



Department of Teaching & Learning
Parent/Student Course Information

Dental Assisting II
(VO 8329)
Three Credits, One Year
Grade 12

Counselors are available to assist parents and students with course selections and career planning. Parents may arrange to meet with the counselor by calling the school's guidance department.

COURSE DESCRIPTION

Dental Assisting is a 2-year program for rising 11th graders. Dental Assisting II is the second year in the sequence. Students are introduced to the careers in dentistry, including dentist, dental hygienist, dental assistant, dental laboratory technician, and dental receptionist. Students practice and learn about many of the skills utilized in these professions while attaining all the skills necessary to become a dental assistant. Study includes infection control and OSHA standards, anatomy and physiology, tooth morphology, oral histology, preventive dentistry, applied psychology, effective communication, office administration and management, use of dental software, operative dentistry techniques, and dental materials/laboratory skills.

CERTIFICATIONS

National Registered Dental Assistant Certification (NRDA)
National Board of Dentistry: Radiation Health and Safety Certification,
National Occupational Competency Testing Institute: Dental Assisting

STUDENT ORGANIZATION

Future Health Professionals (HOSA)
The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations education students, therefore, helping the students to meet the needs of the health care industry.

PREREQUISITE

Dental Assisting I

OPTIONS FOR NEXT COURSE

None

REQUIRED STUDENT TEXTBOOK

Dental Assisting: A Comprehensive Approach, 2014

COMPETENCIES FOR DENTAL ASSISTING II

Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

- 1 Demonstrate positive work ethic.
- 2 Demonstrate integrity.
- 3 Demonstrate teamwork skills.
- 4 Demonstrate self-representation skills.
- 5 Demonstrate diversity awareness.
- 6 Demonstrate conflict-resolution skills.
- 7 Demonstrate creativity and resourcefulness.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

- 8 Demonstrate effective speaking and listening skills.
- 9 Demonstrate effective reading and writing skills.
- 10 Demonstrate critical-thinking and problem-solving skills.
- 11 Demonstrate healthy behaviors and safety skills.
- 12 Demonstrate an understanding of workplace organizations, systems and climates.
- 13 Demonstrate lifelong-learning skills.
- 14 Demonstrate job-acquisition and advancement skills.
- 15 Demonstrate time-, task- and resource-management skills.
- 16 Demonstrate job-specific mathematics skills.
- 17 Demonstrate customer-service skills.

Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills

- 18 Demonstrate proficiency with technologies common to a specific occupation
- 19 Demonstrate information technology skills.
- 20 Demonstrate an understanding of Internet use and security issues.
- 21 Demonstrate telecommunications skills.

Examining All Aspects of an Industry

- 22 Examine aspects of planning within an industry/organization.
- 23 Examine aspects of management within an industry/organization.
- 24 Examine aspects of financial responsibility within an industry/organization.
- 25 Examine technical and production skills required of workers within an industry/organization.
- 26 Examine principles of technology that underlie an industry/organization.
- 27 Examine labor issues related to an industry/organization.
- 28 Examine community issues related to an industry/organization.
- 29 Examine health, safety and environmental issues related to an industry/organization.

Addressing Elements of Student Life

- 30 Identify the purposes and goals of the student organization.
- 31 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult
- 32 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs and projects.
- 33 Identify Internet safety issues and procedures for complying with acceptable use standards.

Performing Administrative Functions

- 34 Schedule appointments.
- 35 Recall patient, using the various recall systems.

- 36 Demonstrate accounts receivable procedures
- 37 Perform accounts payable transactions.
- 38 Fill out insurance forms in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- 39 Take inventory and order supplies.
- 40 Demonstrate use of common dental office computer applications.

Handling Medical Emergencies

- 41 Explain the basic medical emergency procedures and rules for the dental office.
- 42 List items found in a basic emergency kit.
- 43 Describe the causes, symptoms, and treatment of selected medical situations/emergencies.
- 44 Demonstrate cardiopulmonary resuscitation (CPR) and/or automated external defibrillator (AED) procedures.

Assisting with Advanced Pharmacology and Pain Control

- 45 Describe the components of a prescription.
- 46 Describe the signs and symptoms of drug abuse.
- 47 Explain the major routes of drug administration.
- 48 Describe various drugs used in dentistry.

Performing Radiographic Procedures

- 49 Describe the basic concepts of radiography.
- 50 Describe radiographic equipment.
- 51 Describe digital radiography.
- 52 Outline governmental health and safety standards for use of radiographic equipment.
- 53 Demonstrate techniques for executing radiographic exposures in accordance with safety standards.
- 54 Identify quality-control tests to ensure the production of high quality radiographs.
- 55 Demonstrate various methods of processing radiographs.
- 56 Demonstrate mounting radiographs.
- 57 Explain radiographic techniques to use for patients with special needs.
- 58 Maintain radiographic processing equipment.

Demonstrating Chairside Procedures

- 59 Prepare an amalgam tray and mix and manipulate materials for use in procedure.
- 60 Prepare a composite tray and mix and manipulate materials for use in procedure.
- 61 Prepare a basic oral surgery tray and materials for use in procedure.
- 62 Prepare an endodontic tray and mix and manipulate materials for use in procedure.
- 63 Prepare a basic periodontal tray and mix and manipulate materials for use in procedure.
- 64 Prepare a basic orthodontic tray and mix and manipulate materials for use in procedure.
- 65 Prepare a prosthodontic tray for fixed appliance and mix and manipulate materials for use in procedure.
- 66 Prepare a prosthodontic tray for removable appliance and mix and manipulate materials for use in procedure.
- 67 Prepare a sealant tray and mix and manipulate materials for use in procedures.
- 68 Take alginate impressions for diagnostic casts.

Performing Laboratory Procedures

- 69 Pour and trim diagnostic casts.
- 70 Prepare a dental laboratory prescription.
- 71 Fabricate a custom tray.
- 72 Construct a temporary crown or bridge.

73 Construct miscellaneous appliances.

Gaining and Maintaining Employment

74 Develop a job-application packet.

75 Prepare for a job interview.

76 Evaluate job offers.

77 Explain the process for gaining certification.

78 Explain the importance of continuing education.

Aaron C. Spence, Ed.D., Superintendent
Virginia Beach City Public Schools
2512 George Mason Drive, Virginia Beach, VA 23456-0038

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For further information please call (757) 263-1070.

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To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title VI/Title IX Coordinator/Director of Student Leadership at (757) 263-2020, 1413 Laskin Road, Virginia Beach, Virginia, 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/ Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia, 23451.

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