

**South Dakota State Board of Dentistry**

Board Meeting Agenda

10:00 a.m. Friday October 23, 2020

Drifters Event Center -- 325 E. Hustan Avenue Ft. Pierre SD 57532

- 1) **Call to Order**
- 2) **Open Forum:** *5 minutes for the public to address the Board*
- 3) **Approval of Minutes:**
- 4) **Adoption of Agenda**
- 5) **Financial Report**
- 6) **Office Update**
- 7) **Executive Session - SDCL 1-25-2(3)**
- 8) **License Applications**
- 9) **Old Business**
  - a. SD-DOH Legal Counsel Project Update
  - b. COVID-19 Update
- 10) **New Business**
  - a. Southeast Tech Dental Assisting Program Application
  - b. Health Professionals Assistance Program Update
  - c. Western Surgical and Sedation Moderate Sedation Course Approval Request
  - d. Anesthesia Credential Committee (ACC) Recommendations – Draft ARSD 20:43:09
  - e. Clinical Competency Examinations
  - f. Appointments - ACC Member
  - g. Speaker Honorarium Application
  - h. Meeting Date(s)
- 11) **Announcements:** Future Meetings – January 15, 2021 and June 18, 2021
- 12) **Adjourn**

South Dakota State Board of Dentistry  
Minutes of Public Hearing  
June 26, 2020

Dr. Schaack called the public hearing to order at 10:04 a.m. on Friday, June 26, 2020 and noted that this was time and place for the Public Hearing on the proposed rules of the South Dakota State Board of Dentistry numbered § 20:43:03:01; 20:43:03:02; 20:43:03:04; 20:43:03:08; 20:43:03:09; 20:43:03:10; 20:43:07:01; 20:43:07:02; 20:43:07:03; 20:43:07:05; 20:43:07:06; 20:43:07:07; 20:43:07:08; 20:43:07:09; 20:43:07:10; 20:43:07:11; 20:43:07:12; 20:43:07:13; and 20:43:07:14.

Dr. Schaack noted that statements made during the hearing were being recorded in the minutes and due notice of this public hearing was published in three South Dakota newspapers and was made to interested parties in advance of the hearing. Dr. Schaack noted that the proposed rules had been edited for compliance with the requirements for form, style and legality as recommended by the South Dakota Legislative Research Council pursuant to SDCL 1-26.

**Hearing Officer:** Dr. Tara Schaack, Board President.

**Members of the Board in attendance:** Dr. Harold Doerr, Dr. Scott Van Dam, Dr. Nick Renemans, Dr. Amber Determan, Zona Hornstra and Molly Fulton.

**Board staff in attendance:** Brittany Novotny and Lisa Harsma.

**Legal Counsel in attendance:** Shelly Munson and Matthew Templar.

**Others in attendance:** Paul Knecht, SD Dental Association (SDDA); Dr. Jaclyn Schuler (SDDA); Marcia Jensen, Southeast Technical Institute (SETI); Kimber Cobb, Central Regional Dental Testing Service (CRDTS); Dr. Ellis Hall, The Commission on Dental Competency Assessments (CDCA); Patricia Connolly Atkins (CDCA); Suzanne Porter, Southern Regional Testing Agency (SRTA); and Ann Schwartz, Delta Dental.

**Written Testimony:** Dr. Schaack entered into the record the following letters that were received prior to the hearing:

- A. SD Dental Hygienists Association – Letter of Support
- B. USD Department of Dental Hygiene – Letter of Support
- C. Dr. Clint Wilson – Letter of Support
- D. Dr. Logan Cowan – Letter of Support
- E. South Dakota Dental Association – Letter of Support

Dr. Schaack noted the five testing agencies, CRDTS, WREB, SRTA, CITA and CDCA indicated support for the proposed rules regarding the clinical examinations in a survey sent to each of them.

**Oral Testimony:** Dr. Schaack took Oral Testimony. There was no Oral Testimony.

Dr. Schaack closed testimony and opened the public hearing to Board discussion and/or action.

Doerr moved that the South Dakota State Board of Dentistry approve the adoption of the amended rules ARSD § 20:43:03:01; 20:43:03:02; 20:43:03:04; 20:43:03:08; 20:43:03:09; 20:43:03:10; 20:43:07:01; 20:43:07:02; 20:43:07:03; 20:43:07:05; 20:43:07:06; 20:43:07:07; 20:43:07:08; 20:43:07:09; 20:43:07:10; 20:43:07:11; 20:43:07:12; 20:43:07:13; and 20:43:07:14 including the LRC edits for compliance with the requirements for form, style and legality. Second by Renemans. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

There being no further business, the public hearing was adjourned at 10:08 a.m.

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Zona Hornstra, Secretary

SD State Board of Dentistry  
Board Meeting  
Teleconference  
Friday June 26, 2020 10:00am Central

President Schaack called the meeting to order at 10:09am Central.

Board Members Present: Dr. Tara Schaack, Dr. Harold Doerr, Dr. Nick Renemans, Dr. Amber Determan, Dr. Scott Van Dam, Zona Hornstra and Molly Fulton.

Board Staff Present: Shelly Munson, Matthew Templar, Brittany Novotny and Lisa Harsma.

Others Present: Paul Knecht, Dr. Jaclyn Schuler, Dr. Mark Kampfe, Marcia Jensen, Suzanne Porter, Kimber Cobb, Dr. Ellis Hall, Patricia Connolly Atkins, Ann Schwartz, Tiffany Howe, Dr. Ann Bolman, Justin Williams, Dr. Brian Prouty and Dr. Jeffrey Bergsbaken.

Schaack called for public testimony during the open forum. There was no public testimony.

Motion to approve the minutes by Van Dam. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to move approve the agenda as amended by Hornstra. Second by Doerr. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the financial report by Hornstra. Second by Determan. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Novotny summarized the current status of the manikin and patient-based exams for each of the regional exam testing agencies. Representatives from CRDTS, CDCA, and SRTA confirmed via teleconference.

Motion to approve per ARSD 20:43:03:08(4), upon the effective date of the proposed rules, the components of the patient or manikin based dental hygiene clinical competency examinations administered by CRDTS, CDCA, CITA, SRTA and WREB that meet the requirements outlined in proposed ARSD 20:43:03:09, as presented, and to accept the ADEX computer simulated exam (OSCE) in lieu of the manikin or patient based intra and extra oral assessment component in ARSD 20:43:03:09(3) pursuant to the declared state of emergency clause by Doerr. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve per ARSD 20:43:03:01(4), upon the effective date of the proposed rules, the components of the patient or manikin based dental clinical competency examinations administered by CRDTS, CDCA, CITA, SRTA and WREB that meet the requirements outlined in proposed ARSD 20:43:03:02, as presented, upon the effective date of the proposed rules by Determan. Second by Renemans. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to move into Executive Session pursuant to SDCL 1-25-2 (3) by Hornstra. Second by Fulton. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried. The board went into Executive Session at 10:54am.

Motion to move out of Executive Session by Van Dam. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried. The board moved out of Executive Session at 1:20pm.

Motion to support legislation for the 2021 session that would repeal 36-2A requirements for a jointly operated Health Professionals Assistant Program (HPAP) and allow each board to participate in any program that meets criteria by Doerr. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Novotny provided an office update.

The Board discussed the COVID-19 situation and, pursuant to questions received, clarified three points. First, that a communication was sent to licensees in March stating that the Board does not have authority to close dental offices due to the COVID-19 situation. This was intended to make clear the limitations of the Board's jurisdiction during a declared state of emergency. Second, that communications sent in April referred to provisions in Governor Noem's Executive Order (EO) 2020-12, including the directive that healthcare organizations, including dental offices, follow CDC guidance and postpone all non-essential elective surgeries. This EO was not issued by the Board. Communications relative to the EO were reviewed by SD-DOH before being disseminated to ensure accurate content relative to the EO and its impact on dental professionals. Third, the complaint process is a statutorily defined process that is confidential, ensures due process, and requires a legal evidentiary standard to be met. This is the process by which the board investigators can investigate any alleged violation of regulation or the Governor's EO.

Motion to approve the dentist credential verification applications of Paymun Bayati, Mattie Claire Bertels, Conner John Christensen, Richard John Darsky, Mark Herbert Henline, Ximena Hernandez, Kirsten Nicole Kimbler, Christina Ky, Glenda Charlene Reynolds, and Allan Josiah Sandor by Doerr. Second by Renemans. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the dental hygienist credential verification applications of Tiffany Brenda Nugent by Determan. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the dental hygienist reinstatement application of Sara Lynn Nolan and Tara Raelene Van Meter by Renemans. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the dental hygienist military application of Erica Diane Cowley by Van Dam. Second by Fulton. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the dentist applications of Matthew Paul Anderson, Tanner Thomas Brolsma, Autumn Dawn Brown, Hannah Grace Deery, Adam Robert Fjeldheim, Holly Joy Heien, Molly Delora Kopf, Ashton Anne Parmley, Ruslan Rusanov, and Geoffrey Clayton Whitney by Renemans. Second

by Determan. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the dental hygienist applications of Latosha Renae Barnes, Grayson Barbara Gruenhagen, Brooke Michelle Johnson, and Kelsey Elizabeth Wieseler by Hornstra. Second by Determan. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the registered dental assistant reinstatement application of Dannalee Rae Nordhagen by Hornstra. Second by Renemans. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

The Board received an update on the SD-DOH plan to require boards that fall under the SD-DOH to utilize attorneys that are employed by the SD-DOH for general counsel and prosecutor services. The Board thanked the SD-DOH for meeting to discuss its concerns relative to the financial impact and transition considerations.

Motion to postpone the discussion on the Whitepaper on Effective Management of Acute Pain to the October meeting by Van Dam. Second by Fulton. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the application process and fee waiver, as presented, for the 2020 Remote Area Medical (RAM) Event that will be held at St. Francis Mission Dental Clinic by Hornstra. Second by Doerr. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Van Dam reviewed the Anesthesia Credentials Committee recommended updates to ARSD 20:43:09 and solicited feedback from the Board and stakeholders.

Motion to approve the Approved Courses Policy, as presented, by Determan. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the Board Policies, as presented, by Renemans. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve the Continuing Education Guidelines, as presented, by Doerr. Second by Determan. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Fulton nominated Dr. Harold Doerr for the position of President, Dr. Nick Renemans for the position of Vice President and Zona Hornstra for the position of Secretary/Treasurer. Motion to cease nominations and cast a unanimous ballot for Dr. Harold Doerr as President, Dr. Nick Renemans as Vice President and Zona Hornstra as Secretary/Treasurer by Van Dam. Second by Determan. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to appoint Nick Renemans as the Dental CRDTS Steering Committee Member by Determan. Second by Van Dam. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approve annual memberships in the American Association of Dental Boards (AADB) and the American Association of Dental Administrators (AADA) by Doerr. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

Motion to approval travel for two representatives to attend the AADB 2021 Mid-Year meeting and one representative to attend the AADA 2021 Mid-Year meeting by Van Dam. Second by Renemans. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

The Board announced the following meeting dates: October 23, 2020, January 15, 2021 and June 18, 2021.

Dr. Ann Bolman and Tiffany Howe from Wester Dakota Tech provided the Board with an update of the current status of the dental assisting program and CODA application.

Van Dam presented the Anesthesia Credential Committee (ACC) recommendations to the Board.

Motion to adjourn by Fulton. Second by Hornstra. Determan, Doerr, Hornstra, Fulton, Renemans, Schaack and Van Dam vote aye. Motion carried.

There being no further business, the meeting was adjourned at 2:54 pm.

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Zona Hornstra, Secretary

## Remaining Authority by Object/Subobject

Expenditures current through 10/03/2020 11:50:29 AM

HEALTH – Summary

FY 2021 Version – AS – Budgeted and Informational

FY Remaining: 74.2%

09202	Board of Dentistry - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
<b>EMPLOYEE SALARIES</b>							
5101030	Board & Comm Mbrs Fees	9,293	420	0	0	8,873	95.5
<b>Subtotal</b>		<b>9,293</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>8,873</b>	<b>95.5</b>
<b>EMPLOYEE BENEFITS</b>							
5102010	Oasi-employer's Share	847	32	0	0	815	96.2
<b>Subtotal</b>		<b>847</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>815</b>	<b>96.2</b>
<b>51 Personal Services</b>							
<b>Subtotal</b>		<b>10,140</b>	<b>452</b>	<b>0</b>	<b>0</b>	<b>9,688</b>	<b>95.5</b>
<b>TRAVEL</b>							
5203030	Auto-priv (in-st.) H/rte	1,500	0	0	0	1,500	100.0
5203070	Air-charter-in State	22,000	7,108	0	0	14,892	67.7
5203100	Lodging/in-state	1,266	0	0	0	1,266	100.0
5203130	Non-employ. Travel-in St.	2,500	0	0	0	2,500	100.0
5203140	Meals/taxable/in-state	305	0	0	0	305	100.0
5203150	Non-taxable Meals/in-st	200	0	0	0	200	100.0
5203260	Air-comm-out-of-state	1,000	0	0	0	1,000	100.0
5203330	Non-employ Travel-out-st.	3,000	0	0	0	3,000	100.0
<b>Subtotal</b>		<b>31,771</b>	<b>7,108</b>	<b>0</b>	<b>0</b>	<b>24,663</b>	<b>77.6</b>
<b>CONTRACTUAL SERVICES</b>							
5204010	Subscriptions	300	0	0	0	300	100.0
5204020	Dues & Membership Fees	5,000	3,310	0	0	1,690	33.8
5204050	Computer Consultant	34,400	641	31,859	0	1,900	5.5
5204060	Ed & Training Consultant	3,307	0	0	0	3,307	100.0
5204080	Legal Consultant	28,616	3,108	0	0	25,508	89.1
5204090	Management Consultant	260,103	109,823	159,815	0	-9,535	0.0
5204100	Medical Consultant	40,000	2,988	172,688	0	-135,676	0.0
5204130	Other Consulting	7,000	1,800	98,200	0	-93,000	0.0
5204160	Workshop Registration Fee	2,000	0	0	0	2,000	100.0
5204181	Computer Services-state	316	0	0	0	316	100.0
5204190	Computer Services-private	500	0	0	0	500	100.0
5204200	Central Services	3,166	1,195	0	0	1,971	62.3
5204203	Central Services	203	5	0	0	198	97.5
5204204	Central Services	1,211	114	0	0	1,097	90.6
5204207	Central Services	1,016	145	0	0	871	85.7
5204360	Advertising-newspaper	400	169	0	0	231	57.8

## Remaining Authority by Object/Subobject

Expenditures current through 10/03/2020 11:50:29 AM

HEALTH -- Summary

FY 2021 Version -- AS -- Budgeted and Informational

FY Remaining: 74.2%

09202 Subobject	Board of Dentistry - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
5204480	Microfilm & Photography	500	0	0	0	500	100.0
5204510	Rents-other	725	0	0	0	725	100.0
5204530	Telecommunications Srvc	4,000	970	0	0	3,030	75.8
5204550	Garbage & Sewer	0	4	0	0	-4	0.0
5204590	Ins Premiums & Surety Bds	1,500	0	0	0	1,500	100.0
5204960	Other Contractual Service	12,000	1,213	0	0	10,787	89.9
<b>Subtotal</b>		<b>406,263</b>	<b>125,485</b>	<b>462,562</b>	<b>0</b>	<b>-181,784</b>	<b>0.0</b>
<b>SUPPLIES &amp; MATERIALS</b>							
5205020	Office Supplies	1,100	0	0	0	1,100	100.0
5205310	Printing-state	1,000	0	0	0	1,000	100.0
5205320	Printing-commercial	1,600	0	0	0	1,600	100.0
5205350	Postage	4,500	1,350	0	0	3,150	70.0
5205390	Food Stuffs	500	0	0	0	500	100.0
<b>Subtotal</b>		<b>8,700</b>	<b>1,350</b>	<b>0</b>	<b>0</b>	<b>7,350</b>	<b>84.5</b>
<b>GRANTS AND SUBSIDIES</b>							
5206070	Grants To Non-profit Org	7,500	0	0	0	7,500	100.0
<b>Subtotal</b>		<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>100.0</b>
<b>CAPITAL OUTLAY</b>							
5207491	Telephone Equipment	0	37	0	0	-37	0.0
5207901	Computer Hardware	0	236	0	0	-236	0.0
<b>Subtotal</b>		<b>0</b>	<b>273</b>	<b>0</b>	<b>0</b>	<b>-273</b>	<b>0.0</b>
<b>OTHER</b>							
5208010	Other	500	0	0	0	500	100.0
<b>Subtotal</b>		<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>100.0</b>
<b>52 Operating Subtotal</b>		<b>454,734</b>	<b>134,216</b>	<b>462,562</b>	<b>0</b>	<b>-142,044</b>	<b>0.0</b>
<b>Total</b>		<b>464,874</b>	<b>134,668</b>	<b>462,562</b>	<b>0</b>	<b>-132,356</b>	<b>0.0</b>



BA1409R1

STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 09/30/2020

PAGE 116

AGENCY: 09 HEALTH  
BUDGET UNIT: 09202 BOARD OF DENTISTRY - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061807	1140000	610,428.04	DR	BOARD OF DENTISTRY
COMPANY/SOURCE TOTAL 6503 618			610,428.04	DR *	
COMP/BUDG UNIT TOTAL 6503 09202			610,428.04	DR **	
BUDGET UNIT TOTAL 09202			610,428.04	DR ***	

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 09/30/2020

AGENCY 09 HEALTH  
 BUDGET UNIT 09202 BOARD OF DENTISTRY - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS			
092020061807	6503	4293005	DENTIST CREDENTIAL	1,000.00	2,000.00
092020061807	6503	4293015	HYGIENIST CREDENTIAL	400.00	600.00
092020061807	6503	4293105	DENTIST NEW LICENSE	750.00	1,050.00
092020061807	6503	4293110	DENTIST LICENSE RENEWAL	.00	7,310.00
092020061807	6503	4293115	DENTIST JP EXAM	1,575.00	2,475.00
092020061807	6503	4293125	DENTIST REINSTATE LICENSE	450.00	1,575.00
092020061807	6503	4293135	DENTIST NITROUS OXIDE	160.00	360.00
092020061807	6503	4293137	DENTIST NITROUS RENEW	.00	760.00
092020061807	6503	4293140	DENTIST MODERATE SEDATION	100.00	100.00
092020061807	6503	4293147	DENTIST MOD SED AD RENEW	.00	100.00
092020061807	6503	4293152	DENTIST GA/DEEP SED RENEW	.00	50.00
092020061807	6503	4293205	HYGIENIST NEW LICENSE	400.00	600.00
092020061807	6503	4293210	HYGIENIST RENEWAL LICENSE	.00	10,260.00
092020061807	6503	4293215	HYGIENIST JP EXAM	805.00	1,265.00
092020061807	6503	4293220	HYGIENIST ANESTH RENEW	40.00	1,840.00
092020061807	6503	4293222	HYGIENIST ANESTHESIA	120.00	280.00
092020061807	6503	4293225	HYGIENIST REINSTATE	115.00	690.00
092020061807	6503	4293235	HYGIENIST NITROUS OXIDE	120.00	280.00
092020061807	6503	4293237	HYGIENIST NIT OXIDE RENEW	.00	1,260.00
092020061807	6503	4293305	RADIOLOGY NEW	1,360.00	2,040.00
092020061807	6503	4293307	RADIOLOGY RENEWAL	.00	3,820.00
092020061807	6503	4293315	RADIOLOGY REINSTATE	160.00	1,000.00
092020061807	6503	4293405	ADA EXPANDED FUNCTION NEW	720.00	1,600.00
092020061807	6503	4293410	ADA EXPAND FUNCTION RENEW	.00	2,847.00

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 09/30/2020

AGENCY 09 HEALTH  
 BUDGET UNIT 09202 BOARD OF DENTISTRY - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
092020061807	6503	4293415	ADA EXPAND FUNCT REINSTAT	80.00	600.00	
092020061807	6503	4293420	ADA EXPAND FUNC ADMIN NIT	560.00	840.00	
092020061807	6503	4293422	ADA EXPAND FUNC NIT RENEW	20.00	1,400.00	
092020061807	6503	4293505	CORPORATE NEW LICENSE	.00	200.00	
092020061807	6503	4293510	CORPORATE RENEWAL	25.00	925.00	
092020061807	6503	4293600	TEMP LICENSE	400.00	700.00	
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		9,360.00	48,827.00	*
092020061807	6503	4299000	OTHER LIC., PRMTS, & FEES	.00	17,981.07-	
ACCT: 4299		OTHER LIC, PRMTS, & FEES (NON-GOVERNMENTAL)		.00	17,981.07-	*
ACCT: 42		LICENSES, PERMITS & FEES		9,360.00	30,845.93	**
092020061807	6503	4595000	VERIFICATION LETTERS	225.00	425.00	
092020061807	6503	4595800	LIST OF PRACTITIONERS	900.00	1,950.00	
ACCT: 4595				1,125.00	2,375.00	*
ACCT: 45		CHARGES FOR SALES & SERVICES		1,125.00	2,375.00	**
092020061807	6503	4920045	NONOPERATING REVENUES	.00	13,951.05	
ACCT: 4920		NONOPERATING REVENUE		.00	13,951.05	*
ACCT: 49		OTHER REVENUE		.00	13,951.05	**
CNTR: 092020061807				10,485.00	47,171.98	***
CNTR: 092020061				10,485.00	47,171.98	****
CNTR: 0920200				10,485.00	47,171.98	*****
COMP: 6503				10,485.00	47,171.98	*****
B UNIT: 09202				10,485.00	47,171.98	*****

Complaints											
	Total Received	Total Investigated	Total Resolved	Total Hearings Held	Total Pending	Total Licensees Reprimanded/ Probationed	Total Licensees Suspended/ Revoked	Total Other Action	No Action Taken Against Licensee	Total Prosecutions	
	32	32	30	0	24	0	0	2	28	0	
Number	Quality of Care	Competence	Substance Abuse	Fee Dispute	Inappropriate Contact with Patient	Poor Communication or Chair Side Manner	Failure to Release Copy of Patient Records	Suspect Insurance Fraud	Improper Prescribing of Medications	Patient Abandonment	Other Complaint
1		1									1
2											
3											
4	1	1									
5											1
6	1							1			1
7											
8	1										1
9	1	1		1		1	1			1	
10	1			1						1	
11	1			1		1		1		1	1
12	1			1		1			1	1	
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26											1
27				1			1	1		1	
28				1			1			1	
29	1	1				1				1	
30	1			1							
32	1			1	1	1					1
<b>Totals</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>8</b>

SD State Board of Dentistry FY 2020	
Licenses/Registrations Renewed	3,832
Permits - Renewed	2,165
Licenses/Registrations - New	283
Permits - New	182
Temporary Registrations (exempt new graduates)	35
Collaborative Supervision Agreements	4
Anesthesia Inspections	5
Continuing Education Audits	109
Board Meetings Held	7
Practitioner Lists	49
Verification Letters	51



# South Dakota State Board of Dentistry

P.O. Box 1079, 1351 N. Harrison Ave. Pierre, SD 57501-1079

Ph: 605-224-1282

Fax: 1-888-425-3032

E-mail: [contactus@sdboardofdentistry.com](mailto:contactus@sdboardofdentistry.com)

[www.sdboardofdentistry.com](http://www.sdboardofdentistry.com)

## Moderate Sedation Course Approval Request Form

The following information is required for prior approval of a Moderate Sedation course. Once approved, the course will be added to the "Approved Courses for a Moderate Sedation Permit" list on the SD State Board of Dentistry Website. You may fax, email or mail in your request.

Date of Request: 8/31/20 Date(s) of Course: NOV 17-22, 2020 (and future  
dates)

Name of Person Requesting Approval: HOLLIS SCHULTZ, Western Surgical and Sedation (TBD)

Phone: 201-921-2383 Email: hollis@westernsurgicalandsedation.com

Course Length: 80 Hrs.

Number of Patients Managed: 20

Title of Course:

Moderate IV sedation Training

Sponsor:

AGD/PACE Approved, Western Surgical and Sedation

Speaker: John Wayland DDS FAGD, Heath Hendrickson DDS

Location: San Jose, CA

### **Requirements:**

1. Resume or bio of speaker.
2. Detailed course outline that includes verification of:
  - i) 60 hours of instruction.
  - ii) Management of 20 patients.
  - iii) Experience in management of compromised airway and establishment of intravenous access.
3. Verification that the course sponsor is an ADA CERP approved provider, AGD PACE approved provider or a verification letter from the state in which the course presenter is currently licensed verifying licensure and that the individual has had no disciplinary action taken against his/her license (this verification letter must be sent directly from the state board to our office).



7001 SOUTH 900 EAST • SUITE 350  
MIDVALE, UTAH 84047  
WWW.WESTERNSURGICALANDSEDATION.COM

February 20, 2020

To whom it may concern:

Enclosed is a petition by Western Surgical and Sedation (WSS), for approval from the South Dakota State Dental Board as a recognized "Board-Approved" course of instruction for the Administration of Moderate Sedation as defined by the *ADA Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students*. This letter will outline the Curriculum (including a complete syllabus of 300+ pages), academic, clinical, and hands-on training criteria established by WSS for the training of dentists in Moderate Sedation.

This petition includes the following:

1. **Course Overview**
2. **AGD/PACE approval letter**
3. **Faculty Biographies:** Listing credentials for training and instruction.
4. **IV Moderate Sedation Course Content:** The course correlates with the *ADA Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students*. Information provided includes where in the syllabus each item of instruction is covered, the name of the lecturer, and when during the course the topic is covered. Also, whether the teaching involves didactic, hands-on, demonstration, or clinical portions. The *Official Course Textbook, Sedation: A Guide to Patient Management*, Malamed, 6<sup>th</sup> Edition, provides additional exposition and reference.
5. **Moderate Sedation Course Certification Documentation:** Examples of competence documentation and certification required by each participant according to the Course Objective established by the *ADA Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students* in the following areas:
  - a. Course Objectives
  - b. Moderate Sedation Techniques (N20/PO/SL/IV/IM/IO)
  - c. The patient rescued from deep sedation
  - d. Management of airway, use of monitors and equipment, and Venipuncture
  - e. Use of reversal medications
6. **Examples of Time-Oriented Anesthesia Patient Record**
7. **IV Moderate Sedation Drug Protocol as taught by WSS.**



7001 SOUTH 900 EAST • SUITE 350  
MIDVALE, UTAH 84047  
WWW.WESTERNSURGICALANDSEDATION.COM

Please address all correspondence regarding the approval of the course by the state board to:

Hollis Schultz, Program Coordinator  
[Hollis@westernsurgicalandsedation.com](mailto:Hollis@westernsurgicalandsedation.com)  
(385) 202-3630

Thank you for your consideration.

Sincerely,

Dr. John Wayland, Course Director  
IV Moderate Sedation Course  
Western Surgical and Sedation

**westernsurgicalandsedation.com**

**(385) 202-3630**

# Contents

<b>Course Overview</b> .....	4
<b>AGD/PACE Approval Letter</b> .....	6
<b>Course Director and Faculty Overview</b> .....	8
<b>IV Sedation Course Faculty</b> .....	9
<b>IV Sedation Course Sample Syllabus</b> .....	12
<b>Knowledge and Skill Assessment Log</b> .....	23
<b>Affidavit of Training</b> .....	26
<b>Protocol for IV Moderate Sedation</b> .....	27
<b>Sedation Record</b> .....	29



## Course Overview

Western Surgical and Sedation has been providing Continuing Education in the training of dentists in Moderate sedation for adult patients since 2015. We have certified doctors in 22 states. We are dedicated to and follow the ADA objectives and content for Teaching Pain Control and Sedation to Dentists and Dental Students. WSS is PACE Approved, Provider ID#:342389<sup>i</sup>.

**Student to Faculty Ratio:** The IV Moderate Sedation course may have as many as 20 attendees in any one session:

Lecture: 20 attendees

Hands On/Demo Faculty to Student Ratio: 1:5

Clinical Faculty to Patient Ratio: 1:1

**Course Prerequisites:** ACLS certification. WSS requires 20 hours of on-line emergency scenario training with Jeffrey Jack at [www.acls-algorithms.com](http://www.acls-algorithms.com). WSS also requires an 8 hour e-simulation review of ACLS principles and protocols sponsored by the American Heart Association. The program may be accessed here: [American Heart Association ACLS \(https://elearning.heart.org/course/20\)](https://elearning.heart.org/course/20). The course requires a rigorous understanding of ACLS protocols to pass the timed e-simulation test. This does not replace ACLS training which occurs during the course but is intended to augment the doctor's ability to respond to airway and cardiovascular emergencies that might emerge during IV Moderate Sedation.

**Course Location:** The first four days including: lecture, ACLS emergency hands on training, AHA skills test and Venipuncture training are held at the Santa Clara Dental Society Building in San Jose, California (1485 Park Ave, San Jose, CA 95126). Clinical portions are held at the dental clinic of Los Gatos Dental Group, 15951 Los Gatos Blvd #8, Los Gatos, CA.

**Course Text and Syllabus:** WSS uses Stanley F. Malamed's 6<sup>th</sup> edition, *Sedation: A Guide to Patient Management* along with the course pdf containing over 600 slides from various lecturers chosen from the WSS faculty. (See accompanying materials).

**Course Objectives:** Upon completion of a course in Moderate Sedation, the dentist must be able to:

1. List and discuss the advantages and disadvantages of moderate sedation.
2. Discuss the prevention, recognition and management of complications associated with moderate sedation.
3. Administer moderate sedation to patients in a clinical setting in a safe and effective manner.
4. Discuss the abuse potential, occupational hazards and other untoward effects of the agents utilized to achieve moderate sedation.
5. Describe and demonstrate the technique of intravenous access, intramuscular injection and other parenteral techniques.
6. Discuss the pharmacology of the drug(s) selected for administration.

7. Discuss the precautions, indications, contraindications and adverse reactions associated with the drug(s) selected.
8. Administer the selected drug(s) to dental patients in a clinical setting in a safe and effective manner.
9. List the complications associated with techniques of moderate sedation.
10. Describe a protocol for management of emergencies in the dental office and list and discuss the emergency drugs and equipment required for the prevention and management of emergency situations.
11. Discuss principles of advanced cardiac life support or an appropriate dental sedation/ anesthesia emergency course equivalent.
12. Demonstrate the ability to manage emergency situations.
13. Demonstrate the ability to diagnose and treat emergencies related to the next deeper level of anesthesia than intended.

**Course Content:** The course objectives are achieved through a comprehensive training program in moderate conscious sedation consisting of 88 total hours. The training can be subdivided as follows:

1. 28 Hour ACLS Online Training with Strict Testing for competency of knowledge and skills. Sponsored by the American Heart Association and [acls-algorithms.com](http://acls-algorithms.com). This material is a prerequisite and required for participation in the Didactic/Clinical Course. All doctors are required to pass a nationally certified ACLS skills test during the week of training. ACLS review and training are incorporated throughout the week of lecture, demo and hands on as indicated in the syllabus.
2. 88 total hours of instruction divided into the following:
  - i. Lecture: 32 hours
  - ii. Participation: 8 hours
  - iii. Online with [acls-algorithms.com](http://acls-algorithms.com): 20 hours
  - iv. Online with the American Heart Association: 8 hours
  - v. Hands On/Clinical: 20 hours



February 25, 2019

## AGD/PACE Approval Letter

Provider ID# 342389  
Western Surgical and Sedation  
John Wayland, DDS  
150 Merced Dr  
San Bruno, CA 94066-2520

Dear Dr. Wayland:

Congratulations! On behalf of the Academy of General Dentistry (AGD), I am pleased to inform you that **Western Surgical and Sedation**, provider ID # **342389**, has received approval from the AGD Program Approval for Continuing Education (PACE) Council. Please use your provider ID number on all correspondence. The approval period extends from **3/1/2019 to 2/28/2023**. Check your listing on the *Find a PACE Approved Provider* page of the AGD Website. E-mail [PACE@agd.org](mailto:PACE@agd.org) if there are any corrections or updates to your information. The PACE Council noted the following concerns with your application. The council will expect to see improvements in each of the areas listed below if you reapply for approval in the future:

**Administration:** PACE Standard I, criterion O requires approved providers to operate in accordance to written policies designed to ensure that all course content presented for CE credit has a sound scientific basis. If you choose to re-apply for approval in the future, the council will expect you to clearly explain how you ensure all information presented is scientifically sound and how you share the assessment of benefits and risks associate with the content with your audience. The council recommends that you consider reviewing and/or maintaining copies of recent studies supporting the content your organization teaches, maintaining a list of accredited dental education programs where similar information is part of the established curriculum or ensure your planning committee reviews a bibliography of current research and/or peer reviewed articles during your content approval process.

**Administration:** The council was concerned that you did not show any independent members on your planning committee and expects to see improvements with your next application. PACE Standard I, Criterion E requires AGD PACE-approved program providers maintain a planning committee that includes at least one licensed dentist. This dentist shall represent the intended audience of the programming, and will have no other responsibilities to the program provider. The planning committee should review needs assessment data, course evaluations and provide input when selecting instructors and educational objectives to ensure the information presented is non-biased and scientifically sound. Planning committee discussions must be documented in detailed meeting minutes and submitted with your next application.

**Goals:** The council was concerned that you have not clearly defined the organizational and educational goals for your organization. The council believes that CE benefits from the development of written continuing education goals that relate to the health care needs of the public and the interests and needs of the profession. Continuing education and organizational goals should be specific, measurable, and time-targeted objectives intended to measure the success of your overall CE program. The council recommends you work with your planning committee to state your educational and organizational goals more clearly.

**Needs Assessment:** The council expects organizations to gather needs assessment data from multiple sources, including surveying or interviewing members of the intended audience. This data should be used by your planning committee to objectively determine the upcoming professional needs and interests of your audience and these conversations should be documented in your planning committee minutes. The content of your programs should address these needs. The council recommends you consider expanding the number of sources you use to gather needs assessment information. If you re-apply for approval in the future the council will expect you to explain how your needs assessment activities are used for future planning.

**Patient Protection:** When offering continuing education which involves patient treatment, the CE provider must assume responsibility for providing the necessary post-course treatment. The council expressed concern that adequate information regarding post-course treatment is not provided to patients present during the course. Future applications must show that complete information regarding post-course treatment is provided to patients.

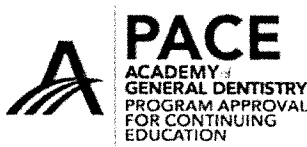
**Patient Protection:** When offering continuing education which involves patient treatment, the CE provider must assume responsibility for notifying the patient of their right to discontinue treatment. The council expressed concern that adequate information regarding how to discontinue treatment is not provided to patients present during the course. Future applications must show that complete information regarding treatment is provided to patients.

**Patient Protection:** When offering continuing education which involves patient treatment, the CE provider must assume responsibility for providing sufficient clinical supervision to ensure that procedures are performed competently. The council expressed concern that adequate information regarding supervised treatment is not provided. Future applications must explain how you ensure sufficient clinical supervision when course participants are treating patients.

**Sample Documentation:** The council expects to see completed samples of all requested documentation in, including the instructor affidavit of image authenticity, in future applications. Completed samples should be from courses completed in the past twelve months and listed on your list of courses.

Please review the current PACE Program Guidelines available on the AGD Website. PACE Standard XI requires all PACE providers to submit CE credits for **AGD member** attendees to the AGD within 30 days of course completion. **Effective Jan. 1 2017 all approved providers must submit CE through the AGD Website.** To read more about this please log on to [www.agd.org](http://www.agd.org). Enter **342389** as your username/member ID. New users should use the password **agdpace** and then change it for better security. Next scroll to the bottom of the page and under the *Continuing Education & Events* heading select *PACE*. Next click on the blue *Submit a Roster* button on the right.

The AGD requires that you use the AGD PACE Logo and the following approval statement on all publicity:



Western Surgical and Sedation  
Nationally Approved PACE Program Provider for FAGD/MAGD credit.  
Approval does not imply acceptance by  
any regulatory authority or AGD endorsement.  
3/1/2019 to 2/28/2023.  
Provider ID# 342389

You can receive an electronic copy of the AGD PACE logo by e-mailing a request to [PACE@agd.org](mailto:PACE@agd.org). The terms "accreditation," "accredited" or "certified" must not be used in conjunction with PACE approval.

Approved providers have the obligation, if requested, to allow one monitor at least one time per year to monitor one of their programs. Details on the AGD monitoring program can be found in the PACE Program Guidelines.

The AGD e-mails approval renewal notices to providers approximately eleven months and six months before their expiration date. All nationally approved PACE Providers are required to pay an annual non-refundable maintenance fee in addition to the non-refundable application fee. Providers will receive an e-mail invoice for this fee approximately 90 days prior to each due date. To learn more about PACE visit the PACE section of AGD Website often. This section is designed to help you manage your program.

Thank you again for your commitment to providing quality continuing dental education.

Sincerely,

Ronald G. Sawyer, DMD  
Chair, Program Approval for Continuing Education (PACE) Council

## Course Director and Faculty Overview

*John Wayland, DDS, FAGD, MACSD, Course Director*

Dr. Wayland is a 1981 graduate of UCSF School of Dentistry and a former faculty member at UCSF and UCLA Schools of Dentistry. Dr. Wayland is a fellow in the Academy of General Dentistry and a diplomate in the International Dental Implant Association. He is a California Dental Board on-site IV Sedation Evaluator, California Sedation Permit #163, ACLS Certified, Master in the College of Sedation – American Dental Society of Anesthesiology, and former Doctors Hospital Staff. Dr. Wayland is the author of *Impacted Third Molars*, published by Wiley Publishing. He is a nationally and internationally recognized lecturer on IV sedation for the general dentist practice and third molar surgery.

Adjunct Faculty:

*Dr. Heath Hendrickson, DDS*

*Dr. Tom Lenhardt, DMD, DADBA, FICD, FACD*

*Dr. Frank Grimaldi, DDS, FACD*

*Linda Centore, PhD, NP*

*Tim Fagin, EMT-P*

*Teresa Johnson, RN, EMR*

## IV Sedation Course Faculty Western Surgical and Sedation

Updated: 1/1/2020

Our faculty are private practitioners with a depth of experience and knowledge in the area of sedation, anesthesia, dentistry, physiology, psychology, pharmacology, emergency management, and airway control.

**Thomas Lenhart, DMD, FICD, FACD**  
**Diplomate, American Dental Board of Anesthesiology**  
Clayton, CA

Dr. Lenhart is a Board-Certified Dentist Anesthesiologist and a licensed California General Dentist. He completed his undergraduate degree in Microbiology from the University of California San Diego and a Doctorate in Dental Medicine from Boston University School of Dental Medicine. He received significant training and experience in a postdoctoral medical/dental anesthesia residency program at Loma Linda University School of Dentistry Medical Center and Affiliated Hospitals.

As a highly-trained dentist, Dr. Thomas Lenhart has provided anesthesia in a variety of clinical settings, including office, surgical center, and hospitals. For over 15 years, he has been providing oral sedation, conscious sedation, and general anesthesia for dentists and their patients throughout the Bay Area, Central Valley, Sacramento, Santa Cruz, and Monterey. He has extensive experience in the anesthesia care of children and adults. It is the mission of his practice to make every effort to ensure all patients are comfortable during the dental procedure.

Dr. Lenhart lectures in the United States and internationally to various organizations on topics such as Conscious Sedation, Oral Sedation, Deep Sedation, General Anesthesia, Office-based Anesthesia, Nitrous Oxide, Pharmacology, Pediatric Anatomy & Physiology, Pain Management, and Medical Emergencies.

**John Wayland, DDS, FAGD, MaCSD**  
Wailuku, Maui, HI

Dr. Wayland was born in Chicago, Illinois, and currently lives in Wailuku, Hawaii. He is a 1981 graduate of UCSF School of Dentistry and a former faculty member at UCSF and UCLA Schools of Dentistry. He has lectured internationally on a variety of dental subjects.

Dr. Wayland is a fellow in the Academy of General Dentistry and a diplomate in the International Dental Implant Association. He is a California Dental Board on-site IV Sedation Evaluator, California Sedation Permit #163, ACLS Certified, Master in the College of Sedation – American Dental Society

of Anesthesiology, and former Doctors Hospital Staff. He has removed more than 25,000 full bony impacted third molars with oral and IV sedation. Dr. Wayland is co-founder of Western Surgical and Sedation. He has successfully completed more than 100,000 IV sedation procedures since 1983. He maintains a mobile third molar removal practice in the San Francisco Bay Area.

**Heath Hendrickson, DDS**

Salt Lake City, UT

Dr. Hendrickson graduated from Creighton University Dental School in May of 2002 and has since worked in private practice. His first practice, Synergy Dental, focused on full mouth rehabilitative dentistry in adults and only accepted third payer insurance. Dr. Hendrickson trained extensively in occlusion, full mouth rehabilitation, and biologic and biomimetic dentistry.

In 2007, Dr. Hendrickson transitioned to the full-time removal of third molars. He purchased an existing practice, Wisdom Teeth Only, from retiring oral surgeon Dr. Oscar Daniel Bluth. Since then, Dr. Hendrickson has removed over 100,000 third molars and attended the sedation of over 35,000 patients. His experience with oral surgery under IV sedation is extensive.

In 2018, Dr. Hendrickson partnered with Dr. John Wayland at Western Surgical and Sedation. As partners, they enjoy sharing their combined experience by teaching doctors how to improve third molar surgical outcomes. Also, teaching doctors to safely and regularly use IV sedation in their practices.

**Frank Grimaldi, DDS, FACD**

San Jose, CA

Dr. Grimaldi received his DDS degree from the University of California, San Francisco in 1981, graduating first in his class. He completed residency training in Hospital Dentistry at the University of California, San Francisco in 1982. Dr. Grimaldi joined the University of California, San Francisco faculty in 1983 as the Director of the General Practice Residency in Hospital Dentistry serving in that capacity until 1987. Since 1987, he has served as the Director of Hospital Dentistry, offering dental treatment in an operating room setting.

Dr. Grimaldi holds the state of California conscious sedation permit #2 and general anesthesia permit #1356. He is a qualified medical evaluator (#9577) for the state of California and recently inducted into the American College of Dentists.

**Linda Centore, PhD, APRN**

San Francisco, CA

Dr. Centore is a health science clinical professor at the University of California, San Francisco, School of Dentistry. She is the Division Chair of Behavioral Sciences and Community Dental

Education that houses the Advanced Education General Dentistry Residency Program and the Community Service-Learning Externship Program. As a licensed psychologist and board-certified adult nurse practitioner, Dr. Centore teaches medical risk assessment, behavioral sciences, and cultural competency to dental students. She works with challenging patients in the student clinic.

Dr. Centore works chair-side with novice clinicians to address dental fear, unrealistic expectations, or treatment dissatisfaction. She works closely with clinic directors and risk management cases, lectures to dental hygiene students at Santa Rosa Junior College Dental Hygiene Program on diversity topics and provides quarterly faculty and staff professional development seminars at UCSF. Dr. Centore engages students to think critically and expand their outlook regarding patient care.

**Timothy Fagin, EMT-P**  
San Jose, CA

Timothy Fagin is currently the Lead Instructor at HeartShare Training in San Jose, CA. He manages their training center and is responsible for student satisfaction and quality improvements. Tim is certified to teach Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Basic Life Support (BLS) for the American Heart Association. Tim also teaches Basic and Advanced EKG Interpretation.

There is no substitute for real world experience saving lives. Tim Fagin brings this real-world experience to Western Surgical and Sedation. His responsibilities at WSS include EKG recognition, hands on emergency scenarios, and ACLS skills training

**Teresa Johnson, RN, EMR**  
San Jose, CA

Teresa Johnson is currently an instructor at HeartShare Training in San Jose, CA. She is certified in BLS/ACLS and PALS. Teresa received her nursing degree at DeAnza College in Cupertino, CA. She went on to work as a Clinical Operations Manager at the San Jose Medical Group. Following that, Teresa was the ICU Charge Nurse at VA Palo Alto Hospital and was the Infection Control Director and ER Charge Nurse at El Camino Hospital.

Teresa brings many real-world experiences with her when she teaches at WSS. Her responsibilities at WSS includes hands on emergency scenarios and ACLS skills training.





## IV Sedation Course Sample Syllabus\*

May 14-19, 2019

Tuesday, May 14, 2019 – Santa Clara County Dental Society, 1485 Park Ave. San Jose, CA

**John Wayland, DDS, FAGD, MaCSD**

- 8:00 – 12:00 (LECTURE) Procedural Sedation
- (LECTURE) History of Sedation
  - (LECTURE) Benefits of Sedation
  - (LECTURE) Sedation Continuum
  - (LECTURE) Minimal, Moderate, Deep, General
  - (LECTURE) Routes of Administration
  - (LECTURE) Sedation Options – Inhalation, Oral, IM, IV
  - (LECTURE) Sedation drugs
  - (LECTURE) Sedation techniques
  - (LECTURE) Sedation Complications
  - (LECTURE) Airway

12:00 – 1:00 Lunch

**John Wayland, DDS, FAGD, MaCSD**

- 1:00 – 5:00 (LECTURE) Pharmacology
- (LECTURE) Pharmacology for Moderate Parenteral Sedation
  - (LECTURE) Pharmacology and Pharmacokinetics
  - (LECTURE) Pharmacology of Local Anesthetics and Agents Including Drug Interactions and Contraindications
  - (LECTURE) Review of Dental Procedures Possible with Parenteral Moderate Sedation

5:00 – 7:00 Working Dinner

**John Wayland, DDS, FAGD, MaCSD**

- 5:00 – 6:00 (LECTURE) (HANDS-ON) Monitors and Equipment Monitors
- (LECTURE) (HANDS-ON) Patient Communication
  - (LECTURE) (HANDS-ON) Pulse Oximeter
  - (LECTURE) (HANDS-ON) Precordial Stethoscope
  - (LECTURE) (HANDS-ON) Capnometer
  - (LECTURE) (HANDS-ON) Electrocardiogram (EKG) Equipment
  - (LECTURE) (HANDS-ON) “E” Cylinder Oxygen
  - (LECTURE) (HANDS-ON) Airway Adjuncts
  - (LECTURE) (HANDS-ON) IV Infusion Sets
  - (LECTURE) (HANDS-ON) Backup Suction

- (LECTURE) (HANDS-ON) Backup Light Source
- (LECTURE) (HANDS-ON) Emergency Drug Kit

- 6:00 – 7:00 (LECTURE) (DEMO) Venipuncture
- (LECTURE) (DEMO) Introduction to Venipuncture
  - (LECTURE) (DEMO) Venipuncture Materials
  - (LECTURE) (DEMO) Venipuncture Steps

**Wednesday, May 15, 2019**

**Thomas Lenhart, DMD, FICD, FACD**

- 8:00 – 12:00 (LECTURE) Intravenous Conscious Sedation “Moderate Sedation”, Part 1
- (LECTURE) Levels of Sedation: Minimal, Moderate, Deep Sedation Continuum
  - (LECTURE) Goals of Moderate Sedation
  - (LECTURE) Sedative Drugs
  - (LECTURE) Adverse Sedation Events
  - (LECTURE) Pre-Moderate / Deep Sedation Assessment
  - (LECTURE) Anatomy and Physiology: Airway, Respiratory, Adults vs Children
  - (LECTURE) Review of Circulatory and Respiratory Systems
  - (LECTURE) Pre-Operative Assessment
  - (LECTURE) Patient Selection
  - (LECTURE) Patient Evaluation
  - (LECTURE) Review of Systems
    - (LECTURE) Cardiovascular
    - (LECTURE) Respiratory
    - (LECTURE) Endocrine
    - (LECTURE) Hepato/Gastrointestinal
    - (LECTURE) Genitourinary
    - (LECTURE) Musculoskeletal
    - (LECTURE) Neurologic
    - (LECTURE) Hematologic
  - (LECTURE) Laboratory Values
    - (LECTURE) CBC, Chem Panel, EKG, Echo, etc.
  - (LECTURE) Physical Diagnosis
    - (LECTURE) Age, Weight, BMI, Cardiovascular and Respiratory Status, Baseline Vitals
    - (LECTURE) Head, Eyes, Ears, Nose, Throat, Oral Cavity
    - (LECTURE) Heart Exam
    - (LECTURE) Lung Exam
    - (LECTURE) Baseline Vitals
    - (LECTURE) HR, RR, BP, Temp
  - (LECTURE) ASA Classifications
    - (LECTURE) Risk Assessment
    - (LECTURE) ASA Class I, II, III, IV

- (LECTURE) Airway Evaluation
- (LECTURE) LEMON
- (LECTURE) Fasting /NPO
- (LECTURE) Pulmonary Symptoms
- (LECTURE) Psychological Considerations
- (LECTURE) Monitoring
  - (LECTURE) (DEMO) Pulse Oximetry
  - (LECTURE) (DEMO) Blood Pressure
  - (LECTURE) (DEMO) Capnography
  - (LECTURE) (DEMO) Electrocardiography
  - (LECTURE) (DEMO) Temperature
- (LECTURE) Local Anesthetic

12:00 – 1:00 Lunch

1:00 – 5:00 Intravenous Conscious Sedation “Moderate Sedation”, Part 2

- (LECTURE) Basic Pharmacology
  - (LECTURE) Pharmacokinetics – Drug Actions
    - (LECTURE) Absorption
    - (LECTURE) Distribution
    - (LECTURE) Metabolism (Biotransformation)
    - (LECTURE) Excretion
  - (LECTURE) Pharmacodynamics – Drug Effects
    - (LECTURE) Effective Dose
    - (LECTURE) Lethal Dose
    - (LECTURE) Therapeutic Index
    - (LECTURE) Therapeutic Windows
  - (LECTURE) Routes of Drug Administration
    - (LECTURE) Oral Route
    - (LECTURE) Intranasal Route
    - (LECTURE) Intramuscular Route
    - (LECTURE) Intravenous Route
    - (LECTURE) Rectal Route
- (LECTURE) Sedation Pharmacology
  - (LECTURE) Pharmacologic Methods
  - (LECTURE) Benzodiazepines
    - (LECTURE) Diazepam (Valium)
    - (LECTURE) Midazolam (Versed)
    - (LECTURE) Triazolam (Halcion)
    - (LECTURE) Lorazepam (Ativan)
  - (LECTURE) Imidazopyridines – “Z Compounds” (Non – Benzodiazepines)
    - (LECTURE) Zoleplon (Sonata)

- (LECTURE) Eszopiclone (Lunesta)
- (LECTURE) Zolpidem (Ambien)
- (LECTURE) Reversal Agents for Benzodiazepines and Imidazopyridines
  - (LECTURE) Flumazenil (Romazicon)
- (LECTURE) Narcotics
  - (LECTURE) Meperidine (Demerol)
  - (LECTURE) Morphine
- (LECTURE) Reversal for Narcotics
  - (LECTURE) Fentanyl Naloxone (Narcan)
- (LECTURE) Propofol
- (LECTURE) Ketamine
- (LECTURE) Local Anesthetic

(LECTURE) Emergency Preparedness

- (LECTURE) Emergency Training
- (LECTURE) Emergency Plan
- (LECTURE) Emergency Equipment and Medications
- (LECTURE) Emergency Kits
- (LECTURE) Defibrillator / AED
- (LECTURE) Airway Rescue Devices
- (LECTURE) Emergency Drugs
- (LECTURE) Basic Principles of Managing Emergencies
- (LECTURE) Emergency Management

(LECTURE) Recognition and Management of Moderate to Deep Sedation Complications

- (LECTURE) Pulmonary Symptoms
- (LECTURE) Psychological Considerations
- (LECTURE) Local Anesthesia Allergies
- (LECTURE) Respiratory Depression: Hypoxemia
- (LECTURE) Respiratory Depression: Hypercapnia
- (LECTURE) Airway Obstruction
- (LECTURE) Laryngospasm
- (LECTURE) Bronchospasm / Asthma
- (LECTURE) Aspiration
- (LECTURE) Allergic Reaction
- (LECTURE) Seizure
- (LECTURE) Angina Pectoris
- (LECTURE) Myocardial Infarction

5:00 – 7:00 Working Dinner

**John Wayland, DDS, FAGD, MaCSD**

- 5:00 – 7:00 (LECTURE) Office Inspection and Evaluation
- (LECTURE) Facility and Equipment Requirements
  - (LECTURE) Emergency Drugs
  - (LECTURE) Documentation and Sedation Records
  - (LECTURE) Emergency Scenarios Evaluation
  - (LECTURE) Patient Sedation and Evaluation

**Thursday, May 16, 2019**

**Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR**

**HeartShare Training**

- 8:00 – 12:00 (LECTURE) HeartShare Training
- (LECTURE) Cardiovascular System
  - (LECTURE) ECG Recognition

12:00 – 1:00 Lunch

**Tim Fagin, RN, EMT-P, Teresa Johnson, RN, EMR, Dr. Hendrickson and Dr. Wayland**

1:00 – 5:00

Breakout Sessions – 5 per group/1 hour rotation

- (HANDS-ON) A – Airway adjuncts – Fagin
- (HANDS-ON) B – Monitors and equipment – Johnson
- (HANDS-ON) C – Drug dilution and IV/IM administration – Hendrickson
- (HANDS-ON) D – Mannequin Venipuncture 1 – Wayland

5:00 – 7:00 Working Dinner

**Linda Centore, PhD, RN**

- 5:00 – 7:00 (LECTURE) Pain and Anxiety Control for Conscious Sedation
- (LECTURE) Physiologic and Psychological Aspects of Pain and Anxiety
  - (LECTURE) Abuse Potential of Drugs Used in IV Sedation
  - (LECTURE) Behavioral “Red Flags” for Potential Need for Intervention
  - (LECTURE) Participant Scenario Interaction

**Friday, May 17, 2019**

**Teresa Johnson, RN, EMR, Dr. Hendrickson and Dr. Wayland**

8:00 – 12:00

Breakout Sessions – 5 per group/1 hour rotation

- (HANDS-ON) A -- Emergency scenarios practice – Johnson
- (HANDS-ON) B – IV preparation – Hendrickson
- (HANDS-ON) C – Mannequin venipuncture 2 – Participant practice
- (HANDS-ON) D – Participant venipuncture 1 – Wayland

12:00 – 1:00 Lunch

**Dr. Wayland, DDS, FAGD, MaCSD, Teresa Johnson, RN, EMR, Dr. Hendrickson**  
1:00 – 5:00

Breakout Sessions – 5 per group/1 hour rotation

- (HANDS-ON) A – ACLS Skills Test – Johnson
- (HANDS-ON) B – Participant Venipuncture 2 – Wayland
- (HANDS-ON) C – Form 222/Record Keeping/Drug Emergency Kit – Hendrickson
- (HANDS-ON) D – Dental Office Sedation Tips – Dierks

5:00 – 7:00 Working Dinner

**John Wayland, DDS, FAGD, MaCSD**

- 5:00 – 7:00 (LECTURE) Clinical Days Documentation and Protocol
- (LECTURE) Sedation Documentation and Record Keeping
  - (LECTURE) Medical History and Interview
  - (LECTURE) Consent forms
  - (LECTURE) Patient protocol

**Saturday, May 18, 2019 – Los Gatos Dental Group, 15951 Los Gatos Blvd, #8, Los Gatos, CA**

**John Wayland, DDS, FAGD, MaCSD**  
**WSS Course Faculty**

8:00 – 7:00 (HANDS ON) Supervised experience in providing moderate parenteral sedation to 10 or more LIVE patients

**Sunday, May 19, 2019 – Los Gatos Dental Group, 15951 Los Gatos Blvd, #8, Los Gatos, CA**

**John Wayland, DDS, FAGD, MaCSD**  
**WSS Course Faculty**

8:00 – 7:00 Supervised experience in providing moderate parenteral sedation to 10 or more LIVE patients (HANDS ON)

\*20 hours self-study prior to May 14, 2019.

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## Western Surgical and Sedation

### IV Moderate Sedation Course Contents correlated with the ADA Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students

The following table is designed to highlight the comprehensive nature of the material covered in the course as recommended by *the ADA Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students*. The recommended Content is correlated with the Lectures in column 1, Hands-On and Clinical Experience in Column 2 and Malamed's 6<sup>th</sup> Edition, *Sedation: A Guide to Patient Management*, the course text, in column 3.

Recommended Content	Lecture	Hands-On / Clinical	Malamed
Historical, philosophical and psychological aspects of anxiety and pain control.	LECTURE, John Wayland, DDS, DAY 1, pp. 6-7 LECTURE, Linda Centore, PhD, APRN, Day 3, pp. 38-59.		Malamed, 2-7, 14-21, 167- 179
Patient evaluation and selection through review of medical history taking, physical diagnosis and psychological considerations.	LECTURE, John Wayland, DDS, DAY 1, pp. 15-16, 19-28 LECTURE, Dr. Thomas Lenhart, DMD, DAY 2, pp. 10-16		Malamed, Ch. 4
Use of patient history and examination for ASA classification, risk assessment and pre-procedure fasting instructions.	LECTURE, John Wayland, DDS, DAY 1, pp. 17, 28 LECTURE Dr. Thomas Lenhart, DMD, Lecture, DAY 2, pp. 16-17		Malamed, pp. 58-61
Definitions and descriptions of physiological and psychological aspects of anxiety and pain.	LECTURE, Linda Centore, RN, PhD, DAY 3, pp. 38-59.		Malamed, Ch. 1, 4
Description of the sedation anesthesia continuum, with special emphasis on the distinction between the conscious and the unconscious state.	LECTURE, John Wayland, DDS, DAY 1, pp. 7-9, 12-15 LECTURE, Dr. Thomas Lenhart, DMD, DAY 2, pp. 4-6		Malamed, Ch. 2



<b>Recommended Content</b>	<b>Lecture</b>	<b>Hands-On / Clinical</b>	<b>Malamed</b>
Review of adult respiratory and circulatory physiology and related anatomy.	LECTURE, Dr. Thomas Lenhart, DMD, DAY 2, pp. 6-19 LECTURE Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR, DAY 3, pp. 1-37		Malamed, p. 195-201
Pharmacology of local anesthetics and agents used in moderate sedation, including drug interactions and contraindications.	LECTURE, John Wayland, DDS, DAY 1, pp. 47-98 LECTURE, Dr. Thomas Lenhart, DMD, DAY 2, pp. 30-41		Malamed, Ch. 25 (pp. 319-338)
Indications and contraindications for use of moderate sedation.	LECTURE, Heath Hendrickson, DDS, DAY 1, pp. 150-152		Malamed, Ch. 21
Review of dental procedures possible under moderate sedation.	LECTURE, Heath Hendrickson, DDS, DAY 1, pp. 150-154		
Patient monitoring using observation and monitoring equipment, with attention to vital signs, ventilation/breathing and reflexes related to consciousness.	LECTURE, Dr. Thomas Lenhart, DMD, DAY 2, pp. 20-23 LECTURE, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR, DAY 3 John	HANDS-ON, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR, DAY 3, Day 4	Malamed, Ch. 5
Maintaining proper records with accurate chart entries recording medical history, physical examination, informed consent, time-oriented anesthesia record, including the names of all drugs administered including local anesthetics, doses, and monitored physiological parameters.	LECTURE, John Wayland, DDS, DAY 4	HANDS-ON, Heath Hendrickson, DDS, Day 4  CLINICAL, Day 5 and 6	Malamed, pp. 367- 369

Recommended Content	Lecture	Hands-On / Clinical	Malamed
Prevention, recognition, and management of complications and emergencies.	LECTURE, John Wayland, DDS, DAY 1, pp. 123-126 LECTURE, Dr. Thomas Lenhart, DMD, Day 2, pp. 42-58 LECTURE, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR	HANDS-ON, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR, Day 4	Malamed, Ch. 34
Description, maintenance, and use of moderate sedation monitors and equipment.	LECTURE, John Wayland, DDS, DAY 1, pp. 40-46	HANDS-ON, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR, Day 3	Malamed, Ch. 5
Discussion of abuse potential.	LECTURE, Linda Centore, RN, PhD, DAY 3, pp. 38-59.		Malamed, p. 149
Intravenous access: anatomy, equipment, and technique.	LECTURE, John Wayland, DDS DAY 1, pp. 40-46, 119-122, 127-149	HANDS-ON, John Wayland, DDS, Day 4, Day 5	Malamed, Ch. 22, 23, 24
Prevention, recognition, and management of complications of venipuncture and other parenteral techniques.	LECTURE, John Wayland, DDS, DAY 1, pp. 42-46, 144-149	HANDS-ON, John Wayland, DDS, Day 4, Day 5	Malamed, pp. 380-397
Description and rationale for the technique to be employed.	LECTURE, John Wayland, DDS, DAY 1, pp. 29-43, 45-46		Malamed, Ch. 26

<b>Recommended Content</b>	<b>Lecture</b>	<b>Hands-On / Clinical</b>	<b>Malamed</b>
Prevention, recognition, and management of systemic complications of moderate sedation, with attention to airway maintenance and support of the respiratory and cardiovascular systems.	LECTURE, John Wayland, DDS, DAY 1, pp. 112-110, 179-196 LECTURE, Dr. Thomas Lenhart, DMD, Day 2, pp. 44-58 LECTURE, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR	HANDS-ON, Tim Fagin, RN, EMT-P and Teresa Johnson, RN, EMR, Day 4, Day 5	Malamed, Ch. 32-34
Nitrous oxide use and sedative agents and MRD for oral sedatives.	LECTURE, John Wayland, DDS, DAY 1, pp. 9-1, 34-39		Malamed, Ch. 7, pp. 95-100, 107-109, Ch. 12, p. 271
Drug Routes of Administration	LECTURE, Dr. Thomas Lenhart, DMD, Day 2, pp. 28-30		Malamed, p. 95-134, 180-190, 270-285
Onsite Inspection and Evaluation Preparation	LECTURE, John Wayland, DDS DAY 2, pp. 59-81		
Drug dilution for more accurate titration		HANDS-ON, Heath Hendrickson, DDS, Day 3	
Schedule II record keeping and Form 222		HANDS-ON, Heath Hendrickson, DDS, Day 4	
Emergency Drug Kit – Backbone of a dental office crash cart		HANDS-ON, Heath Hendrickson, DDS, Day 4	
Clinical experience: Venipuncture, drug titration, case management, record keeping, etc.		CLINICAL Day 5, Day 6	

# Western Surgical and Sedation IV Moderate Sedation

## Knowledge and Skill Assessment Log

Doctor/Student Name: \_\_\_\_\_ License #: \_\_\_\_\_

Course Date: \_\_\_\_\_

Knowledge Skill Description	Faculty Signature
The doctor/student displays an in-depth understanding of the following:	
1. Advantages of IV moderate sedation	
2. Disadvantages of IV moderate sedation	
3. Contraindications of IV moderate sedation	
The doctor/student displays an understanding of the principles associated with the following:	
1. Prevention of complications associated with IV sedation	
2. Recognition of complications as they arise with IV sedation	
3. In depth understanding and knowledge regarding management of the following emergencies:	
a. Airway Obstruction – Foreign Body	
b. Airway Obstruction – Laryngospasm	
c. Bronchospasm	
d. Emesis	
e. Respiratory Depression (Routine)	
f. Hypertension	
g. Hypotension	
h. Allergic Reaction	
i. Angina	
j. Cardiac Arrest	
k. Stroke	
l. Syncope	
m. Seizure	
n. Hypoglycemia	
The doctor/student displays an in-depth understanding of the abuse potential, occupational hazards, and other untoward effects of Fentanyl and Versed.	
The doctor/student displays an in-depth understanding of the pharmacology of the following drugs:	
1. Midazolam (Versed)	
2. Fentanyl	

Knowledge Skill Description	Faculty Signature
The doctor/student displays an in-depth understanding of the precautions, indications, and contraindications and adverse effects of the following drugs:	
1. Midazolam (Versed)	
2. Fentanyl	
The doctor/student displays a familiarity with the following drugs, their actions and uses:	
1. Atropine	
2. Naloxone	
3. Flumazenil	
4. Epinephrine	
5. Benadryl	
6. Labetalol	
7. Succinylcholine	
8. Albuterol	
The doctor/student understands and has demonstrated the identification and management of complications related to IV moderate sedation, including:	
1. Venipuncture complications	
2. Airway complications	
3. Cardiovascular complications	
4. Paradoxical reactions	
The doctor/student has demonstrated techniques related to the administration of medications through the following routes:	
1. Sublingual	
2. Intramuscular	
3. Intranasal	
4. Inhalation	
The doctor/student demonstrates an in-depth understanding of the rescue actions necessary for patients in deep sedation, including techniques related to:	
1. Respiratory Depression	
2. Bradycardia	
The doctor/student has completed a minimum of 20 successful venipunctures with IV titration of IV moderate sedation medication on live patients.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Knowledge Skill Description	Faculty Signature
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
The doctor/student has completed a minimum of 5 IM injections of medications related to IV moderate sedation and/or pain control.	
1.	
2.	
3.	
4.	
5.	

Dr. \_\_\_\_\_ has completed the training required by Western Surgical and Sedation as established by the ADA Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students for IV Moderate Sedation.

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John Wayland, DDS  
Course Director, WSS

# Affidavit of Training

Name: John Wayland, DDS, FAGD, MaCSD

Occupation: Dentist/Founder Western Surgical and Sedation, Course Director

I, John Wayland, under penalty of perjury certify that:

*{Doctor's Name}*

Has completed a comprehensive training program in Parenteral Conscious Sedation, including, but not limited to:

- 80 hours of training in pain and anxiety control and related subjects in accordance with the guidelines of the American Dental Association.
- Successful management of parenteral moderate sedation in at least 20 patients.
- Demonstrated competency in parenteral (IV) conscious sedation.
- Demonstrated management of a compromised airway.
- Demonstrated the ability to manage emergency situations.

This course meets or exceeds the standards outlined by the American Dental Association's Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students in affect at the completion of the course on *{Date of Course Completion}*.

I SWEAR OR AFFIRM THAT THE ABOVE AND FOREGOING REPRESENTATIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
John Wayland, DDS, FAGD, MaCSD

\_\_\_\_\_  
Date

STATE OF HAWAII  
COUNTY OF MAUI

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me personally appeared \_\_\_\_\_ John Wayland \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Expires:  
\_\_\_\_\_

# Western Surgical and Sedation IV Moderate Sedation

## Protocol for IV Moderate Sedation

### Preparation for IV Moderate Sedation:

1. Health history reviewed and all consent forms are signed.
2. Patient is administered .5mg Triazolam sublingual one hour prior to appointment time in the dental office by the dentist. The patient is required to remain in the reception area under supervision of the dentist until released. Charting begins with the administration of the Triazolam.
3. IV infusion prepared by assistant for patient.
4. Medications drawn by dentist and diluted as necessary (.05mg/mL Fentanyl diluted with 2mL of Dextrose with Saline and Midazolam 5mg/mL to 1mg/mL)
5. 45 minutes after sublingual Triazolam, patient is escorted to the bathroom (if necessary) and then to the operatory where they are positioned in a semi-supine position.
6. Monitors are placed and vitals recorded. (EKG, Pulse Oximetry, Blood Pressure, end-tidal CO2 monitor)
7. Oxygen started at 3 L/min.
8. IV placed in accordance with sterile protocol using a SurFlash® Safety IV Catheter, 24G and IV infusion is established and secured.
9. Patient placed in supine position ideal for completion of the dental procedure.
10. Everything is prepared for the dental procedure. No medications are given until the procedure is completely ready for execution.

### Drug Administration: Fentanyl

1. At this point, the doctor may make the decision to move forward with the procedure with no further drug administration depending upon the patient's response to the sublingual Triazolam. If the doctor determines that further sedation is desired, then continue with the protocol.
2. Confirm IV infusion is still patent.
3. Slow, careful titration of Fentanyl at a rate of 1ml/min (.01mg/min). Observe for signs of increasing sedation. Maximum initial dose of .05mg/5min.
4. Immediately after the administration of Fentanyl vital signs and the drug dose in mg are recorded on the anesthesia record.
5. At this point, the doctor may wish to begin the procedure and discontinue the addition of Midazolam if the patient is exhibiting adequate signs of Moderate Sedation. If the doctor determines that further sedation is desired, then continue with the protocol.
6. If Moderate Sedation has been achieved, the IV infusion is slowed to t.k.o and the dental procedure is begun.

### Drug Administration: Midazolam (Versed)

1. Slow, careful titration of Midazolam at a rate of 1mL/min (1mg/min).
2. Observe for signs of increasing sedation.
3. Continue titration at a rate of 1mL/min until 2.5mg have been given.
4. If the doctor determines that the patient requires additional Midazolam to reach a comfortable level of Moderate Sedation, they may continue titration of 1mg/min up to a total of 5mg.
5. Immediately after the administration of Midazolam, vital signs and drug dose (in milligrams) are recorded on the anesthesia record.
6. Vital signs should be recorded immediately after any subsequent IV drug administration and at 5 – 10 minute intervals throughout the procedure.



7. Once titration is complete, the IV infusion is slowed to t.k.o and the dental procedure is begun. Injections should be completed within 5 minutes of the Midazolam infusion.
8. If the patient appears alert after .5mg Triazolam, .05mg Fentanyl and 5mg Midazolam, the procedure should be attempted\*. In most cases it will be completed successfully.

#### Reiteration of Midazolam

1. In procedures lasting longer than 1-hour, additional Midazolam may be titrated.
2. Increase the rate of the IV drip.
3. Carefully and slowly titrate Midazolam at a rate of 1mg/min until the patient becomes sedated once more or until a total dose of 10mg of Midazolam has been administered over a two-hour period.
4. As a general rule, no more than 50% of the initial dose should be needed to extend the sedation.
5. Slow IV drip to t.k.o and continue the dental procedure.
6. Remember to record vital signs and drug dose (in mg) after each reiteration.
7. It is recommended that procedures not exceed 2 hours.

#### Intraoperative Period

1. Administer local anesthetic to the patient exactly as it would be if the patient was not sedated. Do so within the first 1 – 5 minutes during which time the level of sedation is greatest.
2. Consider using a bite block, rubber damn, and 3 x 3 densely packed gauze to facilitate mouth opening and airway protection.
3. Remember that the anterograde amnesia will last generally from 45 – 60 minutes and some movement or mild discomfort experienced by the patient is blunted by the sedation and is to be expected.
4. Occasionally check in with the patient using a calm, encouraging voice and light tactile stimulation to ensure the patient is remaining at a level of Moderate Sedation.
5. Do not hesitate to stop the procedure at any time the patient's behavior, monitors or intuition suggests that they may be slipping into deep sedation or are experiencing a complication related to the sedation medication (respiratory/cardiovascular). Addressing complications are the number one priority of the doctor and team.

#### Post Treatment Period

1. Discontinue IV infusion if there is no further need of drug administration.
2. Continue monitoring vitals and recording in chart every 5 minutes. Patients vital signs should approximate baseline level +/-20% before being discharged.
3. Patient readiness for discharge should be determined by a readiness score using a recognized criterion. (i.e. Aldrete scoring system)
4. Remove oxygen, monitors and IV.
5. Excuse patient to the care of a responsible companion who has received post op instructions including instructions on caring for a patient post sedation.
6. Call each patient the night of the procedure.

*\*Failures (the inability to provide adequate sedation within the dosage recommended), although rare, do occur and are to be expected. When this happens, no other drug should be administered to the patient. This includes, for the relatively inexperienced operator, nitrous oxide-oxygen. An attempt is made to treat the patient as best as possible. If this proves to be futile, the procedure is terminated and rescheduled for another time, at which a different technique of sedation might be used. The administration of additional drug or of a different drug to the patient can increase the risk of problems (e.g. unconsciousness, airway obstruction), especially in the hands of the less experienced dentist. (Malamed, p. 373)*

# SEDATION RECORD

Patient Name: \_\_\_\_\_ Surgery Date: \_\_\_\_\_

Pre-op: Height: \_\_\_\_\_ Weight \_\_\_\_\_ BMI \_\_\_\_\_ B.P \_\_\_\_\_ Pulse \_\_\_\_\_ Date: \_\_\_\_\_

Verifications: NPO6hr \_\_\_\_\_ Consent \_\_\_\_\_ Rx \_\_\_\_\_ ASA \_\_\_\_\_ Airway \_\_\_\_\_ Rationale \_\_\_\_\_ M / F

I.V. Infusion: Started: \_\_\_\_\_ a.m. / p.m. with a \_\_\_\_\_ gauge Catheter in \_\_\_\_\_

Time (1 box = 5 min)																				
B.P.	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Pulse																				
Resp																				
O2																				
ETCO2																				
2% Lidocaine 1:100,000																				
5% Marcaine 1:200,000																				
4% Septocaine 1:100,000																				
Fentanyl (50 mcg/ml)																				
Midazolam (1 mg/ml)																				
Dexamethasone (4 mg/ml)																				
Triazolam (.5 mg)																				
Zolpidem (10 mg)																				

The procedure lasted \_\_\_\_\_ hrs \_\_\_\_\_ minutes and the patient received \_\_\_\_\_ ml of D5W / NS. The patient tolerated the procedure well and was discharged at \_\_\_\_\_ a.m. / p.m. in good condition to the custody of \_\_\_\_\_ . Written and verbal postoperative instructions were given.

**AMBULATORY                      ALERT                      CONVERSATIONAL**

Complications: \_\_\_\_\_

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Western Surgical and Sedation  
Nationally Approved PACE Program Provider for FAGD/MAGD credit.  
Approval does not imply acceptance by  
Any regulatory authority or AGD endorsement.  
3/1/2019 – 2/28/2023.  
Provider ID#: 342389



September 29, 2020

South Dakota Board of Dentistry  
PO Box 1079  
1031 North Harrison Avenue  
Pierre, SD 57501

To Whom it May Concern,

The Dental Assisting Diploma Program at Southeast Technical College has attempted to apply for full accreditation through the Commission on Dental Accreditation (CODA). Unfortunately, due to the COVID-19 pandemic, CODA ceased accepting applications in the spring of 2020. Since Southeast Technical College has invested significant resources to offer this much needed program, the college decided to start the inaugural class of students prior to securing accreditation through CODA. We are asking for the Board of Dentistry's assistance in helping the current students become eligible for registration as a Registered Dental Assistant in the state of South Dakota.

We have completed an application for accreditation with CODA and are submitting portions of it for your review. Please pay special attention to areas regarding curriculum to gain a better understanding of what the program encompasses. We plan to submit the full application to CODA as soon as they resume accepting applications.

Thank you,

A handwritten signature in black ink, appearing to read 'Ben Valdez', written over a light grey circular stamp.

Dr. Benjamin Valdez  
Vice President of Academic Affairs

Enclosure

## **Summary of the Dental Assisting Program**

The current enrollment is 23 students. There are 30 students on the waitlist for the next start date. The program is 11 months in length and it consists of 42 credits with 30 of the credits from the Core Program courses and 12 credits from the General Education courses. The classes within the program are offered in a traditional, online and hybrid platform. The faculty for the program include a program director and three adjunct instructors. Students complete two semesters on campus which includes clinical course during the spring term. A medical director will be available to work with our students on campus during their spring clinical course. The medical director will be a dentist who will have an advisory position to the program. The program will conclude with a summer externship experience where students will rotate through 2 general dental offices for 8 weeks and 1 specialty office for 2 weeks. After students complete the program, they will have the opportunity to take the DANB examination. The construction of the state-of-the-art facility that includes a clinic and a lab is nearly complete.

# Dental Assisting Diploma Program

**42 Credits**

## Program Description:

The Dental Assisting program prepares students for dental assisting procedures under the direct supervision of a licensed dentist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Upon satisfactory completion of the Dental Assisting National Board examinations, graduates are designated certified dental assistants.

## **Core Program Courses**

**30 Credits**

### **FALL SEMESTER**

DEN 100	Introduction to Dental Assisting	1 Credit
DEN 105	Dental Therapeutic/Medical Emergencies	1 Credit
DEN 110	Infection Control	1 Credit
DEN 115	Dental Materials I	2 Credits
DEN 120	Dental Sciences and Preventive Dentistry	3 Credits
DEN 125	Dental Procedures and Techniques	3 Credits

### **SPRING SEMESTER**

DEN 130	Dental Radiology	4 Credits
DEN 135	Dental Materials II	2 Credits
DEN 145	Dental Practice Management	1 Credit
DEN 150	Dental Specialties and Expanded Functions	3 Credits
DEN 180S	Clinical Experience I	3 Credits

### **SUMMER SEMESTER**

DEN 190S	Clinical Experience II	6 Credits
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**General Education Requirements****11 to 12 Credits****English****3 Credits**

ENGL100    Communication in the Workplace

3 Credits

Or

ENGL101T    Composition

3 Credits

**Mathematics****3 Credits**

MATH100    College Math

3 Credits

Or

MATH101    Introductory Algebra

3 Credits

Or

MATH114T    College Algebra

3 Credits

**Natural Science or Humanities****3 or 4 Credits**

HC118        Anatomy &amp; Physiology with Lab

4 Credits

Or

PSYC100    Psychology at Work

3 Credits

Or

PSYC101T    General Psychology

3 Credits

Or

PSYC105    Child Psychology

3 Credits

Or

SOC150T    Social Problems

3 Credits

Or

SOC250T    Courtship and Marriage

3 Credits

**Student Success****2 Credits**

SSS100        Student Success

2 Credits

### **Admission Requirements:**

- Background Check
- Drug Screen
- Immunizations
  - o Hepatitis B vaccination
  - o Tuberculosis testing

### **Entrance Requirements:**

Student must obtain two of the following:

- ACT: 18
- SAT: 960
- HS GPA: 2.5 GPA
- GED: 500
- College GPA: 2.0 GPA

If students do not meet two of the above requirements, they are required to take the Next-Generation ACCUPLACER:

- Writing: 255
- Arithmetic: 217

### **Graduation Requirements:**

Cumulative GPA of 2.0

Grade of C or better on all DEN courses



The following section is an overview of the factual information about our program. This section includes information about enrollment and timelines for program completion. It also includes information about the facility we are using including the number of treatment rooms for preclinical and clinical instruction, our laboratory space, and radiography equipment to be used. A summary of our staff is included as well as how our curriculum will be delivered.

## **SUMMARY OF FACTUAL INFORMATION ON THE DENTAL ASSISTING PROGRAM**

The purpose of providing the following information is to give the reader of the completed self-study document a brief summary of critical factual information about the dental assisting program.

### Admissions

- a. Number of classes admitted annually: 1
- b. enrollment pattern (month and number of students): August 2020
- c. Current total enrollment:
- |                    |            |       |
|--------------------|------------|-------|
| 1st year students  | <u>24</u>  | _____ |
| 2nd year students* | <u>N/A</u> | _____ |

(\*To be completed by two-year programs only)

### Facilities

- a. Identify program(s) that share dental assisting facilities, e.g., dental hygiene, dental laboratory technology, nursing:

The dental assisting program is housed in the Sullivan Health and Science Center. The dental assisting laboratory classrooms are only used by the dental assisting program. The lecture classroom is shared with the nursing and health programs offered at Southeast Tech.

- b. Number of treatment areas: 6  
c. Number of laboratory stations: 6  
d. Number of radiography units: 4

Program Faculty Numbers:

- a. Dental assistants-  
Full-time: 1 Part-time: 2
  
- b. Dentists-  
Full-time: 0 Part-time: 0  
Supervising: 1
  
- c. Dental hygienists-  
Full-time: 1 Part-time: 2
  
- d. Non-Program faculty-  
Full-time: 0 Part-time: 1

Curriculum

- a. Name of term (semester, module, quarter): Semester
- b. Number of terms: Three
- c. Number of weeks per term: 16 in Fall, 16 in Spring, 10 in Summer
- d. Total number of weeks: 42
- e. Award granted at completion: Diploma
- f. Total number of credits: 42 credits
- g. Total program hours:  
17 credit  
hours plus  
12 credit  
hours of  
general  
lecture: education ; laboratory: 4 credit  
hours ; clinic: 9 clinical credit hours

Setting/Curriculum Delivery

- a. Site(s) where dental assisting instruction occurs:  
Off-Campus (major or minor activity site): Dental offices sponsoring a student during Clinical Experience II  
  
On-Site: Sullivan Health and Science Center on the campus of Southeast Tech  
Supplemental: None currently.

b. Describe any curriculum delivered via distance education technologies and/or non-traditional methods as defined by Commission policy (list fully on-line and hybrid courses):

- Online Classes:
  - DEN 100- Introduction to Dental Assisting
  - DEN 105-Dental Therapeutic & Medical Emergencies
  - DEN 145-Dental Practice Management
- Hybrid Classes:
  - DEN 130-Dental Radiography

-Online courses and the online portions of hybrid courses are delivered through the campus learning management system. Southeast Tech uses the Jenzabar platform.

- Students will have the option to take the general education courses in either a face-to-face or an online format. These courses will also be delivered through the campus learning management system.

The following section is a detailed look at our curriculum and its alignment to the CODA standards. Pertinent evidence is referenced and located in the exhibits section.

## **Curriculum Management**

### **CODA 2-4**

**The curriculum must be structured on the basis of, a minimum of, 900 instructional hours at the postsecondary level that includes 300 clinical practice hours.**

### **CODA 2-5**

**The curriculum must be designed to reflect the interrelation of its biomedical sciences, dental sciences, clinical and behavioral sciences, preclinical and clinical practice. Curriculum must be sequenced to allow assimilation of foundational content in oral anatomy; basic chairside skills, medical emergencies, confidentiality and privacy regulations, infection control, sterilization, and occupational safety precautions, procedures and protocols prior to any patient contact or clinical experiences. Content must be integrated with continued elevation throughout the program. Content must be integrated and of sufficient depth, scope, sequence of instruction, quality and emphasis to ensure achievement of the curriculum's defined competencies and program's goals and objectives.**

#### Documentation:

- 1. For each term of the current year's dental assisting curriculum, provide a class schedule as illustrated in Example Exhibit 9. Include course number and name; faculty, setting (clinic, lab, classroom number); and number of students. Modify the exhibit as needed to account for multiple sections. Note: Programs with multiple enrollment starts must modify the exhibit to provide the requested information.**

See CODA Exhibit 9: Class Schedule

- 2. Outline the sequence of the dental assisting curriculum.**

See CODA Exhibit 8: Curriculum Structure and Sequence

- 3. Provide the mechanism used to measure students' performance elevation as they progress through the curriculum and include an increase in percentages of passing a course, competency, or time elevation throughout the program.**

Student performance will be assessed and evaluated by competencies, quizzes, tests, final exams, rubrics and Mock DANB exams which will include Radiography, Infection Control and Histology, Physiology, Embryology.

**4. Describe the mechanism for reviewing academic performance academic performance and the action(s) taken when a student's performance is below minimum standards? How frequently is the student made aware of her/his performance?**

Mechanisms used for reviewing academic performance are quizzes, tests, laboratory practicums, and clinical competencies. Students will be made aware of their performance on a weekly basis as they progress through each course. If a student's performance falls below the minimum standards, the program director will meet with the student individually to develop a plan of action. Minimal learning standards will be identified and be reviewed three times a semester through the student progress report. This plan of action may include required attendance at open lab/clinic and additional tasks to develop the student's skillset.

**5. Describe procedures for assisting students who are having academic difficulties.**

Southeast Cares is an early-alert system that allows faculty and staff to communicate with each other when students might need additional assistance. When a Southeast Tech faculty or staff person has concerns about a student, they submit a referral which is quickly routed to the appropriate personnel to assist that student.

Walk-in tutoring is free of charge to all enrolled Southeast Tech students. The service is designed to give individualized attention to students who want to improve in their coursework. The Southeast Tech tutoring program is a drop-in, peer-to-peer tutoring program.

Southeast Tech offers professional Mental Health Counseling services to meet the various needs of students on campus.

At the program level, program instructors provide regular advising for students, provide tutoring for program courses, and supervise open lab opportunities for students.

**6. The dental assisting program must have a formal, written curriculum management plan, which includes:**

- a) **at minimum, an annual curriculum review and evaluation process with input from faculty, students, administration and other appropriate sources.**
- b) **evaluation of the effectiveness of all courses as they support the program's goals and competencies.**
- c) **a defined mechanism for coordinating instruction among dental assisting program faculty.**

Narrative Response and Documentation:

- 1. Please provide a copy of the program's curriculum management plan (CMP) and provide a description of how the CMP is utilized for curriculum review and evaluation.**

See Exhibit 7: Curriculum Management Plan

- 2. In what ways do full-time and part-time faculty members participate in the decision-making process in matters relating to the continuous evaluation and development of the dental assisting program? Include the frequency and purpose of program faculty meetings.**

The full time and part time faculty meet at least monthly to discuss the progress of the program, concerns with students, and issues within the curriculum and program. Faculty meetings within the department serve as one way to improve the dental assisting program by enhancing teaching and learning options, along with building a collaborative culture for the program.

- 3. Describe how students, administrators and others are included in the CMP.**

Students are asked to complete an evaluation upon completion of the program. The data used in the CMP is evaluation assessment from students and administrators. The information is tallied and summarized within the CMP.

- 4. Describe how courses are evaluated in relation to goals and competencies.**

Courses are evaluated by competencies and assessments from the outcomes that are written to describe the learning process. With these evaluations the program can determine if the goals are be achieved.

- 5. Describe the mechanism(s) utilized for evaluating and revising the dental assisting curriculum, including distance site(s), if applicable.**

Students will participate in mock DANB exams, chapter tests, competencies and clinical evaluations. The student must maintain an 85% average in clinical competencies. In the process of evaluations, the outcomes and the impact of the evaluations are the mechanisms used in the evaluation and revising process.

## Instruction

### CODA 2-7

Written documentation of each course in the curriculum must be provided to students at the start of each course and include:

- a. **The course title, number, description, faculty presenting course and contact information**
- b. **Course objectives including competency statements**
- c. **Content outline including topics to be presented**
- d. **Course schedule including learning and evaluation mechanisms for didactic, laboratory, and clinical learning experiences**
- e. **Specific criteria for course grade calculation**

Narrative Response and Documentation:

#### 1. Describe how and when course documentation is provided to students.

Course documentation will be available to students two weeks prior to the start of each semester through the course page in myTech, the learning management system. In addition, faculty will review the course syllabus on the first day of class.

#### 2. Explain the grading process for each course. How is the final course grade determined? What factors are included? (e.g., exams, homework, skill evaluations, projects, participation?) Include the specifics for each category (number or type, weight, etc.) and explain how points are awarded, a grade is determined, and then combined to arrive at final course grade.

The final grade for each course is determined by percentages based on category type with point-based assignment weights. To ensure consistency between course sections, 50% of the final grade is comprised of summative assessments including exams and presentations, 35% of the final grade is comprised of assignments and quizzes, and 15% of the final grade is comprised of the final exam. The grading scale is a standard A – F scale:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

#### 3. In a separate curriculum document, provide documentation/syllabus provided to students, for each course in the dental assisting curriculum. Materials for each course should be grouped together, in sequence, and include the following:

See Exhibit #: Syllabi for All Program Courses

## Student Evaluation

### **CODA 2-8**

**Student evaluation methods must be utilized to measure all defined course objectives to include:**

- a. Didactic, laboratory, preclinical and clinical content**
- b. Specific criteria for measuring levels of competence for each component of a given procedure**

### Narrative Response and Documentation:

- 1. Describe how the students' laboratory, preclinical skills and clinical performance/competence are evaluated. Include the mechanisms utilized to evaluate students' skills in the separate curriculum document within the appropriate course.**

The student's laboratory, preclinical skills and clinical performance/competence will be evaluated as follow:

To assess individual competency progression via skill competencies, quizzes, chapter test, final exams, rubrics, and student evaluations during clinical rotation. A student may have a single assessment or a progressive assessment that evaluates several component skills depending on the complexity of the competency.

- 2. What standards of achievement/competence level are required for dental assisting students to continue in the curriculum? What is considered a minimum passing grade/score? How and when are these standards assessed and explained to the students?**

Graduation Requirements:

Cumulative GPA of 2.0

Grade of C or better on all DEN courses

Achievement of a "C" or higher for all Dental Assisting courses

Standards will be assessed through a series of quizzes, tests, laboratory practicums, and clinical competencies throughout the semester. This will be explained in the syllabus for each course as well as verbally by the instructor.



## **Preclinical Instruction**

The curriculum has been designed and developed to comply with all CODA standards. Below is a list of those standards. The evidence is included in the syllabi that are included in the exhibits section. Specific narrative responses from the STC Dental Program are embedded within the standards.

### **Essential Dental Assisting Skills**

#### **CODA 2-9**

**Curriculum content must include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions. Prior to performing these skills/functions in a clinical setting, students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility.**

- a. **Take/review and record medical and dental histories**
- b. **Take and record vital signs**
- c. **Assist with and/or perform soft tissue extra/intra oral examinations**
- d. **Assist with and/or perform dental charting**
- e. **Manage infection and hazard control protocol consistent with published professional guidelines**
- f. **Prepare tray set-ups for a variety of procedures and specialty areas.**
- g. **Seat and dismiss patients**
- h. **Operate oral evacuation devices and air/water syringe**
- i. **Maintain clear field of vision including isolation techniques**
- j. **Perform a variety of instrument transfers**
- k. **Utilize appropriate chairside assistant ergonomics**
- l. **Provide patient preventive education and oral hygiene instruction**
- m. **Provide pre-and post-operative instructions prescribed by a dentist**
- n. **Maintain accurate patient treatment records**
- o. **Identify and respond to medical and dental emergencies**

### **Chairside Dental Assisting Functions**

#### **CODA 2-10**

**Curriculum content must include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions. Prior to performing these skills/functions in a clinical setting, students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility.**

- a. **Assist with and/or apply topical anesthetic and desensitizing agents**
- b. **Assist with and/or place and remove rubber dam**
- c. **Assist with and/or apply fluoride agents**
- d. **Assist with and/or apply bases, liners, and bonding agents**
- e. **Assist with and/or place, fabricate, and remove provisional restorations**

- f. **Assist with and/or place and remove matrix retainers, matrix bands, and wedges**
- g. **Assist with and/or remove excess cement or bonding agents**
- h. **Assist with a direct permanent restoration**
- i. **Fabricate trays, e.g., bleaching, mouthguard, custom**
- j. **Preliminary impressions**
- k. **Clean removable dental appliances**

### **Advanced/Expanded Dental Assisting Functions**

#### **CODA 2-11**

**Where graduates of a CODA-accredited program are authorized to perform additional functions defined by the program's state-specific dental board or regulatory agency, and the program has chosen to include those functions in the program curriculum, the program must include content at the level, depth, and scope required by the state. Further, curriculum content must include didactic and laboratory/preclinical objectives for the additional dental assisting skills and functions. Students must demonstrate laboratory/preclinical competence in performing these skills in the program facility prior to clinical practice. Students must be informed of the duties for which they are trained in the educational program.**

#### Narrative Response and Documentation:

1. **Describe each additional state-allowed skill not listed in the Standards and the instructional level required. Include number of patient experiences and/or number of didactic, preclinical/laboratory, and clinical experience hours required by the state.**

There is no additional state allowed skills. All state allowed functions are listed.

#### **CODA 2-12**

**Students must demonstrate competence in the knowledge at the familiarity level in dental practice management:**

- a. **Computer and generic dental software**
- b. **Business ethics and jurisprudence**
- c. **Business oral and written communications**
- d. **Inventory systems and supply ordering**
- e. **Maintenance and retention of business records**
- f. **Management of patient information**
- g. **Recall systems**

### Narrative Response and Documentation:

DEN 145: Provides an overview of how human relations play an important role when working and communicating with colleagues and patients. By understanding the communication methods used in the dental setting, learning the technology of the dental practice, managing the financial aspects of a practice, marketing personal skills for lifelong learning, the student will become an advocate for the profession of dentistry and the patients they care for.

### **Biomedical Sciences**

#### **CODA 2-13**

**The biomedical science aspect of the curriculum must include content at the in-depth level in bloodborne pathogens and hazard communications standards and content must be integrated throughout the didactic, preclinical, laboratory and clinical components of the curriculum.**

### **Dental Sciences**

#### **CODA 2-14**

**The dental science aspect of the curriculum must include content at the familiarity level in:**

- a. **Oral pathology**
- b. **General anatomy and physiology**
- c. **Microbiology**
- d. **Nutrition**
- e. **Pharmacology to include:**
  - i. **Drug requirements, agencies, and regulations**
  - ii. **Drug prescriptions**
  - iii. **Drug actions, side effects, indications and contraindications**
  - iv. **Common drugs used in dentistry**
  - v. **Properties of anesthetics**
  - vi. **Drugs and agents used to treat dental-related infection**
  - vii. **Drug addiction including opioids and other substances**
- f. **Patients with special needs including patients whose medical, physical, psychological, or social conditions make it necessary to modify normal dental routines.**

#### **CODA 2-15**

**The dental science aspect of the curriculum must include content at the in-depth level in oral anatomy.**

#### **CODA 2-16**

**The curriculum must include content at the in-depth level in dental materials. Students must demonstrate knowledge of the properties, and competence in the uses and manipulation of, dental materials to include:**

- a. **Gypsum**
- b. **Restorative materials**
- c. **Dental cements**
- d. **Impression materials**
- e. **Acrylics and or thermoplastics**
- f. **Waxes**
- g. **Fabrication of casts, temporary crown and/or bridge**
- h. **Abrasive agents used to polish coronal surfaces and appliance**
- i. **Study casts/occlusal registrations**

#### **CODA 2-17**

**The curriculum must include content at the in-depth level in dental radiology. Students must demonstrate knowledge and skills to produce diagnostic dental image surveys on manikins. Prior to exposing dental images on patients, students must demonstrate competence in:**

- a. **Radiation health protection techniques,**
- b. **Processing procedures,**
- c. **Anatomical landmarks and pathologies,**
- d. **Mounting survey of dental images, and**
- e. **Placing and exposing dental images on manikins**

#### **CODA 2-18**

**Prior to exposing dental images during extramural clinical assignments, students must demonstrate competence, under faculty supervision, in exposing diagnostically acceptable full-mouth dental image surveys on a minimum of two patients in the program, or contracted facility.**

Narrative Response and Documentation (for Standards 2-17 and 2-18):

- 1. Describe how students acquire an understanding of radiation safety prior to exposing radiographs on patients.**

Students will have lectures and demonstrations by the instructor on Dental Radiography safety and exposure prior to taking any x rays in the clinic.

- 2. Describe how faculty instruction and evaluation are provided to students throughout all of their radiographic experiences.**

Students will have a 2 hour per week lecture using distance learning. The students will be evaluated on lecture by completing periodic quizzes, workbook pages, critical thinking questions, and tests. The students will have 4 hours per week of lab time practicing exposing, processing, and evaluating radiographs. Evaluations during lab will be made by the instructor in accordance with the competencies that need to be completed. The rubric is as follows:

- 3 Student competently met the stated criteria without assistance.  
2 Student required assistance in order to meet the stated criteria.  
1 Student showed uncertainty when performing the stated criteria.  
0 Student was not prepared and needs to repeat the step.  
N/A No evaluation of this step.

## **Clinical and Behavioral Sciences**

### **CODA 2-19**

**The curriculum must include didactic content at the in-depth level to include:**

- a. **General dentistry**
- b. **Dental specialties**
- c. **Chairside assisting**
- d. **Dental-related environmental hazards**
- e. **Preventive dentistry**
- f. **Management of dental and medical emergencies**

### **CODA 2-20**

**The program must demonstrate effectiveness in creating an academic environment that supports ethical and professional responsibility to include:**

- a. **Psychology of patient management and interpersonal communication**
- b. **Legal and ethical aspects of dentistry**

### Narrative Response and Documentation:

#### **1. Describe how the program supports ethics and professionalism.**

The Dental Assisting Program students are expected to comply with the Health and Human Services Code of Ethics. The code is as follows:

Healthcare and Human Services is an important and learned profession. The members of these professions recognize that their work has a direct and vital impact on the quality of life of all people. Accordingly, the services provided by health care and human service workers require honesty, confidentiality, fairness, equity, and dedication to the protection of the health, safety, welfare and comfort of the public they serve.

In the study, as well as the practice of their profession, Healthcare and Human Service workers must perform under a standard of professional behavior, which requires adherence to the highest principles of ethical conduct on behalf of the public client, patient, employer, educational facility, and the profession.

**2. Assess the degree to which students assume responsibility for professional judgment and ethical conduct.**

For the reasons stated above, the Health and Human Services programs at Southeast Tech will reinforce to students the importance of responsibility, attendance, respect for self and others and building a character that is in keeping with the standards of the Health and Human Services professions. Students attending the Health and Human Services programs are expected to comply with all pertinent state laws and take personal responsibility for their conduct. Southeast Tech policies authorize suspension or termination of any student for misconduct as outlined in the rules of this policy to include: acts of dishonesty, including but not limited to, cheating, plagiarism, downloading, saving, or printing of tests or course documents without permission, working on assignments without permission, or other forms of dishonesty relating to academic achievement.

Accessing, printing, downloading, saving, or distributing any other student's work, including sonography scans, EEGs, ECGs or any biographical or demographical data, etc., is strictly prohibited. Any images or data obtained from fellow students or patient volunteers are considered personal and confidential and are to be used only for educational purposes as directed within the designated Southeast Tech course and/or lab and may not be printed, downloaded, saved or distributed in any manner.

Social networking has become an acceptable part of today's society. Students are expected to be cognizant of their digital footprint. Inappropriate posting about clinical experiences, fellow students, and/or Southeast Tech could be violations of HIPAA and FERPA. Students should not "friend" any faculty, preceptors, clinical instructors, and/or lab assistants while a student, unless specifically allowed by individual instructors for professional or academic purposes.

**CODA 2-21**

**The dental assisting program must provide opportunities and encourage students to engage in service and/or community-based learning experiences.**

Narrative Response and Documentation:

**1. What opportunities are students provided for service and/or community-based learning experiences?**

Students will be provided opportunities for service and community-based learning through assisting with free dental clinics in the community, through celebrating Children's Dental Health Month with the on-campus childcare facility, and

through a clinical experience at Falls Community Health. In addition, students will have the opportunity to participate in a variety of campus student organizations and clubs.

**2. Describe the ways in which students are encouraged to engage in service and/or community-based learning experiences.**

Program faculty will encourage students to participate in these experiences and provide flexibility for accommodating the time commitment. Advisory Board members will also have the opportunity to network with the students and promote the benefits of civic engagement.

### **Clinical Externship Experience**

#### **CODA 2-22**

##### **Clinical experience assisting**

**a dentist must be an integral part of the educational program designed to perfect students' competence in performing chairside assisting functions, rather than to provide basic instruction. Students must have a minimum of 300 hours of clinical experience.**

##### **Intent:**

*More than fifty percent (50%) of the clinical assignments should be accomplished through assignment to general dentistry offices and may include a pediatric dental office.*

#### **CODA 2-23**

**Each student must be assigned to two or more offices or clinics for clinical experience and assisting in general dentistry situations is emphasized.**

##### **Intent:**

*More than fifty percent (50%) of the clinical assignments should be accomplished through assignment to general dentistry offices and may include a pediatric dental office. Clinical experiences should be at different locations with different dentists.*

#### **CODA 2-24**

**The major portion of the students' time in clinical assignments must be spent assisting with, or participating in, patient care.**

#### **CODA 2-25**

**The dental assisting faculty must plan, approve, supervise, and evaluate the student's clinical experience, and the following conditions must be met:**

- a. **A formal agreement exists between the educational institution and the facility providing the experience**
- b. **The program administrator retains authority and responsibility for the student**





- 2. Describe the manner in which the students' clinical experiences are planned, supervised and evaluated by dental assisting faculty in conjunction with personnel in the facilities. Identify the individuals who participate in supervision and evaluation of dental assisting students. How often are the facilities visited by dental assisting faculty?**

The clinical experience II will be organized by contacting dental facilities who would be interested in a partnership with our program. There will be a signed Affiliate Agreement between the facility and the institution. At this time, there have been several dental offices requesting to be involved in the summer experience II program.

The length of rotation will be 8 to 10 weeks with a minimum of 300 clinical hours of experience, each student will have a rotation schedule of at least 2 general offices (3 to 4 weeks per office) and 2 weeks at a specialty dental office.

Objective evaluation criteria of clinical activities will be utilized by the office or clinical personnel to evaluate the student's competency in performing the specified dental procedures.

The Program Director will visit the facilities once during the student's clinical experience.

- 3. Specify students' expected levels of performance in the specified skills at the beginning and the end of the clinical practice phase of the program.**

Students are expected to progress in their skills throughout the clinical rotation. Student performance will be compared with entry-level industry expectations at the end of the rotation. Feedback will be provided throughout the rotations so that students are prepared to meet or exceed expectations.

- 4. How do students share clinical experiences? As an Exhibit, provide example seminar schedules or agendas.**

Students will meet once a week on campus with a faculty member to discuss their clinical experiences and turn in timesheets.

- 5. Please provide to the visiting committee, examples of student-maintained records of activities.**

See the syllabus for DEN 190S

- 6. As an exhibit, provide a listing of externship/clinical facilities for which a current formal agreement exists. For each facility, indicate the number of students it will accommodate and the type of practice.**

- 7. Describe the program's communications with personnel in the clinical facility for familiarization with the program's goals, curricular content, policies, methods of instruction and evaluation and roles and responsibilities of all parties. If students' clinical practice experiences are scheduled in off-campus facilities, specify the criteria used for facility selection.**

Faculty will communicate with dedicated personnel in the various clinical facilities once within the ten-week period during each student's rotation. The faculty member will meet with the lead assistant who is responsible for evaluating the student's skills. Each week students are required to complete a record of activities that will list functions needed to be met to meet program goals.

- 8. As an exhibit, please provide an example completed clinical facility agreement.**

See Exhibit 10: Clinical Facility Agreement

The following is a summary of the facilities to be used in the dental assisting diploma program. It includes clinical facilities, radiographic facilities, and laboratory facilities.

## **STANDARD 4 – EDUCATIONAL SUPPORT SERVICES**

### **CODA 4-1**

**The program must provide adequate and appropriately maintained facilities to support the purpose/mission of the program and which are in conformance with applicable regulations.**

#### Narrative Response:

**1. In what year was the program facility constructed and/or last remodeled?**

The program facility was constructed and remodeled during the Spring and Summer of 2020.

**2. What procedures have been established for assessing program facilities and equipment in relation to current concepts of dental assistant utilization? Who is responsible for the assessment and how frequently is it made? What is the program's long-range plan for maintaining, replacing and adding equipment?**

Program facilities are evaluated and assessed each year as part of the Program Advisory Committee review. The Advisory Committee is comprised of instructional staff from the program, administrators, and industry professionals. They review equipment for relevance to meeting industry requirements, overall condition of equipment, and future needs within the industry. Recommendations are then made as part of the annual budgetary review. Each year the campus equipment replacement and additions list is updated based on these recommendations and equipment is then slated for update and replacement based on final budget adoption.

### **Clinical Facilities**

#### **CODA 4-2**

**A clinical facility must be available for students to obtain required experience with faculty supervision.**

#### **CODA 4-3**

**Each treatment area must contain functional equipment including:**

- a. **Power-operated chair(s) for treating patients in a supine position**

- b. **Dental units and mobile stools for the operator and the assistant which are designed for the application of current principles of dental assistant utilization.**
- c. **Air and water syringe**
- d. **Adjustable dental light**
- e. **High and low speed handpieces**
- f. **Oral evacuating equipment**
- g. **Work surface for the chairside assistant**

#### **CODA 4-4**

**Each treatment area must accommodate an operator and a patient as well as the student and faculty.**

#### **CODA 4-5**

**The sterilizing area must include sufficient space for preparing, sterilizing and storing instruments.**

#### **CODA 4-6**

**Instruments and appropriate models and armamentaria must be provided to accommodate students' needs in learning to identify, exchange, prepare procedural trays and assist in procedures including:**

- a. **Diagnostic**
- b. **Operative**
- c. **Surgical**
- d. **Periodontal**
- e. **Orthodontic**
- f. **Removable and fixed prosthodontics**
- g. **Endodontic**

#### Narrative Response and Documentation (for Standards 4-2 through 4-6):

- 1. How many complete, functional treatment areas are used for preclinical and clinical instruction and practice?**

There are 6 complete functioning treatment areas/operatories in the clinic. The treatment areas are used for preclinical and clinical instruction and practice.

- 2. If the capacity of the facility does not allow all students to be in laboratory, pre-clinical and/or clinic courses at the same time, please provide documentation of how students spend laboratory, pre-clinical and/or clinical sessions.**

There will be 12 students present during preclinical instruction, laboratory in dental materials and chairside assisting procedures. There will be 6 students present during radiography and clinical sessions.

**3. List the type and quantity of major equipment provided in each treatment area.**

Each treatment area has a power-operated chair, dental units and mobile stools for the operator and assistant, air and water syringe, adjustable dental light, high and lower speed handpiece, oral evacuating equipment, and a work area for the dental assistant.

**4. If the clinic is shared with other program(s), how many hours per week is it used by each program? How many treatment areas are used each session? What procedures have been established for scheduling utilization of the clinic?**

The dental clinic area is not shared with another program.

**5. Describe the size and design of the space provided as the sterilizing area. Identify the type, quantity and capacity of equipment utilized to sterilize and disinfect instruments, small equipment and supplies.**

Type, quantity and capacity of equipment to be utilized to sterilize and disinfect instruments, small equipment and supplies are:

- 1 SCUCAN Statim G4 5000
- 1 ADEC Lexa Sterilizer 100Vac

**6. As an Exhibit, list the types and quantity of instruments and small equipment provided by the program and purchased by students.**

See Exhibit 11: Instruments and Small Equipment

### **Radiography Facilities**

#### **CODA 4-7**

**A radiography facility must accommodate initial instruction and practice required for students to develop competence in exposing and processing dental images with faculty supervision.**

#### **CODA 4-8**

**Each radiography area must provide equipment for faculty supervision and effective instruction to accommodate several students simultaneously that include:**

- a. **Dental radiography units which meet applicable regulations**
- b. **Radiographic teaching manikins**
- c. **Radiographic view boxes and/or monitors**

- d. **Processing units with darkroom capacity or digital equipment**
- e. **Multiple sets of image receptor holding devices**
- f. **Radiation-monitoring devices are provided for students and faculty (according to state regulations)**
- g. **Lead aprons and cervical collars for each unit**
- h. **Counter with sink**
- i. **Dental chair or unit**

**Intent:**

*The radiography facilities should allow the attainment of program goals and objectives. Radiography facilities and equipment should effectively accommodate the clinic and/or laboratory schedules, the number of students, faculty and staff, and comply with applicable regulations to ensure effective instruction in a safe environment.*

Narrative Response and Documentation (for Standards 4-7 and 4-8):

1. **Describe the radiographic facility, e.g. rooms, location of sinks, view-boxes and/or monitors and darkroom, if applicable.**

The radiographic facility/unit is housed between 2 operatories within a cupboard unit. Each operatory has access to a radiographic unit as two operatories share one radiographic unit. A sink is located within each operatory. Computer monitors are used for viewing the x-rays. The Panorex machine is located in an area adjacent to the clinic.

2. **How many radiography units are there for taking intraoral radiographic surveys? Of this number, how many are separate from the general treatment area(s)?**

There are four radiography units available within the dental clinic, three wall units and one Nomad. None are separate from the treatment area.

3. **With respect to equipment used for radiography instruction and practice:**
  - a. **Identify the type(s) and date of manufacture of the radiography units.**

Instrm 628-1513 XR-Unit, Focus IO,75 In

- b. **Describe the applicable inspection/certification schedule for radiographic exposure equipment.**

As of 9/1/2020, the radiographic has not been installed. Once the equipment has been installed the inspection will take place.

- c. **Identify the type(s) and quantity of radiographic teaching manikins provided.**

Radio-opaque X-ray Dental Model (3)  
Dental Manikin Trainer (3)

- d. **Identify the type(s) and quantity of mechanical devices utilized as aids in exposing acceptable radiographs.**

The radiographs will be exposed by a digital method with 3 sensors and 6 computer monitors in the clinic.

- e. **Specify the type(s) and quantity of devices which provide protection from ionizing radiation.**

2 Lead lined aprons

- f. **Identify the type(s) and quantity of devices utilized to monitor the emission of ionizing radiation.**

Each student will wear a Dosimeter while in the clinic area.

4. **Identify the type(s) and quantity of processing equipment provided.**

Digital radiography with 6 monitors and 3 digital sensors.

5. **What area is designated for mounting and viewing radiographs? How many students can be accommodated simultaneously? How many viewboxes/monitors are provided and where are they located in proximity to exposure units?**

The viewing area for radiographs will be designated in each dental operatory. There will be 6 students to 1 instructor per radiology lab. 6 monitors in the operatories in close proximity to the exposure units.

### **Laboratory Facilities**

#### **CODA 4-9**

**A sufficient multipurpose laboratory facility must be provided for effective instruction which allows for required laboratory activities and can accommodate all scheduled students simultaneously. There must be an appropriate number of student stations, equipment, supplies, instruments and space for individual student performance of laboratory procedures with faculty supervision.**

**Intent:**

*The location and number of general use equipment such as lathes, model trimmers, dremmels, handpieces, vibrators, and other devices as well as dental materials, instruments, trays, mixing bowls, spatulas, etc. allows each student the access needed to develop proficiency in performing procedures.*

Narrative Response and Documentation:

**1. Describe the laboratory facility. Please refer to Examples of evidence listed under DA Standard 4-9.**

The dental laboratory facility will have upper and lower cabinets placed along the perimeter of the room. There will be 6 sinks located within the room for each group of 2 students to have accessibility to use during lab. The model trimmer, dremel's, lathe, polisher, vacuum former, ultrasonic cleaner and sterilizers will be located on the lab counters. Dental instruments, vibrators, lab-hand pieces, dental material products, trays, extra mixing bowls and spatulas will be located within the lab and in proximity for student's usage. The students are required to purchase their own dental kits which includes a large mixing bowl, lab spatula, cement spatula, curved scissor, dressing forceps, hand mirror, explorer and safety glasses with side shields.

See Exhibit 12: Dental Clinic Blueprint and Exhibit 13: Dental Lab Blueprint

**2. How many work areas (student stations) are there in the laboratory(s) used for instruction in dental science courses such as dental materials?**

There will be 6 work area stations for students in the laboratory.

**3. List the type(s) and quantity of equipment provided for each work area.**

Mixing bowl, spatula, dental vibrator, alginate impression material, impression trays, mixing pad.

**4. List the type(s), number and location of general use equipment and instruments such as lathes, model trimmers and vibrators.**

1 Red Wing Lathe (612-2539) 16B/26A W/  
1 Model Trimmer (365-7976) ½ HP 10 will be located next to a sink area  
1 Disposal-A-Trap/Complete Set (101-0868) will be located next to a sink area  
1 Emergency Eyewash Station (683-7874)



**EXHIBITS**  
**TABLE OF CONTENTS**

EXHIBIT NO.	TITLE
7	Curriculum Management Plan
8	Curriculum Structure and Sequence
9	Class Schedule
10	Clinical Facility Agreement
11	Instruments and Small Equipment
12	Dental Clinic Blueprint
13	Dental Lab Blueprint
14	Allied Biosketch for Program Faculty
15	Syllabi for Program Courses

**Exhibit 7: Curriculum Management Plan**

Curriculum Management Plan Overview
Program evaluation demonstrates that students have achieved end-of-program student learning outcomes and each program outcome.
<p>The dental assisting program has a current systematic plan of evaluation. The systematic plan of evaluation contains:</p> <ol style="list-style-type: none"> <li>a. Specific, measurable expected levels of achievement for each end-of-program student learning outcomes and each program outcome.</li> <li>b. Appropriate assessment method(s) for each end-of-program student learning outcomes and each program outcome.</li> <li>c. Regular intervals for the assessment of each end-of-program student learning outcomes and each program outcome.</li> <li>d. Sufficient data to inform program decision-making for the maintenance and improvement of each end-of-program student learning outcome and each program outcome.</li> <li>e. Analysis of assessment data to inform program decision-making for the maintenance and improvement of each end-of-program student learning outcomes and each program outcome.</li> <li>f. Documentation demonstrating the use of assessment data in program decision-making for the maintenance and improvement of each end-of-program student learning outcome and each program outcome.</li> </ol>

There will be ongoing assessment of the extent to which students attain each end-of-program student learning outcome. There is an analysis of assessment data and documentation that the analysis of assessment date is used in program decision-making for the maintenance and improvement of students’ attainment of each end-of-program student learning outcomes.

<b>Person Responsible</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method/s</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions for Program Development, Maintenance, or Revision</b>
Dental Assisting Faculty	80% of the students will score an 85% or above on the mock DANB examination	Biannually in May and December	Mosby’s Dental Assisting Exam Review for DANB	Face to Face 12/20-5/21-	6/21-

**1. The student will develop and define clinical skills in chairside, radiographic and dental laboratory procedures.**

<b>Person Responsible</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method/s</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions for Program Development, Maintenance, or Revision</b>
Dental Assisting Faculty	Student cohorts will score at or above 85% as an average of benchmarks listed below on the lab and clinical competencies at the end of DEN 150, DEN 125, DEN 135, DEN 115 and DEN 130	Biannually in December and May or as needed	Mock DANB examination, end of the chapter competencies and evaluations	Face-to-face: 12/20-  5/21-	6/21-

**2. The student will demonstrate and ability to manage asepsis infection control and hazard protocol to provide a safe work environment.**

<b>Person Responsible</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method/s</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions Program Development, Maintenance, or Revision</b>
Dental Assisting faculty	Student cohorts will score at or above 85% as an average of benchmarks on the lab and clinical competencies In Den 110	Biannually in December and May or as needed	Mock DANB examination, end of the chapter competencies and evaluations.	Face-to-face: 12/20-  5/21-	6/21-

**3. The student will adhere to professional conduct and ethic, legal practices and HIPPA requirements.**

<b>Person Responsible</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method/s</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions Program Development, Maintenance, or Revision</b>
Dental Assisting faculty	Students will score an 80% or above in the last evaluation tool for DEN 100	Biannually in December and May or as needed	Mock DANB examination, end of the chapter evaluations and competencies	Online: 12/20-  5/21-	6/21-

**4. The student will demonstrate knowledge and skills in the area of office management, filing, billing and use of the computer managements system.**

<b>Person Responsible</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method/s</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions Program Development, Maintenance, or Revision</b>
Dental Assisting faculty	Students will score an 85% or above in the competencies and an 80% in the last evaluation tool for DEN 145	Biannually in December and May or as needed	Mock DANB examination, end of the chapter evaluations and competencies	Online: 12/20-  5/21-	6/21-

**5. The student will master basic dental theory and competencies for successfully completing the dental assisting program and Dental Assisting National Board Exam.**

<b>Person Responsible</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method/s</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions Program Development, Maintenance, or Revision</b>
Dental Assisting faculty	Students will score an 85% or above in the competencies and an 80% in the last evaluation tool for DEN 100, DEN 105, DEN 115, DEN 135, DEN 120, DEN110, DEN 125, DEN 130, DEN 145, DEN 150, DEN 180	Biannually in December and May or as needed	Mock DANB examination, end of the chapter evaluations and competencies	Online: 12/20-  5/21-	6/21-

## Exhibit 8: Curriculum Structure and Sequence

### Standard 2: Educational Program

Curriculum Structure and Sequence									
Course Number	Course Title	Credits Awarded	Clock Hours/Wk			Number of Faculty/Number of Students			Faculty Person Responsible
			Lecture	Lab	Clinical	Lecture	Lab	Clinic	
<b>Term 1: 16 Weeks</b>									
DEN 115	Dental Materials I and Lab	2	1	2		1/24	1/12	Marcia Jensen	
DEN 105	Dental Therapeutics and Me	1	1	0		1/24		Katti Paul	
SSS 100	Student Success	2	2	0		1/36		Kristie Vortherms	
DEN 120	Dental Sciences and Prevent	3	3	0		1/24		Rebecca Carlson	
DEN 125	Dental Procedures and Techn	3	1	4		1/24	1/12	Rebecca Carlson	
DEN 100	Introduction to Dental Assist	1	1	0		1/24		Brittany Simkins	
DEN 110	Infection Control	1	1	0		1/24		Marcia Jensen	
HC 118	Applied Anatomy and Physic	4	3	2		1/30	1/30	Jackie Ekstrum	
<b>Term 1 Totals:</b>		<b>17</b>	<b>13</b>	<b>8</b>					
<b>Term 2: 16 Weeks</b>									
DEN 130	Dental Radiography	4	2	4		1/24	1/6	Rebecca Carlson	
DEN 135	Dental Materials II and Lab	2	1	2		1/24	1/12	Marcia Jensen	
DEN 145	Dental Practices Management	1	1	0		1/24	1/12	Katti Paul	
DEN 150	Dental Specialties Procedure	3	1	4		1/24	1/12	Marcia Jensen	
ENG 101T	English Composition	3	3	0		1/24		Debra Hunking	
MATH 100	College Math	3	3	0		1/24		Kristin Larsen	
DEN 1805	Clinical Experience I	3	1	0	3	1/24	1/12	1/12 Marcia Jensen	
<b>Term 2 Totals:</b>		<b>19</b>	<b>12</b>	<b>10</b>	<b>3</b>				
<b>Third Term: 8 Weeks</b>									
DEN 1905	Clinical Experience II	6			30		1/12	Marcia Jensen	
<b>Term 3 Totals:</b>		<b>6</b>			<b>30</b>				
<b>Total Number of Credit Hours</b>		<b>42</b>							
<b>Transferable Credit Hours</b>		<b>3</b>							

**Exhibit 9: Class Schedule**  
**Standard 2: Educational Program**

TERM: FALL 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DA 115-1C Lec. Marcia Jenson HC 222 24 Students 9:00am--9:50am	DA 125-1CLec. Rebecca Carlson HC 231 24 Students 9:00 am -9:50am	DA 110-1C Lec. Marcia Jenson HC 222 24 Students 9:00am--9:50am		DA 100-1C Brittany Simkins Distance Learning 24 Students
HC 118-C Deb Perkins-Hicks HC 101/207 30 Students 10:00am-11:15am	HC 118-6 Jackie Ekstrum HC 101/ 207 30 Students 10:00am-10:50am	HC 118-6 Jackie Ekstrum HC 101/ 207 30 Students 10:00am-10:50am	DA 125L-1C Lab. Rebecca Carlson HC 243/244 12 Students 10:00am-11:50am	DA 105-1C Katti Paul Distance Learning 24 Students
DA 115 -1C Lab. Marcia Jenson Room 243/244 12 Students 10:00am-11:50am	DA 125L-1C Lab. Rebecca Carlson Room 243/244 12 Students 10:00am-11:50am	HC 118-6 Deb Perkins-Hicks HC 101/207 30 Students 10:00am-11:15am	HC 118-6 Jackie Ekstrum HC 101 or 207 30 Students 10:00am-10:50am	
SSS 100 12C-H Kristie Vortherms 36 Students 1:00pm-1:50pm	DA 120 -1C Lec. Rebecca Carlson HC 231 24 Students 12:30pm-1:45pm	DA 110L-1 Lab. Marcia Jenson HC 243/244 12 Students 11:00am-11:50am	DA 120 -1C Lab. Rebecca Carlson HC 243/244 24 Students 12:30pm-1:45pm	
DA 115 -2C Lab. Marcia Jenson HC 243/244 12 Students 1:00pm-2:50pm	HC 118-2C Deb Perkins-Hicks HC 101/207 2:00pm-3:15pm	DA 110L-2 Lab. Marcia Jenson HC 243/244 12 Students 12:00pm-12:50pm	HC 118-2C Deb Perkins-Hicks HC 101/207 2:00pm-3:15pm	
	DA 125L-2C Lab. Rebecca Carlson HC 243/244 12 Students 2:00pm-3:50pm	SSS 100 12C-H Kristie Vortherms 1:00pm-1:50pm	DA 125L-1C Lab. Rebecca Carlson HC 243/244 12 Students 2:00pm-3:50pm	

TERM: SPRING 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DA 135-1C Lec. Marcia Jenson Room 240 12 Students 8:00am- 8:50am	DA 130L-1 Lab. Rebecca Carlson Room 243/244 6 Students 8:00 am -9:50am	DA 180-1C Lec. Katti Paul Room 234/244 24 Students 8:00 am -8:50am	DA 130L-1 Lab. Rebecca Carlson Room 243/244 6 Students 8:00 am -9:50am	DA 150-1C Lec. Marcia Jensen Room 240 24 Students 8:00am –9:20 am
DA 135L-1 C Lab Marcia Jenson Room 243/244 12 Students 9:00am-10:50am	DA 130L-2 Lab. Rebecca Carlson Room 243/244 6 Students 10:00am-11:50am	DA 180-1 Clinical Katti Paul /Marcia Jensen Room 231 12 Students 9:00 am –11:50pm	DA 130L-2 Lab. Rebecca Carlson Room 243/244 6 Students 10:00am-11:50am	DA 150L – Lab Marcia Jensen Room 243/244 12 students 9:30 am –12:15pm
DA 135L-2C Lab. Marcia Jenson Room 243/244 12 Students 12:00pm-1:50pm	DA 130L-3 Lab. Rebecca Carlson Room 243/244 6 Students 1:00pm-2:50pm	DA 180-1 Clinical Katti Paul/Marcia Jensen Room 231 12 Students 1:00pm-3:50pm	DA 130L-3 Lab. Rebecca Carlson Room 243/244 6 Students 1:00pm-2:50pm	DA 150L –Lab Marcia Jensen Room 243/244 12 students 12:45 pm/3:30pm
	DA 130L-4 Lab. Rebecca Carlson Room 243/244 6 Students 3:00pm-4:50pm		DA 130L-4 Lab. Rebecca Carlson Room 243/244 6 Students 3:00pm-4:50pm	DA 145-1C Brittany Simkins Distance Learning 24 Students
	DA 130-1C-O Rebecca Carlson Dental Radiology Distance Learning 24 Students			



**Exhibit 10: Clinical Facility Agreement**

**Southeast Technical College**

**Health & Human Services Division**

**Agreement of Affiliation**

**Between**

Southeast Technical College, Sioux Falls, SD

**And**

**<<Clinical Affiliate>>**

**Address**

**City, State ZIP**

In an effort to provide quality education to Southeast Technical College for the purpose of increasing the availability of skilled individuals, it is mutually agreed by <<Clinical Affiliate>> (Clinical Affiliate) and Southeast Technical College (School) that clinical educational experiences will be provided by the Clinical Affiliate for students of Southeast Technical College's programs included in Addendum A.

The Clinical Affiliate department may receive a student from the specialty program area only when the following two criteria are met:

1. That the affiliate department, related to the specialty program area, wishes to host a student.
2. That the school has a student interested in completing their internship with the affiliate.

This agreement shall remain valid in perpetuity, unless a change is requested, in writing, by either party. Southeast Technical College and the Clinical Affiliate agree to work in harmony to achieve mutual goals for mutual benefit, which is to provide trained personnel for job vacancies in our region.

Students will receive an orientation to the facility. Faculty members and facility staff supervisors will evaluate each student's performance in mutual consultation and according to the guidelines outlined in approved curriculum. The students will be required by the School to follow general

Clinical Affiliate policies and health regulations. Under this Agreement, the students are not employees of the Clinical Affiliate, and are therefore ineligible for wages, workers' compensation, insurance or any other benefits to which employees of the Clinical Affiliate are entitled. Southeast Technical College will provide proof of liability insurance in the amount of \$1,000,000 per incident/\$3,000,000 aggregate with a \$5,000,000 umbrella for each student. The school will provide the Clinical Affiliate a certificate of insurance each year evidencing the required insurance as stated above. Each student is responsible for securing general health insurance to be in effect for the duration of the clinical experience. If requested, a certificate will be provided to the Clinical Affiliate evidencing this coverage as well as proof of HepVax vaccine, Rubella immunization, Rubeola vaccine, Mumps immunization, and a Negative skin test for tuberculosis before they begin their clinical experience. Southeast Technical College has screened students and instructors for competence and reliability prior to referring them to the Clinical Affiliate for clinical experience. Southeast Technical College has arranged for a drug screen test and background inquiry (which will include a criminal history check for felonies and misdemeanors) on each student prior to placement with the Clinical Affiliate. The Clinical Affiliate has the right to pre-screen students and the right to reject any students without giving a reason.

The Clinical Affiliate, <<site name>> will assume responsibility, in coordination with the School faculty, for the planning and assignment of students and for training. While at the Clinical Affiliate, students will be subject to the rules and regulations of the Clinical Affiliate. The Affiliate will retain full responsibility for the care of patients and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the facility and/or the direct and indirect care of patients. The Clinical Affiliate is responsible for the supervision of the education of the student(s) while on site.

As the Clinical Affiliate has the right to refuse initial access to or withdraw access to the clinical facilities when any student or instructor has been identified by management and/or administration to pose a hazard to the patient or staff within the institution. If such a situation should arise, the Clinical Affiliate has the right to obtain necessary information acquired through the application forms or interviewing process from proper school authorities to determine if the student or faculty member is competent for clinical rotations at the Clinical Affiliate. The Clinical Affiliate will not reject an otherwise qualified individual based on race, religion, age, gender or disability.

The Clinical Affiliate agrees to provide the student(s) with supervised clinical educational opportunities and to provide Southeast Technical College input as to each student's progress and behavior. The School agrees to withdraw any student who does not meet reasonable standards of performance or behavior as required by the Clinical Affiliate.

The School will indemnify, hold harmless and defend Clinical Affiliate, its officers, trustees, members, agents and employees from and against any and all claims, costs, acts, causes of action, losses or expenses, including reasonable attorney fees, resulting from or caused by the actions or omissions of School's officers, agents or employees while performing responsibilities under the Agreement. The Clinical Affiliate shall indemnify, defend and hold harmless the school, its faculty, students, agents, employees, and Board of Directors from and against any and all liability, responsibility, damages, costs, and/or expenses, including reasonable attorney fees, arising, either directly or indirectly, from any act or failure to act by the Clinical Affiliate, its staff, agents and employees which may occur during or which arise out of the performance of this Agreement.

If either party to this Agreement wishes to withdraw, it is understood that at least sixty (60) days written notice shall be given by either participating agency. Students enrolled in the program shall be given the opportunity to complete the full program.

Both parties shall comply with any and all state and federal privacy laws and regulations that apply to the protection of individually identifiable health information as are in effect during the term of this Agreement including, without limiting the generality of the foregoing, the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated there under ("HIPAA"). The parties therefore agree to take such actions as are necessary to comply with the requirements of the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR, parts 160 through 164, and the Health Insurance Portability and Accountability Act ("HIPAA"), Public Law 104-191, and all other applicable local, state and federal statutes, rules and regulations. In addition, the School agrees to cooperate with the Clinical Affiliate in implementing any policies and procedures that the Clinical Affiliate reasonably believes are required under HIPAA with respect to its operations. The terms of this section shall survive the termination of this Agreement.

Southeast Technical College  
2320 N. Career Avenue  
Sioux Falls, SD 57107

Clinical Affiliate  
Address  
City, State ZIP  
(Clinical Affiliate)

By \_\_\_\_\_

By

Southeast Technical College Official

Clinical Affiliate Official

Print Name \_\_\_\_\_

Print Name

Its \_\_\_\_\_

Its

Date \_\_\_\_\_

Date

### **Addendum A**

#### **Southeast Technical College Programs to include but not limited to:**

Cardiac Sonography  
Certified Nursing Assistant  
Dental Assisting  
Diagnostic Medical Sonography  
Electro neurodiagnostic Technology  
Healthcare Leadership  
Healthcare Office Specialist  
Invasive Cardiovascular Technology  
Medical Coding  
Licensed Practical Nursing  
Registered Nursing  
Pharmacy Technician  
Phlebotomy/Patient Care Technician  
Surgical Technology  
Vascular Sonography  
Medical Assisting

## Exhibit 11: Instruments and Small Equipment

### Standard 4: Educational Support Services

Operative	Surgical	Periodontal	Endodontic	Orthodontic	Removable/Fixed Prosthodontics	Armamentaria	Diagnostic
Anesthetic irrigating Syringe	Mouth Gag	Periodontal Probes	Endodontic Explorer	Bird Beak Pliers	Crown Remover Forceps	Lidocaine	Cotton Forcep
High Speed Handpiece	Scalpel Handle with blades	Furcation Probe	Endodontic Spoon Excavator	Howe Pliers	Wooden	Septocaine	Mouth Mirror
Cotton Forcep	Scalpel Blade Remover	Hoe Scaler	Locking Forceps/Wlars	Orthodontic Hemostat	Cord Packing instrument	Benzocaine	Explorer Perioprobe
Mouth Mirror	Tissue Scissors	Back Action Hoe	Barbed Broach	Ligature Wire Cutters	Crown and Bridge Scissors		
Explorer Perioprobe	Tissue Forceps	Periodontal knife	Endodontic Files e-type, Hedstrom	Posterior Ban Remover*	Contouring Pliers		
Spoon Excavator	Hemostat	interdental knife	Reamers	Bracket Remover*	Crown Removing Forceps		
Acorn Burnisher	Perioseal Elevator	interdental File	Endodontic Stoppers		Bite Stick		
Ball/ Football Burnisher	Surgical Curette		Endodontic Stand		Acrylic burs		
Condenser	Tongue/Cheek Retractor		Endodontic Millimeter Ruler		Finishing burs		
Plastic Instrument	Surgical Needle Holder		Glidden Gates		Three-Prong Pliers		
Beavertail Carver*	Suture Needle/ Sutures		Endodontic Irrigating Syringe				
Composite Gun	Suture Scissors		Endodontic Spreader				
Toilemine	Straight/ Luxating/foot/T-bar Elevators		Lentulo Spral				
Slow speed	#Eriotomes		Bunsen Burner				
High Speed Handpiece	Root Tip Pick		Endodontic Plugger				
Discoid-CleoidCarver	Bonepurs		Click instrument				
Spoon Excavator	Bone File		Peso Files				
Condenser	Surgical Chisel						
Ball Burnisher	Surgical Mallet						
Articulating Paper Holder	Maxillary Forceps						
Amalgam Carrier	Mandibular Forceps						
Matrix Band	Root Forceps						
Toilemier Retainer							
Amalgam Well							
Crown Remover Forceps							
Wooden							
Cord Packing instrument							
Crown and Bridge Scissors							
Contouring Pliers							
Crown Removing Forceps							
Bite Stick							

# Exhibit 12: Dental Clinic Blueprint

ROOM NO.	ROOM NAME	FLOOR	BASE	CEILING	WALLS	FLOOR FIN.	CEILING FIN.	WALL FIN.	DOORS	WINDOWS	FINISHES
101	RECEPTION	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
102	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
103	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
104	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
105	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
106	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
107	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
108	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
109	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
110	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
111	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
112	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
113	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
114	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
115	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
116	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
117	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
118	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
119	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE
120	LABORATORY	1ST	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE	CONCRETE

**D4 DENTAL STATION ENLARGED EQUIPMENT PLAN**  
12' x 12'

**SHEET GENERAL NOTES:** HEALTH SCIENCE - CEILING PLAN

- ALL NEW CEILING LIGHT FIXTURES SHALL BE INSTALLED FOR ALL ROOMS AND ARE TO BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- CONTRACTOR SHALL FIELD ALL CEILING CONDITIONS AND CONDITIONS SHALL BE TO THE CONTRACTOR'S SATISFACTION.
- ALL CEILING LIGHT FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL CEILING LIGHT FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL CEILING LIGHT FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

**KEY NOTES:** HEALTH SCIENCE - CEILING PLAN

- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.

**D2 HEALTH SCIENCE - DENTAL FLOOR PLAN**  
12' x 12'

**SHEET GENERAL NOTES:** HEALTH SCIENCE - FLOOR PLAN

- ALL FLOOR FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- CONTRACTOR SHALL FIELD ALL FLOOR CONDITIONS AND CONDITIONS SHALL BE TO THE CONTRACTOR'S SATISFACTION.
- ALL FLOOR FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL FLOOR FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL FLOOR FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

**KEY NOTES:** HEALTH SCIENCE - FLOOR PLAN

- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.

**B2 HEALTH SCIENCE - DENTAL CEILING PLAN**  
12' x 12'

**SHEET GENERAL NOTES:** HEALTH SCIENCE - CEILING PLAN

- ALL NEW CEILING LIGHT FIXTURES SHALL BE INSTALLED FOR ALL ROOMS AND ARE TO BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- CONTRACTOR SHALL FIELD ALL CEILING CONDITIONS AND CONDITIONS SHALL BE TO THE CONTRACTOR'S SATISFACTION.
- ALL CEILING LIGHT FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL CEILING LIGHT FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL CEILING LIGHT FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

**KEY NOTES:** HEALTH SCIENCE - CEILING PLAN

- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.

**A2 HEALTH SCIENCE - DENTAL DEMO PLAN**  
12' x 12'

**SHEET GENERAL NOTES:** HEALTH SCIENCE - DEMO PLAN

- ALL DEMO WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- CONTRACTOR SHALL FIELD ALL DEMO CONDITIONS AND CONDITIONS SHALL BE TO THE CONTRACTOR'S SATISFACTION.
- ALL DEMO WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL DEMO WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL DEMO WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

**KEY NOTES:** HEALTH SCIENCE - DEMO PLAN

- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.

**A4 HEALTH SCIENCE - FIRST FLOOR DEMO CEILING PLAN**  
12' x 12'

**SHEET GENERAL NOTES:** HEALTH SCIENCE - DEMO CEILING PLAN

- ALL DEMO CEILING WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- CONTRACTOR SHALL FIELD ALL DEMO CEILING CONDITIONS AND CONDITIONS SHALL BE TO THE CONTRACTOR'S SATISFACTION.
- ALL DEMO CEILING WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL DEMO CEILING WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL DEMO CEILING WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

**KEY NOTES:** HEALTH SCIENCE - DEMO CEILING PLAN


- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.

**SHEET GENERAL NOTES:** HEALTH SCIENCE - DEMOLITION PLAN


- ALL DEMOLITION WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- CONTRACTOR SHALL FIELD ALL DEMOLITION CONDITIONS AND CONDITIONS SHALL BE TO THE CONTRACTOR'S SATISFACTION.
- ALL DEMOLITION WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL DEMOLITION WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:
- ALL DEMOLITION WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

**KEY NOTES:** HEALTH SCIENCE - DEMOLITION PLAN

- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.
- SEE GENERAL NOTES TO THIS PLAN.



757 Ave.  
1110 N. 2nd Ave.  
Spartanburg, SC 29174  
Phone: 803.225.1182  
Fax: 803.225.7825  
www.tsp.com



**SOUTHEAST TECHNICAL INSTITUTE**  
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Shaw Park, South Dakota  
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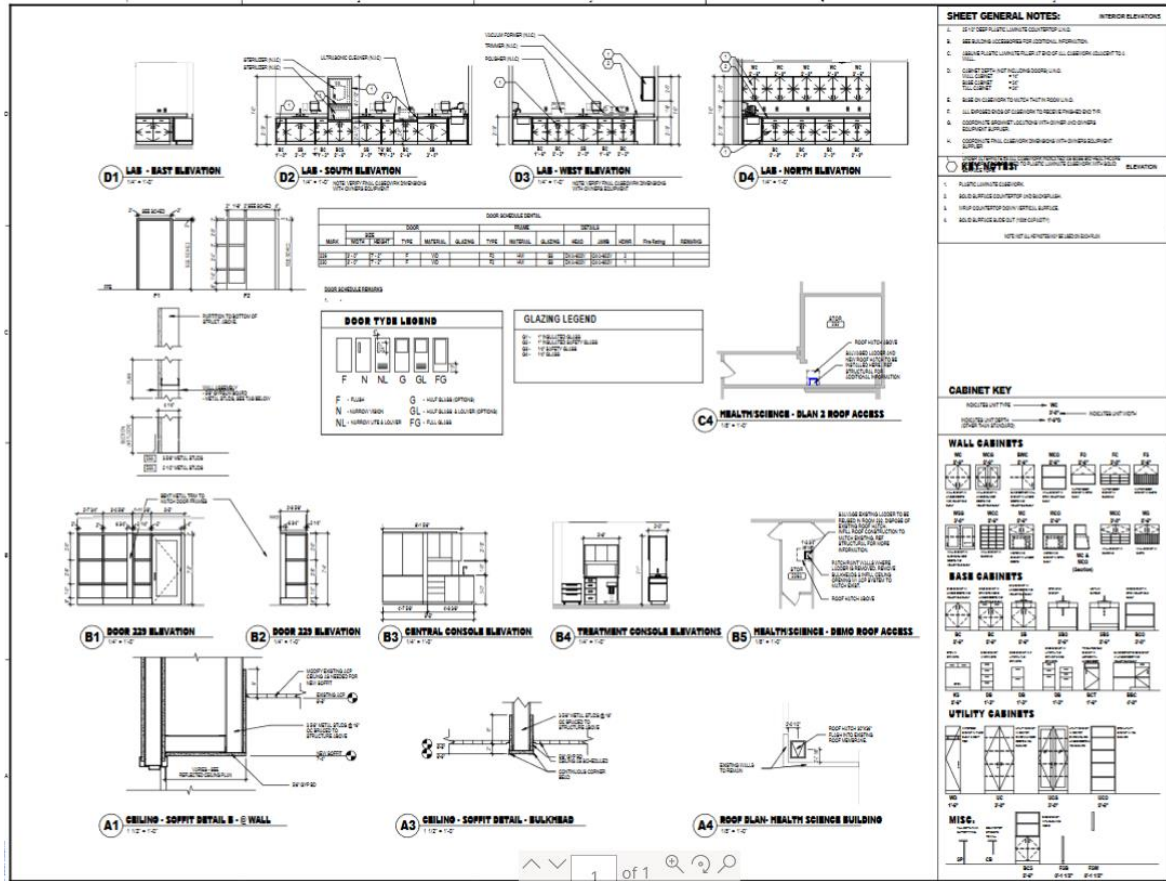
DATE	BY	REVISION
08/15/2018	MDP	ISSUED FOR PERMIT
08/15/2018	MDP	ISSUED FOR PERMIT
08/15/2018	MDP	ISSUED FOR PERMIT
08/15/2018	MDP	ISSUED FOR PERMIT

**HEALTH SCIENCE DENTAL LAB RENOVATION PLANS**

**A-101S**

100% CONSTRUCTION DOCUMENTS

# Exhibit 13: Dental Lab Blueprint



**TSP**  
TSP, Inc.  
1112 N. 1st Ave.  
Suwanee, GA 30088  
Phone: 404-238-1100  
Fax: 404-238-1101  
www.tspinc.com

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INSTITUTE  
VETERINARY TECH  
ADDITION AND  
RENOVATIONS AT  
VARIOUS BUILDINGS  
Suwanee, South Dekalb  
COUNTY, GA

**REVISIONS**

NO.	DATE	DESCRIPTION
1	06/20/2018	ISSUED FOR PERMIT
2	07/10/2018	ISSUED FOR PERMIT
3	07/10/2018	ISSUED FOR PERMIT
4	07/10/2018	ISSUED FOR PERMIT
5	07/10/2018	ISSUED FOR PERMIT

**HEALTH SCIENCE  
DENTAL LAB  
RENOVATION PLANS  
AND ELEVATIONS**

**A-102S**  
DATE: 07/10/2018

100% CONSTRUCTION DOCUMENTS

## Exhibit 14: Allied BioSketch for Faculty

### Commission on Dental Accreditation Allied BioSketch

**Name :** Marcia Jensen

**Current:** Southeast Technical  
College

**Address:**2320 N Career Ave

**City, State, Zip:** Sioux Falls, SD  
57107

**Phone:** 605-367-7624

**Fax:** 605-367-8305

**E-mail:**  
[marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

#### EDUCATIONAL BACKGROUND (Begin with college level)

Name of School, City and State	Yr of Grad.	Certificate or Degree	Area of Study
University of South Dakota, Vermillion, South Dakota	2018	Bachelors of Science	Dental Hygiene
University of South Dakota, Vermillion, South Dakota	1984	Associate of Science	Dental Hygiene
University of Minnesota, Minneapolis, Minnesota	1981	Bachelors of Applied Studies	Dental Assisting Education
Western Iowa Tech Community College	1979	Certification/Diploma	Dental Assisting

#### LICENSURE & CREDENTIALING (Do not include license number)

State License (if applicable)	From (Year)	To (Year)
DDS		
CDA		
RDH South Dakota and Arizona	SD-1987 AZ-2012	SD-2021 AZ-2022
CDT		
CPR American Red Cross	2020	2022



### TEACHING APPOINTMENTS (Begin with current)

Name of Institution, City and State	Appointment Title	Specify Full-Time/ Part-Time/ Adjunct/ Clinical/ Didactic/ Content Areas Taught	From (Year)	To (Year)
Southeast Technical College, Sioux Falls, SD	Dental Assisting Program Director and Instructor	Full-time	2020	2021
Western Iowa Tech Community College	Instructor of Dental Assisting Program	Full-time	1985	1987

### TEACHING RESPONSIBILITIES

Name of Institution, City, State	Course Number and Title and Term	Discipline and Level of Students (Year)	Total Contact Hours Per Term	Didactic Clinic/Lab
Southeast Technical College, Sioux Falls, SD	DEN 110-Infection Control-Fall 2020		1	1
	Dental Materials I/Lab-Fall 2020		1	2
	Dental Materials II /Lab-Spring 2020		1	2
	Dental Specialties Procedures Expanded Functions-Spring 2020		1	2
	Clinical Experience II- Summer 2020			
The Science of Whitening	Whitening technology, indications of home and professional tooth whitening options , etc. Provider: Linda D’Amico, RDH, BS, (Colgate Oral Pharmaceuticals, Inc.)			3/3/2020
The Emmi-Dent Oral Waver: Can It Really Clean My Teeth	Describe the mechanism of action for the oral waver, describe the difference between sonic sound and real ultrasound, describe the benefits of ultrasound oral health care. Provider: Kathleen Shurba, CDHC, RDH, BS, AP			1/7/2020
Sugar-Inflammation Trail	Discuss the false premise supporting the low fat diet, discuss the truth about sugar’s role in oral and systemic disease, demonstrate how to initiate conversations with patients about sugar. Provider: Trisha O’Hehir, MS, RDH			8/6/2019
Oral Care of the Oncology Patient	How to care for patients with oral cancer, the use of oral products and etc,			6/25/2019

Provider: Kris Potts, RDH, BS,  
FAADH

Smoking Out the Real Truth: Vaping  
and Marijuana

Facts on vaping and marijuana and the  
harmful effects it has on patients.  
Provider: Edie Gibson, RDH, MS, PhD

6/24/2019

**PRACTICE EXPERIENCE**

Practice Location and Type (City and State)	Position Title	From (Year)	To (Year)
Phoenix, AZ General Dentistry	RDH	2019	2020
Phoenix, AZ, General Dentistry	RDH	2019	2020
Scottsdale, AZ, General Dentistry	RDH	2017	2019

**Commission on Dental Accreditation  
Allied BioSketch**

**Name:** Brittany Simkins  
**Current Institution:** Southeast Technical College  
**Address:** 2320 N Career Ave

**City, State, Zip:** Sioux Falls, SD  
57107

**Phone:** 605-367-7624

**Fax:** 605-367-8305

**E-mail:**  
[brittany.simkins@southeasttech.edu](mailto:brittany.simkins@southeasttech.edu)  
u

**EDUCATIONAL BACKGROUND (Begin with college level)**

Name of School, City and State	Yr of Grad.	Certificate or Degree	Area of Study
Coker University, Hartsville, SC	2022	Bachelor of Science	Business Management
Midlands Technical College, Columbia, SC	2015	AA	Business Management
Trident Technical College, N.Charleston, SC	2009	Diploma in Allied Health	Expanded Duty Dental Asisting
Brookland Cayce High School, Cayce, SC	2005	General	

**LICENSURE & CREDENTIALING (Do not include license number)**

State License (if applicable)	From (Year)	To (Year)
DDS		
CDA South Carolina	2009	2020
RDH		
CDT		
CPR		

**TEACHING APPOINTMENTS (Begin with current)**

Name of Institution, City and State	Appointment Title	Specify Full-Time/ Part-Time/ Adjunct/ Clinical/ Didactic/ Content Areas Taught	From (Year)	To (Year)
Southeast Technical College	Adjunct Faculty	Part-Time	2019	2021
Fortis College	Adjunct Faculty	Part-Time/ Fundamentals of Dental Assisting, Preventative Dentistry and Nutrition, Dental Procedures and Techniqu4es, Dental Materials and Lab Techniques, Dental	2013	2018

Restorative  
Procedures, Dental  
Specialties, Capstone  
and Career  
Development

**TEACHING RESPONSIBILITIES**

Name of Institution, City, State	Course Number and Title and Term	Discipline and Level of Students (Year)	Total Contact Hours Per Term	
			Didactic Clinic/Laboratory	
Southeast Technical College	DEN 100 Introduction to Dental Assisting- Fall 2020	Year 1	1	0
Southeast Technical College	DEN 145 Denal Practice Management- Spring 2020	Year 1	1	0

**PRACTICE EXPERIENCE**

Practice Location and Type (City and State)	Position Title	From (Year)	To (Year)
Columbia SC	Office Manager/Treatment Coordinator	2020	
New York, NY	Dental Mobile Operations	2018	2019
Columbia, SC	Dental Office Manager	2014	2020
Columbia, SC	Dental Assistant	2010	2018
N.Charleston, SC	Certified Dental Assistant	2009	2011

# Commission on Dental Accreditation

## Allied BioSketch

**Do not attach Curriculum Vitae.**

**Type Only**

**Name:** Katti Paul

**Current Institution:** Southeast  
Technical College

**Address:** 2320 N. Career Ave

**City, State, Zip:** Sioux Falls, SD  
57107

**Phone:** 605-367-7624

**Fax:** 605-367-8305

**E-mail:** [katti.paul@southeasttech.edu](mailto:katti.paul@southeasttech.edu)

### EDUCATIONAL BACKGROUND (Begin with college level)

Name of School, City and State	Yr of Grad.	Certificate or Degree	Area of Study
University of South Dakota, Vermillion, SD	2013	Bachelor of Science	Dental Hygiene
Lake Area Technical Institute, Watertown, SD	2010	AAS	Dental Assisting
Ethan High School	2008	Diploma	General

### LICENSURE & CREDENTIALING (Do not include license number)

State License (if applicable)	From (Year)	To (Year)
DDS		
CDA South Dakota	2010	2020
RDH South Dakota	2013	2020
CDT		
CPR American Heart Association	2008	2020

### TEACHING APPOINTMENTS (Begin with current)

Name of Institution, City and State	Appointment Title	Specify Full-Time/ Part-Time/ Adjunct/ Clinical/ Didactic/ Content Areas Taught	From (Year)	To (Year)
Southeast Technical Institute, Sioux Falls SD	Adjunct Faculty	Adjunct	2020	2021

**TEACHING RESPONSIBILITIES**

Name of Institution, City, State	Course Number and Title and Term	Discipline and Level of Students (Year)	Total Contact Hours Per Term	Didactic Clinic/Laboratory
Southeast Technical Institute	DEN 105 - Dental Therapeutics and Medical Emergencies – Fall			1
Southeast Technical Institute	DEN 180 – Clinical Experience 1 - Spring			1

**PRACTICE EXPERIENCE**

Practice Location and Type (City and State)	Position Title	From (Year)	To (Year)
Mitchell, SD. General Practice	Dental Hygienist	2018	2020
Mitchell, SD. General Practice	Dental Hygienist	2014	2018
Gregory, SD. General Practice	Dental Hygienist/Dental Assistant	2013	2014
Mitchell, SD. General Practice	Dental Assistant	2010	2013
Sioux Falls, SD. Orthodontics	Dental Assistant	2010	2013

# Commission on Dental Accreditation

## Allied BioSketch

**Do not attach Curriculum Vitae.**

**Type Only**

**Name:** Rebecca D. Carlson

**Current Institution:** Southeast  
Technical Institute

**Address:** 2320 N. Career Ave

**City, State, Zip:** Sioux Falls, SD  
57107

**Phone:** 605-367-7624

**Fax:** 605-367-8305

**E-mail:** [Rebecca.carlson@southeasttech.edu](mailto:Rebecca.carlson@southeasttech.edu)

### EDUCATIONAL BACKGROUND (Begin with college level)

Name of School, City and State	Yr of Grad.	Certificate or Degree	Area of Study
University of South Dakota, Vermillion, SD	2009	Bachelor of Science	Dental Hygiene
Washington High School, Sioux Falls, SD	1999	Diploma	General

### LICENSURE & CREDENTIALING (Do not include license number)

State License (if applicable)	From (Year)	To (Year)
DDS		
CDA		
RDH South Dakota	2009	2021
CDT		
CPR American Heart Association	2007	2020

### TEACHING APPOINTMENTS (Begin with current)

Name of Institution, City and State	Appointment Title	Specify Full-Time/ Part-Time/ Adjunct/ Clinical/ Didactic/ Content Areas Taught	From (Year)	To (Year)
Southeast Technical Institute	Adjunct Faculty	Adjunct	2020	2021

**TEACHING RESPONSIBILITIES**

Name of Institution, City, State	Course Number and Title and Term	Discipline and Level of Students (Year)	Total Contact Hours Per Term	Didactic Clinic/Laboratory
Southeast Technical Institute	DEN 120 – Dental Sciences and Preventative Dentistry Fall Semester		2	1
Southeast Technical Institute	DEN 125 – Dental Procedures and Techniques Fall Semester		1	2
Southeast Technical Institute	DEN 130 – Dental Radiography		1	4

**SELECT RELATED CE COURSES (most recent)**

Course Title	Course Content and Provider	Month and Year
Integrating Oral Health into Primary Care Requires More Than Just Treatment Planning	Colgate Oral Health Network	April 2020
Orthodontic Oral Hygiene	Colgate Oral Health Network	August 2019
Eco-Friendly Dentistry	Colgate Oral Health Network	June 2019
Changes in Dental Caries Prevalence in US Children and Adolescent in the last 3 Decades	Colgate Oral Health Network	June 2019
Getting the Most Out of Your Panoramic Image	Minnesota Dental Association/Star of the North Meeting	April 2018

**PRACTICE EXPERIENCE**

Practice Location and Type (City and State)	Position Title	From (Year)	To (Year)
Sioux Falls, SD. General Practice	Dental Hygienist	2014	2020
Belle Fourche, SD. General Practice	Dental Hygienist	2010	2014



## Exhibit 15: Syllabi for Program Courses

### Introduction to Dental Assisting

DEN 100

Fall Term 2020-2021 School Year 1.00 Credit

### Meeting Times and Location

Online

### Contact Information

Instructor: Brittany Simkins, CDA

Office: Email [Brittany.simkins@southeasttech.edu](mailto:Brittany.simkins@southeasttech.edu) or via Microsoft Teams

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will introduce the student to a brief history of the dental assisting profession, professional associations, scope of service in dentistry, and ethical, legal, and professional considerations. The state dental practice act is reviewed.

#### Course Objectives:

1. Discuss the history of the dental assisting profession including professional association and the responsibilities of its members.
2. Identify the members of the dental health team by their responsibilities, education, and professional association.
3. Categorize the different levels of dental assistants by their credentials.
4. Distinguish the difference between ethics and jurisprudence and be able to analyze the importance of each and its implications.
5. Explain what a dental practice act is, who enforces it and what part involves Dental Assisting.
6. Identify the professional behaviors people admire and appreciate in the workplace.
7. Recognize inappropriate and appropriate business and professional appearance.
8. List behaviors that create good first impressions.
9. Identify the assistant's role in aiding in risk management.
10. Identify the dental assistants' role in reporting child abuse and neglect.

11. Recognize the value of attending continuing education courses after graduation.
12. Demonstrate professionalism by performing service learning.

## Outcomes

Students will demonstrate an understanding of basic knowledge of dental history, professional ethics, jurisprudence, state dental practice act and risk management and its application to the dental profession.

## Course Materials

Modern Dental Assisting, 13th Edition  
Author: Doni L. Bird and Debbie S. Robinson  
Publisher: Elsevier  
Edition: 13th  
ISBN: 9780323624855  
Availability: Campus Bookstore or through the Hawkes Website

[Student Workbook for Modern Dental Assisting, 13th Edition](#)  
Author: Doni L. Bird and Debbie S. Robinson  
Publisher: Elsevier  
Edition: 13th  
ISBN: 9780323754682  
Availability: Campus Bookstore or through the Hawkes Website

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89

C	70-79
D	60-69
F	<60

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

## Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes
	**Dates of lectures, performances, exams, homework and quizzes are subject to changes	
1	Review Syllabus, course materials and expectations	
2	History of Dentistry	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 1.
3	History of Dentistry	Complete Modern Dental Assisting Student Workbook pages 1-3.
4	The Professional Dental Assistant	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 2.

5	The Professional Dental Assistant	Complete Modern Dental Assisting Student Workbook pages 5-6.
6	The Dental Healthcare Team	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 3.
7	The Dental Healthcare Team	Complete Modern Dental Assisting Student Workbook pages 7-8.
8	Exam	Chapters 1, 2, 3
9	Dental Ethics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 4.
10	Dental Ethics	Complete Modern Dental Assisting Student Workbook pages 11-12.
11	Dentistry and the Law	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 5.
12	Dentistry and the Law	Complete Modern Dental Assisting Student Workbook pages 13-16.
13	Regulatory and Advisory Agencies	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 22.
14	Regulatory and Advisory Agencies	Complete Modern Dental Assisting Student Workbook pages 141-142.
15	Exam	Chapters 4, 5, 22
16	Review for Final Exam	

## Institutional Policies

### Attendance

Administrative Withdraw for Non-Attendance 3 of 6 Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse the student from meeting course requirements. Each instructor will evaluate the student's progress to determine how to handle outstanding assignments and assessments. Students who have a record of zero attendance for fourteen (14) calendar days will be administratively withdrawn from the course(s) the absence is occurring, resulting in a grade of "W" for the course. Students who receive financial aid may have their financial aid status affected. More information is located in the Southeast Tech Catalog (<http://catalog.southeasttech.edu/>):

### **Student Learning Outcomes**

Student success is important to Southeast Tech faculty, and all faculty are involved in assessing student learning. Upon completion of an Associate in Applied Science degree, Southeast students will have competence in the following four common learning outcomes:

**Technology:** Students will be able to explain industry-relevant concepts (knowledge) and demonstrate industry-relevant technical skills (performance).

**Communication:** Students will be able to define the purpose of the communication; organize and structure the communication; provide supporting material; demonstrate precision of language; and professionally deliver and format the communication.

**Problem Solving & Critical Thinking:** Students will be able to define the problem; analyze the problem; generate solutions; evaluate solutions; and select the best solution.

**Professionalism:** Students will be able to demonstrate positive work ethic; collaborate as part of a team; adapt to change; adhere to professional standards; and model integrity and ethics.

### **Student Conduct, Cheating and Plagiarism**

Students attending Southeast Technical College are expected to comply with all pertinent state laws and take personal responsibility for their conduct.

Southeast policies authorize the Vice President of Academic Affairs to suspend or terminate any student from the college for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds, in the online course environment or during an educational function under the auspices of the school board: acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement.

### **Test Proctoring**

The Southeast Testing Center offers test proctoring located in the Wood Center Building, Room 103. Parking is located just north of the building. Online instructors will communicate details regarding required test proctoring and how to sign up to take these assessments. Contact the Testing Center at 605.367.6014 or email [testing@southeasttech.edu](mailto:testing@southeasttech.edu) for more information.

## **Safety**

Violation of safety to self and others and/or violations of safe operating practices of equipment may result in the reduction or loss of a daily grade; removal from class and/or other disciplinary action.

## **Disability Services**

Students with documented disabilities may be eligible for certain classroom accommodations. Disabilities may include hearing, visual, physical, psychological and learning impairments. Accommodations may include additional testing time, private testing rooms, readers, note takers, interpreters, and taped/digital texts. Students must provide the Disability Services Coordinator with recent written documentation of a disability before qualifying for services. Contact the Disability Services Coordinator at 605.367.4450 for more information.

## **ADA Statement**

The instructor in this course will act with integrity and strive to engage in equitable verbal and nonverbal behavior with respect to differences from age, gender, race, handicapping conditions, and religion. Students with special needs as addressed by the Americans with Disabilities Act that need course materials in alternative formats should notify instructor immediately. 4 of 6 Reasonable efforts will be made to accommodate those special needs.

## **Notice of Nondiscriminatory Policy**

Southeast Tech does not discriminate on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law in its educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Inquiries regarding this policy may be directed to:

Executive Director of Student Affairs and Institutional Effectiveness

2205 N Career Ave, Sioux Falls, SD 57107

(phone: 605.367.7487)

email: [Tracy.Noldner@southeasttech.edu](mailto:Tracy.Noldner@southeasttech.edu)

or to the

Kansas City Office

Office of Civil Rights U.S. Department of Education

One Petticoat Lane 1010 Walnut Street, 3 Floor, Suite 320

Kansas City, MO 64106

Telephone: 816-268-0550

FAX: 816-268-0599 TDD: 800-877-8339

email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **Title IX/Sexual Misconduct/Sexual Assault/Sexual Offense**

Southeast Tech is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, age, protected military/veteran status, genetic information or any other basis protected by law.

Part of the institute's goal and responsibilities is to provide training for employees and students regarding how to respond to and report sexual misconduct/harassment concerns, how to intervene, and how to maintain a working and learning environment that is positive and respectful.

All reports of sexual misconduct, harassment or discrimination at Southeast Tech are investigated with the goal of eliminating the concern, preventing its recurrence, and addressing its effects. See Student/Complaint Process and Harassment for more information.

Southeast Tech has designated the Executive Director of Student Affairs and Institutional Effectiveness, Tracy Noldner, located in the Technology Center Room 100, as the Title IX coordinator. Concerns may be reported directly to this individual in person, by calling 605-367-7487, or by emailing [tracy.noldner@southeasttech.edu](mailto:tracy.noldner@southeasttech.edu). Individuals with immediate concerns should call campus security at 605-941-9003.

The following are additional resources regarding Title IX, sexual misconduct, harassment and discrimination:

- [Sexual Assault Awareness, Prevention & Reporting \(http://catalog.southeasttech.edu/content.php?catoid=23&navoid=15183\)](http://catalog.southeasttech.edu/content.php?catoid=23&navoid=15183)
- [Title IX and Sex Discrimination \(U.S. Department of Education\). \(http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html\)](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)
- [Know Your IX \(http://knowyourix.org/\)](http://knowyourix.org/)
- [Sioux Falls Helpline Center \(http://helplinecenter.org/\)](http://helplinecenter.org/)

### **Student Right-to-Know/Campus Security Act**

Southeast Tech is required under Public Law 101-542 to encourage students to report all crimes (murder, rape, forcible or nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) which occur on the Southeast Tech Campus to the

local law enforcement offices and to the Southeast Tech Student Success Center or campus security. The Southeast Tech Campus is policed by the Sioux Falls Police Department and Minnehaha County Sheriff's rd 5 of 6 Department. Southeast Tech's security officers are contracted through the Minnehaha County Sheriff's Department or independent security.

Access to the Southeast Tech campus facilities is authorized through the President's Office. Building keys are issued to staff as needed. All staff are authorized to call the appropriate authorities in case of an emergency. All buildings shall be locked and unlocked by Southeast Tech employees. Southeast Tech employees must be present when buildings are open. Unless other arrangements have been made, Southeast Tech buildings will open at approximately 7:00 am during weekdays and will close Monday through Thursday at approximately 10:00 pm. On Friday, the buildings will close at approximately 5:00 pm. All buildings remain locked after hours and throughout the weekend unless prior arrangements have been made.

Southeast Tech provides students and staff with educational programs/information established to prevent the occurrence of all crimes (including sex offenses) on campus and procedures to be followed, if such crimes occur. These programs/information are provided during campus events, within courses, or through media such as brochures, websites, the Catalog, etc. In addition, Southeast Tech provides a full-time day security officer and part-time evening security coverage.

In the event a student believes that a crime (including all types of sexual misconduct) has occurred, the student should contact local law enforcement authorities and notify a Southeast Tech administrator or campus security. It is important that all evidence be preserved for law enforcement investigation. In addition to criminal prosecution, institutional disciplinary action may be taken in all situations involving a crime conviction on the Southeast Tech campus. Sanctions may include oral or written reprimand, short-term suspension, long-term suspension, or termination. Accuser and accused will have the same opportunities during disciplinary proceedings and both will be informed of the outcome of these proceedings. Students involved in campus crimes will be counseled by Southeast Tech staff and referrals made as needed.

### **Family Educational Rights & Privacy Act**

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records and giving specific rights to students. You can find more information about the law at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html> (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)



## **Student Communications**

Southeast Tech's student email accounts will be used as Southeast Tech's official means of communications with students. Southeast Tech students should also use the STInet Student and Campus Life tabs for information regarding important upcoming events and required dates for fee payment, etc. The Student and Campus Life tabs will also inform students about job opportunities, scholarship information, and other important announcements.

## **Services for Non-traditional Students**

Southeast Tech offers special targeted services for a wide variety of nontraditional students. Success Advisors are available to assist eligible individuals in selecting a program of study, applying for financial assistance, locating childcare, and networking with community resources. Students considered nontraditional fit into one of the following categories:

Individuals in training programs that are nontraditional for their gender (25% or less of the individuals working in that field are of the same gender).

1. Single parents.
2. Single pregnant women.
3. Displaced homemakers.
4. Dislocated workers.
5. Students not coming directly out of high school.
6. Individuals unsure of their career direction.

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## Dental Therapeutics and Dental Emergencies

DEN 105 ONLINE

Fall Term 2020-2021 School Year 1.00 Credit

### Meeting Times and Location

Online

### Contact Information

Instructor: Katti Paul, RDH

Office: Email me at [katti.paul@southeasttech.edu](mailto:katti.paul@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will introduce the student to pharmacology and its relationship to the dental profession, anesthesia, pain control, medical and dental emergencies that the student is most likely to encounter in the dental office along with how to care for the special needs/medically compromised patient.

#### Course Objectives:

1. Discuss the role the dental assistant has in caring for the special needs' patient, describe the stages of aging in the older population and oral related conditions that affect this population.
2. Describe the importance of the medical history for the special needs/medically compromised patient, then describe the major medical disorders that can affect a patient's oral health.
3. Differentiate between a drug's chemical, generic and brand or trade name.
4. Describe the use of drugs in the dental practice and drug reference materials.
5. Discuss the legalities and precautions of handling drugs in the dental office.
6. Describe relevant factors in determining the dosage of a drug, how medications are administered, and stages a drug goes through in the body.
7. List the commonly prescribed drugs in dentistry and medicine along with the negative effects of drug use.
8. Discuss the importance of pain control in dentistry.
9. Explain the components and uses of topical and local anesthetic agents.

10. Specify the different methods of administering local anesthetic. List the benefits of electronic anesthesia.
11. Discuss inhalation sedation along with nitrous oxide sedation usage, hazard and precautions.
12. List the situations where antianxiety drugs are used.
13. Discuss intravenous sedation and general anesthesia along with the usage in dentistry.
14. Explain the importance of documenting anesthesia and pain control.
15. Explain how to prepare an anesthetic syringe and detail the methods of safely recapping after use.
16. Describe the preventive measures to take for medical emergency that might occur during dental treatment.
17. Describe the elements of emergency preparedness required for successful management of medical emergencies.
18. Describe the common signs and symptoms of an emergency and how to recognize it.
19. Discuss required emergency care standards including the credentials/skills for a dental assistant, fundamental aspects of CPR, when to initiate and perform the proper sequence of steps for CPR.
20. Describe measures to prevent airway obstruction and choking during dental treatment, discuss the usage of a defibrillator in an emergency situation.
21. List the basic items in an emergency kit, list the responsibilities of the dental assistant in an emergency.
  1. Name the most common medical emergencies in the dental office.
  2. Discuss the importance of proper documentation of medical emergencies.

## Outcomes

Students will demonstrate an understanding on how to assist with the management of medical and dental emergencies, have an understanding of the drugs used in dentistry, drugs the patients are taking for a specific medical condition, the terminology and usage of prescriptions, the understanding of anesthesia and local pain control used in dentistry.

## Course Materials

Modern Dental Assisting, 13th Edition

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323624855

Availability: Campus Bookstore or through the Hawkes Website

**Student Workbook for Modern Dental Assisting, 13th Edition**

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323754682

Availability: Campus Bookstore or through the Hawkes Website

## ✓ Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

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### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

### Course Outline

Week	Topic	Notes	Competency
	**Dates of lectures, performances, exams, homework and quizzes are subject to changes		
1	Review Syllabus and Course materials and expectations		
2	The Special Needs and Medically Compromised Patient	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 29. Complete Modern Dental Assisting Student Workbook pages 215-218.	29.1 Transferring Patient from a Wheelchair
3			
4	Exam Chapter 29		
5	Principles of Pharmacology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 30 Complete Modern Dental Assisting Student Workbook pages 221-224.	
6			
7	Exam Chapter 30		
8	Assisting in a Medical Emergency	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 31. Complete Modern Dental Assisting Student Workbook pages 227-230	31.1 Performing Cardiopulmonary Resuscitation (One Person) 31.2 Operating the Automated External Defibrillator

			<p>31.3 Responding to the Patient with an Obstructed Airway</p> <p>31.4 Preparing the Oxygen System</p> <p>31.5 Responding to the Unconscious Patient</p> <p>31.6 Responding to the Patient with Chest Pain</p> <p>31.7 Responding to the Patient who is Experiencing a Cerebrovascular Accident (Stroke)</p> <p>31.8 Responding to the Patient with Breathing Difficulty</p> <p>31.9 Responding to the Patient who is Experiencing an Allergic Reaction</p> <p>31.10 Responding to the Patient who is Experiencing a Convulsive Seizure</p> <p>31.11 Responding to the Patient who is experiencing a Diabetic Emergency</p>
9			
10			
11	Exam Chapter 31		Continue to work on Competencies
12	Anesthesia and Pain Control	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 37.	<p>37.1 Applying a Topical Anesthetic</p> <p>37.2 and 37.3 Assisting in the Assembly and</p>

		Complete Modern Dental Assisting Student Workbook pages 299-301	Administration of Local Anesthetic Injections 37.4 Assisting in the Administration and Monitoring of Nitrous Oxide/Oxygen Sedation (Expanded Function)
13			
14			
15	Exam Chapter 37		Continue to work on Competencies
16	Review for Final Exam		Complete any unfinished Competencies

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## Infection Control

DEN 110

Fall Term 2020-2021 School Year 1.00 Credit

### Meeting Times and Location

Lecture: Wednesdays 9:00am to 9:50am, Rm 222

Lab Section 1: Wednesdays 11:00am to 11:50am, Rm 243/244

Lab Section 2: Wednesdays 12:00pm to 12:50pm, Rm 243/244

### Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: 605-367-4629

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will introduce the student to the principles and techniques of infection control in the dental office. Infection control procedures are precautions taken in the dental office to prevent the transmission of communicable diseases by assessing, planning, implementing and evaluating infection control policies.

#### Course Objectives:

1. Discuss the contributions the early pioneers made in microbiology and why the study of microbiology is important to the dental assistant.
2. Identify and explain the 5 major groups of microorganisms, including the Gram's stain classification system.
3. Identify and explain each of the 5 types of viral diseases and how they are transmitted.
4. Discuss bacterial diseases, what disease is the leading cause of death from infectious diseases worldwide, how can tetanus be prevented and describe the three stages of syphilis.
5. Explain what a pandemic disease is and the possible effects of the disease.
6. List the links in the chain of infection, list and explain the types of infection.
7. List the general modes of disease transmission, explain the 5 ways diseases can be transmitted in dentistry.



8. Discuss the roles of the CDC and OSHA in infection control.
9. List and describe the infection control practices in the dental office.
10. Describe the different waste management procedures in the dental office.
11. Discuss the environmental infection control of clinical contact surfaces.
12. List the types of items that are always single use only and types of items that are either disposable or reusable.
13. Discuss and differentiate between precleaning, disinfection and sterilization and explain the precautions that need to be taken when using chemical sterilant disinfectant.
14. Demonstrate the process of cleaning and disinfecting the treatment room/operatory.
15. Explain how the high- volume evacuation (HVE) system reduces contamination to the dental team and nearby clinical surfaces.
16. Discuss the classification of patient care items, list the seven steps involved in processing instruments, describe the (CDC) guidelines for sterilization and disinfection.
17. Describe the ideal instrument processing area, discuss the process of precleaning and packaging instruments.
18. Discuss the different methods of sterilization, explain sterilization monitoring, describe the steps involved in cleaning and sterilizing the high-speed dental handpiece.
19. Discuss the proper use and handling of hazardous chemicals in the workplace.
20. Describe the components of an OSHA Hazard Communication Program, explain the purpose of the Safety Data Sheets (SDS).
21. Discuss the dental office waste management system in the office.
22. Discuss the microorganisms in the dental unit waterlines, describe the methods used to reduce the bacterial contamination and discuss the infection control care of the dental unit water units.

## Outcomes

Manage infection and hazard control protocol consistent with professional guidelines.

## Course Materials

Modern Dental Assisting, 13th Edition

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323624855

Availability: Campus Bookstore or through the Hawkes Website

[Student Workbook for Modern Dental Assisting, 13th Edition](#)

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323754682

Availability: Campus Bookstore or through the Hawkes Website

[Dental Assisting Kit](#)

Availability: Campus Bookstore

[Scrubs](#)

Availability: Campus Bookstore

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

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## Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes	Competencies to Complete
	**Dates of lectures, performances, exams, homework and quizzes are subject to changes		
1	Introduction: Review Course Syllabus		
2	Microbiology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 18.	
3		Homework: Complete Modern Dental Assisting Student Workbook pages 89-91.	
4	Test 1	Chapter 18	
5	Disease Transmission and Infection Prevention	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 19. Complete Modern Dental Assisting Student Workbook pages 93-98.	19.1 Applying First Aid after an Exposure Incident 19.2 Handwashing before Gloving 19.3 Applying Alcohol Based Hand Rubs 19.4 Putting on Personal Protective Equipment

			19.5 Removing Personal Protective Equipment
6	Test 2	Chapter 19	Complete Competencies
7	Principles and Techniques of Disinfection	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 20.	20.1 Placing and Removing Surface Barriers 20.2 Performing Treatment Room Cleaning and Disinfection
8		Homework: Complete Modern Dental Assisting Student Workbook pages 111-114	
9	Test 3	Chapter 20	Complete Competencies
10	Principles and Techniques of Instrument Processing and Sterilization	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 21.	21.1 Operating the Ultrasonic Cleaner 21.2 Autoclaving Instruments 21.6 Following a Sterilization Failure 21.7 Performing Biologic Monitoring 21.8 Sterilizing the Dental Handpiece
11		Complete Modern Dental Assisting Student Workbook pages 119-123.	
12	Test 4	Chapter 21	Complete Competencies
13	Chemical and Waste Management	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 23	23.1 Creating an Appropriate Label for a Secondary Container

14		Complete Modern Dental Assisting Student Workbook pages 143-145.	
15	Dental Unit Waterlines	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 24. Complete Modern Dental Assisting Student Workbook pages 149-151.	
16	Review for Final Exam		

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## Dental Materials 1 & Lab

DEN 115

Fall Term 2020-2021 School Year 2.00 Credits

### Meeting Times and Location

Lecture: Mondays 9:00am to 9:50am. Room 222

Lab Section 1: Mondays 10:00am to 11:50am. Room 243/244

Lab Section 2: Mondays 1:00pm to 2:50pm. Room 243/244

### Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: 605-367-4629

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will introduce the student to the level of background knowledge and skills necessary to become competent with the dental materials and laboratory equipment used today in the clinical setting. The course will cover the physical and chemical properties, manipulation, and uses of gypsum, restorative and esthetic materials, impression materials, dental cements, dental liners, bases and bonding systems. The course will cover the safety precautions that need to be taken and the different types of equipment that is used in the dental laboratory.

#### Course Objectives:

1. Describe the history, general properties, classification, manipulation and in relation to the oral environment of the dental materials.
2. Identify the composition, properties, usage and the ability to demonstrate manipulation of the cavity liners, varnishes and bases.
3. Identify the composition, properties, usage and the ability to demonstrate manipulation of dental cements.
4. Identify the composition, properties, usage and the ability to demonstrate manipulation of the dental resins.

5. Identify the composition, properties, usage and the ability to demonstrate manipulation of amalgam.
6. Identify and describe usage, types and characteristics of dental gold
7. Identify classifications, usage, composition, properties and demonstrate manipulation of dental impression material and waxes.
8. Identify and describe the usage of the different types of laboratory equipment discuss the safety precautions that should be taken in the dental laboratory.

## Outcomes

Learn the general characteristics of each type of dental material, selection criteria, and ways to prepare the restorative and esthetic materials for a procedure. Fabricate and perform laboratory procedures associated with chairside dental assisting.

## Course Materials

<p>Modern Dental Assisting, 13th Edition          Author: Doni L. Bird and Debbie S. Robinson          Publisher: Elsevier          Edition: 13th          ISBN: 9780323624855          Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a>          Author: Doni L. Bird and Debbie S. Robinson          Publisher: Elsevier          Edition: 13th          ISBN: 9780323754682          Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Dental Assisting Kit</a>          Availability: Campus Bookstore</p>
<p><a href="#">Scrubs</a>          Availability: Campus Bookstore</p>

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

#### Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

---

### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

### Course Outline

Week	Topic	Notes	Competencies to Complete
	**Dates of lectures, performances, exams, homework and quizzes are subject to changes		
1	Introduction: Review Course Syllabus		
2	Restorative and Esthetic Dental Materials	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 43.	43.1 Mixing and Transferring Dental Amalgam 43.2 Preparing Composite Resin Materials



			43.3 Mixing Intermediate Restorative Materials 43.4 Preparing Acrylic Liquid / Powder Resin for Provisional Coverage
3		Homework: Complete Modern Dental Assisting Student Workbook pages 379-382.	
4			
5	Test 1	Chapter 43	Complete Competencies
6	Dental Liners, Bases, and Bonding Systems	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 44.	44.1 Applying Calcium Hydroxide (Expanded Function) 44.2 Applying Dental Varnish (Expanded Function) 44.3 Applying a Desensitizer (Expanded Function) 44.4 - 44.6 Mixing a Selected Type of Cement as a Base (Expanded Function) 44.7 Applying an Etchant Material (Expanded Function) 44.8 Applying a Bonding System (Expanded Function)
7		Homework: Complete Modern Dental Assisting Student Workbook pages 391-393	

8			
9			
10	Test 2	Chapter 44	Complete Competencies
11	Dental Cements	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 45.	45.1 Mixing Glass Ionomer for Permanent Cementation 45.2 Mixing Composite Resin for Permanent Cementation 45.3 Mixing Zinc Oxide-Eugenol for Temporary Cementation 45.4 Mixing Zinc Oxide-Eugenol for Permanent Cementation 45.5 Mixing Polycarboxylate for Permanent Cementation 45.6 Mixing Zinc Phosphate for Permanent Cementation 45.7 Removing Cement from Permanent or Temporary Cementation (Expanded Function)
12		Homework: Complete Modern Dental Assisting Student Workbook pages 407-408.	

13			
14			
15	Test 3	Chapter 45	Complete Competencies
16	Review for Final Exam		

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Infection Control

DEN 110

Fall Term 2020-2021 School Year 1.00 Credit

## Meeting Times and Location

Lecture: Wednesdays 9:00am to 9:50am, Rm 222

Lab Section 1: Wednesdays 11:00am to 11:50am, Rm 243/244

Lab Section 2: Wednesdays 12:00pm to 12:50pm, Rm 243/244

## Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: 605-367-4629

### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

## Course Description

This course will introduce the student to the principles and techniques of infection control in the dental office. Infection control procedures are precautions taken in the dental office to prevent the transmission of communicable diseases by assessing, planning, implementing and evaluating infection control policies.

### Course Objectives:

1. Discuss the contributions the early pioneers made in microbiology and why the study of microbiology is important to the dental assistant.
2. Identify and explain the 5 major groups of microorganisms, including the Gram's stain classification system.
3. Identify and explain each of the 5 types of viral diseases and how they are transmitted.
4. Discuss bacterial diseases, what disease is the leading cause of death from infectious diseases worldwide, how can tetanus be prevented and describe the three stages of syphilis.
5. Explain what a pandemic disease is and the possible effects of the disease.
6. List the links in the chain of infection, list and explain the types of infection.
7. List the general modes of disease transmission, explain the 5 ways diseases can be transmitted in dentistry.

8. Discuss the roles of the CDC and OSHA in infection control.
9. List and describe the infection control practices in the dental office.
10. Describe the different waste management procedures in the dental office.
11. Discuss the environmental infection control of clinical contact surfaces.
12. List the types of items that are always single use only and types of items that are either disposable or reusable.
13. Discuss and differentiate between precleaning, disinfection and sterilization and explain the precautions that need to be taken when using chemical sterilant disinfectant.
14. Demonstrate the process of cleaning and disinfecting the treatment room/operatory.
15. Explain how the high- volume evacuation (HVE) system reduces contamination to the dental team and nearby clinical surfaces.
16. Discuss the classification of patient care items, list the seven steps involved in processing instruments, describe the (CDC) guidelines for sterilization and disinfection.
17. Describe the ideal instrument processing area, discuss the process of precleaning and packaging instruments.
18. Discuss the different methods of sterilization, explain sterilization monitoring, describe the steps involved in cleaning and sterilizing the high-speed dental handpiece.
19. Discuss the proper use and handling of hazardous chemicals in the workplace.
20. Describe the components of an OSHA Hazard Communication Program, explain the purpose of the Safety Data Sheets (SDS).
21. Discuss the dental office waste management system in the office.
22. Discuss the microorganisms in the dental unit waterlines, describe the methods used to reduce the bacterial contamination and discuss the infection control care of the dental unit water units.

## Outcomes

Manage infection and hazard control protocol consistent with professional guidelines.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a> Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323754682 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Dental Assisting Kit</a> Availability: Campus Bookstore
<a href="#">Scrubs</a> Availability: Campus Bookstore

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

---

## Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes	Competencies to Complete
	**Dates of lectures, performances, exams, homework and quizzes are subject to changes		
1	Introduction: Review Course Syllabus		
2	Microbiology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 18.	
3		Homework: Complete Modern Dental Assisting Student Workbook pages 89-91.	
4	Test 1	Chapter 18	
5	Disease Transmission and Infection Prevention	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 19. Complete Modern Dental Assisting Student Workbook pages 93-98.	19.1 Applying First Aid after an Exposure Incident 19.2 Handwashing before Gloving 19.3 Applying Alcohol Based Hand Rubs 19.4 Putting on Personal Protective Equipment

			19.5 Removing Personal Protective Equipment
6	Test 2	Chapter 19	Complete Competencies
7	Principles and Techniques of Disinfection	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 20.	20.1 Placing and Removing Surface Barriers 20.2 Performing Treatment Room Cleaning and Disinfection
8		Homework: Complete Modern Dental Assisting Student Workbook pages 111-114	
9	Test 3	Chapter 20	Complete Competencies
10	Principles and Techniques of Instrument Processing and Sterilization	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 21.	21.1 Operating the Ultrasonic Cleaner 21.2 Autoclaving Instruments 21.6 Following a Sterilization Failure 21.7 Performing Biologic Monitoring 21.8 Sterilizing the Dental Handpiece
11		Complete Modern Dental Assisting Student Workbook pages 119-123.	
12	Test 4	Chapter 21	Complete Competencies
13	Chemical and Waste Management	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 23	23.1 Creating an Appropriate Label for a Secondary Container



14		Complete Modern Dental Assisting Student Workbook pages 143-145.	
15	Dental Unit Waterlines	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 24. Complete Modern Dental Assisting Student Workbook pages 149-151.	
16	Review for Final Exam		

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## Dental Materials 1 & Lab

DEN 115

Fall Term 2020-2021 School Year 2.00 Credits

### Meeting Times and Location

Lecture: Mondays 9:00am to 9:50am. Room 222

Lab Section 1: Mondays 10:00am to 11:50am. Room 243/244

Lab Section 2: Mondays 1:00pm to 2:50pm. Room 243/244

### Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: 605-367-4629

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will introduce the student to the level of background knowledge and skills necessary to become competent with the dental materials and laboratory equipment used today in the clinical setting. The course will cover the physical and chemical properties, manipulation, and uses of gypsum, restorative and esthetic materials, impression materials, dental cements, dental liners, bases and bonding systems. The course will cover the safety precautions that need to be taken and the different types of equipment that is used in the dental laboratory.

#### Course Objectives:

1. Describe the history, general properties, classification, manipulation and in relation to the oral environment of the dental materials.
2. Identify the composition, properties, usage and the ability to demonstrate manipulation of the cavity liners, varnishes and bases.
3. Identify the composition, properties, usage and the ability to demonstrate manipulation of dental cements.
4. Identify the composition, properties, usage and the ability to demonstrate manipulation of the dental resins.

5. Identify the composition, properties, usage and the ability to demonstrate manipulation of amalgam.
6. Identify and describe usage, types and characteristics of dental gold
7. Identify classifications, usage, composition, properties and demonstrate manipulation of dental impression material and waxes.
8. Identify and describe the usage of the different types of laboratory equipment discuss the safety precautions that should be taken in the dental laboratory.

## Outcomes

Learn the general characteristics of each type of dental material, selection criteria, and ways to prepare the restorative and esthetic materials for a procedure. Fabricate and perform laboratory procedures associated with chairside dental assisting.

## Course Materials

<p>Modern Dental Assisting, 13th Edition          Author: Doni L. Bird and Debbie S. Robinson          Publisher: Elsevier          Edition: 13th          ISBN: 9780323624855          Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a>          Author: Doni L. Bird and Debbie S. Robinson          Publisher: Elsevier          Edition: 13th          ISBN: 9780323754682          Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Dental Assisting Kit</a>          Availability: Campus Bookstore</p>
<p><a href="#">Scrubs</a>          Availability: Campus Bookstore</p>

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

## Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

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## Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes	Competencies to Complete
	**Dates of lectures, performances, exams, homework and quizzes are subject to changes		
1	Introduction: Review Course Syllabus		
2	Restorative and Esthetic Dental Materials	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 43.	43.1 Mixing and Transferring Dental Amalgam 43.2 Preparing Composite Resin Materials

			43.3 Mixing Intermediate Restorative Materials 43.4 Preparing Acrylic Liquid / Powder Resin for Provisional Coverage
3		Homework: Complete Modern Dental Assisting Student Workbook pages 379-382.	
4			
5	Test 1	Chapter 43	Complete Competencies
6	Dental Liners, Bases, and Bonding Systems	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 44.	44.1 Applying Calcium Hydroxide (Expanded Function) 44.2 Applying Dental Varnish (Expanded Function) 44.3 Applying a Desensitizer (Expanded Function) 44.4 - 44.6 Mixing a Selected Type of Cement as a Base (Expanded Function) 44.7 Applying an Etchant Material (Expanded Function) 44.8 Applying a Bonding System (Expanded Function)
7		Homework: Complete Modern Dental Assisting Student Workbook pages 391-393	

8			
9			
10	Test 2	Chapter 44	Complete Competencies
11	Dental Cements	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 45.	45.1 Mixing Glass Ionomer for Permanent Cementation 45.2 Mixing Composite Resin for Permanent Cementation 45.3 Mixing Zinc Oxide-Eugenol for Temporary Cementation 45.4 Mixing Zinc Oxide-Eugenol for Permanent Cementation 45.5 Mixing Polycarboxylate for Permanent Cementation 45.6 Mixing Zinc Phosphate for Permanent Cementation 45.7 Removing Cement from Permanent or Temporary Cementation (Expanded Function)
12		Homework: Complete Modern Dental Assisting Student Workbook pages 407-408.	

13			
14			
15	Test 3	Chapter 45	Complete Competencies
16	Review for Final Exam		

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Dental Sciences and Preventive Dentistry

DEN 120

Fall Term 2020-2021 School Year 3.00 Credits

## Meeting Times and Location

Lecture: Tuesdays 12:30pm to 1:45pm, Rm 231 | |Thursdays 12:30pm to 1:45pm, Rm 243/244

## Contact Information

Instructor: Rebecca Carlson, RDH, BS

Office: Email me at [rebecca.carlson@southeasttech.edu](mailto:rebecca.carlson@southeasttech.edu)

Phone: N/A

### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

## Course Description

This course will include the survey of human anatomy and physiology, the structure of the head and neck as applied to dental assisting, the function of the maxilla and mandible, processes, foramen, sutures, and major nerve and blood supply. It also provides fundamental instruction of the oral structures as they apply to oral histology, embryology, morphology and dental anatomy. The study of oral health and prevention of dental caries, periodontal disease and other pathologic conditions through patient education in plaque removal, good oral habits, fluoride therapy and nutritional counseling as it relates to oral health will also be introduced.

### Course Objectives:

1. Pronounce, define, and spell the key terms, name and describe the terms used to describe body directions.
2. Identify and describe the organizational levels of the human body, name and identify each body system and major function.
3. Explain why a dental assistant should be familiar with the structure of the head and neck, identify the major muscles of mastication, facial expressions and state the function of each.
4. Name and locate the landmarks of the face and oral cavity.
5. Define Embryology, Histology and describe the three prenatal periods of development.
6. Describe the life cycle of the tooth and identify the stages.
7. Identify the dental arches and quadrants using the correct terminology.
8. Identify the surfaces of each tooth and their location.



9. Classify dental caries as an infection disease, explain the caries process, discuss early childhood caries and explain the importance of saliva in relation to tooth decay.
10. Describe the advantages and disadvantages of each method of detecting decay, explain the goal of CAMBRA, list methods of caries intervention and current carries risk assessment tests.
11. Discuss the periodontium, name and describe the structures and tissues that makeup the periodontium. Identify systemic factors and the cause/risk factors that may cause periodontal disease.
12. List the seven basic case types, signs and symptoms of periodontal disease.
13. Explain the goal of preventive dentistry, describe the components of a preventive dentistry program and the guidelines for preventive patient education.
14. Discuss the benefits of early dental care, describe age-related changes in oral health, describe the effects of water fluoridation on the teeth.
15. Describe the correlation between nutrition and dental caries, be able to list the oral hygiene products available on the market to aid in a plaque control program.
16. Discuss the link between nutrition and dental assisting, be familiar with the national recommendations and guidelines for nutrition. Describe the role of the nutrient components, diet modification and dietary analysis.
17. Explain why oral pathology is important for the dental assistant, what steps are necessary in making a diagnosis, describe the types of oral lesions, types of diseases of the oral soft tissues, discuss oral cancer, HIV/AIDS.

## Outcomes

Applies knowledge of the oral and maxillofacial structures to assist in the care of the patient. Discuss the role preventive dentistry and good nutrition plays in maintaining optimal dental health.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
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[Student Workbook for Modern Dental Assisting, 13th Edition](#)

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323754682

Availability: Campus Bookstore or through the Hawkes Website

[Dental Assisting Kit](#)

Availability: Campus Bookstore

[Scrubs](#)

Availability: Campus Bookstore

## ✓ Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

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### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

### Course Outline

Week	Topic	Notes	Competencies to Complete
		*Dates of lectures, performances, exams, homework and quizzes are subject to changes	
	Unit 1: Sciences in Dentistry	To include chapters 6, 7, 8, 9, 10, 11, 12	
1	General Anatomy	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 6. Complete Modern Dental Assisting Student Workbook pages 17-20.	
2	General Physiology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 7. Complete Modern Dental Assisting Student Workbook pages 23-26.	
3	Oral Embryology and Histology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 8. Complete Modern Dental Assisting Student Workbook pages 29-32.	
4	Test chapters 6-7-8		
5	Head and Neck Anatomy	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 9. Complete Modern Dental Assisting Student	

		Workbook pages 35-38.	
6	Landmarks of the Face and Oral Cavity	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 10. Complete Modern Dental Assisting Student Workbook pages 43-45	
7	Overview of the Dentitions	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 11. Complete Modern Dental Assisting Student Workbook pages 47-50.	
8	Tooth Morphology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 12. Complete Modern Dental Assisting Student Workbook pages 53-56.	
9	Test chapters 9-10-11-12		
	Unit 2: Oral Health and Prevention of Dental Disease	To include chapters 13, 14, 15, 16, 17	
10	Dental Caries	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 13. Complete Modern Dental Assisting Student Workbook pages 59-61.	13.1 Performing Caries Detection using Kavo Diagnodent Caries Detection Device (Expanded Functions) 13.2 Performing Caries Risk Assessment

			(Expanded Functions).
11	Periodontal Disease	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 14. Complete Modern Dental Assisting Student Workbook pages 67-69.	
12	Preventive Dentistry	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 15. Complete Modern Dental Assisting Student Workbook pages 71-73.	15.1 Applying Topical Fluoride Gel or Foam (Expanded Functions) 15.2 Applying Fluoride Varnish (Expanded Functions) 15.3 Assisting the Patient with Dental Floss (Expanded Functions).
13	Test chapters 13-14-15		
14	Nutrition	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 16. Complete Modern Dental Assisting Student Workbook pages 81-84.	
15	Oral Pathology	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 17. Complete Modern Dental Assisting Student Workbook pages 85-88.	
16	Review for Final Exam		

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## Dental Procedures and Techniques

DEN 125

Fall Term 2020-2021 School Year 3.00 Credits

### Meeting Times and Location

Lecture: Tuesdays 9:00am to 9:50am, Rm 243/244

Lab: Section 1, Tuesday and Thursdays 10:00am to 11:50am, Rm 243/244

Lab: Section 2, Tuesdays and Thursdays 2:00pm to 3:50pm, Rm 243/244

### Contact Information

Instructor: Rebecca Carlson, RDH, BS

Office: Email me at [rebecca.carlson@southeasttech.edu](mailto:rebecca.carlson@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will introduce the student to the concept of four-handed dentistry, delivering dental care, dental charting and oral assessment, the use of dental instruments and the various procedures used by dentists. Students will learn to identify major hand instruments, burs and handpieces, and learn instrumentation for different dental procedures. Students will learn verbal skills, patient care and care of sharps during anesthesia administration. Students will also learn how to assemble a syringe, patient education, post-operative instruction, and patient hand off procedures for a smooth dental experience.

#### Course Objectives:

1. Describe ergonomics and demonstrate proper posture and the neutral working position and discuss guidelines for reaching movements.
2. Discuss the efficient utilization of a chairside dental assistant by effectively applying the principles of work simplification, motion economy, instrument transfer and positioning of providers and patients.
3. Discuss cumulative trauma disorders and exercises that can reduce them.
4. Discuss the delivering dental care by effectively applying principles and concepts relating to task delegation and quality assurance.

5. Explain the importance of a patient's dental record the legal significance, and how the dentist uses the record to manage patient treatment.
6. Discuss how electronic dental records have changed the dental industry, including the four benefits of going paperless
7. Discuss personnel management in a dental practice by effectively applying principles and concepts relating to leadership and supervision, staff communication and task delegation. To increase the awareness that working effectively with a chairside assistant is a product of good management skills on the part of the student.
8. Discuss and describe patient record forms.
9. List the four vital signs routinely taken in the dental office.  
Discuss temperature, pulse, respiration, and blood pressure.
10. Describe the areas of the dental environment.
11. Explain how to identify hand instruments and their use.
12. Identify and discuss dental handpieces and handpiece maintenance.
13. Discuss rinsing the oral cavity, including the use of the air-water syringe.
14. List isolation techniques used to decrease moisture during a dental procedure.
15. Discuss importance of pain control in dentistry, list possible benefits, complications and precautions team should be aware of when administering local anesthesia

## Outcomes

Students will identify dental hand instruments and handpieces, demonstrate proper techniques during the transfer of dental hand instruments, use of oral evacuation systems, and the responsibilities of maintaining moisture control during chairside assisting.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
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[Student Workbook for Modern Dental Assisting, 13th Edition](#)

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323754682

Availability: Campus Bookstore or through the Hawkes Website

[Dental Instruments a Pocket Guide, 7<sup>th</sup> Edition](#)

Author: Linda Bartolomucci Boyd, CDA, RDA, BA

Publisher Elsevier

Edition: 7<sup>th</sup>

ISBN: 9780323672436

Availability: Campus Bookstore or through the Hawkes Website

[Dental Assisting Kit](#)

Availability: Campus Bookstore

[Scrubs](#)

Availability: Campus Bookstore

## ✓ Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade a 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

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## Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes	Competencies to Complete
		*Dates of lectures, performances, exams, homework and quizzes are subject to changes	
1	Introduction: Review Course Syllabus		
2	Ergonomics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 25. Complete Modern Dental Assisting Student Workbook pages 155-157.	
3	The Patient's Dental Record	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 26. Complete Modern Dental Assisting Student Workbook pages 159-160.	26.1 Registering a new patient 26.2 Obtaining a Medical-Dental Health History 26.3 Entering Treatment in a Patient Record 26.4 Correcting a Chart Entry
4	Vital Signs	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 27. Complete Modern	27.1 Taking an Oral Temperature Reading with a Digital Thermometer

		Dental Assisting Student Workbook pages 179-182.	27.2 Taking a Patient's Pulse 27.3 Taking a Patient's Respiration 27.4 Taking a Patient's Blood Pressure 27.5 Taking a Patient's Pulse Oximetry (Expanded Function) 27.6 Taking a Patient's ECG (Expanded Function)
5	Oral Diagnosis and Treatment Planning	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 28. Complete Modern Dental Assisting Student Workbook pages 195-203.	28.1 Extraoral and Intraoral Photography (Expanded Function) 28.2 The Soft Tissue Examination (Expanded Function) 28.3 Charting of Teeth 28.4 Periodontal Screening: Examination of the Gingival Tissues
6			
7	Test 1	Chapters 25-28	Complete Competencies
8	The Dental Office	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 32. Complete Modern Dental Assisting Student Workbook pages 253-255.	32.1 Performing the Morning Routine (Opening the Office) 32.2 Performing the Evening Routine (Closing the Office)
9	Delivering Dental Care	Homework: Read Modern Dental	33.1 Admitting and Seating of the Patient

		Assisting 13 <sup>th</sup> Edition Chapter 33. Complete Modern Dental Assisting Student Workbook pages 261-264	33.2 and 33.3 Transferring Instruments with Single-Handed and Two-Handed Techniques 33.4 Using the Dental Mirror Intraorally 33.5 Using and Instrument Intraorally (Expanded Function)
10	Dental Hand Instruments	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 34. Complete Modern Dental Assisting Student Workbook pages 275-277.	34.1 – 34.4 Identifying Dental Instruments for a Restorative Procedure
11	Test 2	Chapter 32-34	Complete Competencies
12	Dental Handpieces	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 35. Complete Modern Dental Assisting Student Workbook pages 281-283.	35.1 – 35.2 Identifying and Attaching Handpieces and Rotary Instruments
13	Moisture Control	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 36. Complete Modern Dental Assisting Student Workbook pages 287-290.	36.1 Positioning the High-Volume Evacuator During a Procedure 36.2 Performing a Mouth Rinse 36.3 Placing and Removing Cotton Rolls

			36.4 Preparing, Placing, and Removing the Dental Dam (Expanded Function)
14			
15	Test 3	Chapter 35-36	Complete Competencies
16	Review for Final Exam		Complete any competencies left to be met.

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## Dental Radiology

DEN 130

Spring Term 2020-2021 School Year 4.00 Credits

### Meeting Times and Location

Lecture: Online

Lab Group 1: Tuesday and Thursday 8:00am – 9:50am, Rm 243/244

Lab Group 2: Tuesday and Thursday 10:00am – 11:50am, Rm 243/244

Lab Group 3: Tuesday and Thursday 1:00pm – 2:50pm, Rm 243/244

Lab Group 4: Tuesday and Thursday 3:00pm – 4:50pm, Rm 243/244

### Contact Information

Instructor: Rebecca Carlson, RDH, BS

Office: Email me at [rebecca.carlson@southeasttech.edu](mailto:rebecca.carlson@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course provides the fundamental background and theory for safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene. An introduction to digital radiography, occlusal radiography and several other supplemental techniques are also included.

#### Course Objectives:

1. Describe uses of dental imaging.
2. Discuss the discovery of x-radiation, the pioneers in the history of dental radiography and radiation physics.
3. Discuss and demonstrate dental imaging, dental film, and processing.

- 4.State the basic principle of the paralleling technique and illustrate the placement of the receptor, beam alignment device, position-indicating device (PID), and central ray
5. Apply current radiation safety standards for the protection of clients & dental personnel.
6. Discuss the paralleling and bisecting angle techniques, including the advantages and disadvantages of each.
7. Expose, process and duplicate intraoral and panoramic radiographs. \*

Evaluate the quality of intraoral & panoramic radiographs and make appropriate corrections when needed.

8. Identify and label the parts of the dental x-ray machine and the x-ray tube the Rinn XCP instruments.
9. Identify normal and abnormality landmarks on dental radiographs.
10. Identify correct terminology used in conventional film-based techniques.
11. Maintain clean darkroom and processing units with attention given to solution changing and cleaning of tanks.
12. Utilize and monitor radiographic infection control measures.
13. Discuss how object-receptor distance affects the image and how target-receptor distance is used to compensate for such changes.

## Outcomes

1. Explain the foundation of radiography, radiographic equipment and radiologic safety.
2. Explain the purpose and role of dental film.
3. Interpret processed dental film.
4. Process dental film and dental radiographs.
5. Define legal issues and quality assurance as they relate to dental radiography.

## Course Materials

Modern Dental Assisting, 13th Edition  
Author: Doni L. Bird and Debbie S. Robinson  
Publisher: Elsevier  
Edition: 13th  
ISBN: 9780323624855  
Availability: Campus Bookstore or through the Hawkes Website

<p><a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a>  Author: Doni L. Bird and Debbie S. Robinson  Publisher: Elsevier  Edition: 13th  ISBN: 9780323754682  Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Dental Radiography, 5<sup>th</sup> Edition</a>  Author: Joen Iannucci, DDS, MS and Laura Jansen Howerton, RDH, MS  Publisher: Elsevier  Edition: 5th  ISBN: 9780323297424  Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Workbook for Dental Radiography, 5<sup>th</sup> Edition</a>  Author: Joen Iannucci, DDS, MS and Laura Jansen Howerton, RDH, MS  Publisher: Elsevier  Edition: 5th  ISBN: 9780323297493h  Availability: Campus Bookstore or through the Hawkes Website</p>
<p><a href="#">Dental Assisting Kit</a>  Availability: Campus Bookstore</p>
<p><a href="#">Scrubs</a>  Availability: Campus Bookstore</p>

## ✓ Evaluation Procedures and Grading

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The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

## Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes	Competency
1	Foundations of Radiography, Radiographic Equipment, and Radiologic Safety	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 38. Complete Modern Dental Assisting Student Workbook pages 309-314.	
2	Digital Imaging, Dental Film, and Processing Radiographs	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 39. Complete Modern Dental Assisting Student Workbook pages 317-320	39.1 Duplicating Dental Radiographs 39.2 Processing Dental Films Manually 39.3 Processing Dental Films in an Automatic Film Processor
3	Legal Issues, Quality Assurance, and Infection Prevention	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 40. Complete Modern Dental Assisting Student Workbook pages 329-322.	40.1 Practicing Infection Control During Film Exposure 40.2 Practicing Infection Control in the Darkroom 40.3 Practicing Infection Control with use of Daylight Loader



			40.4 Practicing Infection Control with Digital Sensors 40.5 Practicing Infection Control with Phosphor Storage Plates (PSPs)
4	Test 1	Chapters 38, 39, 40	Complete any remaining competencies
5	Introduction to Intraoral and Extraoral Imaging	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 41, and 42. Complete Modern Dental Assisting Student Workbook pages 343-346 and 369-371.	41.1 Preparing the Patient for Dental Imaging 41.2 Assembling the Extension-Cone Paralleling (XCP) Instruments
6	Paralleling Technique	Homework: Read Dental Radiography 5 <sup>th</sup> Edition Chapter 17. Complete Dental Radiography Student Workbook pages 103-110.	41.3 Producing Full-Mouth Radiographic Survey Using Paralleling Technique
7			
8	Bisecting Technique	Homework: Read Dental Radiography 5 <sup>th</sup> Edition Chapter 18. Complete Dental Radiography Student Workbook Pages 123-124.	41.4 Producing Full-Mouth Radiographic Survey Using Bisecting Technique
9			
10	Test	Modern Dental Assisting Chapters 41 and 42. Dental Radiography Chapters 17, and 18.	Complete any remaining Competencies

11	Bitewing X-rays	Homework: Read Dental Radiography 5 <sup>th</sup> Edition Chapter 19. Complete Dental Radiography Student Workbook Pages 125-139.	41.5 Producing Four-View Radiographic Survey using Bitewing Technique
12			
13	Occlusal X-rays	Homework: Read Dental Radiography 5 <sup>th</sup> Edition Chapter 21. Complete Dental Radiography Student Workbook Pages 145-151.	41.6 Producing Maxillary and Mandibular Radiographs using Occlusal Technique
14	Panoramic X-ray	Homework: Read Dental Radiography 5 <sup>th</sup> Edition Chapter 22. Complete Dental Radiography Student Workbook Page 153	42.1 Preparing Equipment for Panoramic Imaging 42.2 Preparing the Patient for Panoramic Imaging 42.3 Positioning the Patient for Panoramic Imaging
15	Test	Dental Radiography Chapter 19, 21, 22	41.7 Mounting Dental Radiographs
16	Review for Final Exam		Complete any unfinished Competencies

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## Dental Materials II & Lab

DEN 135

Spring Term 2020-2021 School Year 2.00 Credits

### Meeting Times and Location

Lecture: Online

Lab Group 1 and 2: Monday 8:00am – 9:50am, Rm 243/244

Lab Group 3 and 4: Monday 10:00am – 11:50am, Rm 243/244

### Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

In this continuation of Dental Materials, you will learn more about the study and manipulation of dental materials.

#### Course Objectives:

1. Identify the composition, properties, usage and ability to demonstrate the manipulation of gypsum and construction of study cast model.
2. Identify classifications, usage, composition, properties and demonstrate the manipulation of dental impression material and waxes.
3. Explain and demonstrate how to construct a custom impression tray, its purpose, and the materials used.
4. Explain the purpose of a bite registration.
5. Demonstrate how to mix and pour dental plaster in preparation for a dental model.
6. Explain how to trim a stone or plaster cast model for general and orthodontic uses.
1. Identify and describe the usage of the different types of laboratory equipment.
2. Discuss the safety precautions that should be taken in the dental laboratory.

## Outcomes

Continuation of fabricating and performing laboratory procedures associated with chairside dental assisting.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a> Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323754682 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Dental Assisting Kit</a> Availability: Campus Bookstore
<a href="#">Scrubs</a> Availability: Campus Bookstore

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79

D

60-69

F

<60

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

### Course Outline

Week	Topic	Notes	Competencies
1	Introduction: Review Course Syllabus and Required Materials		
2	Impression Materials and Techniques	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 46. Complete Modern Dental Assisting Student Workbook pages 425-428	46.1 Mixing Alginate Impression Material 46.2 and 46.3 Taking a Mandibular and/or Maxillary Preliminary Impression (Expanded Function) 46.4 Mixing a Two-Paste Final Impression Material 46.5 Preparing an Auto-mix Final Impression Material 46.6 Taking a Wax Bite Registration (Expanded Function) 46.7 Mixing Polysiloxane Material for a Bite Registration

			46.8 Mixing Zinc Oxide-Eugenol Bite Registration Material
3			
4			
5			
6			
7			
8	Test 1	Chapter 46	Complete any unfinished Competencies
9	Laboratory Materials and Procedures	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 47. Complete Modern Dental Assisting Student Workbook pages 447-450	47.1 Taking a Face-Bow Registration (Expanded Function) 47.2 Mixing Dental Plaster 47.3 Pouring Dental Models using the Inverted-Pour Method 47.4 Trimming and Finishing Dental Models 47.5 Constructing and Acrylic Resin Custom Tray 47.6 Creating a Light-Cured Custom Tray 47.7 Constructing a Vacuum-Formed Custom Tray
10			
11			
12			
13			
14			
15	Test 2	Chapter 47	Complete any unfinished Competencies

16	Review for Final Exam		Complete any unfinished Competencies
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## Dental Practice Management

DEN 145

Spring Term 2020-2021 School Year 1.00 Credit

### Meeting Times and Location

Online

### Contact Information

Instructor: Brittany Simkins, CDA

Office: Email me at [brittany.simkins@southeasttech.edu](mailto:brittany.simkins@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course provides a study of the business aspect of a dental office. It includes exposure to dental practice management software.

#### Course Objectives:

1. Describe and perform the techniques necessary for appointment control to optimize Practice efficiency.
2. Describe the oral and written communications that are performed in a dental practice.
3. Perform the preparation of written communications using the business letter styles described in the text.
4. Describe the preparation and management of patient records and perform the completion of a task in clinical records management.
5. Describe methods of recall management.
6. Identify methods to maintain supply inventory and define rate of use and lead time.
7. Discuss types of third-party reimbursements, terminology, and coding associated with these plans.
8. Describe terminology and techniques associated with Accounts Receivable and Accounts Payable.
9. Perform financial transactions in Accounts Receivable and Accounts Payable.



1. Identify business equipment that may be found in a dental practice and demonstrate the operation of a computer and other office equipment demonstrated by the instructor.
2. Utilize dental software to perform registration of a patient, appointment control, insurance claims preparation and accounts receivable tasks.
3. Observe and perform practice management tasks.

## Outcomes

Student will demonstrate an understanding of basic knowledge in communications, preparation and care of dental records, recall management, supply management, insurance preparation to include medical and dental coding, accounts receivable, accounts payable payroll preparation, and utilization of dental office software.

## Course Materials

The Administrative Dental Assistant

Author: Linda J Gaylor, RDA, BPA, MEd

Publisher: Elsevier

Edition: 5<sup>th</sup>

ISBN: 9780323672429

Availability: Campus Bookstore or through the Hawkes Website

[Student Workbook for The Administrative Dental Assistant, 5<sup>th</sup> Edition](#)

Author: Linda J Gaylor, RDA, BPA, MEd

Publisher: Elsevier

Edition: 5th

ISBN: 9780323680554

Availability: Campus Bookstore or through the Hawkes Website

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

#### Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

#### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

#### Course Outline

Week	Topic	Notes	Competencies
1	Introduction: Review Course Syllabus		
2	Communication in the Dental Office	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 61. Complete Modern Dental Assisting Student Workbook pages 615-617.	61.1 Answering the Phone 61.2 Composing a Business Letter
3	Business Operating Systems	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 62. Complete Modern Dental Assisting Student Workbook pages 623-626	

4	Financial Management in the Dental Office	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 63. Complete Modern Dental Assisting Student Workbook pages 629-632	
5	Marketing Your Skills	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 64. Complete Modern Dental Assisting Student Workbook pages 637-638.	64.1 Preparing a Professional Resume
6	Test 1	Chapters 61, 62, 63, 64	Complete unfinished Competencies
7	Computerized Dental Practice	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 7. Complete The Administrative Dental Assistant Student Workbook pages 46-49.	
8	Patient Clinical Records	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 8. Complete The Administrative Dental Assistant Student Workbook pages 53-76.	
9	Information Management and Security	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 9.	

		Complete The Administrative Dental Assistant Student Workbook pages 77-82.	
10	Dental Patient Scheduling and Continuing Care Program (Recall or Re-Care Systems)	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 10 and 11. Complete The Administrative Dental Assistant Student Workbook pages 83-91, and 92-94.	
11	Test 2	Chapters 7-11	
12	Inventory Management and Office Equipment	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 12 and 13. Complete The Administrative Dental Assistant Student Workbook pages 95-103, and 104-108.	
13	Financial Arrangement and Collection Procedures	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 14. Complete The Administrative Dental Assistant Student Workbook pages 109-115.	
14	Dental Insurance Processing	Homework: Read The Administrative	

		Dental Assistant 5 <sup>th</sup> Edition Chapter 15. Complete The Administrative Dental Assistant Student Workbook pages 116-123.	
15	Bookkeeping Procedures: Accounts Payable and Bookkeeping Procedures: Accounts Receivable	Homework: Read The Administrative Dental Assistant 5 <sup>th</sup> Edition Chapter 16 and 17. Complete The Administrative Dental Assistant Student Workbook pages 127-129, and 133-134.	
16	Review for Final Exam		

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## Dental Specialties Procedures and Expanded Functions

DEN 150

Spring Term 2020-2021 School Year 1.00 Credits

### Meeting Times and Location

Lecture: Friday 8:00am – 8:50am

Lab Group 1 and 2: Friday 9:00am – 12:50pm, Rm 243/244

Lab Group 3 and 4: Monday 1:00pm – 4:50pm, Rm 243/244

### Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

This course will focus on treatment procedures specific to the various dental specialty practices. Specialty areas covered are endodontics, periodontics, pediatric dentistry, oral and maxillofacial surgery and pediatric dentistry. Topics will include treatment indications, instrumentation and the selection dental materials needed for treatment, patient education, pre - operative and post-operative instruction, and the role and responsibility of the dental assistant in each specialty practice. Laboratory practice will focus on practice of competency skills including expanded functions that support and deliver patient treatment.

#### Course Learning Objectives:

##### Endodontics

1. Discuss the causes and symptoms of pulpal damage.
2. Describe the various diagnostic testing performed for endodontic diagnosis.
3. List the types of endodontic procedures.
4. Identify the instruments and accessories used in endodontics.
5. Discuss microscopic endodontics.

6. Discuss the medicaments and dental materials used in endodontics.
7. Provide an overview of root canal therapy.

### **Periodontics**

1. Describe the role of the dental assistant in a periodontal practice.
2. Explain the procedures necessary for a comprehensive periodontal examination
3. Identify and describe the instruments used in periodontal therapy.
4. Explain the procedures necessary for a comprehensive periodontal examination including dental examination, mobility, periodontal probing, bleeding index, occlusal adjustment, radiographs.
5. Discuss advantages and disadvantages of hand scaling and ultrasonic scaling
6. Discuss the types of surgical and nonsurgical periodontal treatment.
7. Identify the types of periodontal dressings and how they are prepared, placed and removed.
8. Discuss the use of lasers in periodontics.

### **Oral and Maxillofacial Surgery**

1. Describe the specialty of oral and maxillofacial surgery.
2. Discuss the roles of the oral surgeon and surgical assistant.
2. Describe surgical settings utilized in oral surgery.
3. Identify specialized instruments used for basic surgical procedures.
4. Explain the importance of the chain of asepsis during a surgical procedure.
5. Describe surgical procedures performed in a general practice.
6. Describe postoperative care given to a patient after a surgical procedure.
7. Discuss possible complications resulting from surgery.

### **Pediatric Dentistry**

1. Discuss the pediatric dental team and the appearance and setting of a pediatric dental office.
2. Discuss the pediatric patient.
3. Explain why children and adults with special needs are treated in a pediatric practice.
4. Discuss the importance of preventive dentistry in pediatrics.

5. List the types of procedures that are performed for the pediatric patient compared with those performed to treat patients with permanent teeth.
6. Discuss types of pediatric dental trauma and their treatments.
7. Discuss how to handle suspected child abuse and neglect.

### **Coronal Polishing**

1. Discuss the difference between a prophylaxis and coronal polishing.
2. Name and describe the types of extrinsic stains, the two categories of intrinsic stains, and the methods used to remove plaque and stains.
3. Name the handpieces and attachments used for coronal polishing.
5. Explain the importance of selecting an appropriate polishing agent.
6. Discuss materials to be avoided when one is polishing esthetic restorations.
7. Describe the technique used for polishing esthetic restorations.

### **Dental Sealants**

1. Explain the ways that dental sealants prevent caries development.
2. Describe indications and contraindications for dental sealants
3. Discuss different types of sealant materials.
5. Describe the precautions for dental personnel and patients with the use of sealants.
6. Explain important factors in sealant retention.

### **Orthodontics**

1. List the benefits of orthodontic treatment.
2. Explain the roles of the orthodontist and orthodontic assistant and describe the environment of an orthodontic practice.
3. List the causes and habits that can affect occlusion.
4. Describe the types of malocclusion.
5. Discuss corrective orthodontics and describe what type of treatment is involved.
6. List the types of records that are used to assess orthodontic problems and put together treatment plans.
7. Discuss case presentation and financial arrangements for orthodontic treatment.



## Outcomes

Students will demonstrate a basic knowledge of each dental specialty practice, perform expanded duties associated within these specialties that are delegated by dental assistants. Students will understand the role and responsibilities of the dental assistant in each dental specialty environment.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a> Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323754682 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Dental Assisting Kit</a> Availability: Campus Bookstore
<a href="#">Scrubs</a> Availability: Campus Bookstore

## Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

Breakdown

Grade	Range
A	90-100
B	80-89

C	70-79
D	60-69
F	<60

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STinet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

### Course Outline

Week	Topic	Notes	Competencies
1	Introduction: Review Course Syllabus		
2	Endodontics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 54. Complete Modern Dental Assisting Student Workbook pages 535-538.	54.1 Assisting in Electric Pulp Vitality Test 54.2 Assisting in Root Canal Therapy
3	Periodontics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 55. Complete Modern Dental Assisting Student Workbook pages 545-548.	55.1 Assisting with a Dental Prophylaxis 55.2 Assisting with Gingivectomy and Gingivoplasty 55.3 Preparing and Placing a Non-eugenol periodontal dressing (Expanded Function) 55.4 Removing a Periodontal Dressing
4			

5	Oral and Maxillofacial Surgery	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 56. Complete Modern Dental Assisting Student Workbook pages 559-562.	56.1 Preparing a Sterile Field for Instruments and Supplies 56.2 Performing a Surgical Scrub 56.3 Performing a Sterile Gloving 56.4 to 56.6 Assisting in Surgical Extraction 56.7 Assisting in Suture Placement 56.8 Performing Suture Removal (Expanded Function) 56.9 Assisting in the Treatment of Alveolar Osteitis
6			
7	Test 1	Chapter 54, 55, 56	Complete any unfinished Competencies
8	Pediatric Dentistry	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 57. Complete Modern Dental Assisting Student Workbook pages 579-582.	57.1 Assisting in Pulpotomy of a Primary Tooth 57.2 Assisting in Placement of a Stainless Steel Crown
9			
10	Coronal Polishing	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 58. Complete Modern Dental Assisting Student Workbook pages 589-591.	58.1 Rubber Cup Coronal Polishing (Expanded Function)

11	Test 2	Chapters 57 and 58	Complete any unfinished Competencies
12	Dental Sealants	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 59. Complete Modern Dental Assisting Student Workbook pages 595-598.	59.1 Application of Dental Sealants (Expanded Function)
13	Orthodontics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 60. Complete Modern Dental Assisting Student Workbook pages 604-605.	60.1 and 60.2 Placing and Removing Separators (Expanded Function) 60.3 Assisting in the fitting and Cementation of Orthodontic Bands (Expanded Function) 60.4 Assisting in the Direct Bonding of Orthodontic Brackets 60.5-60.7 Placing and Removing Arch Wires and Ties (Expanded Function)
14			
15	Test 3	Chapters 59 and 60	Complete and unfinished Competencies
16	Review for Final Exam		Complete any unfinished Competencies

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## Clinical Experiences I

### DEN 180

Spring Term 2020-2021 School Year 1.00 Credits

## Meeting Times and Location

First 8 Weeks:

Lecture: Wednesday 8:00am – 8:50am

Lab Group 1 and 2: Wednesday 9:00am – 11:50am, Rm 243/244

Lab Group 3 and 4: Wednesday 1:00pm – 3:50pm, Rm 243/244

Second 8 Weeks:

Group 1 and 2 Clinical Experience with Staff Dentist 8:00am to 11:50am

Group 3 and 4 Clinical Experience with Staff Dentist 1:00pm - 4:50pm

## Contact Information

Instructor: Katti Paul, RDH and Marcia Jensen, RDH, BSDH, DA, BAS

Office: Email at [katti.paul@southeasttech.edu](mailto:katti.paul@southeasttech.edu) or [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: N/A

### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

## Course Description

The goal of this course is to introduce students to the practices in dentistry. The student should be able to describe dental procedures including general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

Prerequisite(s): Introduction to Dental Assisting, Infection Control, Dental Therapeutic & Medical Emergencies, Dental Procedures & Techniques.

### Course Objectives:

1. Describe the process and principles of cavity preparation.
2. Discuss the differences in assisting with the different classes of permanent restorations.
3. Discuss why retention pins would be selected for a complex restorative procedure.
4. Describe the need for placement of an intermediate restoration.
5. Describe the use of a matrix system in class II, III, and IV restorations.
6. Describe the types of matrices used for posterior restorations, including the purpose and use of a wedge.
7. Describe the types of matrices used for anterior restorations.
8. List indications for and contraindications to a fixed prosthesis.
9. Discuss indirect restorations
10. Identify the role of the laboratory technician and the steps for a diagnostic workup
11. Discuss the categories of provisional coverage provisional coverage
12. Discuss the dental assistant's role in making a provisional crown or bridge and troubleshooting
13. Explain the process of removing a provisional crown or bridge
14. Differentiate between a removable partial and a full denture.
15. Identify factors that influence the choice for removable partial and full dentures.
16. Identify the types of dental implants and describe the surgical procedures for implantation.

## Outcomes

Students will be able to prepare the set up and assist in general restorative and denture procedures, assemble place and remove wedge matrix bands and fabricate temporary provisional coverage.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
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[Student Workbook for Modern Dental Assisting, 13th Edition](#)

Author: Doni L. Bird and Debbie S. Robinson

Publisher: Elsevier

Edition: 13th

ISBN: 9780323754682

Availability: Campus Bookstore or through the Hawkes Website

[Dental Assisting Kit](#)

Availability: Campus Bookstore

[Scrubs](#)

Availability: Campus Bookstore

## ✓ Evaluation Procedures and Grading

The methods of evaluation and criteria for this course are:

50% = Exams

35% = Assignments/quizzes

15% = Final Exam

### Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

### Late Work Policy

There are set due dates for all assignments. Students are expected to turn in assignments on the day indicated on STInet and/or through the Hawkes Learning System. A 25% deduction may be incurred for any work turned in after a deadline and up to 7 days late, a 50% deduction may be incurred for any work turned in over a week late. The instructor has the right to not accept work for a grade if it is submitted after the scheduled unit exam.

## Course Outline

Week	Topic	Notes	Competency
1	General Dentistry	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 48. Complete Modern Dental Assisting Student Workbook pages 471-474.	48.1-48.2 Assisting in an Amalgam Restoration 48.3-48.4 Assisting in a Composite Restoration 48.5 Placing and Carving and Intermediate Restoration (Expanded Function) 48.6 Assisting in the Placement of a Direct Veneer
2			
3	Matrix Systems for Restorative Dentistry	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 49. Complete Modern Dental Assisting Student Workbook pages 487-489.	49.1 Assembling a Matrix Band and Universal Retainer 49.2 Placing and Removing a Matrix Band and Wedge for a Class II Restoration (Expanded Function) 49.3 Placing a Plastic Matrix for a Class III or Class IV Restoration (Expanded Function)
4			
5	Test 1	Chapters 48, and 49	Complete any unfinished Competencies
6	Fixed Prosthodontics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 50. Complete Modern Dental Assisting	50.1 Placing and Removing a Gingival Retraction Cord (Expanded Function) 50.2 Assisting in the Delivery and



		Student Workbook pages 497-501.	Cementation of a Cast Restoration 50.3 Assisting in a Crown or Bridge Preparation 50.4 Assisting in a CAD/CAM Procedure (expanded Function)
7			
8	Provisional Coverage	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 51. Complete Modern Dental Assisting Student Workbook pages 511-513.	51.1 and 51.2 Fabricating and Cementing a Custom Acrylic Provisional Crown or Bridge (Expanded Function) 51.3 Fabricating and Cementing a Performed Provisional Crown (Expanded Function)
9			
10	Test 2	Chapter 50, and 51	Complete any unfinished Competencies
11	Removable Prosthodontics	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 52. Complete Modern Dental Assisting Student Workbook pages 519-523.	52.1 – 52.3 Assisting in the Delivery of a Partial and/or Complete Denture 52.4 Repairing a Fractured Denture (Expanded Function)
12			
13	Dental Implants	Homework: Read Modern Dental Assisting 13 <sup>th</sup> Edition Chapter 53. Complete Modern Dental Assisting	53.1 Assisting in Endosteal Implant Surgery

		Student Workbook pages 529-531.	
14			
15	Test 3	Chapters 52-53	Complete any unfinished Competencies
16	Review for Final Exam		Complete any unfinished Competencies

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## Clinical Experience II – Summer Session

DEN 190S

Summer Term 2020-2021 School Year 6.00 Credits

### Meeting Times and Location

TBD

### Contact Information

Instructor: Marcia Jensen, RDH, BS; DA, BAS

Office: Email me at [marcia.jensen@southeasttech.edu](mailto:marcia.jensen@southeasttech.edu)

Phone: N/A

#### Office Hours

By appointment

Please contact the instructor through email or Microsoft Teams to set up an appointment.

### Course Description

Summer session for the Dental Assisting program will consist of the students going out into the dental office for an externship. Clinical experience assisting a dentist is an integral part of this educational program designed to perfect students' competence in performing chairside assisting functions. The student will complete a minimum of 300 hours of clinical experience through assignment to two or more general dentistry offices, which may include a pediatric dental office and specialty dental office.

#### Course Objectives:

1. Assist at chairside for general dentistry and dental specialty practices
2. Effectively place sealants during a children's dental clinic rotation
3. Provide patient with anxiety relief by monitoring nitrous oxide sedation
4. Provide effective presentation to review classmates on a specific dental topic
5. Prepare for exit exam

### Outcomes

Students will demonstrate competency in assisting skills for all areas of dentistry.

## Course Materials

Modern Dental Assisting, 13th Edition Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323624855 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Student Workbook for Modern Dental Assisting, 13th Edition</a> Author: Doni L. Bird and Debbie S. Robinson Publisher: Elsevier Edition: 13th ISBN: 9780323754682 Availability: Campus Bookstore or through the Hawkes Website
<a href="#">Dental Assisting Kit</a> Availability: Campus Bookstore
<a href="#">Scrubs</a> Availability: Campus Bookstore

## Evaluation Procedures and Grading

### Breakdown

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Student must pass with a grade of 75% or higher to enter clinical. The student must also pass all safety elements with a 100%.

1 **CHAPTER 20:43:09**

2 **ANESTHESIA AND ANALGESIA**

3 Section

4 20:43:09:01 Definitions.

5 20:43:09:02 Prohibitions.

6 20:43:09:03 General anesthesia and deep sedation permit requirements.

7 20:43:09:03.01 General anesthesia and deep sedation permit requirements – Utilizing licensed  
8 anesthesia provider.

9 20:43:09:04 Moderate sedation permit requirements.

10 20:43:09:04.01 Moderate sedation course requirements.

11 20:43:09:04.02 Moderate sedation permit requirements – Utilizing licensed anesthesia  
12 provider.

13 20:43:09:04.03 Moderate sedation permit requirements – Other.

14 20:43:09:04.04~~4~~ Employing or contracting with licensed anesthesia provider that provides  
15 general anesthesia, deep sedation, or moderate sedation in dental office.

16 20:43:09:04.02~~5~~ Utilizing licensed anesthesia provider for general anesthesia and deep sedation  
17 or moderate sedation in ambulatory surgery center or hospital.

18 20:43:09:05 Nitrous oxide inhalation analgesia permit requirements -- Dentists.

19 20:43:09:06 Nitrous oxide inhalation analgesia permit requirements -- Dental hygienists and  
20 registered dental assistants.

21 20:43:09:06.01 Local anesthesia permit requirements -- Dental hygienists.

22 20:43:09:06.02 Minimal sedation.

23 20:43:09:07 Noncompliance.

24 20:43:09:08 Application for permits -- Renewal.

25 20:43:09:09 Reports of adverse conditions.

26 20:43:09:10 Permit requirements to monitor patients under general anesthesia, deep  
27 sedation, or moderate sedation.

28 20:43:09:10.01 Delegation of injection of medication.

29 20:43:09:10.02 Injecting medication.

30 20:43:09:11 Inspection of facilities.

31 20:43:09:12 Requirements of inspection.

- 1 20:43:09:13 Equipment -- Moderate sedation.
- 2 20:43:09:13.01 Equipment -- General anesthesia and deep sedation.
- 3 20:43:09:14 Clinical guidelines.
- 4 20:43:09:15 Intravenous line.
- 5 20:43:09:16 Anesthesia credentials committee.
- 6 20:43:09:17 Emergency response protocol.

7 **20:43:09:02. Prohibitions.** A dentist licensed in this state may not administer general  
8 anesthesia and deep sedation, moderate sedation, or nitrous oxide inhalation analgesia unless the  
9 dentist has obtained the permit required in § 20:43:09:03, 20:43:09:04, or 20:43:09:05 or is  
10 administering general anesthesia and deep sedation, moderate sedation or nitrous oxide  
11 inhalation analgesia as part of an educational program or course outlined in this chapter.

12 Any dentist who advertises sedation using terms other than minimal sedation or nitrous  
13 oxide inhalation analgesic must have a general anesthesia and deep sedation or moderate  
14 sedation permit.

15 **Source:** 19 SDR 32, effective September 6, 1992; 37 SDR 131, effective January 6, 2011.

16 **General Authority:** SDCL 36-6A-14(1).

17 **Law Implemented:** SDCL 36-6A-14, 36-6A-16.

18 **20:43:09:03. General anesthesia and deep sedation permit requirements.** The board  
19 may issue a permit to a licensed dentist to ~~use~~ administer general anesthesia and deep sedation  
20 ~~for~~ to dental patients on an outpatient basis if the dentist meets the following requirements:

21 (1) Has completed an accredited advanced dental education program that provides  
22 comprehensive and appropriate training necessary to administer general anesthesia or deep  
23 sedation as evidenced by:

24 (a) Designation as a diplomate of the American Board of Oral and Maxillofacial  
25 Surgery;

26 (b) Designation as a member of the American Association of Oral and Maxillofacial  
27 Surgeons;

28 (c) Designation as a fellow of the American Dental Society of Anesthesiology;

29 (d) Designation as a diplomate of the American Dental Board of Anesthesiology;

30 (e) Designation as a member of the American Society of Dentist Anesthesiologists;

1           (d f) Completion of an accredited residency in oral and maxillofacial surgery within  
2 the 12 months prior to application or, if completed more than 12 months prior to application, the  
3 applicant must also hold a permit to administer general anesthesia and deep sedation, or an  
4 equivalent permit, in another state and have completed a minimum of 50 general anesthesia or  
5 deep sedation cases in the 12 months prior to application; or

6           (e g) Completion of an accredited residency in dental anesthesiology: within the 12  
7 months prior to application or, if completed more than 12 months prior to application, the  
8 applicant must also hold a permit to administer general anesthesia and deep sedation, or an  
9 equivalent permit, in another state and have completed a minimum of 50 general anesthesia or  
10 deep sedation cases in the 12 months prior to application;

11           (2) Meets the requirements of §§ 20:43:09:12 and 20:43:09:13.01;

12           (3) Is certified in administering ~~advanced cardiovascular life support~~ Advanced  
13 Cardiovascular Life Support by the American Heart Association or an equivalent program  
14 approved by the board and, if providing general anesthesia or deep sedation to a child under 12  
15 years of age, is certified in Pediatric Advanced Life Support by the American Heart Association;  
16 and

17           (4) ~~Employs~~ Utilizes auxiliary personnel who hold a permit to monitor patients under  
18 general anesthesia, deep sedation, or moderate sedation or who are otherwise authorized to  
19 monitor patients under general anesthesia, deep sedation, or moderate sedation. A dentist with a  
20 general anesthesia and deep sedation permit may not administer general anesthesia or deep  
21 sedation or monitor a patient while completing a dental procedure without the presence and  
22 assistance of ~~qualified auxiliary personnel~~ at least two individuals who hold a permit to monitor  
23 patients under general anesthesia, deep sedation, or moderate sedation.

24           A dentist administering general anesthesia or deep sedation shall apply the current  
25 standard of care ~~to~~ including, but not limited to, continuously ~~monitor~~ monitoring and ~~evaluate~~  
26 evaluating the patient's blood pressure, pulse, respiratory function, and cardiac activity.

27           A general anesthesia and deep sedation permit precludes the need for a moderate sedation  
28 or a nitrous oxide inhalation analgesia permit.

29           **Source:** 9 SDR 49, effective October 25, 1982; 12 SDR 151, 12 SDR 155, effective July  
30 1, 1986; transferred from § 20:43:04:08, 19 SDR 32, effective September 6, 1992; 26 SDR 37,

1 effective September 20, 1999; 37 SDR 131, effective January 6, 2011; 42 SDR 83, effective  
2 December 3, 2015.

3 **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

4 **Law Implemented:** SDCL 36-6A-14(1)(3)(13)(14)(22).

5 **20:43:09:03.01. General anesthesia and deep sedation permit requirements –**

6 **Utilizing licensed anesthesia provider.** A dentist that meets the requirements of § 20:43:09:03,  
7 but only utilizes a licensed anesthesia provider, may elect to receive a general anesthesia and  
8 deep sedation permit designating that the dentist cannot administer general anesthesia and deep  
9 sedation, but may utilize the services of a licensed anesthesia provider. If utilizing a licensed  
10 anesthesia provider to administer general anesthesia, deep sedation, or moderate sedation to a  
11 patient under 12 years of age, the dentist must be certified in Pediatric Advanced Life Support  
12 through the American Heart Association.

13 Source:

14 **General Authority:** SDCL 36-6A-14(1)(13).

15 **Law Implemented:** SDCL 36-6A-14(1)(13)(22).

16 **20:43:09:04. Moderate sedation permit requirements.** The board may issue a permit to  
17 a licensed dentist to ~~use~~ administer moderate sedation for ~~to~~ dental patients 12 years of age and  
18 older on an outpatient basis if the dentist meets the following requirements:

19 (1) Has successfully completed a board approved moderate sedation course ~~that meets~~  
20 ~~the objectives and content as described in Part 5 of the Guidelines for Teaching Pain Control and~~  
21 ~~Sedation to Dentists and Dental Students. A board approved course must include a minimum of~~  
22 ~~60 hours of instruction plus management of at least 20 patients and clinical experience in~~  
23 ~~management of the compromised airway and establishment of intravenous access; approved~~  
24 pursuant to § 20:43:04.01. The course must have been completed within the 12 months prior to  
25 application or, if completed more than 12 months prior to application, the applicant must also  
26 hold a permit to administer moderate sedation, or an equivalent permit, in another state and have  
27 completed a minimum of 25 moderate sedation cases in the 12 months prior to application;

28 (2) Meets the requirements in §§ 20:43:09:12 and 20:43:09:13;

29 (3) Is certified in administering ~~advanced cardiovascular life support~~ Advanced  
30 Cardiovascular Life Support by the American Heart Association or an equivalent program  
31 approved by the board; and



1           (4) ~~Employs~~ Utilizes auxiliary personnel who hold a permit to monitor patients under  
2 general anesthesia, deep sedation, or moderate sedation or who are otherwise authorized to  
3 monitor patients under general anesthesia, deep sedation, or moderate sedation. A dentist with a  
4 moderate sedation permit may not administer moderate sedation or monitor a patient while  
5 completing a dental procedure without the presence and assistance of ~~qualified auxiliary~~  
6 ~~personnel~~ at least one individual who holds a permit to monitor patients under general  
7 anesthesia, deep sedation, or moderate sedation.

8           A dentist ~~using a parenteral route of administration must limit the use of pharmacological~~  
9 ~~agents to those for which there are reversal agents~~ administering moderate sedation shall not use  
10 general anesthetics, including methohexital, propofol, thiopental, ketamine, etomidate,  
11 isoflurane, fospropofol, sevoflurane, desflurane, isoflurane, and sevoflurane.

12           A dentist ~~providing moderate sedation to a child under 12 years of age must also~~  
13 ~~document appropriate training in pediatric sedation techniques, according to the Guidelines for~~  
14 ~~Monitoring and Management of Pediatric Patients During and After Sedation for Diagnostic and~~  
15 ~~Therapeutic Procedures, and in pediatric resuscitation, including the recognition and~~  
16 ~~management of pediatric airway and respiratory problems and must sign an affidavit certifying~~  
17 ~~that the dentist understands the requirements of the Guidelines for Monitoring and Management~~  
18 ~~of Pediatric Patients During and After Sedation for Diagnostic and Therapeutic Procedures.~~

19           A dentist ~~using~~ administering moderate sedation ~~must adhere to the standards of the~~  
20 ~~Guidelines for the Use of Sedation and General Anesthesia by Dentists~~ shall apply the current  
21 standard of care including, but not limited to, continuously monitoring and evaluating the  
22 patient's blood pressure, pulse, respiratory function, and cardiac activity. A dentist intending to  
23 produce a given level of sedation must be able to rescue a patient whose level of sedation  
24 becomes deeper than initially intended. A dentist ~~using~~ administering moderate sedation must be  
25 proficient in airway management and advanced life support and capable of providing intravenous  
26 access. ~~A dentist using moderate sedation shall apply the current standard of care to continuously~~  
27 ~~monitor and evaluate the patient's blood pressure, pulse, respiratory function, and cardiac~~  
28 ~~activity.~~

29           If moderate sedation results in a general anesthetic state, the requirements in § 20:43:09:03  
30 for general anesthesia and deep sedation apply.

1 A moderate sedation permit precludes the need for a nitrous oxide inhalation analgesia  
2 permit.

3 **Source:** 9 SDR 49, effective October 25, 1982; 12 SDR 151, 12 SDR 155, effective July  
4 1, 1986; transferred from § 20:43:04:11, 19 SDR 32, effective September 6, 1992; 37 SDR 131,  
5 effective January 6, 2011; 42 SDR 83, effective December 3, 2015.

6 **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

7 **Law Implemented:** SDCL 36-6A-14(1)(3)(13)(14)(22).

8 ~~**References:** "Guidelines for Teaching Pain Control and Sedation to Dentists and Dental  
9 Students," 2012 Edition, American Dental Association. Copies may be obtained from the  
10 American Dental Association at [www.ada.org](http://www.ada.org) free of charge. "Guidelines for the use of Sedation  
11 and General Anesthesia by Dentists," 2012 Edition, American Dental Association. Copies may  
12 be obtained from the American Dental Association at [www.ada.org](http://www.ada.org) free of charge. "Guidelines  
13 for Monitoring and Management of Pediatric Patients During and After Sedation for Diagnostic  
14 and Therapeutic Procedures: An Update," 2011 Edition, American Academy of Pediatrics.  
15 Copies may be obtained from the American Academy of Pediatrics at [www.aapd.org](http://www.aapd.org) free of  
16 charge.~~

17 **20:43:09:04.01. Moderate sedation course requirements.** The Board may approve a  
18 moderate sedation training course if the course meets the following criteria:

19 (1) The course is affiliated with a dental school or advanced dental educational  
20 program accredited by the American Dental Association Commission on Dental Accreditation;

21 (2) The course satisfies the objectives and content as described in Part 5 of the  
22 Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students;

23 (3) The course includes a minimum of 60 hours of instruction, the records of which  
24 are maintained and provided for review;

25 (4) The course includes the administration of sedation for at least 20 individually  
26 managed patients, the records of which are maintained and provided for review;

27 (5) The course includes clinical experience in the management of the compromised  
28 airway and establishment of intravenous access;

29 (6) The course is directed by a dentist or physician qualified by experience and  
30 training, including the following:

1           (a) The course director has not been disciplined in any state and has no disciplinary  
2 proceeding or unresolved disciplinary complaint currently pending for conduct related to the  
3 administration of anesthesia or sedation or for conduct that would jeopardize the safety of  
4 the public or patients;

5           (b) The course director holds a current permit or license to administer general  
6 anesthesia and deep sedation or moderate sedation in at least one state;

7           (c) The course director has at least three years of experience administering general  
8 anesthesia and deep sedation or moderate sedation, including formal postdoctoral training  
9 in anxiety and pain control;

10          (7) The course has a participant-faculty ratio of not more than four-to-one;

11          (8) The course includes a mechanism for the participant to evaluate the performance  
12 of those individuals presenting the course material, a summary of which is maintained and  
13 available for review;

14          (9) The facility in which the course is taught is adequate for proper patient care, and  
15 includes access to drugs and equipment necessary for the management of emergencies; and

16          (10) The course provides additional clinical experience if the course participant has not  
17 achieved competency upon course completion;

18          (11) Upon completion of the course and any additional clinical experience necessary,  
19 the course director certifies, in writing, the competency of the applicant in each moderate  
20 sedation technique, including but not limited to instruction, clinical experience, managing the  
21 airway, intravascular/intraosseous access, and reversal medications.

22          **Source:**

23          **General Authority:** SDCL 36-6A-14(1)(3)(13).

24          **Law Implemented:** SDCL 36-6A-14(1)(3)(13)(22).

25          **References:** "Guidelines for Teaching Pain Control and Sedation to Dentists and Dental  
26 Students," 2016 Edition, American Dental Association. Copies may be obtained from the  
27 American Dental Association at [www.ada.org](http://www.ada.org) free of charge.

28          **20:43:09:04.02. Moderate sedation permit requirements – Utilizing licensed**  
29 **anesthesia provider.** A dentist that meets the requirements of § 20:43:09:04, but only utilizes a  
30 licensed anesthesia provider, may elect to receive a moderate sedation permit designating that the  
31 dentist cannot administer moderate sedation, but may utilize the services of a licensed anesthesia

1 provider. If utilizing a licensed anesthesia provider to administer general anesthesia, deep  
2 sedation, or moderate sedation to a patient under 12 years of age, the dentist must be certified in  
3 Pediatric Advanced Life Support by the American Heart Association.

4 Source:

5 **General Authority:** SDCL 36-6A-14(1)(13)(14).

6 **Law Implemented:** SDCL 36-6A-14(1)(13)(14)(22).

7 **20:43:09:04.03. Moderate sedation permit requirements – Other.** At its discretion,  
8 the board may consider training or experience accepted in any state or jurisdiction that resulted  
9 in a moderate sedation permit, or equivalent permit, being issued to the applicant by that state or  
10 jurisdiction. The board may deem such training or experience substantially equivalent to the  
11 requirements for a moderate sedation permit in South Dakota or may require that the applicant  
12 complete supplemental training, education, evaluation, or remediation before a moderate  
13 sedation permit will be issued. The applicant shall pay all costs of the training, education,  
14 evaluation, remediation, or proceedings resulting in the issuance of a new permit.

15 **20:43:09:04.014. Employing or contracting with licensed anesthesia provider that**  
16 **provides general anesthesia, deep sedation, or moderate sedation in dental office.** If a dentist  
17 employs or contracts with a licensed anesthesia provider that provides general anesthesia, deep  
18 sedation, or moderate sedation ~~for~~ to the dentist's dental patients in a dental office on an  
19 outpatient basis, the dentist must:

20 (1) Have a contract or agreement with the licensed anesthesia provider ~~stating~~ requiring  
21 that the licensed anesthesia provider:

22 ~~(a) that the licensed anesthesia provider must~~ Be continuously ~~be~~ present during the  
23 administration of the anesthetic;

24 ~~(b) and remain~~ Remain with the patient until the patient is communicating effectively;

25 (c) Hand off the patient to qualified auxiliary personnel; and

26 (d) Remain on the premises of the facility where the anesthesia was administered until  
27 the anesthetized patient is fully recovered and discharged from the facility to a responsible adult;

28 (2) Notify the board that general anesthesia, deep sedation, or moderate sedation services  
29 are being provided and the location of the facility where such services are being provided;

1 (3) Employ auxiliary personnel that are certified in administering basic life support by the  
2 American Heart Association for the Healthcare Provider, the American Red Cross for the  
3 Professional Rescuer, or an equivalent program approved by the board;

4 (4) Meet the equipment requirements for the level of anesthesia or sedation being  
5 provided, as required in § 20:43:09:13 or 20:43:09:13.01;

6 (5) Hold a moderate sedation permit or a general anesthesia and deep sedation permit and  
7 have completed the inspection, as required in § 20:43:09:12;

8 (6) Ensure that the licensed anesthesia provider holds a license in good standing in South  
9 Dakota; ~~and~~

10 (7) Ensure that the licensed anesthesia provider holds anesthesia privileges at a licensed  
11 ambulatory surgery center or licensed hospital; and

12 (8) Ensure that the licensed anesthesia provider is not administering general anesthesia and  
13 deep sedation without the presence and assistance of at least one individual, other than the dentist  
14 completing the dental procedure, who holds a permit to monitor patients under general  
15 anesthesia, deep sedation, or moderate sedation, or is otherwise authorized to monitor patients  
16 under general anesthesia, deep sedation, or moderate sedation.

17 **Source:** 37 SDR 131, effective January 6, 2011; 42 SDR 83, effective December 3, 2015.

18 **General Authority:** SDCL 36-6A-14(1)(13)(14).

19 **Law Implemented:** SDCL 36-6A-14(1)(13)(14)(22).

20 **20:43:09:04.025. Utilizing licensed anesthesia provider for general anesthesia and**  
21 **deep sedation or moderate sedation in ambulatory surgery center or hospital.** No permit is  
22 required if a dentist utilizes the services of a licensed anesthesia provider for dental patients in an  
23 ambulatory surgery center or hospital.

24 **Source:** 37 SDR 131, effective January 6, 2011.

25 **General Authority:** SDCL 36-6A-14(1).

26 **Law Implemented:** SDCL 36-6A-14, 36-6A-16.

27 **20:43:09:05. Nitrous oxide inhalation analgesia permit requirements -- Dentists.** The  
28 board may issue a permit to a dentist to ~~use~~ administer nitrous oxide inhalation analgesia  
29 sedation ~~for~~ to dental patients on an outpatient basis if the dentist meets the following  
30 requirements:

31 (1) Meets one of the following educational requirements:

1 (a) Has successfully completed a board approved course that meets the objectives and  
2 content as described in Part 4 of the Guidelines for Teaching Pain Control and Sedation to  
3 Dentists and Dental Students; or

4 (b) Has taken a course in nitrous oxide inhalation analgesia sedation ~~while a student in~~  
5 ~~an accredited school of dentistry~~ through a dental school accredited by the American Dental  
6 Association Commission on Dental Accreditation;

7 (2) Has equipment for administering nitrous oxide inhalation analgesia with fail-safe  
8 features and a 20 percent minimum oxygen flow;

9 (3) Is certified in administering basic life support by the American Heart Association for  
10 the Healthcare Provider, the American Red Cross for the Professional Rescuer, or an equivalent  
11 program approved by the board; and

12 (4) Employs auxiliary personnel who are certified in administering basic life support by  
13 the American Heart Association for the Healthcare Provider, the American Red Cross for the  
14 Professional Rescuer, or an equivalent program approved by the board.

15 A dentist may administer nitrous oxide inhalation analgesia in combination with a single  
16 enteral drug to achieve a minimally depressed level of consciousness only if the maximum  
17 recommended dose of the enteral drug is not exceeded. Incremental dosing may be utilized. A  
18 dentist may not administer nitrous oxide inhalation analgesia used in combination with more  
19 than one enteral drug or by dosing a single enteral drug in excess of the maximum recommended  
20 dose unless the dentist holds the appropriate general anesthesia and deep sedation permit or  
21 moderate sedation permit.

22 **Source:** 9 SDR 49, effective October 25, 1982; 12 SDR 151, 12 SDR 155, effective July  
23 1, 1986; transferred from § 20:43:04:12, 19 SDR 32, effective September 6, 1992; 37 SDR 131,  
24 effective January 6, 2011; 42 SDR 83, effective December 3, 2015.

25 **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

26 **Law Implemented:** SDCL 36-6A-14(1)(3)(13)(14)(22).

27 **Reference:** "Guidelines for Teaching Pain Control and Sedation to Dentists and Dental  
28 Students," ~~2012~~ 2016 Edition, American Dental Association. Copies may be obtained from the  
29 American Dental Association at [www.ada.org](http://www.ada.org) free of charge.

30 **20:43:09:06. Nitrous oxide inhalation analgesia permit requirements -- Dental**  
31 **hygienists and registered dental assistants.** The board may issue a permit to a dental hygienist

1 or a registered dental assistant to ~~use~~ administer nitrous oxide inhalation analgesia ~~for~~ to dental  
2 patients on an outpatient basis under the direct supervision of a dentist if the dental hygienist or  
3 registered dental assistant has met the following requirements:

4 (1) Is certified in administering basic life support by the American Heart Association for  
5 the Healthcare Provider, the American Red Cross for the Professional Rescuer, or an equivalent  
6 program approved by the board; and

7 (2) Has successfully completed a board approved educational course that substantially  
8 meets the objectives and content as described in Part 4 of the Guidelines for Teaching Pain  
9 Control and Sedation to Dentists and Dental Students and either:

10 (a) Completed the course within thirteen months prior to application; or

11 (b) Completed the course more than thirteen months prior to application, has legally  
12 administered nitrous oxide inhalation analgesia for a period of time during the three years  
13 preceding application, and provides written documentation from a dentist that has employed or  
14 supervised the applicant, attesting to the current clinical proficiency of the applicant to  
15 administer nitrous oxide inhalation analgesia.

16 **Source:** 19 SDR 32, effective September 6, 1992; 32 SDR 188, effective May 15, 2006;  
17 37 SDR 131, effective January 6, 2011; 42 SDR 19, effective August 17, 2015; 42 SDR 83,  
18 effective December 3, 2015.

19 **General Authority:** SDCL 36-6A-14(1)(3)(7)(10)(13)(14).

20 **Law Implemented:** SDCL 36-6A-14(1)(3)(7)(10)(13)(14)(22), 36-6A-40.

21 **Reference:** "Guidelines for Teaching Pain Control and Sedation to Dentists and Dental  
22 Students," ~~2012~~ 2016 Edition, American Dental Association. Copies may be obtained from the  
23 American Dental Association at [www.ada.org](http://www.ada.org) free of charge.

24 **20:43:09:06.02. Minimal sedation.** A dentist may administer minimal sedation to dental  
25 patients without a permit. A dentist administering minimal sedation must have appropriate access  
26 to oxygen and suction and emergency drugs and must meet the ~~standards of the Guidelines for~~  
27 ~~the Use of Sedation and General Anesthesia by Dentists~~ current standard of care. A dentist may  
28 not administer or prescribe for patient self-administration more than the maximum  
29 recommended dose of a single enteral drug for a patient at the same setting unless the dentist  
30 holds the appropriate general anesthesia and deep sedation permit or moderate sedation permit.

31 **Source:** 37 SDR 131, effective January 6, 2011; 42 SDR 83, effective December 3, 2015.

1           **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

2           **Law Implemented:** SDCL 36-6A-14(1)(3)(13)(14)(22).

3           ~~**Reference:** "Guidelines for the Use of Sedation and General Anesthesia by Dentists,"~~  
4 ~~2012 Edition, American Dental Association. Copies may be obtained from the American Dental~~  
5 ~~Association at [www.ada.org](http://www.ada.org) free of charge.~~

6           **20:43:09:08. Application for permits -- Renewal.** The application for a permit to  
7 administer general anesthesia and deep sedation or moderate sedation must include a fee of \$50.  
8 The application for a permit for a dentist, dental hygienist or registered dental assistant to  
9 administer nitrous oxide inhalation analgesia must include a fee of \$40. The application for a  
10 permit for a dental hygienist to administer local anesthesia must include a fee of \$40.

11           The board may issue a temporary permit to an applicant that has met the applicable  
12 requirements of this chapter, but before all processing and any applicable inspection have been  
13 completed. The duration of this temporary permit shall be determined by the board, but may not  
14 exceed one year. The temporary permit of an applicant who fails an inspection is automatically  
15 suspended. Upon suspension, the applicant may request another inspection.

16           A general anesthesia and deep sedation permit or moderate sedation permit must be  
17 renewed annually. The annual fee for a general anesthesia and deep sedation permit or a  
18 moderate sedation permit is \$50. A re-evaluation of the credentials and facility of the permit  
19 holder may be conducted for permit renewal. Any ~~person~~ dentist renewing a general anesthesia  
20 and deep sedation permit or moderate sedation permit must be able to demonstrate continued  
21 competency as required by the board. A dentist that holds a general anesthesia or deep sedation  
22 permit pursuant to § 20:43:09:03 must complete at least 50 cases of general anesthesia or deep  
23 sedation annually to demonstrate continued competence. A dentist that holds a moderate  
24 sedation permit pursuant to § 20:43:09:04 must complete at least 25 cases of moderate sedation  
25 annually to demonstrate continued competence. A dentist that has elected a designation pursuant  
26 to §§ 20:43:09:03.01 or 20:43:09:04.02 does not need to complete any general anesthesia, deep  
27 sedation, or moderate sedation cases.

28           A nitrous oxide inhalation analgesia permit, local anesthesia permit, and permit to monitor  
29 patients under general anesthesia, deep sedation, or moderate sedation must be renewed  
30 annually. The annual fee for a nitrous oxide inhalation analgesia permit for a dentist is \$40. The  
31 annual fee for a nitrous oxide inhalation analgesia permit for a dental hygienist is \$20. The



1 annual fee for a nitrous oxide inhalation analgesia permit for a registered dental assistant is \$20.  
2 The annual fee for a permit to administer local anesthesia for a dental hygienist is \$20. There is  
3 no annual fee for a permit to monitor patients under general anesthesia, deep sedation, or  
4 moderate sedation.

5 Failure to properly renew a general anesthesia and deep sedation permit, moderate  
6 sedation permit, nitrous oxide inhalation analgesia permit, local anesthesia permit, or a permit to  
7 monitor patients under general anesthesia, deep sedation, or moderate sedation constitutes an  
8 automatic suspension of the permit.

9 **Source:** 19 SDR 32, effective September 6, 1992; 37 SDR 131, effective January 6, 2011;  
10 38 SDR 172, effective April 25, 2012; 42 SDR 19, effective August 17, 2015; 42 SDR 83,  
11 effective December 3, 2015.

12 **General Authority:** SDCL 36-6A-14(9)(14), 36-6A-50(12)

13 **Law Implemented:** SDCL 36-6A-14(9)(14)(22).

14 **20:43:09:11. Inspection of facilities.** The board may at any time require an on-site  
15 inspection of the facility, equipment, and personnel to determine if the requirements of this  
16 chapter are being met. The dentist subject to the on-site inspection is responsible for all costs  
17 associated with an inspection. The on-site inspection should be performed by at least two board  
18 approved inspectors. However, if utilizing at least two board approved inspectors presents a  
19 hardship, the board may allow the inspection to be performed by one board approved inspector.  
20 The board may utilize the services of a board approved examining organization to complete an  
21 inspection.

22 Each dentist who applies for a general anesthesia and deep sedation or moderate sedation  
23 permit must ~~have~~ pass an on-site inspection conducted at the primary office within ~~twelve~~ 12  
24 months of application ~~or~~ and prior to expiration of the temporary permit, ~~whichever is earlier.~~  
25 The board may require inspection of a dentist's satellite office at any time. If the dentist does not  
26 have a primary office located in South Dakota, the on-site inspection may be conducted at a  
27 satellite office located in South Dakota.

28 Following the initial inspection, each dentist that holds a general anesthesia and deep  
29 sedation or moderate sedation permit must ~~have~~ pass an on-site inspection conducted at the  
30 primary office at least once in each five year licensure cycle. If the dentist does not have a  
31 primary office located in South Dakota the dentist may submit, subject to board approval, a

1 report from a successful inspection conducted at the primary office located in a different state.  
2 ~~An~~ Passage of an on-site inspection of ~~the~~ a satellite office may also be required by the board.

3 Failing an on-site inspection constitutes an automatic suspension of the permit and may  
4 subject the dentist to disciplinary proceedings.

5 **Source:** 9 SDR 49, effective October 25, 1982; 12 SDR 151, 12 SDR 155, effective July  
6 1, 1986; transferred from § 20:43:04:09, 19 SDR 32, effective September 6, 1992; 37 SDR 131,  
7 effective January 6, 2011; 42 SDR 83, effective December 3, 2015.

8 **General Authority:** SDCL 36-6A-14(1)(2)(13).

9 **Law Implemented:** SDCL 36-6A-14(1)(2)(13)(22).

10 **20:43:09:12. Requirements of inspection.** An inspection shall be completed for the  
11 dentist whose permit or application is under review using an inspection form approved by the  
12 board and shall include an evaluation of the following:

13 (1) The office facilities, records, and emergency medications, including all equipment and  
14 the physical facility;

15 (2) A live dental procedure performed by the dentist whose facility is being examined  
16 utilizing the ~~type~~ level of anesthesia or sedation for which the dentist is applying for a permit. If  
17 a dentist has elected the designation pursuant to §§ 20:43:09:03.01 or 20:43:09:04.02, the dentist  
18 must perform a live dental procedure utilizing a licensed anesthesia provider;

19 (3) Any anesthesia or sedation technique that is routinely employed during the  
20 administration of anesthesia or sedation;

21 (4) The appropriate monitoring of a live patient during anesthesia or sedation;

22 (5) The observation of a patient during recovery and the time allowed for recovery; and

23 (6) Simulated emergencies in the surgical areas of the dental office with participation by  
24 members of the staff that are trained to handle emergencies. Emergencies shall be listed on the  
25 board approved inspection form.

26 An inspection completed pursuant to an application and before a general anesthesia and  
27 deep sedation or moderate sedation permit has been issued shall include an evaluation of (1) and  
28 (6) only.

29 **Source:** 37 SDR 131, effective January 6, 2011.

30 **General Authority:** SDCL 36-6A-14(1)(13)(14).

31 **Law Implemented:** SDCL 36-6A-~~16~~14(1)(13)(14).

1           **20:43:09:13. Equipment -- Moderate sedation.** Any dentist who administers moderate  
2 sedation or who provides dental services to patients under moderate sedation must ensure that the  
3 office in which the work is performed:

4           (1) Has an operatory of the appropriate size and design to permit access of emergency  
5 equipment and personnel and to permit appropriate emergency management;

6           (2) Has the following equipment:

7           (a) An automated external defibrillator or full function defibrillator that is immediately  
8 accessible;

9           (b) A positive pressure oxygen delivery system and a backup system;

10          (c) A functional suctioning device and a backup suction device;

11          (d) Auxiliary lighting;

12          (e) A gas storage facility;

13          (f) A recovery area. Recovery may take place in the surgical suite. If a separate  
14 recovery area is utilized, it must be of the appropriate size for emergency access and  
15 management and must have resuscitative equipment present;

16          (g) Methods to monitor respiratory and cardiac function, including all of the following:

17           (i) Pulse oximetry; ~~and~~

18           (ii) Electrocardiogram display;

19           (iii) Precordial stethoscope;

20           (iv) Measurement of EtCO<sub>2</sub>, capnography; and

21           (v) Method to monitor blood pressure; and

22          (h) A board approved emergency cart that must be available and readily accessible and  
23 includes the necessary and appropriate drugs and appropriately sized equipment to resuscitate a  
24 non-breathing and unconscious patient and provide continuous support while the patient is  
25 transported to a medical facility. There must be documentation that all emergency equipment and  
26 drugs are checked and maintained on a prudent and regularly scheduled basis.

27           **Source:** 37 SDR 131, effective January 6, 2011; 41 SDR 108, effective January 6, 2015.

28           **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

29           **Law Implemented:** SDCL 36-6A-~~16~~14(1)(13)(14).

1           **20:43:09:13.01. Equipment -- General anesthesia and deep sedation.** Any dentist who  
2 administers general anesthesia or deep sedation or who provides dental services to patients under  
3 general anesthesia or deep sedation must ensure that the office in which the work is performed:

4           (1) Has an operatory of the appropriate size and design to permit access of emergency  
5 equipment and personnel and to permit appropriate emergency management;

6           (2) Has the following equipment:

7           (a) An automated external defibrillator or full function defibrillator that is immediately  
8 accessible;

9           (b) A positive pressure oxygen delivery system and a backup system;

10           (c) A functional suctioning device and a backup suction device;

11           (d) Auxiliary lighting;

12           (e) A gas storage facility;

13           (f) A recovery area. Recovery may take place in the surgical suite. If a separate  
14 recovery area is utilized, it must be of the appropriate size for emergency access and  
15 management and must have resuscitative equipment present;

16           (g) Methods to monitor respiratory and cardiac function, including all of the following:

17           (i) Pulse oximetry;

18           (ii) Electrocardiogram display;

19           (iii) Precordial or pretracheal stethoscope unless precluded by placement of an  
20 endotracheal tube; and

21           (iv) Measurement of EtCO<sub>2</sub>, capnography; and

22           (v) Method to monitor blood pressure; and

23           (h) A board approved emergency cart that must be available and readily accessible and  
24 includes the necessary and appropriate drugs and appropriately sized equipment to resuscitate a  
25 non-breathing and unconscious patient and provide continuous support while the patient is  
26 transported to a medical facility. There must be documentation that all emergency equipment and  
27 drugs are checked and maintained on a prudent and regularly scheduled basis.

28           **Source:** 41 SDR 108, effective January 6, 2015.

29           **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

30           **Law Implemented:** SDCL 36-6A-~~16~~14(1)(3)(13)(14).

1           **20:43:09:14. Clinical guidelines.** A dentist who provides any level of sedation ~~must meet~~  
2 ~~the standards of the Guidelines for the Use of Sedation and General Anesthesia by Dentists for~~  
3 ~~shall apply the current standard of care including, but not limited to,~~ thorough patient  
4 assessment, pre-operative preparation, recovery and discharge, and management of emergencies.

5           **Source:** 37 SDR 131, effective January 6, 2011.

6           **General Authority:** SDCL 36-6A-14(1)(3).

7           **Law Implemented:** SDCL 36-6A-~~16~~14(1)(3)(13)(14).

8           ~~Reference:~~ "Guidelines for the Use of Sedation and General Anesthesia by Dentists,"  
9 2007 Edition, American Dental Association. Copies may be obtained from the American Dental  
10 Association at [www.ada.org](http://www.ada.org) free of charge.

11           **20:43:09:17 Emergency response protocol.** A dentist must ensure a written  
12 emergency response protocol is in place for all patients undergoing nitrous oxide inhalation  
13 analgesia, local anesthesia, minimal sedation, moderate sedation, deep sedation or general  
14 anesthesia.

15           **Source:**

16           **General Authority:** SDCL 36-6A-14(1)(3)(13)(14).

17           **Law Implemented:** SDCL 36-6A-14(1)(3)(13)(14).

18           **20:43:03:07. Continuing education requirements -- Dentists.** A dentist shall complete at  
19 least 100 hours of board approved continuing education in each five-year licensure cycle. One  
20 hour of continuing education may be earned for each hour of attendance at a board approved  
21 continuing education course.

22           Fifty hours of the required 100 hours must be academic. Academic hours must directly  
23 relate to the provision of clinical dental services and meet one of the following criteria:

24           (1) The course must be taken physically at a dental school accredited by the American  
25 Dental Association Commission on Dental Accreditation;

26           (2) The course presenter must be affiliated with a dental school accredited by the  
27 American Dental Association Commission on Dental Accreditation;

28           (3) The provider organization must be approved by the American Dental Association  
29 Continuing Education Recognition Program; or

30           (4) The provider organization must be approved by the Academy of General Dentistry  
31 Program Approval For Continuing Education.

1 Credit for nutrition continuing education is limited to 15 hours per five-year licensure  
2 cycle. Credit for practice management continuing education is limited to 10 hours per five-year  
3 licensure cycle. Credit for home study continuing education is limited to 30 hours per five-year  
4 licensure cycle. Credit for cardiopulmonary resuscitation continuing education is limited to 15  
5 hours per five-year licensure cycle. Credit for clinical continuing education is unlimited per five-  
6 year licensure cycle. Up to five hours of clinical continuing education may be earned for  
7 attendance at exhibits at a state, regional, or national dental conference.

8 Dentists holding a general anesthesia and deep sedation or moderate sedation permit must  
9 complete an additional 25 hours of continuing education in anesthesia related topics per five-year  
10 licensure cycle. Dentists holding a general anesthesia and deep sedation or moderate sedation  
11 permit must also document completion of team training on emergency response protocols in the  
12 setting where the anesthesia or sedation is being provided annually.

13 The board's continuing education guidelines shall be reviewed annually.

14 **Source:** SL 1975, ch 16, § 1; 5 SDR 68, effective February 13, 1979; 6 SDR 87, effective  
15 March 2, 1980; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 13 SDR 23, effective  
16 September 3, 1986; 18 SDR 132, effective February 17, 1992; 20 SDR 166, effective April 11,  
17 1994; 26 SDR 37, effective September 20, 1999; 35 SDR 67, effective September 25, 2008; 37  
18 SDR 131, effective January 6, 2011; 38 SDR 172, effective April 25, 2012; 45 SDR 35, effective  
19 September 19, 2018.

20 **General Authority:** SDCL 36-6A-14(1)(3)(11)(14), 36-6A-55.

21 **Law Implemented:** SDCL 36-6A-14(1)(3)(11)(13), 36-6A-55.

DENTAL EXAMINATION - New Graduates	CRDTS		WREB		SRTA		CITA (ADEX)		CDCA (ADEX)	
<b>20:43:03:02. Clinical competency examination – License to practice as a dentist. Components must demonstrate evidence of psychometric soundness, including documentation of variability, validity, reliability, fidelity and fairness.</b>	2021: Patient Based	2021: Manikin Based	2021: Patient Based	2021: Manikin Based	2021: Patient Based	2021: Manikin Based	2020: Patient Based	2020: Manikin Based	2020: Patient Based	2020: Manikin Based
(1) A patient-based or equivalent manikin based periodontal component;	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
(2) A patient-based or equivalent manikin based restorative component;	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
(3) A manikin-based prosthodontic component;	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
(4) A manikin-based endodontic component; and	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
(5) A remediation policy to address candidate deficiencies.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Other periodontal component verification accepted per declared state of emergency clause:	None.									
DENTAL HYGIENE EXAMINATION - New Graduates	CRDTS		WREB		SRTA		CITA (ADEX)		CDCA (ADEX)	
<b>20:43:03:09. Clinical competency examination – License to practice as a dental hygienist. Components must demonstrate evidence of psychometric soundness, including documentation of variability, validity, reliability, fidelity and fairness.</b>	2021: Patient Based	2021: Manikin Based	2021: Patient Based	2021: Manikin Based	2021: Patient Based	2021: Manikin Based	2020: Patient Based	2020: Manikin Based	2020: Patient Based	2020: Manikin Based
(1) Pocket depth detection;	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
(2) Calculus detection and removal;	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
(3) An intra oral and extra oral assessment; and	Yes	Yes	Yes	No	Yes	Yes	Yes	* Computer Simulated Exam	Yes	* Computer Simulated Exam
(4) A remediation policy to address candidate deficiencies.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Other verification accepted per declared state of emergency clause:	*ADEX computer simulated intra/extra oral exam (CDCA/CITA).									







South Dakota State Board of Dentistry  
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## **Application for Continuing Education Course Honorarium**

### **Background**

It is the policy of the Board to allocate resources, when available, to fund continuing education courses that further the mission of the Board.

### **Procedure**

- Application Deadline: December 11, 2020.  
*Applications received after this deadline will not be considered.*
- Submit Applications to: South Dakota State Board of Dentistry  
PO Box 1079  
Pierre, SD 57501  
Or electronically to [contactus@sdboardofdentistry.com](mailto:contactus@sdboardofdentistry.com)
- Fund Amount: The Board will fund up to \$15,000 in total during this request cycle.

### **Criteria for Consideration**

- ✓ The sponsor organization must meet the applicable state contractor requirements.
- ✓ The course must further the mission of the Board.
- ✓ Preference will be given to courses that impact a large number of licensees or registrants and courses provided in partnership with other professional associations.
- ✓ Any funded course must be open to all dental professionals free of charge.

### **If an application is approved:**

- ✓ The sponsor organization must be prepared to complete the state contract process.
- ✓ The sponsor organization must note in its promotional materials the following: *“The honorarium for this speaker is being funded by the South Dakota State Board of Dentistry. This course is open to all dental professionals free of charge. The content and opinions expressed during this course do not necessarily reflect the views of nor are they endorsed by the South Dakota State Board of Dentistry.”*
- ✓ Following the course date, the sponsor organization must submit a brief report, including how many South Dakota licensees and/or registrants attended.

# Course Information

Title of Course: *Detailed course outline must be attached:*

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Speaker(s): *Curriculum Vitae or Resume must be attached:*

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Date(s) of Course: \_\_\_\_\_

Course Location: \_\_\_\_\_

Honorarium Amount requested: \$ \_\_\_\_\_

# Applicant Information

Sponsor Organization Name:

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Sponsor Organization Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Partner Organization Name (if applicable):

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# Application Questions

Please type or print clearly; use additional paper if necessary.

1. Does the sponsor organization meet the requirements to serve as a state contractor?

Yes

No

2. Please list the course objectives:

3. What is the target population?

4. What is the anticipated number of *South Dakota* licensees and/or registrants that will attend this course?

- a. Dentists: \_\_\_\_\_
- b. Dental Hygienists: \_\_\_\_\_
- c. Registered Dental Assistants: \_\_\_\_\_
- d. Radiographers: \_\_\_\_\_
- e. Other Dental Office Staff: \_\_\_\_\_

5. List other possible sources of financial support for this course: