



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

***Department of Teaching & Learning***  
***Parent/Student Course Information***

***Dental Assisting I***  
***(VO 8328)***  
***Three Credits, One Year***  
***Grade 11***

*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 11<sup>th</sup> graders. Dental Assisting I is the first 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.

**CERTIFICATION**

Workplace Readiness Skills for the Commonwealth Examination

**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**

None

**OPTIONS FOR NEXT COURSE**

Dental Assisting II

**REQUIRED STUDENT TEXTBOOK**

*Dental Assisting: A Comprehensive Approach, 2014*

## COMPETENCIES FOR DENTAL ASSISTING I

### Demonstrating Professional Competencies

- 1 Demonstrate creativity and innovation.
- 2 Demonstrate critical thinking and problem solving.
- 3 Demonstrate initiative and self-direction.
- 4 Demonstrate integrity.
- 5 Demonstrate work ethic.
- 6 Demonstrate conflict-resolution skills.
- 7 Demonstrate listening and speaking skills.
- 8 Demonstrate respect for diversity.
- 9 Demonstrate customer service skills.
- 10 Collaborate with team members.
- 11 Demonstrate big-picture thinking.
- 12 Demonstrate career- and life-management skills.
- 13 Demonstrate continuous learning and adaptability.
- 14 Manage time and resources.
- 15 Demonstrate information-literacy skills.
- 16 Demonstrate an understanding of information security.
- 17 Maintain working knowledge of current information-technology (IT) systems.
- 18 Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
- 19 Apply mathematical skills to job-specific tasks.
- 20 Demonstrate professionalism.
- 21 Demonstrate reading and writing skills.
- 22 Demonstrate workplace safety.

### Examining All Aspects of an Industry

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

### Addressing Elements of Student Life

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

### Exploring Work-Based Learning

- 35 Identify the types of work-based learning (WBL) opportunities.
- 36 Reflect on lessons learned during the WBL experience.
- 37 Explore career opportunities related to the WBL experience.
- 38 Participate in a WBL experience, when appropriate (optional).

### **Introducing Dentistry and the Dental Team**

- 39 Trace key developments of dentistry from early civilizations to the present, including educational and professional developments in America (optional).
- 40 List the members of a dental team and the characteristics, educational requirements, and responsibilities of each member.
- 41 Describe the roles of professional dental organizations.

### **Investigating Dental Ethics and Law**

- 42 Examine ethical and legal issues related to the practice of dentistry.
- 43 Explain the American Dental Assistants Association (ADAA) Principles of Ethics and Code of Professional Conduct.
- 44 Describe the role of the Virginia Dental Practice Act as it relates to the practice of dentistry.
- 45 Explain confidentiality and its connection to the Health Insurance Portability and Accountability Act (HIPAA).

### **Examining Basic Dental-Related Anatomy and Physiology**

- 46 Identify anatomical reference systems.
- 47 Identify the bones and major anatomic landmarks of the skull.
- 48 Describe the bone structure of cartilage, compact bone, spongy bone, and periosteum.
- 49 Describe the gliding hinge action of the temporomandibular joint (TMJ).
- 50 Identify the major muscles of mastication and facial expressions, the extrinsic muscles of the tongue, and the major posterior muscles of the mouth, including the floor of the mouth.
- 51 Identify the major veins, arteries, and nerves of the face and mouth.
- 52 Identify the major anatomic landmarks of the oral cavity.
- 53 Identify the salivary glands and their ducts.
- 54 Explain the anatomy and physiology of body systems and their relationship to the face and neck.

### **Describing Dental Anatomy**

- 55 Explain oral embryology and the histology of dentition.
- 56 Explain developmental disturbances that may occur during tooth development.
- 57 Identify the eruption order for the primary and permanent dentition.
- 58 Explain the specialized functions and classifications of the four types of teeth.
- 59 Describe the anatomical features of teeth.
- 60 Identify tooth surfaces.
- 61 Identify teeth, using the Universal, Federation Dentaire Internationale (FDI), and Palmer Numbering Systems.

### **Recording Patient Information and Assessment**

- 62 Demonstrate compliance with the privacy policy of the Health Insurance Portability and Accountability Act (HIPAA) when recording patient information.
- 63 Manage personal information about a patient.
- 64 Update medical and dental history.
- 65 Explain the meaning and importance of informed consent.
- 66 Identify the standards and criteria for patient-record entries.
- 67 Obtain and record vital signs and observations.
- 68 Document initial findings, including recommended treatment.
- 69 Record treatment rendered.
- 70 Obtain intraoral and extraoral images.

### **Examining Preventive Dentistry and Nutrition**

- 71 Describe how dental decay occurs.
- 72 Identify the methods of detecting decay.
- 73 Describe systemic conditions associated with periodontal disease.
- 74 Identify risk factors for periodontal disease.
- 75 Demonstrate the components of preventive dentistry.
- 76 Describe the roles of systemic and topical fluorides.
- 77 Identify key nutrients.
- 78 Establish a diet for dental health maintenance.

### **Performing Administrative Functions**

- 79 Greet patients.
- 80 Manage records.

### **Performing Infection-Control Techniques**

- 81 Describe the major groups of microorganisms that cause disease.
- 82 Describe the types of diseases caused by microorganisms.
- 83 Describe ways diseases are transmitted in the dental treatment environment.
- 84 Explain maintenance of aseptic chain in the dental treatment environment.
- 85 Demonstrate compliance with governmental regulations and guidelines, including those of the Occupational Health and Safety Administration (OSHA), Environmental Protection Agency (EPA), and Centers for Disease Control (CDC), regarding infection control and disease prevention.
- 86 Disinfect and/or sterilize dental instruments.
- 87 Demonstrate maintenance and sterilization of dental handpieces.
- 88 Demonstrate maintenance of the evacuation system.
- 89 Demonstrate maintenance of dental disinfecting/sterilizing equipment, including the renewal of solutions.
- 90 Explain maintenance of the dental unit waterline (DUWL).

### **Managing Hazardous Chemicals and Waste**

- 91 Identify methods of protection against exposure to hazardous chemicals.
- 92 Comply with the OSHA Hazard Communications Standard.
- 93 Describe the classification of waste.
- 94 Demonstrate compliance with governmental regulations regarding the management of hazardous chemicals and waste.

### **Assisting with Basic Pharmacology and Pain Control**

- 95 Explain pharmacology terms.
- 96 Explain the types of anesthesia used in dentistry.
- 97 Demonstrate assisting in the administration of local anesthesia.
- 98 Document the administration of anesthesia and pain control.

### **Serving Patients with Special Needs**

- 99 Describe the management of special-needs patients during dental procedures.
- 100 Determine fearful patient's physical and emotional needs in order to alleviate anxiety.
- 101 Describe considerations connected with treating various special-needs patients.

### **Demonstrating Chairside Procedures**

- 102 Seat and position patients.
- 103 Dismiss patients.
- 104 Demonstrate ergonomics in the dental setting.

- 105 Pass and retrieve instruments at chairside.
- 106 Demonstrate maintenance of a clear field.
- 107 Perform oral evacuation.
- 108 Prepare basic operatory setup.
- 109 Prepare dental dam equipment and materials for use.
- 110 Perform a preventive dentistry treatment.

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

### **Notice of Non-Discrimination Policy**

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Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, 23452, (757) 263-2020, [Mary.Dees@vbschools.com](mailto:Mary.Dees@vbschools.com) (student complaints) or the VBCPS Department of School Leadership, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (757) 263-1088, [Elizabeth.Bryant@vbschools.com](mailto:Elizabeth.Bryant@vbschools.com) (employee complaints). Additional information regarding Virginia Beach City Public Schools' policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policy 5-44 and School Board Regulations 5-44.1 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees), and on the School Division's website at [Diversity, Equity and Inclusion/Title IX](#). 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, Plaza Annex/Family and Community Engagement Center, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452.

The School Division is committed to providing educational environments that are free of discrimination, harassment, and bullying. Students, staff, parents/guardians who have concerns about discrimination, harassment, or bullying should contact the school administration at their school. Promptly reporting concerns will allow the school to take appropriate actions to investigate and resolve issues. School Board Policy 5-7 addresses non-discrimination and anti-harassment, Policy 5-44 addresses sexual harassment and discrimination based on sex or gender. Policy 5-36 and its supporting regulations address other forms of harassment.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write The Department of Teaching and Learning, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone 263-1070 (voice); fax 263-1424; 263-1240 (TDD) or email at [Kathleen.Vuono@vbschools.com](mailto:Kathleen.Vuono@vbschools.com).

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August 20211