CERTIFIED DENTAL ASSISTING CERTIFICATE (DISTANCE)

Purpose

The Certified Dental Assisting Program (distance) provides graduates with the knowledge and practical experience to enter a career as a Practising Certified Dental Assistant (CDA). Graduates will acquire the specialized knowledge, skills and attitudes to function as a *dental* health team member with dependent, interrelated and independent roles.

Duration

The CDA distance program is self-paced. Progress is largely dependent upon the student's available study time and dental assisting experience.   Each theory course must be completed within a maximum of four months. Onsite clinical courses range from three to ten days in length. Students must complete the program within five years. The majority of students complete their studies within two years.

Learning Outcomes

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

- Apply the Standards of Practice and bylaws of the College of Dental Surgeons of British Columbia for CDA practice to provide safe and competent patient care.
- Apply the process of evidence-informed CDA practice.
- Integrate knowledge and critical thinking skills in CDA practice.
- Use problem-solving strategies and decision-making processes in CDA practice.
- Integrate ethics and professionalism into CDA practice.
- Demonstrate professional responsibility and accountability into CDA practice.
- Demonstrate use of self − reflection to improve care and ensure quality CDA practice.

Admission Requirements

- Grade 12 graduation or equivalent.*
- English Language Proficiency (https://www.vcc.ca/applying/ registration-services/english-language-proficiency-requirements/ health-sciences/dental-assisting--certified/) as demonstrated by *one* of the following:*
    - English 12 with a minimum 'B' grade, or equivalent
      or
    - English Language Proficiency at an English 12 'B' level
- Either Biology 11 or Biology 12 (human biology recommended) or equivalent.**
- A signed Sponsoring Dentist Agreement (http://www.vcc.ca/media/ vancouver-community-college/content-assets/documents/forms/ CDA-dentist-sponsorship.pdf) verifying a minimum of 2 days (14 hours) per week clinical dental assisting experience in a general dentistry practice for the duration of the program.

* Students who have completed the Vancouver Community College Dental Reception Coordinator program are exempt from these admission requirements.

** Students who have completed the Vancouver Community College Dental Reception Coordinator program and/or students who have completed the College of Dental Surgeons of British Columbia Provincial Radiography credential are exempt from this admission requirement.

Notes:

Students who complete Vancouver Community College's DREC 1242 Dental Radiography through Dental Reception Coordinator Program or DENT 1505 Dental Radiography 1, DENT 2995 Dental Radiography 2 and DENT 3745 Dental Radiography 3 through the Certified Dental Assisting Program are exempt from DAST 1515 Dental Radiography and DAST 1516 Clinical Dental Radiography.

Students who complete Vancouver Community College's DNTL 1107 Dental Radiography Module through the Certified Dental Assisting Program − Distance Delivery are exempt from DAST 1515 Dental Radiography and DAST 1516 Clinical Dental Radiography.

- Students in this program are required to complete a CRC. The CRC must be completed according to VCC's Criminal Record Check instructions (https:// can01.safelinks.protection.outlook.com/?url=https%3A%2F %2Fwww.vcc.ca%2Fcrc&data=04%7C01%7Cndegagne%40vcc.ca %7Cc2f8769abb544a7fd5c808d9bb41fa41%7C9d83cfc7633047d5b18d45bafe3l %7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWw %7C3000&sdata=Y8pg5WF%2BwVmujxaMayceHpjfYC4zA1OwQyZ %2FCbVfTsA%3D&reserved=0). Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate. Note: The College of Dental Surgeons of British Columbia is the regulatory body for Certified Dental Assistants. They require each applicant to undergo another criminal records search prior to registration and certification. Registration and certification to practice is mandatory in BC.
- Proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray report is required.
- A current "C" certification in Cardiopulmonary Resuscitation (CPR)
- Immunizations in the following are strongly recommended:
    - Pertussis
    - Diphtheria
    - Tetanus
    - Polio
    - Measles/Mumps/Rubella
    - Chicken Pox
    - Hepatitis B
    - Influenza (required annually)

Program Requirements

Code	Title	Credits
DAST 1401	Intro to Dental Assisting	1.5
DAST 1402	Microbiology & Infection Contr	1.5
DAST 1403	Basic Dental Assisting	2
DAST 1404	Patient Assessment	2
DAST 1405	Dental Office Emergencies	1.5
DAST 1406	Preventive Dentistry	3
DAST 1407	Restorative Dental Assisting	2.5
DAST 1408	Clinical Dental Assisting 1	3
DAST 1510	Laboratory Procedures	1.5
DAST 1511	Dental Specialties	3

DAST 1512	Community Dental Health	3
DAST 1513	Dental Reception	2.5
DAST 1514	Patient Care Procedures	2.5
DAST 1515	Dental Radiography	2.5
DAST 1516	Clinical Dental Radiography	1
DAST 1508	Clinical Dental Assisting 2	6
Total Credits		**39**

Evaluation of Student Learning

Successful completion of each course is required prior to advancement to the next course. The first seven courses (DAST 1401 to 1407) must be completed prior to enrollment in Clinical Dental Assisting 1. Enrollment in Clinical Dental Assisting 2 requires completion of all previous courses in the program. Students wishing to obtain the College of Dental Surgeons of BC Radiography Acknowledgement Certificate may take the radiography theory and clinical courses after completing the first four courses in the program. Please see departmental Student Handbook for detailed information.

Theory courses are evaluated by assignments, projects, and a final examination. The number of assignments varies from course to course and comprises 35% of the final grade. Final exams are weighted at 65%. The final grade required in all theory courses is 64% (C+). A maximum of two comprehensive supplemental examinations are offered within the program for final grades below 64%.

Exam sessions are offered monthly at Vancouver Community College. Students unable to write at the college location due to distance or scheduling conflicts may arrange for a proctored examination session. Fees incurred for proctoring are the responsibility of the student.

The acquired knowledge from the theory courses is integrated into clinical practice. Clinical competencies provide the basis for evaluation. Students are evaluated on manikins, peers and patients. The clinical portion of the program is evaluated according to provincial competencies with a satisfactory (S) or unsatisfactory (U) grade awarded. A student who is unsuccessful in a final clinical evaluation is offered a supplemental evaluation.

Course outlines are provided to the students on the learning management system.

Clinical dental assisting workplace hours and attendance of clinical on-site courses are required in order to truly understand and master the theoretical and practical components of the Certified Dental Assistant role. As per the departmental policy, described in the departmental Student Handbook, students must not miss more than 15% of the required weekly work hours in a dental office or in the on site clinical courses. Where a student exceeds this maximum, the College may withdraw the student from the program. Additionally, the department requires students demonstrate 100% attendance for community presentations. The College may withdraw students who do not attend all scheduled days.

The departmental Student Handbook provides more detailed information on attendance.

Prior Learning Assessment and Recognition (PLAR)

PLAR may be available for clinically experienced dental assistants for some theory courses, as determined by the program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67	Minimum Pass	2.33
C			2.00
C-			1.67
D			1.00
F	0-63		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.