



College of Alberta
Dental Assistants

Intra-Oral Continuing Education Policies

Intra-Oral Continuing Education General Policies

The College of Alberta Dental Assistants (the College) is responsible for authorizing credentials based on continuing education courses that educate dental assistants in intra-oral skills. The College has developed these policies to ensure credentials are awarded based on similar experiences and similar competencies.

CADA recognizes Intra-Oral Continuing Education, Prior Learning Assessments, and Clinical Refreshers completed at Commission on Dental Accreditation of Canada accredited dental assisting and dentally related programs.

1. Clinical continuing education courses will be facilitated by regulated professionals with formal facilitation education and experience who are trained in and authorized to perform the activities. Facilitators will be Registered Dental Assistants (RDA), Registered Dental Hygienists (RDH), Dentists, and/or Denturists. *NOTE: There are some intra-oral continuing education courses that must be instructed by a RDH and/or a Dentist. RDAs are not considered eligible to assume full responsibility for instruction in the Preventive Dentistry Module (PDM) or the Orthodontic Module.*
2. Facilitator : Student ratio may be determined by the school and may vary depending on the course; however, the ratio in the clinical component of any intra-oral skill continuing education offering will not exceed six students per facilitator. Patient care clinics will not exceed four students per facilitator.
3. The Orthodontic Module and the PDM have specific prerequisites prescribed by CADA. These prerequisites are presented in the CADA PDM Policies and CADA Orthodontic Module Policies documents (available through the CADA office). Prerequisites for other intra-oral continuing education courses may be determined by the individual schools; however, they should demonstrate a logical progression in knowledge and skill application. Prerequisites should be considered to ensure candidate success.
4. Intra-oral continuing education courses must include both a theory portion and clinical session. Both the theory and clinical components must have measurable evaluations that show competence (knowledge, skill, and judgment) has been achieved. The theory components will be of sufficient depth to prepare the students for meaningful and successful clinical experiences and prepare the students to critically approach issues and concerns that arise in the clinical setting in school and beyond.
5. Class size and facilitator to student ratio may have some impact on the hours required for competence to be achieved; however, sufficient time for demonstration, practice, evaluation, and development of critical thinking must be allowed.
6. Materials used during clinical sessions will be common materials that meet the current standard of care and will provide similar experience to the dental assistant's experience in practice.
7. Equipment will be in good working order. Schools offering the PDM and/or Orthodontic Module will have appropriate equipment, materials, and instruments to meet the specialized nature of the modules. *NOTE: For Provisional Coverage and Restoration courses, prepared teeth suitable for achieving proper margins and contacts must be available for all students. Ortho manikins are necessary for the Orthodontic Module and Perio manikins will be available for the PDM.*
8. Clinical sessions will be scheduled to allow sufficient time for demonstration, practice, and evaluation. Minimum scheduling expectations will be provided for each course.

9. Clinical evaluations will clearly indicate what procedures will be evaluated, the critical criteria and any other information such as number of successful experiences required, number of patients to be treated, etc.
10. Time allotted during evaluation of skills should reflect reasonable expectations of entry level competence in the dental practice setting.
11. Infection Prevention and Control and patient safety will be considered critical criteria in all evaluations.
12. Programs should have specific written policies regarding examination re-writes and clinical evaluation re-attempts that reflect the importance of patient safety in considering student success.
13. The CADA Guidelines for Intra-Oral Continuing Education on Individual Skills (Appendix 1) are the proposed guidelines developed to assist educational institutions, who offer intra-oral continuing education, create similar learning experiences and competencies.

Prior Learning Assessment Policies

Many candidates from other jurisdictions applying for registration in Alberta require upgrading of intra-oral skills to be eligible to sit the National Dental Assisting Examining Board (NDAEB) written exam. The following policies address the rationale and content of the prior learning assessment (PLA) required for determining eligibility to enroll in upgrading.

The exception to the mandatory PLA will be candidates who have been assessed by a NDAEB approved assessment agency who have chosen to re-take intra-oral skills rather than taking the NDAEB Clinical Practice Evaluation.

1. A clinical prior learning assessment (PLA) is mandatory for non-registered candidates who require upgrading of intra oral skills to be eligible to write the NDAEB exam and CADA registration.
2. The PLA will determine if the candidate has the baseline competencies to enroll in intra-oral upgrading courses. The candidate must demonstrate safe hands, sufficient knowledge and adequate skill to enroll in upgrading courses.
3. The clinical PLA should not exceed 5 hours. If more time is required, the CADA Registrar must be consulted and rationale for the additional time provided.
4. The clinical PLA will include, **at a minimum**, the following:
 - a) Mounting radiographs
 - b) Assisting with at least one dental restorative procedure (i.e. composite/amalgam restoration)
 - c) Assisting with at least one dental specialty procedure
 - d) Pre- and post-operative instructions to the patient
 - e) One medical condition/emergency addressed during PLA
 - f) Asepsis protocols maintained throughout
 - g) Demonstrating appropriate record keeping (charting)
5. A Pass/Fail evaluation system will be utilized.
6. Additional components (such as theoretical knowledge and/or lab procedures) may be included at the discretion of the school providing the PLA does not exceed 5 hours.

Clinical Refresher Course Policies

A Clinical Refresher Course is required by individuals who are applying for registration or reinstatement in Alberta after a lapse in registration, and by a regulated individual who is unable to meet the Continuing Competence Program mandatory practice hour's requirement. The following policies address the rationale and content of the clinical refresher course for determining eligibility to register, reinstate, or renew a practice permit.

1. Clinical Refresher Courses determine if the candidate is competent to be registered to perform intra-oral duties. The candidate must demonstrate safe hands, sufficient knowledge, and adequate skill.
2. The length of the Clinical Refresher Course will be determined by the CADA depending on the candidate. The CADA office will forward a Clinical Refresher Course request to the educational institute to verify skills and hours.
3. The Clinical Refresher must include, **at minimum**, the following restricted activities provided the candidate successfully completed formal education in them or was previously registered to perform them:
 - a) Exposing radiographs
 - b) Preliminary fitting of orthodontic and periodontal appliances and partial or complete dentures
 - c) Dental probing
 - d) Limited dental scaling
4. A CADA Clinical Refresher Reporting Form (Appendix 2) must be completed for each candidate and returned to CADA, if the refresher course is required by CADA.
5. If the candidate's performance during the clinical refresher is not satisfactory, the clinic supervisor/program head must also sign the form.
6. Students must sign a waiver allowing CADA and the schools to exchange information.
7. The school must consult the CADA Registrar regarding any unsuccessful refreshers, and next steps for the candidates.
8. The school must use experienced instructors to conduct the clinical refreshers.
9. Instructors who are conducting clinical refreshers must hold registration with CADA for the skills in which the candidate is refreshing.
10. If a candidate demonstrates competence prior to the required hour mark, additional components such as theoretical knowledge, infection prevention control, and lab procedures should be included at the discretion of the instructor and candidate, to make full use of the time allotment.

Appendix 1 Guidelines for Intra-Oral Continuing Education on Individual Skills

Criteria	Application of Anticariogenic Agents
Facilitator Qualifications	RDA authorized to perform application of anticariogenic agents. Patient treatment must be prescribed and supervised by a dentist or registered dental hygienist.
Facilitator : Student Ratio	1:6 preclinical; 1:4 patient clinics
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	Combined with Selective Coronal Polish: 25 – 30 hours home study; 2 – 4 hours classroom; 15 – 20 hours preclinical; 30 – 50 hours clinical total for both skills
Home Study	Indications and contraindications for fluoride treatments; risks/benefits; types of topical fluoride and their application; post operative instructions
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Included with Selective Coronal Polish. Demonstration, practice on manikins, and practice on fellow students 15 – 20 hours; practice and evaluation on patients 30 – 50 hours
Equipment/Instruments	Basic instrument set up
Materials	Variety of fluoride types; fluoride trays in assorted sizes; cotton rolls and garmers; sundries
Practice	Included with Selective Coronal Polish. Demonstration and practice on manikins then on fellow students. Patients will be treated following practice sessions. 5 – 8 patients should be evaluated
Evaluation	
Procedures evaluated	Application of topical fluoride; patient management; post operative instructions
Critical Criteria	Safe application of topical fluoride (including suction, patient management)
Time allowed, Number of patients/procedures evaluated	Evaluation should be averaged over a minimum of 5 – 8 patients or however many are required to achieve entry level competence.
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Application of Topical Anesthetic
Facilitator Qualifications	RDA authorized to perform application of topical anesthetic
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	4 hours home study; 4– 5 hours in school with minimum 3 hours in clinic
Home Study	Innervation of the oral cavity review; indications and contraindications for topical anesthetic; types and applications of topical anesthetics; risks/benefits; medical history; emergency response
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: 1 – 2 hours; clinical experience including demonstration, practice, and evaluation: 3+ hours
Equipment/Instruments	Basic hand instruments
Materials	Topical anesthetic substitute; cotton tipped applicators; sundries
Practice	Demonstration and practice on fellow students
Evaluation	
Procedures evaluated	Choice of appropriate topical anesthetic; application of topical anesthetic
Critical Criteria	Medical history review; choice of topical; placement of topical
Time allowed, Number of patients/procedures evaluated	Placement of topical anesthetic for a variety of procedures including restorations and extractions (infiltration and blocks). Completed in a reasonable timeframe reflective of entry level competence in the dental practice.
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Bases and Liners
Facilitator Qualifications	RDA authorized to perform the application of bases and liners
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	2 – 4 hours home study; 2 – 4 hours in school with minimum 2 hours in clinic
Home Study	Indications and contraindications for bases and liners; choice of materials; properties of materials; application criteria and techniques
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: up to 1 hour; clinical experience including demonstration, practice, and evaluation: 2+ hours
Equipment/Instruments	Manikins with suitable restoration preparations; instruments and applicators appropriate to materials used
Materials	Calcium hydroxide (Dycal – type material), glass ionomer, IRM, cavity varnish Note: materials chosen will reflect the current standard of care
Practice	Demonstration, practice, and evaluation on manikins
Evaluation	
Procedures evaluated	A variety of procedures should be evaluated including appropriate choices of bases and/or liners for moderate and deep restorations – amalgam and composite restorations
Critical Criteria	Choice of product, mixing, application, for moderate, and deep composite and amalgam restorations
Time allowed, Number of patients/procedures evaluated	Successful choice of material and application for at least one Class II, Class III and Class V preparation following the prescription provided and achieved in a reasonable time to meet entry level dental practice expectations
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Application and Removal of Dental Dam
Facilitator Qualifications	RDA authorized to perform the application and removal of dental dam
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	10 – 12 hours home study theory, 12 – 16 hours in school with minimum 12 hours in clinic
Home Study	Indications/contraindications for dental dam; latex allergies; methods for application and removal; critical criteria; emergency response
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: 1 – 4 hours; clinical experience including demonstration, practice and evaluation: 12 hours
Equipment/Instruments	Manikins (1 per student) with adult dentition; dental dam material –latex, non-latex; punch; frame; suitable selection of dental dam clamps; dental dam forceps; hand instruments as necessary
Materials	Lubricant may be used, sundries as needed
Practice	Students should have demonstration, practice and evaluation on manikins. Once competence has been demonstrated on manikins, students should then have demonstration and practice on patients (peers)
Evaluation	
Procedures evaluated	Application and removal of dental dam on manikins; application and removal of dental dam on patients
Critical Criteria	Preparation: suitable clamp selection, accurate punching, ligatures appropriately attached; Application: fulcrum maintained, clamp placed on suitable tooth, no tissue impingement, dam seated interproximally, dam inverted, no leakage in operative area, functional end product; Removal: septum safely cut, clamp safely removed, dam safely removed, integrity of dam checked, contacts flossed; Asepsis maintained throughout
Time allowed, Number of patients/procedures evaluated	Manikins: 1 anterior, 1 mandibular posterior and 1 maxillary posterior successfully completed and evaluated; Patients: 1 anterior, 1 mandibular posterior, 1 maxillary posterior successfully completed and evaluated – time to reflect reasonable entry level dental practice expectation
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Dental Probing
Facilitator Qualifications	RDA authorized to perform dental probing <u>and</u> limited scaling. Treatment for patients must be supervised by a dentist or registered dental hygienist.
Facilitator : Student Ratio	1:4
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	10 – 12 hours home study theory, 12 – 16 hours in school with minimum 12 hours in clinic
Home Study	Oral anatomy and terminology review, indications and contraindications for dental probing, risks/benefits, charting/recording
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Suitable materials determined valuable by the educational institution, such as the current edition of the Clinical Practice of the Dental Hygienist textbook.
Clinical	
Schedule/Hours	Classroom time: 1 – 4 hours; clinical experience including demonstration, practice and evaluation: 12 hours minimum.
Equipment/Instruments	Perio manikins; selection of probes to reflect current standard of practice
Materials	
Practice	Demonstration, practice and evaluation on manikins; once competence has been established on manikins, demonstration, practice and evaluation on fellow students
Evaluation	
Procedures evaluated	Accurate and safe dental probing, recording findings
Critical Criteria	Probe positioning, code/findings determined and recorded, fulcrum maintained, re-probe for validation if necessary
Time allowed, Number of patients/procedures evaluated	Evaluation on minimum 3 separate patients, 2 sextants each (all sextants to be evaluated), time to reflect reasonable entry level expectation in the dental practice
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Impressions
Facilitator Qualifications	RDA authorized to perform the taking of impressions
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	10 – 12 hours home study theory, 12 – 16 hours in school with minimum 12 hours in clinic
Home Study	Oral anatomy and terminology review, indications and contraindications for impressions, materials, critical criteria (for diagnostic casts), emergency response, infection prevention and control
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: 1 – 4 hours; Clinical experience including demonstration, practice and evaluation: 12 hours
Equipment/Instruments	Mixing bowls, spatulas, impressions trays
Materials	Impression material (current standard of practice materials expected), utility wax
Practice	Demonstration and practice should include: mixing, loading trays, maxillary and mandibular impressions obtained on patients (fellow students)
Evaluation	
Procedures evaluated	Obtaining maxillary and mandibular impressions on patients (peers)
Critical Criteria	Asepsis, choice and adaptation of tray, sufficient anatomy replicated for diagnostic casts, quality of mix, safe delivery and removal of trays, no tears or voids that interfere with the necessary anatomy
Time allowed, Number of patients/procedures evaluated	Successful completion of 3 maxillary and 3 mandibular impressions that meet the critical criteria and achieved in a reasonable time to meet entry level dental practice expectations
Comments	Students will develop the skills to self-evaluate and troubleshoot.

Criteria	Matrices and Wedges
Facilitator Qualifications	RDA authorized to perform the application and removal of matrices and wedges
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	2 – 4 hours home study; 2 – 4 hours in school with minimum 2 hours in clinic
Home Study	Indications and contraindications for use of matrices and wedges; types of matrix systems and their appropriate usage; safe placement of wedges; oral anatomy review
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: up to 1 hour; Clinical experience including demonstration, practice and evaluation: 2+ hours
Equipment/Instruments	Manikins with suitably prepared teeth; mylar matrix system; toffelmire matrix system; assorted wedges; hand instruments required for successful application and removal of matrices and wedges (Note: selection of matrix systems will reflect current standard of care)
Materials	
Practice	Demonstration, practice and evaluation on manikins including at a minimum mylar matrices and toffelmire systems – sectional matrix systems may also be included
Evaluation	
Procedures evaluated	Successful completion of: Application and removal of mylar matrix system, application and removal of toffelmire system on posterior maxillary tooth and posterior mandibular tooth
Critical Criteria	Correct placement/removal of matrix band or strip, selection and safe placement/removal of wedge(s)
Time allowed, Number of patients/procedures evaluated	On manikins: application and removal of Mylar matrix system, Maxillary posterior toffelmire system, Mandibular posterior toffelmire system
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Pit and Fissure Sealants
Facilitator Qualifications	RDA authorized to perform the application of pit and fissure sealants
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	2 – 4 hours home study; 3 – 5 hours in school with minimum 3 hours in clinic
Home Study	Indications and contraindications for pit and fissure sealants, rationale for sealants, methods for application, properties of materials
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: up to 1 hour; clinical experience including demonstration, practice and evaluation: 2-3 hours
Equipment/Instruments	Manikins with suitable teeth for sealants, curing light, slow speed handpiece with round bur, articulating paper, basic hand instruments, sundries
Materials	Etch, sealant material
Practice	Demonstration, practice and evaluation on manikins
Evaluation	
Procedures evaluated	Application of at least one maxillary and one mandibular posterior sealant in a simulated situation
Critical Criteria	Application of sealant material, thickness of sealant, adjustment of sealant maintenance of dry field
Time allowed, Number of patients/procedures evaluated	Successful completion of 1 maxillary and 1 mandibular sealant that meet the critical criteria and achieved in a reasonable time to meet entry level dental practice expectations
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Dental Radiography
Facilitator Qualifications	RDA authorized to perform the exposing of radiographs. Treatment for patients must be prescribed and supervised by a dentist, or registered dental hygienist.
Facilitator : Student Ratio	1:4
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	Home study theory component 25 – 35 hours 24 – 26 hours in school with a minimum of 22 hours in clinic
Home Study	Indications and contraindications for dental radiography; risks/benefits of dental radiography; radiation safety; ALARA; types of radiographs; types of radiography; dosimeter monitoring; patient/operator safety; patient management techniques; exposure techniques; processing techniques; critical criteria; trouble shooting/problem solving; infection prevention and control
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom: 2 – 4 hours as needed; clinical experience: 24 hours minimum demonstration, practice, and evaluation on manikins; once competence has been achieved, demonstration, practice, and evaluation on patients (as prescribed by a dentist, or registered dental hygienist).
Equipment/Instruments	Manikins suitable for radiography; intra oral and extra oral (PAN) radiography equipment; selection of film holders; processor
Materials	Appropriate selection of film
Practice	Practice and evaluation on manikins; placement practice on peers; evaluation on patients
Evaluation	
Procedures evaluated	Intra oral and extra oral films (as prescribed by a dentist, or registered dental hygienist) to be evaluated for a minimum of three patients
Critical Criteria	Diagnostic quality films; patient and operator safety; infection prevention and control
Time allowed, Number of patients/procedures evaluated	Time allowed will reflect a reasonable expectation for entry level clinical practice in a dental practice. A minimum of three patients will be evaluated.
Comments	Students will develop the skills to self-evaluate and troubleshoot.

Criteria	Selective Coronal Polish
Facilitator Qualifications	RDA authorized to perform selective coronal polishing. Treatment for patients must be prescribed and supervised by a dentist or registered dental hygienist.
Facilitator : Student Ratio	1:6 when working on manikins; 1:4 when working on patients
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	Combined with Application of Anticariogenic Agents: 25 – 30 hours home study; 2 – 4 hours classroom; 15 – 20 hours preclinical; 30 – 50 hours clinical total for both skills
Home Study	Indications and contraindications for selective coronal polish; risks/benefits; medical history considerations; oral anatomy review; rationale for selective polish; selection and application of appropriate materials; instrumentation; oral hygiene instruction; types of stain; ergonomics
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Demonstration, practice on manikins and practice on fellow students 15 – 20 hours; practice and evaluation on patients 30 – 50 hours
Equipment/Instruments	Manikins; slow speed handpieces; hand instruments; prophylaxis cups; prophylaxis brushes; sundries
Materials	Variety of polishing agents; disclosing agent
Practice	Demonstration and practice on manikins then on fellow students. Patients will be treated following practice sessions. 5 – 8 patients should be evaluated
Evaluation	
Procedures evaluated	Selective coronal polish
Critical Criteria	Patient safety; safe operation of handpiece; choice of materials; plaque and stain removal; oral hygiene instruction; asepsis
Time allowed, Number of patients/procedures evaluated	Evaluation should be averaged over a minimum of 5 – 8 patients or however many are required to achieve entry level competence.
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Suture Removal
Facilitator Qualifications	RDA authorized to perform suture removal
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	2 – 4 hours home study; 2 – 4 hours in school with minimum 2hours in clinic
Home Study	Indications and contraindications for suture removal; suture materials; types of sutures; removal technique; risks; post op instructions
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: up to 1 hour; clinical experience including demonstration, practice and evaluation: 2+ hours
Equipment/Instruments	Manikins; suture removal scissors; cotton pliers:
Materials	Prepared simple sutures; prepared continuous sutures; sundries
Practice	Demonstration, practice and evaluation on manikins
Evaluation	
Procedures evaluated	Removal of simple sutures; removal of continuous sutures; post op instructions
Critical Criteria	Safe removal without contaminating the healing site
Time allowed, Number of patients/procedures evaluated	Removal of 4 simple sutures and 4 continuous sutures in a simulated situation. Completed in a reasonable timeframe reflective of entry level competence in the dental practice.
Comments	Students will develop the skills to self-evaluate and troubleshoot

Criteria	Provisional Coverage and Restorations (Includes Retraction Cord)
Facilitator Qualifications	RDA authorized to perform PCR and the placement and removal of retraction cord
Facilitator : Student Ratio	1:6
Pre-Requisites	Successful completion of dental assisting theory and practical evaluation (chairside duties), or Prior Learning Assessment that establishes equivalent baseline education, or NDAEB assessment, or CADA registration
Theory	
Length of course	Home study plus 16 hours in school, minimum 12 hours in clinic
Home Study	Indications/contraindications for provisional and temporary restorations as well as gingival retraction cord, materials, procedures, evaluation criteria (critical criteria), self test, examination
Lecture/Classroom/Written Exam	Classroom review of home study materials; comprehension evaluation
Equipment	Use of additional resources such as video and power point presentations is encouraged
Materials	Current edition of Modern Dental Assisting (Bird and Robinson); suitable supplemental materials determined valuable by the educational institution may be incorporated
Clinical	
Schedule/Hours	Classroom time: 2 – 4 hours Clinical experience including demonstration, practice and evaluation: minimum 12 hours
Equipment/Instruments	Manikins with appropriately prepared teeth; vacuform machine; trimming equipment
Materials	Material to meet current standard of care in temporary coverage, temporary restorations and retraction cord
Practice	Demonstration and practice should include fabrication and cementation of single and multi-unit provisionals; placement and trimming of temporary restorations; packing and removal of retraction cord
Evaluation	
Procedures evaluated	Evaluation of crown fabrication and cementation, evaluation of bridge fabrication and cementation; evaluation of placing temporary restoration; evaluation of placement and removal of gingival retraction cord completed on manikins
Critical Criteria	Margins, occlusion, contacts, tissue trauma, aesthetics, asepsis
Time allowed, Number of patients/procedures evaluated	Procedures should be completed in a time frame that accurately reflects reasonable entry level expectations in the dental practice
Comments	Students will develop the skills to self-evaluate and troubleshoot



Appendix 2 Clinical Refresher Reporting Form

Candidate: _____

Candidate RDA number: _____

School: _____

Instructor(s): _____

Date of refresher: _____

Number of hours completed: _____

INTRA-ORAL SKILLS:	REFRESHED (Y/N):	INSTRUCTOR COMMENTS:
Radiographs		
Impressions		
Dental dam		
Polish & fluoride		
Pit & fissure sealants		
Desensitizing agents		
Matrices & wedges		
Topical anesthetic		
Suture removal		
Bases & liners		
Provisional coverage & restorations		
Dental probing		
Orthodontics		
Limited scaling		
Lab procedures		
Infection prevention control		

I _____ (instructor signature) am satisfied that the candidate has demonstrated competence and I have no concerns about the candidate's ability to practice the above skills.

*I _____ (instructor signature) have concerns about the candidate's competence and recommend further clinical refresher time. _____ *(clinic supervisor/program manager signature)

I _____ (student signature) understand that I may only perform those duties and Restricted Activities which I am authorized and are competent after proper education, training, and experience.