

Fundamentals of Dental Assisting

For course description online, go to [Fundamentals of Dental Assisting](#)

What can a career in Dental Assisting offer you?

Click [here](#) for information from the American Dental Association.

Course Description

This course provides an introduction to basic dental assisting theory and skills for pre-dental students planning to participate in the UFCD Dental Clinic Volunteer Program; and for individuals seeking an entry-level dental assisting position in a dental office. This is a hybrid course that includes online instruction, and two weekends of classroom, lab, and clinic instruction and practice. The course includes certification in CPR, OSHA, Bloodborne Pathogens, Infectious Waste Management, and HIPAA. Student participants who complete this course receive a certificate of participation for all basic dental assisting functions and are eligible to enroll in the Expanded Functions Dental Assistant or Radiology certification courses.

Course Objectives

At the completion of the course participants will be able to:

- Participate in the UFCD Dental Clinic Volunteer Program
- Seek an entry-level dental assisting position in a dental office
- Meet pre-requisite for registering for Expanded Functions Dental Assistant and Radiology certification courses

Audience

Pre-dental students and/or individuals seeking an entry-level dental assisting position or pursuing dental auxiliary certification training.

Pre-requisite

Purchase:

Essentials of Dental Assisting, 5th Edition, Robinson and Bird, Elsevier,
ISBN-10: **1437704255**

Student Workbook for Essentials of Dental Assisting, 5th Edition, Robinson and Bird, Elsevier
ISBN-13: **978-1437704259**

These books will be useful all throughout your dental assisting career. Amazon.com has a package deal including text and workbook at a price that is significantly less than buying the two books individually and includes free shipping. Here's the [link](#).

Faculty

- **Sharon Cooper**, R.D.H., Ph.D., Director
- **Glenda Guarino**, C.D.A., B.P.M., M.H.A
- **Melissa Oorbitg**, R.D.H.

- **Lorie Primosch**, R.D.H., M.Ed., M.I.L.S.C. [Faculty website](#)

Location

[UF College of Dentistry](#)

1395 Center Drive
Gainesville, FL 32610
888-550-4590 (toll-free)

Continuing Education Units

28 contact hours. Participation.

Hands-On Workshop

Course Limit

- 30 participants.

Registration Fees

Team Discount Available

- Saturday & Sunday
- 8 a.m. – 4 p.m.
- Networking Lunch included

Participant Regular Fee Early Bird Fee
(Expires 1 month before course date)

Auxiliaries \$649 \$599

| Dates | Location | Course # | |
|----------------------------|-----------------------------|-----------|---------------------------------|
| April 5-6 and 12-13, 2014 | Gainesville | 150028.01 | Register Online |
| August 2-3 and 16-17, 2014 | Gainesville | 150028.02 | Register Online |

Tagged as: [Dental Auxiliary Certification](#)

See Next Page for Frequently Asked Questions: Fundamentals of Dental Assisting Course

FREQUENTLY ASKED QUESTIONS: FUNDAMENTALS OF DENTAL ASSISTING COURSE

WHO CAN TAKE THIS COURSE AND WHAT WILL IT ALLOW ME TO DO?

This course is offered to two target populations including people interested in obtaining an entry level job as a dental assistant in a dental office and pre-dental students who want to participate in the University of Florida College of Dentistry clinical assistant volunteer program.

Entry Level Position: Many people would like to find what is termed an "on-the-job trained" position as a dental assistant, however, those jobs are becoming harder to find. Most dentists require a new employee to have some basic knowledge and training in assisting skills before being hired, and will then train that person more thoroughly once they are on the job. The fact is, many people do not have the resources or time to attend a comprehensive 6 to 10 month dental assisting training program. Therefore, this course was created to provide a short, inexpensive basic training program that will allow individuals to obtain an entry level dental assisting position. You must be at least 18 years old and have earned a high school diploma to be eligible to take this course.

Pre-Dental Student Clinical Assisting Volunteer Program at University of Florida College of Dentistry: If you are a college student in a pre-dental major or you are simply thinking of attending dental school, you may want to participate in the UFCD Pre-Dental Student Clinical Assistant Volunteer Program. The program allows you to assist dental students chairside at the College of Dentistry. This is a wonderful learning opportunity in which you will observe and participate in the daily process of dental patient care. It is also a valuable experience that you may add to your CV or dental school application. The UFCD volunteer program requires that you complete a basic dental assisting training program before you can work in the dental clinics. This course will provide you with that training as well as an overview of the practice of dentistry. If you are interested in obtaining a dental practice experience (or job) as an assistant in a private practice setting, this course will prepare you to do so.

We realize that this is a rather expensive course for many students and individuals. However, it is a course that allows us to provide students with all of the training and certifications needed to obtain an entry level position in a dental practice or to participate as a

clinical volunteer at the College of Dentistry. In addition, the training and experience you gain by completing this course can be documented on your application to a dental school or dental hygiene training program.

WHEN AND HOW OFTEN WILL THE COURSE BE HELD?

The course will be held twice in 2014, in April and August (see the brochure for the dates and time), and will meet on two separate weekends (both Saturdays and Sundays). The current plan is to offer the course three to four times a year (dependent on demand and number of applications) beginning in 2015. Each session of the course is limited to no more than 30 participants.

WHEN SHOULD I TAKE THIS COURSE IF I AM PLANNING TO ATTEND DENTAL SCHOOL?

It is never too early in your pre-dental academic career to take this course. If you plan to participate in the University of Florida College of Dentistry Clinical Student Volunteer Program, you will be required to complete a training program that prepares you to work in the dental clinics. If you plan to shadow in a dental office, the course will be particularly helpful to you as it would provide you with the basic knowledge and skills needed to actually participate and assist in the office while you are shadowing. Participation in the patient care process is a great way to learn and to get an idea of what the day to day practice of dentistry is like. This course will also prepare you to work as a dental assistant in a dental office - something that you may want to do part-time or full-time, even while you are in college. All of these activities can be documented on your dental school or dental hygiene school application.

I AM A GRADUATE STUDENT. ARE THESE TRAINING SESSIONS OPEN TO GRADUATE STUDENTS?

Yes, you are absolutely eligible to register for the training sessions. We welcome high school graduates, as well as undergraduate and graduate college students.

I AM CURRENTLY ENROLLED AS A COLLEGE STUDENT. WILL THIS COURSE INTERFERE WITH MY STUDIES? WILL I HAVE TO MISS CLASS TO ATTEND THE TRAINING SESSIONS?

The course is held on two weekends (on Saturday and Sunday of each of those weekends), so if you are taking courses on campus, it will not interfere with your course attendance.

HOW MUCH PRE-PREPARATION (READINGS AND ASSIGNMENTS) IS REQUIRED OUTSIDE OF CLASS TIME?

There are reading and writing assignments that must be completed before attending the course. There is a required textbook and workbook that are necessary for the assigned readings and course exercises. (The textbook and workbook may also be used in the advanced certification courses offered by the University of Florida College of Dentistry Continuing Education Office.) The HIPAA and OSHA training and certification exam is online and must be completed before the first weekend of the course. There is also CPR training material which the student must read before attending the class. This material is straightforward and many of the reading assignments are relatively short, however, it is still time consuming. Students will need to be prepared before coming to class as there will be daily quizzes and lab activities beginning at the first class session. The time necessary for reading and completion of assignments may be something that a student will want to factor in when planning to take this course, particularly if you are taking other college courses. Course material will be sent out no later than one month in advance of the course and/or as soon as the student registers for the course.

WHAT SKILLS WILL I LEARN?

This course will teach you basic dental assisting skills including legal aspects of dental assisting; basic dental terminology; identification of oral and tooth structures and function; basic tooth anatomy and numbering systems; tooth charting symbols; cavity classifications; patient management and communication; taking and recording health histories and vital signs; infection control; dental treatment room preparation and disinfection; proper chairside ergonomics; instrument, handpiece, and bur identification, use, and transfer; assisting with anesthesia; and suctioning and air/water syringe technique. You will also obtain required certifications in American Heart Association CPR, OSHA regulations, and HIPAA regulations.

DO I HAVE TO TAKE THE CPR TRAINING THAT THIS COURSE OFFERS? WHAT IF I AM ALREADY CERTIFIED IN CPR?

If you already have CPR certification, you must present proof of current, active certification to the UFCD Continuing Education Office. You must have current CPR certification to train and volunteer at UFCD. The College requires that you have the American Heart Association 2-year CPR Basic Life Support certification for Health

Care Providers. If you do not have that certification, you will need to take the CPR training offered in this course.

WHAT DOCUMENTS WILL I RECEIVE INDICATING I HAVE COMPLETED THIS COURSE?

When you complete this course, you will be given a certificate that states you completed the course in basic dental assisting skills. You will be certified in CPR, OSHA, and HIPAA. There is not a certification for the foundational assisting course as a certification is not required by the state for an entry level dental assisting job. Therefore, you will receive a document stating that you have completed the course and are trained to perform basic dental assisting skills. You will also receive certification documents for the completion of CPR, OSHA, and HIPAA training.

WHAT CERTIFICATION AND DOCUMENTATION WILL I NEED TO PRACTICE IN A PRIVATE PRACTICE OR IN THE UFCD STUDENT VOLUNTEER CLINICAL ASSISTING PROGRAM?

All volunteers and private practice dental assistants must be trained and certified in OSHA, HIPAA, and CPR, and must submit a current, updated vaccination record including immunizations for Hepatitis B. UFCD student volunteers must present a copy of the certificate of Foundations of Dental Assisting course completion to the UFCD Department of Clinical Affairs, along with the CPR, OSHA, and HIPAA certification documents as part of their volunteer record. The same documentation and certification should be presented to the hiring private practice dentist as part of the dental practice employee personnel records and certification documentation.

ARE THERE OTHER CONTINUING EDUCATION COURSES I CAN TAKE TO LEARN ADVANCED SKILLS IN DENTAL ASSISTING?

If you take the Foundations of Dental Assisting course and find that you are interested in gaining more advanced knowledge and skills in dental assisting (referred to as expanded functions), we offer three additional certification courses for dental assistants; Expanded Duties for the Dental Assistant; Radiology for the Dental Assistant; and Fabrication of Provisional Restorations. Expanded duties skills include polishing teeth, placement of sealants, placement of rubber dams, placement of temporary restorations and cementation of temporary crowns, placement of dental medicaments and matrices, packing cord for impressions, taking impressions, placing and removing periodontal dressings, and dental charting. Radiology training teaches the student how to safely and accurately take and process dental patient radiographs. Provisional restorations training teaches the student how to fabricate and cement various temporary crowns and bridges

(including implant provisional crowns) on dental patients. All of these skills require formal training and certification mandated by the state (obtained through these courses) before the dental assistant can legally practice the skills in a dental practice. After completing these courses, you can practice expanded functions in a clinical or private practice setting under the direct supervision of a licensed dentist.

NOTE: The advanced dental assisting training courses require that the applicant have 3-6 months of dental assisting practice or experience before applying for the courses. In addition, the Expanded Functions course must be taken prior to taking the Fabrication of Temporary Restorations course. The Radiology course may be taken either before or after the Expanded Functions course.

WHAT IS THE DIFFERENCE BETWEEN AN EXPANDED FUNCTIONS/EXPANDED DUTIES DENTAL ASSISTANT AND A CERTIFIED DENTAL ASSISTANT?

There are levels of education and certification in the dental assisting profession. The dental assistant who has basic or on-the-job training is a *chairside assistant*. An *expanded functions or expanded duties dental assistant (EFDA/EDDA)* has completed a formal training program and received certification from the program (as mandated by the state) in expanded duties functions. A *certified dental assistant (CDA)* has completed formal training in an accredited training program and has passed the DANB (Dental Assisting National Board) certification examination. The DANB examination and CDA certification is not required to work as an entry level dental assistant or expanded functions dental assistant, and it is not mandated by the state or the American Dental Association. It is a personal choice to take this examination. Successful completion of the examination allows the assistant to use the title Certified Dental Assistant (CDA). Yearly continuing education and a renewal fee are required to maintain the CDA title. A CDA certification may be a favorable advantage when seeking employment as a dental assistant or in negotiating wages. Some dentists hire only certified dental assistants (CDAs). There is no state licensure required of a dental assistant in the state of Florida.

WILL THIS COURSE PREPARE ME TO OBTAIN A DENTAL ASSISTING JOB ANYWHERE IN THE STATE OF FLORIDA?

Yes, this training will allow you to obtain an assisting job in a dental office anywhere in Florida. After six months of working as a entry-level dental assistant, you can enroll in several other courses we offer to dental assistants including Expanded Functions for the

Dental Assistant (trains and certifies you by law to perform dental procedures delegated and supervised by the dentist), Radiology (trains and certifies you to take xrays on patients), and Fabrication of Provisional Restorations (trains and certifies you how to make and place temporary crowns, bridges, and implant restorations) A certification of training is required by the State of Florida in order to practice each of these expanded duties or functions.

I HAVE TAKEN or I HAVE HEARD ABOUT A FREE STUDENT VOLUNTEER TRAINING PROGRAM OFFERED BY THE COLLEGE OF DENTISTRY. AM I ABLE TO VOLUNTEER AT UFCD IF I HAVE COMPLETED THE FREE TRAINING PROGRAM? WILL THIS PROGRAM CONTINUE TO BE OFFERED IN THE FUTURE?

If you have previously completed the free volunteer training sessions that were offered by UFCD, you will be allowed to volunteer in the dental clinics. However, the College is terminating the free sessions due to the need for a more expanded training program which meets training and certification requirements necessary to work in the dental clinics.

IF I COMPLETE THESE TRAINING SESSIONS, ARE THERE ANY OTHER ORIENTATION SESSIONS I MUST ATTEND IN ORDER TO BEGIN THE VOLUNTEER PROGRAM?

Yes, there will be one brief orientation session provided by the UFCD Office of Clinical Affairs that will provide you with basic information regarding expectations and information for your participation in the volunteer program.

MUST I ATTEND AND COMPLETE THE ENTIRE TWO WEEKEND SESSIONS IN ORDER TO RECEIVE MY CERTIFICATE OF COMPLETION OF FOUNDATIONS OF DENTAL ASSISTING?

Yes! Certificates of completion will only be awarded to those individuals who attend all training and practice sessions, complete the course assignments, successfully pass all clinical and written testing, and complete the CPR, HIPAA, and OSHA certifications.

MORE QUESTIONS?

Please contact the UFCD Continuing Education Office with any other concerns or questions regarding this course.

Please email mhopkins@dental.ufl.edu or call 888-550-4590 for course registration and information

See the UFCD Continuing Education Course Listing online for more information:

<http://ce.dental.ufl.edu/courses/>