



Work Experience 1 – DENT PRAC 1 Certified Dental Assisting Program

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
OUTLINE EFFECTIVE DATE: September 2019
COURSE OUTLINE REVIEW DATE: April 2024

GENERAL COURSE DESCRIPTION:

Work Experience 1 provides an opportunity for dental assisting practice in a general dentistry office. It focuses on professional conduct and communication skills, clinical support procedures, chairside assisting, and lab procedures. The practicum enables students to build on skills and knowledge learned before placement and to integrate them into the private practice setting.

Program Information: Work Experience 1 is required for completion of the Certified Dental Assisting program.

Delivery: This course is delivered face-to-face via student placement in designated dental offices.

COTR Credits: 4

Hours for this course: 91.5

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Clinic	
Practicum / Field Experience Hours	90
* Other Contact Hours	1.5
Total	91.5

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	90
Formal Work Experience	N/A
Other	N/A
Total	90

* Contact Hours: Pre-Practicum meeting
Post-Practicum meeting

Course Outline Author or Contact:

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CDA Program Coordinator

Signature

APPROVAL SIGNATURES:

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2019 – April 2024

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Completion of all work assignments as follows: DENT: 100, 130, 131, 132, 133, 134, 135, 136, 137, 140, 142

Corequisites: Section 1 of DENT 154

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Elsevier Saunders (Bird and Robinson, *Modern Dental Assisting*, 12th Edition,
ISBN 978-0-323-43030-2

Elsevier Saunders (Boyd), *Dental Instruments: A Pocket Guide*, 6th Edition,
ISBN 978-0-323-47405-4

Practicum Guidebook (reviewed on COTROnline)

Please see the instructor's syllabus or check COTR's online text calculator
<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

Identify, describe and practice all of the individual learning outcomes from

- demonstrate appropriate professional conduct;
 - demonstrate appropriate communication skills;
 - demonstrate responsibility and organizational skills as a team member;
 - perform reception duties efficiently;
 - perform lab procedures efficiently;
 - prepare operator for patient;
 - maintain chain of asepsis;
 - perform four-handed dentistry;
 - manipulate suction and air/water syringe as necessary during procedure;
 - apply and remove rubber dam effectively;
 - mix and pass dental materials effectively;
 - perform charting as required on patient's chart; and
 - perform all radiography duties efficiently.
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COURSE TOPICS:

Please refer to: *A Guide for CDA Services*, (May 2018)

<https://www.cdsbc.org/CDSBCPublicLibrary/Guide-to-CDA-Services-to-view.pdf>

*As outlined in the Health Professions Act Dentists Regulation

EVALUATION AND ASSESSMENT – Practicum Office:

Assessment
<p>Students are mentored by the supervising dentist and staff of the practicum office.</p> <p>Students should show sufficient progress and competency of skills so that a complete grade for the practicum can be assessed.</p> <p>When the supervisor's assessment, observations, and/or comments are such that an instructor in the CDA Program is of the opinion the student's performance is substandard, it will be investigated and the student may be recommended for probation or suspended from the clinical practice.</p> <p>Examples of substandard performance requiring probation include, but are not limited to:</p> <ul style="list-style-type: none">- Repeated inaccurate clinical judgments- Inability to perform basic competencies safely- A pattern of very inconsistent performance or regression of competencies previously learned- Persistent lack of interest or conduct unbecoming to the Certified Dental Assistant's role- Chronic or repeated inability to perform basic and critical competencies- Lack of attendance <p>The grade for the practicum will be determined by the instructors of the CDA Program after reviewing the practicum form and consulting with the student and the practicum supervisor.</p> <p>Students who receive an unsatisfactory report on their first practicum will not be able to continue in the program.</p> <p>Note: <u>Performance of illegal skills while on practicum is grounds for immediate dismissal from the Certified Dental Assisting Program.</u></p>

Please refer to the Practicum Guidebook on COTROnline for more information.

EXAM POLICY:

N/A

COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to defined standard
NCG	No Credit Granted

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.