PROCEDURES--The student will be able to:
  - 14.01 Differentiate between pathogenic and non-pathogenic microorganisms.
  - 14.02 Describe pathogens and modes of disease transmission.
  - 14.03 Differentiate between aseptic and non-aseptic environments.
  - 14.04 Perform aseptic handwashing technique.
  - 14.05 Describe and apply methods of cleaning, disinfection and sterilization.
- 15.0 IDENTIFY STRUCTURES AND EXPLAIN FUNCTIONS AND PATHOLOGIES OF DENTAL AND GENERAL ANATOMY--The student will be able to:

- 15.01 Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and blood vessels.
  - 15.02 Identify embryonic development of head, oral cavity, and teeth.
  - 15.03 Identify teeth and their landmarks.
  - 15.04 Describe the histological components of the head, oral cavity, and elements of the teeth and supporting structures.
  - 15.05 Recognize and describe oral pathological conditions.
- 16.0 RECORD PATIENT ASSESSMENT DATA--The student will be able to:
- 16.01 Record medical-dental histories.
  - 16.02 Record assessment of existing oral conditions.
  - 16.03 Record conditions diagnosed by the dentist.
- 17.0 IDENTIFY THE FUNCTIONS OF PHARMACOLOGY AND ANESTHESIA AS THEY RELATE TO DENTISTRY--The student will be able to:
- 17.01 Identify drug requirements, agencies, and regulations.
  - 17.02 Record a drug prescription on patient's chart.
  - 17.03 Identify drug actions, side effects, indications and contraindications; verify with Physician's Desk Reference or its equivalent.
  - 17.04 Identify common drugs used in dentistry.
  - 17.05 Prepare and apply topical anesthetic agent.
  - 17.06 Identify properties of anesthetics.
  - 17.07 Prepare syringes for the administration of local anesthetics.
  - 17.08 Monitor and identify precautions in the use of nitrous oxide-oxygen conscious sedation.
  - 17.09 Identify drugs and chemicals used for infection control in the dental office.
- 18.0 IDENTIFY, DESCRIBE, MAINTAIN AND UTILIZE DENTAL INSTRUMENTS AND EQUIPMENT--The student will be able to:
- 18.01 Identify various types, functions and operations of dental operatory and laboratory equipment.
  - 18.02 Identify types and functions of operative, restorative, surgical, prosthodontic, orthodontic and endodontic dental instruments.
  - 18.03 Maintain dental operatory equipment and instruments.
  - 18.04 Identify types and functions of specific dental hygiene instruments with emphasis on category rather than individual instruments.
- 19.0 IDENTIFY AND PERFORM DENTAL AND CARPAL RADIOGRAPHIC PROCEDURES--The student will be able to:
- 19.01 Describe history, physics and biological effects of ionizing radiation.
  - 19.02 Identify parts of the X-ray machine including accessories.
  - 19.03 Demonstrate radiologic health protection techniques.
  - 19.04 Perform dark room/processing procedures, mix solutions.
  - 19.05 Place and expose standard dental films, digital and carpal radiographic films.
  - 19.06 Identify radiographic anatomical landmarks.
  - 19.07 Mount radiographic surveys.

- 19.08 Maintain unexposed film inventory and storage.
- 20.0 IDENTIFY PROPERTIES AND USES, AND MANIPULATE DENTAL MATERIALS--The student will be able to:
- 20.01 Identify properties and uses and manipulate gypsum.
  - 20.02 Identify properties and uses and manipulate restorative materials.
  - 20.03 Identify properties and uses and manipulate dental cements.
  - 20.04 Identify properties and uses and manipulate impression materials.
  - 20.05 Identify properties and uses and manipulate acrylics and/or thermoplastics.
  - 20.06 Identify properties and uses and manipulate waxes.
  - 20.07 Perform dental laboratory procedures to include the fabrication of casts, custom trays and/or temporary crowns and bridges.
  - 20.08 Clean and polish removable dental appliances.
- 21.0 DESCRIBE PRINCIPLES AND PERFORM TECHNIQUES OF PREVENTIVE DENTISTRY--The student will be able to:
- 21.01 Identify and instruct patients on applicable methods of preventive dentistry.
  - 21.02 Prepare set up for oral prophylaxis and apply anticariogenic treatments.
  - 21.03 Identify the elements of nutrition, basic food groups and acceptable diets.
  - 21.04 Identify deficiencies that manifest symptoms in the oral cavity.
- 22.0 PERFORM CHAIRSIDE ASSISTING FOR SPECIALTY PROCEDURES--The student will be able to:
- 22.01 Prepare and maintain aseptic working area and sterile instruments for intraoral procedures.
  - 22.02 Apply principles of four handed dentistry
  - 22.03 Evacuate and maintain the operating field.
  - 22.04 Perform expanded functions as permitted by the Florida statute/law pertaining to dentistry.
  - 22.05 Assemble instruments and assist in general and specialty dental procedures.
  - 22.06 Prepare tray set-ups for specific specialty procedures.
  - 22.07 Select, prepare, mix, and manipulate correct dental materials for general and specialty procedures.
  - 22.08 Take medical-dental histories.
  - 22.09 Perform a visual assessment of existing oral conditions.
  - 22.10 Chart conditions as diagnosed by dentist.
  - 22.11 Record treatment plan, treatment, and prescriptions in patient's chart.
  - 22.12 Demonstrate appropriate patient management skills.