Foundations in Dental Assisting Class

Fall 2023

(Some changes has been made on dates and fees, please double check before registering)

Classes days: Monday to Thursday Class date: 8/14/2023 to 12/21/2023 Class fee: \$2,700 If pay in two installment payments: \$1,375 when register, \$1,350 at half way mark (\$25 installment fee is included)

Fee includes a \$70 non-refundable deposit Once class has started, only half of \$2,700 is refundable.

Foundations in Dental Assisting

Orientation



Introductions

Mrs. Helena Goins (510) 293-2957 hgoins@edenrop.org

> Mr. Francisco DeLeon (Instructional Aide) (510) 293-2957 fdeleon@edenrop.org

> > Mrs. Kathy O'Brien RDA and Apprenticeship Coordinator kobrien@edenrop.org

DENTAL ASSISTING IS A REWARDING AND CHALLENGING CAREER.

THE MANY ROLES OF A DENTAL ASSISTANT......

- Charting
- Exercising infection control protocols and procedures
- Assisting chairside procedures
- Manipulation of dental materials
- X-rays
- Patient education
- Inventory control
- Application of topical fluoride
- Removing sutures
- Scheduling patient appointments
- Managing patient records
- And so much more!!!

Mask Up!

 Mask requirements may change based on CDC guidelines and county and state mandates.

• When present in the clinic area, masks will be required, as the clinic is defined as a healthcare facility.

• Mask for clinical procedures will be provided for you.



Attendance

• Because of the accelerated nature of this program, attendance for all class sessions is MANDATORY.

• If, for any reason, you are unable to attend class you must notify Mrs. Goins.

- (510) 293-2957
- hgoins@edenrop.org
- There are absolutely NO make-up sessions.

Tardies

Professional behavior requires reliability.

If a student acquires three (3) tardies of 5 minutes or more, it will be counted as an absence and the student's placement in the program will be at risk.



Breaks

- There will be one brief scheduled break time during class.
- Food will not be permitted in class, lab, clinic, or sterilization areas.
- Only water will be permitted in the classroom.
- Students will not have access to a refrigerator or microwave.



Electronic Devices

- Cell phones are to remain turned off or on silent during class sessions.
 - Laptops and other electronic devices are prohibited during class hours.





Textbook

<u>Dental Assisting Notes; Dental</u> <u>Assistant's Chairside Pocket Guide</u>

- ISBN-13: 978-0803638228
- ISBN-10: 0803638221

Included in your registration fees

Equipment

All equipment is the property of the Eden Area ROP and must remain in the classroom at all times. Students are not permitted to take home books or equipment.

If a student notices damage to any equipment assigned to them, please notify the instructor immediately.

Uniforms

Students will be required to wear scrubs and closedtoe shoes to <u>all class sessions.</u>

YES!



Uniforms

Students will also be responsible for supplying their own protective eyewear.

- Eyewear must have both front and side protection (solid side shields).
- Clear faceshields are also acceptable.





Fingernails

• Fingernails should be short (not visible from the palm side of the hand) and only clear nail polish is acceptable.





Internships



A non-paid six (6) week internship is available to qualifying students. This is in addition to the 14-week course.

Internship is not mandatory, but highly recommended.

The internship office will be selected for you by your instructor.

Requirements Prior to Patient Experiences Physical clearance from physician

TB Clearance

COVID Vaccination and Booster

BLS (Basic Life Support) certification

Physical Exam, TB Clearance, and COVID Vaccination Required prior to any patient experiences.

As of December 22, 2021, healthcare workers in California are required to present proof of a COVID vaccination and booster to provide patient care.

It is recommended that you schedule these appointments NOW. Failure to present these documents on time may result in ineligibility for internship and licenses/certifications.

BLS Certification

- All students are required to successfully complete a course in Basic Life Support (BLS) prior to exposing patients to radiographs.
- The BLS course must be approved by the American Red Cross (ARC) or the American Heart Association (AHA).
- The BLS course is built into your fees but will take place after school hours and possibly at another facility. Your instructor will notify you in advance of the date and time.
- If you cannot attend the class provided, it will be your responsibility to take another class and you will be responsible for all applicable fees.



X-Ray Patient Requirements



X-Ray Patient Requirements

- Students are responsible to supply a minimum of four patients to meet your x-ray requirement (detailed info will be discussed in class).
- Patients' prescription must be on a dentist's letterhead or prescription pad.
- Prescription must clearly state the patient's name and give authorization to complete an FMX series on <u>that</u> patient.
- Prescription must have the dentist's original signature and be in pen. (No stamped signatures will be accepted)
- Prescriptions must be dated and can be no more than 6 months old.
- Patient must be at least 18 years of age.
- No electronically submitted (fax, email) prescriptions will be accepted.
- Prescription CANNOT have blank areas filled in by patient or student.
- All patients will be required to show a photo ID.

X-Ray prescriptions must be on prescription pad or practice letterhead. Dr. John Smile 123 Happy Tooth Way Cavity, CA 11111

I give my permission for the Eden Area ROP (or student

name) to take an FMX series on

(Patient Name)

Dr's original signature here

Date_

The program can provide authorization/ prescription forms for you as well.

Area ROP Dental Assisting Program. The patient is a patient of record with my practice. Please check one of the boxes below: I am requesting that a duplicate set of the FMX survey be mailed to r office. I do not wish to have a duplicate set of the FMX survey mailed to my office. I understand it will be retained on file at the Eden Area ROP for years after the date of exposure. Authorizing Dentist's Signature:	The Eden Area ROP is a l Safety (X608). Recognizi nave a dentist on staff, t accept authorizations fro	rd, Hayward, California 94545 • 510-293-2900 • www.edenrop.org Dental Board of California-approved provider to teach Radiation ing that not all Dental Assisting programs have the capacity to he Dental Board of California allows approved programs to om a dentist for each patient having x-rays taken (CCR a 106975 of the California Health and Safety Code). Without a
Print authorizing dentist name to have an FMX survey taken at the Ed Print patient name Area ROP Dental Assisting Program. The patient is a patient of record with my practice. Please check one of the boxes below: I am requesting that a duplicate set of the FMX survey be mailed to r office. I do not wish to have a duplicate set of the FMX survey mailed to my office. I understand it will be retained on file at the Eden Area ROP for years after the date of exposure. Authorizing Dentist's Signature: (original signature; no stamped signatures accepted Date:		
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	Date:	
		official practice stamp of the authorizing dentist must be attached
Please feel free to contact us with any questions.		actus with any questions
		Kathy O'Brien, RDA Registered Dental Assisting Program Director (510) 293-2965

kobrien@edenrop.orc

What certificates/licenses will I receive upon completion?

Certificate of Completion
 California Dental X-ray License
 Infection Control Certification
 California Dental Practice Act

Question?

Not Sure?

For registration and other question, please call Phyllis at 510-293-2910 or email us at adultinfo@edenrop.org

Ready!

Ready to register!

Please click here to proceed to the Orbund System application form.