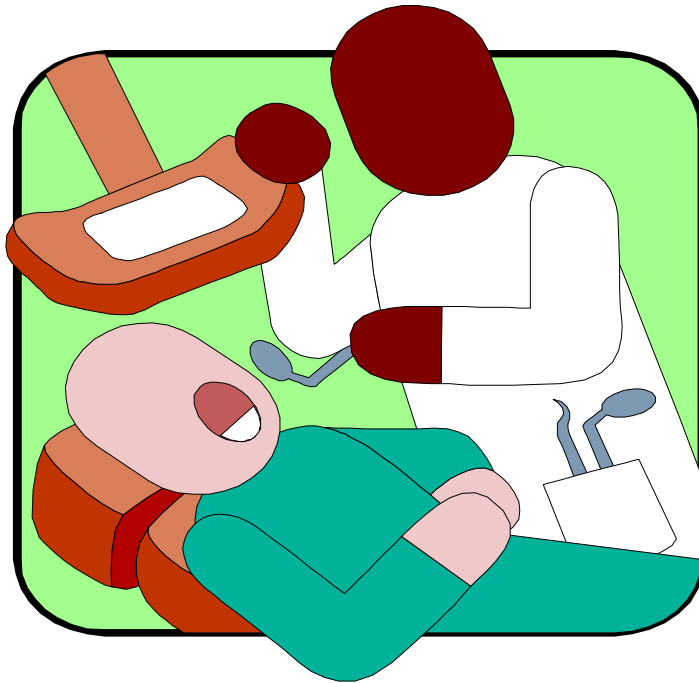


J. Sargeant Reynolds  
Community College



**School of Nursing and Allied Health**

# **DENTAL ASSISTING**



**CERTIFICATE PROGRAM**

# **INFORMATION PACKAGE**

Dear Potential Student:

Thank you for inquiring about an interesting and challenging career in dental assisting.

The JSRCC Dental Assisting Program is designed to train assistants to become vital members of the dental health team and to prepare for the national certification examination offered by the Dental Assisting National Board.

There is an increasing demand for dental assistants across the nation as healthcare services change. Presently, a shortage of personnel exists in Virginia. Dental assistants serve as chairside, circulating, and practice management team members. Careers as office managers, insurance claims processors, sales representatives, and educators offer other opportunities. Many work in solo dental practices, group practices, speciality practices, public health settings, hospital dental clinics, military installations, and schools.

Salaries for dental assistants will vary according to geographic locations, job responsibilities, expertise, and education. An assistant who is formally educated is an asset to the practice because less time is required for training. Dental assistants earn salaries equal or higher to other health care personnel with similar training and experience.

Dental assistants must be personable, be able to express themselves, work well with their hands, and be able to cope with changes in routines. The dental assistant's day consists of meeting patients of all ages who need to feel that the auxiliary assisting the dentist is knowledgeable, capable, and caring. Due to rapid changes in technology, assistants frequently attend educational seminars to update their skills.

Initial clinical experiences are on mannequins. As students progress, techniques are transferred to the application of procedures with patients. In the second semester, a rotation into a private dental practice is arranged. Students are responsible for their own transportation while attending the program and clinical sites. If needed, graduates will be assisted in securing employment.

The Dental Assisting National Board states:

“The best way to become a dental assistant is to receive formal education. Studying in a Commission on Dental Accreditation accredited program provides education that is based on the latest procedures and techniques. If you like variety, flexibility, excellent working conditions, personal satisfaction, and working with your hands as well as your mind then dental assisting is for you.”

Please follow the instructions on the program data sheet. If you have any questions do not hesitate to call me at (804) 523-5380.

Nancy L. Daniel  
Program Head  
Dental Assisting

# Dental Assisting Certificate Program Data Sheet

## Admissions Requirement:

1. High school graduate or hold a GED certificate
2. Must have a “C” or better in high school Math and Biology or equivalents (JSRCC BIO 01) and (JSRCC BIO 02).

## How to Become Accepted into the Program:

1. Complete and return the JSRCC application form, there is no application fee. (Form included in Packet)
2. Have transcript sent from high school and all colleges attended (form included in packet).
3. Take placement exams (Transfer students may not have to take placement exams-inquire at the admissions office). After taking placement exams- applicants who indicate less than acceptable skills will be given the opportunity to increase their skills through developmental courses offered at JSRCC. To arrange for placement exams please call 523-5455 (DTC Testing Center)
4. Have a personal interview and tour with Program Head (Nancy L. Daniel). **(Highly suggested)** Interview will provide students a question and answer session, as well as, help with registration. Students must provide evidence of aptitude, interest, and motivation. (Out-of-state students may do this by telephone) Will take approximately one hour.
5. Completion of health forms for physical and dental examination (form included in packet).
6. Evidence of first inoculation of Heptavax B must be presented on first day of DNA 190 (Coordinated Internship).



## Dental Assisting Certificate

**Purpose:** (1) To prepare students to perform the following services under supervision of a dentist: chairside assistance, including preparation of impression and restorative materials; exposing and processing intra-oral and panoramic dental radiographs; laboratory and office management procedures; dental health education; recognition of emergencies; patient care as authorized by the Virginia Board of Dentistry. (2) To qualify the student for the Dental Assisting National Board Certification Examination.

**Occupational Objectives:** This program is designed to provide essential technological and practical knowledge required for a dental assistant to perform efficiently in a dental office. Training experiences in nearby dental clinics and private dental offices are provided.

**Admission Requirements:** General college curricular admission

**Financial Requirements:** In addition to the regular college tuition and fees, the Dental Assisting Program requires:

Textbooks	\$250.00* (per semester)
Uniforms, Lab Coat, Clinic Coat, Safety Glasses, Blood Pressure Kit, and Hepatitis Vaccine Series	\$300.00*
Student Membership in the ADAA	\$35.00* (one time)
Certification Exam Application	\$470.00* (one time)

*\*Costs listed are approximate.\**

**Program Notes:** This program takes new students in the spring and fall semesters of each year. Students admitted into Dental Assisting will be approved for entry into major/clinical courses (DNA 103 and higher) when they have satisfied the following requirements:

1. A personal interview with the program head or a designated faculty member.
2. Completion of one unit of high school biology with a grade of "C" or better, or its equivalent ([JSRCC BIO 01](#)).
3. Completion of one unit of high school mathematics with a grade of "C" or better, or its equivalent (JSRCC [MTH 02](#)).
4. A grade of "C" or better in each course of the Dental Assisting curriculum.
5. Completion of all JSRCC developmental coursework prescribed as a result of JSRCC placement tests.
6. Completion of health forms provided by the program head for physical and dental examinations.

Any student whose final grade falls below a "C" in any course must obtain permission from the program head to continue the major in Dental Assisting. Students are responsible for transportation to and from facilities used for clinical experiences. DNA courses are sequential unless otherwise determined by the program head. Students entering the program may find it beneficial to take all of the general education courses prior to entering the DNA courses.

**Computer Competency Requirement:** Students in this program will meet the college's computer competency requirement by successfully completing [ITE 115](#). Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for [ITE 115](#). Those students not passing the computer competency exam may retake the exam only once.

**Program Accreditation:** The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

# Dental Assisting Certificate

<b>CURRICULUM</b>				
<b>COURSE</b>	<b>TITLE</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>COURSE CREDITS</b>
<a href="#">SDV 100</a>	College Success Skills	1	0	1
<a href="#">DNA 100</a>	Introduction to Oral Health Professions	1	0	1
<a href="#">DNA 103</a>	Introduction to Oral Health	1	0	1
<a href="#">DNA 108</a>	Dental Science	2	3	3
<a href="#">DNA 109</a>	Practical Infection Control	2	3	3
<a href="#">DNA 110</a>	Dental Materials	2	3	3
<a href="#">DNA 113</a>	Chairside Assisting I	2	3	3
<a href="#">DNA 190</a>	Coordinated Internship in Dental Assisting	0	8	2
<b>TOTAL</b>		11	20	17
<a href="#">DNA 114</a>	Chairside Assisting II	2	6	4
<a href="#">DNA 119</a>	Dental Therapeutics	1	0	1
<a href="#">DNA 120</a>	Community Health	1	0	1
<a href="#">DNA 130</a>	Dental Office Management	2	3	3
<a href="#">DNA 134</a>	Dental Radiology and Practicum	2	3	3
<a href="#">DNA 140</a>	Externship	1	12	5
<b>TOTAL</b>		9	24	17
<a href="#">HLT 105</a>	Cardiopulmonary Resuscitation	1	0	1
<a href="#">ENG 111</a>	College Composition I	3	0	3
<a href="#">ITE 115</a>	Basic Computer Literacy	3	0	3
<a href="#">PSY 201</a>	Introduction to Psychology	3	0	3
<b>TOTAL</b>		10	0	10
<b>Total Minimum Credits for Certificate in Dental Assisting</b>				<b>44</b>



# DENTAL ASSISTING PROGRAM

## PRE-ENTRANCE MEDICAL EXAMINATION

The medical examiner is requested to make a careful physical examination, otherwise, defects found after admission may lead to rejection of this applicant, or inability for the applicant to complete the program.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Social Security # \_\_\_\_\_ (For filing purposes only)

Weight \_\_\_\_\_ Height \_\_\_\_\_ General Appearance \_\_\_\_\_

A. Medical History of family, with special reference to chronic illnesses and mental, or nervous disorders.

\_\_\_\_\_  
\_\_\_\_\_

B. Medical history of applicant:

1. Any hoarseness, cough, or shortness of breath on moderate exercise \_\_\_\_\_  
\_\_\_\_\_

2. Tuberculosis \_\_\_\_\_ Type \_\_\_\_\_

3. Rheumatism or rheumatic fever \_\_\_\_\_

4. Heart disease \_\_\_\_\_

5. Hay fever, asthma, eczema, or other allergic reactions that include drug reactions \_\_\_\_\_

6. Childhood diseases \_\_\_\_\_

7. Other diseases \_\_\_\_\_

8. Operations \_\_\_\_\_

9. Injuries \_\_\_\_\_

**PHYSICAL EXAMINATION:**

**Name** \_\_\_\_\_

1. Condition of:  
Eyes \_\_\_\_\_ Sinuses \_\_\_\_\_  
Ears \_\_\_\_\_ Skin \_\_\_\_\_  
Throat (adenoids & tonsils) \_\_\_\_\_  
Nose \_\_\_\_\_

2. Heart: Size \_\_\_\_\_ Sound \_\_\_\_\_  
Murmurs \_\_\_\_\_ Rhythm \_\_\_\_\_  
Pulse \_\_\_\_\_ Respiration \_\_\_\_\_  
Blood Pressure \_\_\_\_\_

3. Abdomen: Scars \_\_\_\_\_ Tenderness \_\_\_\_\_  
Palpable masses \_\_\_\_\_

4. Posture \_\_\_\_\_

5. Condition of feet and arches \_\_\_\_\_

6. State the nature of any handicaps \_\_\_\_\_

**C. Recommendations:**

1. Do you consider the applicant mentally and physically able to work with patients in a health facility?
2. Do you recommend the applicant for admissions to the school?
3. Are you the family physician? \_\_\_\_\_  
How long have you known the applicant? \_\_\_\_\_

I have given a careful examination on this date of \_\_\_\_\_ and found the applicant to be  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_  
**(Physician's Name)**

**Telephone** \_\_\_\_\_





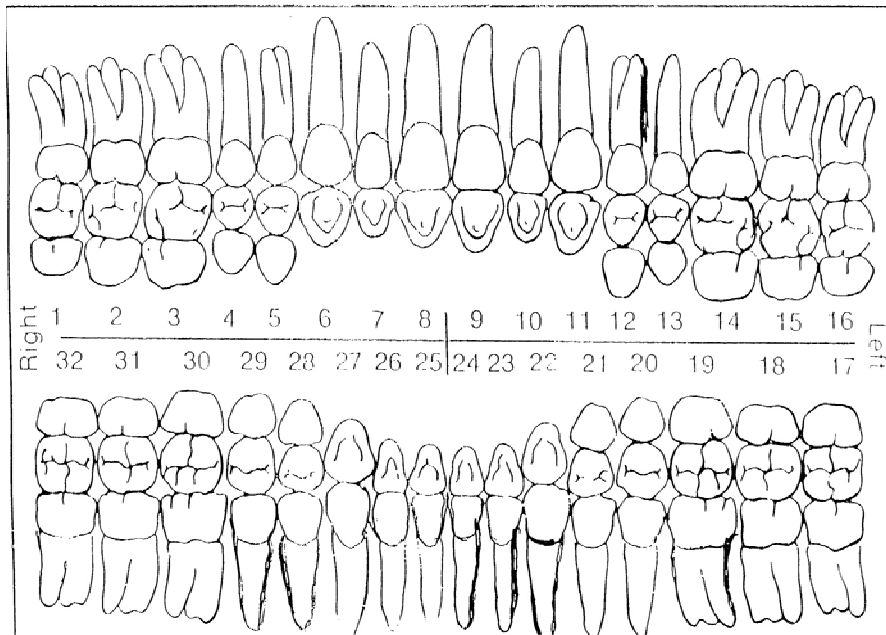
# DENTAL ASSISTING PROGRAM

The dental examiner is requested to make a careful dental examination of this applicant and to chart any areas that are found in need of treatment on this form. Applicants will be encouraged to have their teeth cared for as soon as possible. Finding in this screening appointment will not have a detrimental effect on the acceptance of this person into the Dental Assisting Program. This information will be used as guidance only.

Name of applicant \_\_\_\_\_  
(Last) (First) (Middle)

Social Security # \_\_\_\_\_ (For filing purposes only)

PLEASE CHART LESIONS TO BE TREATED IN RED.



Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Dentist \_\_\_\_\_

Date \_\_\_\_\_