



Course Information Brochure

Introduction to Dental Assisting Training Programme



NATIONALLY RECOGNISED
TRAINING



Indigo Medical & Dental Training Pty Ltd
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Training Provider

Indigo Medical & Dental Training Pty Ltd is a National Registered Training Organisation that provides accredited and non accredited training courses and qualifications for the medical and dental profession Australia-wide. Our Training Administration Head Office is located at Bundall, QLD, but we also have offices located in Sydney and Melbourne.

Our Training Assessors have extensive experience working within the dental industry and management positions, possess Certificate IV in Workplace Training & Assessment TAA, and have conducted group workshops/training in Introduction to Dental Assisting, Certificate III in Dental Assisting and Certificate IV in Dental Assisting in NSW, QLD & VIC.

Training Provider Relevant Contacts

Please contact our Sydney office for all enquiries relating to receiving an enrolment pack, enrolling in the Introduction to Dental Assisting Training programme and course unit material.

Training Administration Office - Sydney

Bernadette Beach
Director

Glenys Stabback
National Training Manager

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Our Training Assessors

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Course Outline

IMDT Introduction to Dental Assisting Training Program is a one week comprehensive course designed to give students an initial introduction and 'real' understanding of the dental profession. This course presents students with the opportunity to gain an initial entry level position into the dental industry as a Dental Assistant, whilst gaining the relevant on the job experience. Further training and career opportunities are discussed and recommended to give students an idea of a career plan within the industry and encourage students to further develop and grow their skills and knowledge.

This course teaches students the core principles of attributes, skills and knowledge that is essential and required long term to become a Dental Assistant of the highest qualities and one that will be highly regarded and sought after within the dental profession.

A Dental Assistant is an integral member within a dental practice that is highly depended upon and valued by not only the Dentist, but the patient.

Students will gain an understanding of what constitutes a high level of patient care, communication skills and how to develop the skills and knowledge required to anticipate the needs of the dentist to provide a high level of support.

The dental profession is a fast growing industry and there is a huge demand for top quality Dental Nurses. A career as a Dental Assistant is a very rewarding and fulfilling career and is a highly respected profession with excellent remuneration prospects.

Included in the Introduction to Dental Assisting Training programme is the textbook "The Manual of Dental Assisting 4e". Dental equipment and dental supplies are used throughout the course to create a "real" dental environment and an understanding gained to students as to the how, what, where and when of using this equipment and supplies within a dental practice.

The following topics are included:

- Overview of the dental industry
- Description of the dental team
- Job Description – duties and responsibilities of a Dental Assistant
- Personal and professional presentation
- Attributes, work values and ethics
- Patient Service & Care
- Communication and listening skills
- Dental Anatomy and physiology
- Dental charting
- Dental terminology
- Set up of the dental surgery

- Dental equipment
- Dental instruments
- Stock management
- Specialties in dentistry
- Infection Control
- OH&S and the Dental Act

This course is targeted to:

- Individuals seeking employment as a Dental Assistant
- Individuals with a nursing background wanting a career change into the dental industry
- Individuals that are currently working as a Dental Receptionist that are wishing to gain employment as a Dental Assistant
- Dentists wishing to up skill or provide further training to their staff i.e. junior Dental Assistants/Dental Receptionists

Course Units (Units of Competency)

The Introduction to Dental Assistant Training programme is an accredited training programme. Upon successful completion of post course assessment, you will be issued with the following Statement of Attainment:

HLTHIR301A Communicate in the workplace

This Statement of Attainment forms partial completion of the requirements for HLT31807 Certificate III in Dental Assisting.

Course Entry Requirements

- Sound language, literacy and numeracy skills
- Minimum Year 10 School Certificate equivalent

Course Duration and Course Delivery

The Introduction to Dental Training programme is conducted via group workshop over a 5 day period in NSW, QLD and VIC.

Course Fee

The Introduction to Dental Assisting Training Programme course fee is \$630.

Description of Course

DAY ONE

- Overview of the Dental Industry
- Description of the dental team
- Job Description – duties and responsibilities of a Dental Assistant
- Personal and professional presentation
- Attributes, work values and ethics
- Patient Service & Care
- Communication and listening skills
- Dental Anatomy and physiology

DAY TWO

Anatomy and Physiology

- Review of Anatomy and Physiology

Dental Charting

- Concept of dental charting
- Tooth numbering systems
- Common charting symbols

Dental Terminology / Diseases

- Anatomy of the tooth
- Plaque and calculus
- Gingivitis and periodontal disease
- Dental caries and decay formation

Set up of the Dental Surgery

- Dental chair
- Air compressor
- Seating and suction techniques
- Control of lighting and light adjustment
- Setting up the dental surgery

Dental Equipment

- Handling and correct holding of equipment
- Description of equipment and instruments

Introduction to Dental Practices (General Practice)

- Dental exam including x-rays
- Amalgam restorations
- Composite restorations
- Scale and cleans

Instrumentation and exchange of dental instruments

- Basic instrument set ups
- Preparation, setting up and passing instruments during dental procedures for:
 - Amalgam restorations
 - Composite restorations
 - Scale and cleans

DAY THREE

Review of Dental Charting and Day 2

Specialties in Dentistry

- Endodontics
- Orthodontics
- Paedodontics
- Oral Surgery
- Prosthodontics
- Periodontics

Stock Management

- Stocking the surgery for treatment
- Monitoring dental supplies
- Ordering dental supplies

DAY FOUR

Infection Control

The importance of providing a high standard of infection control is focused on strongly in this module and throughout the entire course.

- Viruses, bacteria & fungi
- Personal hygiene
- Hand washing techniques
- Principles of Standard Infection Control Procedures
- Personal Protective Equipment
- Immunisation

OH&S

- Work safe practices
- Clinical and general waste
- Sharps and disposal of sharps

The Dental Act

- Health Regulation (Drugs & Poisons)

DAY FIVE

Review of days 1-4

- Overview of all topics covered in the course
- Question and Answer Time
- Exam

PAYMENT OF COURSE FEES

Introduction to Dental Assisting Training Programme course fee is \$630

Payment of course fees must be paid prior to commencement of training.

Course fees received by Indigo Medical & Dental Training Pty Ltd are not accessed and are maintained in an account until the Student commences the course. Refunds are available to Students in accordance with government guidelines and fair and proper standards.



*Helping You on Your Journey to Become
a Qualified Dental Assistant*

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