



Health Academy

DENTAL ASSISTANT PROGRAM

Syllabus



Table of Contents

Dental Assistant Program:.....	4
Introduction.....	4
Vision	4
Mission.....	4
Program Description.....	4
Admission Criteria	4
Program Goal and Objectives	5
Objectives.....	5
Program Schedule:.....	7
Program Schedule and Credit hours:.....	8
Course Passing Requirements and Grading System:.....	11
Program References:.....	18
Appendix.....	19

English	Arabic (to follow)
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Dental Assistant Program:

Introduction

Program Title: Dental Assistant Technician Certificate.

Year and Semester: one year; 4 blocks each block is three months duration.

Course Days/ Times: Sunday-Thursday (8 Hours per day)

Course Location: Various Training Centers around Kingdom.

Vision

To provide competent Dental Assistants in the Kingdom of Saudi Arabia to meet the need in the dental workforce.

Mission

To promote Dental Assistant as a profession by establishing a unified National Training Framework, Guidelines and minimum requirements in order to meet the demand in the dental workforce by highly qualified Saudis in alignment with Kingdom of Saudi Arabia Vision 2030.

Program Description

The dental assistant certificate program offers instruction in the clinical and administrative aspects of the dental practice. Students are prepared to aid dentists by managing patient information, preparing instruments and assisting with dental procedures. Graduates of this program will be able to work as independent Dental Assistants enabling four handed dentistry.

Admission Criteria

Bachelor's degree in one of the following:

- Science (Physics , Biology, microbiology , chemistry, biochemistry , Biotechnology, Medical physics, zoology, botany, biomedical sciences)

Essential Requirements:

- STEP 60.

Program Goal and Objectives

Goal

To provide quality education and training that develop the potential of each student to become a productive, responsible, and competent professional dental assistant, as well as a skilled member of the dental team.

Objectives

Upon completion of this program, the trainee will be able to:

1. Describe clinical dental assistant practice, including functions and roles in the overall dental clinic team.
2. Recognize factors that may endanger patient's safety in dental assistant practice, namely, patient clinical status & risk.
3. Identify different dental material with its indication & contraindication, proper usage & implementation.
4. Explain and implement four-six handed dentistry.
5. Describe the function and application of appropriate sterilization techniques and methods of disinfection.
6. Identify different pharmacological agents commonly used in dentistry
7. Demonstrate the technique of taking, processing, and developing different types of dental radiographs
8. Explain the relevant dental clinic policies, procedures, and protocols.
9. Demonstrate appropriate and advanced communication skills in the clinical practice.
10. Recognize effective Communications skills with patient and dental team members.
11. Demonstrate professionalism in clinical practice.
12. Demonstrate interest in activities of professional development.
13. Recognize the need for continuing education of professional development.
14. Demonstrate use of ethical values in their personal and professional life.
15. Apply knowledge for medico-legal and ethical aspects of professional practice and apply it in daily practice.

Educational Strategies:

1. Reading reference
2. Lectures (Reference reading Lecture and Lecture Tutorial that include: Demonstration Video presentation)
3. Practical demonstration
4. Small group discussion
5. Onsite training
6. Group demonstration
7. Self-assessment
8. Peer-assessment
9. Role Play
10. Practical teaching
11. Clinical teaching
12. Hands-on demonstration (individual& group)

Assessment Methods:

1. Written exam (short essay and extended matching) OSCE stations
2. Written exam MCQ Short answer questions
3. Practical evaluation rubric – during supervised lab and clinical session
4. Tutorial through: Group demonstration Video presentation
5. answer questions
6. Oral exam during practical session
7. OPSE

Program Schedule:

Blocks	Modules
Block 1 3 Months	<ol style="list-style-type: none"> 1. Fundamentals of Dental assistance. 2. Infection Control. 3. Dental terminology.1 4. Dental science (head and neck anatomy and dental morphology). 5. Communication skills & ethics.
Block 2 3 Months	<ol style="list-style-type: none"> 1. Radiology 2. Clinical Dental Assistant I(Prosthodontics –Oral and Maxillofacial Surgery –Restorative Dentistry – Endodontics). 3. Dental materials. 4. Patient management and prevention. 5. Dental terminology 2
Block 3 3 Months	<ol style="list-style-type: none"> 1. Clinical Dental Assistance II (Pediatric dentistry –Orthodontics-Periodontics). 2. Medically compromised & Emergency. 3. Dental terminology.3
Block 4 3 Months	<ol style="list-style-type: none"> 1. Clinical attachment (Periodontics for 1 month then orthodontics for 1 month then MCP for 1 month)
Total	12 Months (1 Year)

Program Schedule and Credit hours:

Block No.	Subject Name	Classroom Training/ block (Theoretical)	Hands on practice (practical/clinic)	CME	References
Week 1	Student Orientation				
Block 1 (3 months)	Fundamentals of Dental Assistant	24 H	48 H	10 H	Modern Dental Assisting (Edition 12) <ul style="list-style-type: none"> • Chapter 2 • Chapter 3 • Chapter 32 • Chapter 33 • Chapter 34 • Chapter 35 • Chapter 36 • Chapter 37
	Infection control	12 H	12 H	3 H	Modern Dental Assistance (Edition 12) <ul style="list-style-type: none"> • Chapter 19 • Chapter 20 • Chapter 21 • Chapter 22 • Chapter 23 • Chapter 24 • Chapter 25 Infection Prevention & Control in Dental Settings (MOH) https://www.moh.gov.sa/Ministry/MediaCenter/Publications/Documents/2018-11-22-005.pdf
	Dental terminology I	12 H	12 H	3 H	Dental Terminology – Third Edition <ul style="list-style-type: none"> • Chapter 4 (Practice & Facility Setup.) • Chapter 5 (Infection Control). • Chapter 7 (Examination & Prevention). • Chapter 10 (Tooth Restoration) <u>exclude pages 198-200</u>
	Dental science (head and neck anatomy and dental morphology)	12 H	12 H	3 H	Modern Dental Assisting (Edition 12) <ul style="list-style-type: none"> • Chapter 6 • Chapter 9 • Chapter 10 • Chapter 11 • Chapter 12
	Communication skills & ethics	12 H	12 H	3 H	Modern Dental Assistance (Edition 12) Chapters (4,5,6,1)

Radiology	12 H	12 H	3 H	<p>Modern Dental Assisting, 12th edition "Soft copy", by Bird Robinson Chapters (38,39,41,42) And only pages 1805-1820 from chapter 40</p> <p>Exclude:</p> <ol style="list-style-type: none"> 1- Chapter 38: <ul style="list-style-type: none"> * Radiation physics 1671 – 1675 *X-ray Production 1690 - 1691 *Characteristics of the x-ray beam 1696 - 1699 2- Chapter 39: <ul style="list-style-type: none"> *Dental film 1745 – 1759 *Duplicating film & film processing 1760 - 1773 Chapter 41: <ul style="list-style-type: none"> *Occlusal technique 1876 *Mounting dental radiograph 1887 - 1892 3- Chapter 42: <ul style="list-style-type: none"> *Specialized extraoral imaging 1958 - 1961
Clinical Dental Assistance I (Prosthodontics - Oral and Maxillofacial Surgery - Restorative Dentistry –Endodontics)	48 H	72 H	14 H	<p>Modern Dental Assisting (Edition 12)</p> <ul style="list-style-type: none"> • Chapter 48 General Dentistry. • Chapter 49 Matrix Systems for Restorative Dentistry. <ul style="list-style-type: none"> • Chapter 50 Fixed Prosthodontics. • Chapter 51 Provisional Coverage. • Chapter 52 Removable Prosthodontics. <ul style="list-style-type: none"> • Chapter 53 Dental Implants. <ul style="list-style-type: none"> • Chapter 54 Endodontics. • Chapter 56 Oral Maxillofacial Surgery.
Dental materials	12 H	12 H	3 H	<p>Modern Dental Assisting (Edition 12)</p> <ul style="list-style-type: none"> • Chapter 43 Restorative & Esthetic Dentistry. • Chapter 44 Dental Liners, Bases & Bonding Systems. <ul style="list-style-type: none"> • Chapter 45 Dental Cements. • Chapter 46 Impression Materials. • Chapter 47 Laboratory Materials & procedures.
Patient management and prevention	12 H	12 H	3 H	<p>Modern Dental Assisting (Edition 12)</p> <ul style="list-style-type: none"> • Chapter 13 Dental Caries. • Chapter 14 Periodontal Diseases. • Chapter 15 Preventive Dentistry. • Chapter 26 The Patient's Dental Record. • Chapter 28 (Pages 385-402 & 406-407) Oral Diagnosis & Treatment Planning.
Dental terminology II	12 H	12 H	3 H	<p>Dental Terminology – Third Edition:</p> <ul style="list-style-type: none"> • Chapter 11 (Cosmetic Dentistry) <u>exclude pages</u> 205, 211, 213-215 • Chapter 12 (Prosthodontics) <u>only include</u> <i>Pag.219-220, Pag.221-222, Pag.223-224</i> • Chapter 13 (Endodontics) <u>only include</u> Pag. 236, Pag. 239-240 • Chapter 14 (Oral and Maxillofacial Surgery) <u>only include</u> Pag.253, Pag. 259-260, Pag 260-261

Block 3 (3 months)	Clinical Dental Assistance II (Pediatric dentistry- Orthodontics - Periodontics).	36 H	84 H	17 H	Modern Dental Assisting (Edition 12) <ul style="list-style-type: none"> • Chapter 55 Periodontics. • Chapter 57 Pedodontics. • Chapter 59 Dental Sealants. • Chapter 60 Orthodontics.
	Medically compromised & Emergency	12 H	12 H	3 H	Modern Dental Assisting (Edition 12) <ul style="list-style-type: none"> • Chapter 27 Vital Signs. • Chapter 29 The Special Needs & Medically Compromised Patient. • Chapter 30 Principles of Pharmacology. • Chapter 31 Assisting in a Medical Emergency.
	Dental terminology III	12 H	12 H	3 H	Dental Terminology – Third Edition <ul style="list-style-type: none"> • Chapter 15 (Orthodontics) exclude pages 274, 277,283. • Chapter 16 Periodontics. • Chapter 17 (Pedodontics) <u>include only</u> Pag. 306-310, 313-314.
Block 4 (3 months)	Clinical attachment (Periodontics for 1 month then orthodontics for 1 month then MCP for one month)		84 H	14 H	Practical
-	Revision		8 H	-	Practical
-	Classification exam			-	Practical

CME- Credit hours definition: Credit hours of the subject which including The educational activities in the subject which serve to maintain, develop, or increase the knowledge, skills, and professional performance

Hands on practice (practical/clinic): How many labs or clinic for the subject in each block

Classroom Training/ block (Theoretical): How many lectures/ group discussion/ PBL of the subject in each block

Course Passing Requirements and Grading System:

1. Continuous Evaluation
2. End of program Exam

Continuous Evaluation:	
<p>Continuous evaluation is conducted during the program to monitor student's progression, identify those who are at risk and determines the eligibility of the student to enter the end of program exam.</p> <p>An evaluation report is prepared for each student at the end of each block. The report will be discussed with the students individually to review their performance. The report involves a detailed description of the student's performance in each subject during the three months period of the block and includes assessment of the following:</p> <ol style="list-style-type: none"> 1. Attendance and punctuality: Students are required to attend all lectures and practical sessions. The students who miss more than 15% of the sessions in any subject (with no official excuse) will not be allowed to attend the final exam. Students who fail to attend lecture or practical session on time for four times are considered absent for one day. According to the number of the subjects' sessions the grade is calculated. 2. Knowledge: a minimum of two quizzes and one end of block exam will be carried out during the three-month block's period. 3. Technical skills competencies: the competency evaluation of the subjects with practical part (lab and/ or clinic) is carried out based on continuous evaluation according to the evaluation rubric. OSPE and OSCE may also be included in the evaluation. 4. Adherence to professionalism and Islamic behavioral aspects: students are required to adhere to professional conduct for health practitioner including but not limited to proper communication with patients, their families, colleagues and supervisors. Failure to adhere to professional conduct will result in students losing their marks. 5. Completion of course assignments: any assignment or course activity should be submitted on time. Late submission is not accepted. 6. Completion of course requirements (if applicable): The minimum number of the course requirement should be achieved. 	
Block One- Grading System for each module in block one with Theoretical and Practical	
Attendance and punctuality	5%
Quizzes	10%
Final written	30%
Practical evaluation including OSPE and OSCE (if applicable)	30%
Attitude	5%
Assignment	10%
Daily evaluation	10%
Total	100%

Block One Modules	Percentage %
Fundamentals of Dental assistance.	20%
Infection Control.	20%
Dental terminology.	30%
Dental science (head and neck anatomy and dental morphology).	20%
Communication skills & ethics.	10%

Block one Criteria

Trainees who fail to achieve 60% as a total grade of the block:

- 1- Are required to sit for a remediation exam on the first week of the next block.
- 2- If the trainee fails the remediation exam, they will take a third chance exam during the first months of the next block.
- 3- If the trainee fails the third chance a committee will be formulated to look into the case and decide the best next action.

Note:

- For each Subject it is expected from each training site (question bank) to provide questions divided based on the sections in the table above to build the question bank.
 - The OSCE station's minimum is 10 stations.
 - If the trainee's mark in the final written exam is 60 or lower (18% / 30%), the training center should sit with the trainee and evaluate the situation and give counselling to improve their performance and decide (if needed) to enter the remediation exam.
- The final end of the block exam will be a unified exam in all training sites.
- It is expected from scientific committee to meet and choose questions (from the question bank collected from each training site) and develop a final exam based on the blueprint above.

Block Two - Grading System for Subject with Theoretical and Practical

Attendance and punctuality	5%
Quizzes	10%
Final written	30%
Practical evaluation including OSPE and OSCE (if applicable)	30%
Attitude	5%
Assignment	10%
Daily evaluation	10%
Total	100%
Block Two Modules:	Percentage %
Radiology.	20%
Clinical Dental Assistant I (Prosthodontics –Oral and Maxillofacial Surgery –Restorative Dentistry –Endodontics).	40%
Dental materials.	20%
Patient management and prevention.	20%
Total	100%

Block two Criteria

Trainees who fail to achieve 60% as a total grade of the block:

- 1- Are required to sit for a remediation exam on the first week of the next block.*
- 2- If the trainee fails the 2nd chance a committee will be formulated to look into the case and decide the best next action.

*If the trainee who didn't pass the 2rd block's remediation exam is the same trainee who didn't pass the 1st block remediation exam, a committee will be formulated to look into the case and decide the best next action.

Note:

- For each Subject it is expected from each training site (question bank) to provide questions divided based on the sections in the table above to build the question bank.
 - The OSCE station's minimum is 10 stations.
 - If the trainee's mark in the final written exam is 60 or lower (18% / 30%), the training center should sit with the trainee and evaluate the situation and give counselling to improve their performance and decide (if needed) to enter the remediation exam.
- The final end of the block exam will be a unified exam in all training sites.
- It is expected from scientific committee to meet and choose questions (from the question bank collected from each training site) and develop a final exam based on the blueprint above.

Block Three - Grading System for Subject with Theoretical and Practical	
Attendance and punctuality	5%
Quizzes	10%
Final written	20%
Practical evaluation including OSPE and OSCE (if applicable)	30%
Attitude	5%
Assignment	10%
Daily evaluation	20%
Total	100%
Block Three Module:	Percentage %
Clinical Dental Assistance II (Pediatric dentistry –Orthodontics -Periodontics).	...80%...
Medically compromised & Emergency.	...20%...
Total	100%

Block Three Criteria

Trainees who fail to achieve 60% as a total grade of the block:

- 1- Are required to sit for a remediation exam on the first week of the next block.*
- 2- If the trainee fails the 2nd chance a committee will be formulated to look into the case and decide the best next action.

*If the trainee who didn't pass the 3rd block's remediation exam is the same trainee who didn't pass the 1st block or/and 2nd remediation exam, a committee will be formulated to look into the case and decide the best next action.

Note:

- For each Subject it is expected from each training site (question bank) to provide questions divided based on the sections in the table above to build the question bank.
 - The OSCE station's minimum is 10 stations.
 - If the trainee's mark in the final written exam is 60 or lower (12% / 20%), the training center should sit with the trainee and evaluate the situation and give counselling to improve their performance and decide (if needed) to enter the remediation exam.
- The final, end of the block exam will be a unified exam in all training sites.
- It is expected from scientific committee to meet and choose questions (from the question bank collected from each training site) and develop a final exam based on the blueprint above.

Program Blocks:

The program is divided to 4 blocks, each block is for three-month duration

Scoring Policy

- Excellent 100-90
- Very good 89-80
- Good 79-70
- Acceptable 69-60
- Fail 59 and below considered fail

End of Program Exam:

The student's eligibility for the exam depends on:

- Passing all subjects
- Mastering all skills
- Successful completion of all clinical requirements
- Attendance: total absence 14 days with an excuse and 5 days without excuse.

If students fail to fulfill any of the previously mentioned requirements, they wouldn't be able to sit for the exam.

The End of Program Exam is in SCFHS . It will be written MCQs. The exam will cover all subjects and blueprint will be distributed. The total passing score of this exam is 55%. Student who fail to achieve the required grade is considered (F) and should sit for the exam again.

Time limit for completing the program:

Students are expected to progress toward the program completion timely. Any delay in graduation expected date due to any condition such as health issues, or academic difficulties will be taken into consideration. Accordingly, the maximum timeframe to complete the program is 15 months.

Appendix: Program tentative schedule with reference to required chapters from the textbook

Program References:

Course Text / Reading Materials and Resources

Required:

1. Modern Dental Assisting, 12th edition, soft copy, by BirdRobinson
2. Dental Terminology 3rd edition by Charline M.Dofka
3. Infection Prevention & Control in Dental Settings (MOH)
<https://www.moh.gov.sa/Ministry/MediaCenter/Publications/Documents/2018-11-22-005.pdf>

Recommended:

1. Dental Assisting: A Comprehensive Approach by Donna J. Phinney, Judy H. Halstead, Donna Phinney
2. Glossary of Dental Clinical and Administrative Terms; available on:
<https://www.ada.org/en/publications/cdt/glossary-of-dental-clinical-and-administrative-ter#k>
3. Dental Instruments: A Pocket Guide 6th Edition By linda bartolomucci

Appendix

Block I

	8:00-8:30	8:30-9:00	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-1:00	1:00-1:30	1:30-2:00	2:00-2:30	2:30-3:00	3:00-3:30	3:30-4:00	4:00-4:30
Sunday	Dental terminology I Lecture	Group discussion	Dental terminology I Lab/ Clinic					Lunch/ praying break	Fundamental Of Dental Assistant Lecture	Group discussion	Fundamental of Dental Assistance Lab/ Clinical Attachment					
Monday	Dental science Lecture	Group discussion	Dental science Lab						Study session	Study session						
Tuesday	Fundamental Of Dental Assistant Lecture	Group discussion	Fundamental of Dental Assistance Lab/ Clinical Attachment	Fundamental of Dental Assistance Lab/ Clinical Attachment			Clinical attachment (GP)		Clinical attachment (GP)	Clinical attachment (GP)	Clinical attachment (GP)					
Wednesday	Infection control Lecture	Group discussion	Infection control CSSD/ Clinic						Clinical attachment (GP)	Clinical attachment (GP)	Clinical attachment (GP)	Clinical attachment (GP)	Clinical attachment (GP)	Clinical attachment (GP)		
Thursday	Communication Skills and Ethics Lecture	Group discussion	Communication Skills and Ethics Hands on						Study session	Study session	Study session					

Block II

	8:00 -8:30	8:30 -9:00	9:00 -9:30	9:30 -10:00	10:00 -10:30	10:30 011:00	11:00 -11:30	11:30 -12:00	12:00- 1:00	1:00- 1:30	1:30- 2:00	2:00 -2:30	2:30 -3:00	3:00 -3:30	3:30 -4:00	4:00 -4:30	
Sunday	Dental Assistance I (Prosth) Lecture	Group discussion	Dental Assistance I (simulation lab/ clinical attachment)						Lunch / praying break	Dental material Lecture	Group discussion	Dental material (simulation lab/ clinic)					
Monday	Dental Assistance I (OMFS) Lecture	Group discussion	Dental Assistance I (simulation lab/ clinical attachment)							Terminology II Lecture	Group discussion	Terminology II practical					
Tuesday	Dental Assistance I (Resto) Lecture	Group discussion	Dental Assistance I (simulation lab/ clinical attachment)							Patient management and prevention	Group discussion	Patient management and prevention seminar					
Wednesday	Dental Assistance I (Endo) Lecture	Group discussion	Dental Assistance I (simulation lab/ clinical attachment)							Clinical Attachment			Clinical Attachment				
Thursday	Radiology Lecture	Group discussion	Radiology (simulation lab/ clinic)							Study session			Study session				

Block III

	8:00 - 8:30	8:30 - 9:00	9:00 - 9:30	9:30-10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 1:00	1:00-1:30	1:30-2:00	2:00-2:30	2:30 - 3:00	3:00 - 3:30	3:30-4:00	4:00 - 4:30
Sunday	Dental Assistance II (Pedo) Lecture		Group discussion		Dental Assistance II (Simulation lab/ clinical attachment)				Lunch/ praying break	Clinical Attachment		Clinical Attachment		Clinical Attachment		
Monday	Dental Assistance II (Perio) Lecture		Group discussion		Dental Assistance II (Simulation lab/ clinical attachment)					Clinical Attachment		Clinical Attachment		Clinical Attachment		
Tuesday	Dental Assistance II (Ortho) Lecture		Group discussion		Dental Assistance II (Simulation lab/ clinical attachment)					Clinical Attachment		Clinical Attachment		Clinical Attachment		
Wednesday	Terminology III Lecture		Group discussion		Terminology III practical					Clinical Attachment				Clinical Attachment		
Thursday	Medical Emergency		Group discussion		Medical Emergency simulation lab					Study session						



الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

Improvement Curriculum and Program Content by:

**Dr. balsam Aleissa
Ms. Carmen Harvey
Dr. Manal AlShamlan**

Supervision of the instructional design and the program by:

Ms. Raghad Alagil