



ABC Adult School

External Work-Based Instructional Plan for Dental Assistant Program 2026 - 2027

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

VISION STATEMENT:

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

INTRODUCTION

The ABC Adult School External Work-Based Instruction Plan for the Dental Assistant program outlines the structure and objectives of the program's external work-based component. The plan provides students with practical, hands-on experience in a real-world dental setting, complementing their classroom and laboratory learning.

1. PROGRAM OBJECTIVES

- Apply the knowledge and skills acquired during the training program.
- Adhere to all professional, attendance, and externship site policies.
- Demonstrate strong professional character in terms of personal appearance, attendance, punctuality, interest and motivation, following directions, establishing rapport with externship site staff, and being ethical and responsible.
- Utilize knowledge of dental terminology, anatomy, and physiology appropriately for oral and written communication.
- Perform dental front office skills, including scheduling, filing, and basic computer skills for administrative procedures.
- Understand and comply with the Dental Practice Act, regulations, and ethics.

2. DURATION AND STRUCTURE

Total duration: 210 hours

- Weekly schedule: minimum 24 hours per week for 9-10 weeks or 40 hours per week for 6 weeks.
- Dental setting: General dentistry, 80% of the externship hours.
- Dental specialist (Orthodontics, Oral Surgery, Periodontics, Pediatric Dentistry, Endodontics): 20% of externship hours.

3. LEARNING OUTCOMES

At the end of the external work-based experience, students should be able to:

- Explain and demonstrate appropriate skills involved in processing exposed radiographs using digital imaging, identifying radiographic errors, and showing how to correct those errors.
- Explain the role OSHA plays in the operation of the dental office.
- Identify and demonstrate correct operatory disinfection, instrument decontamination, and sterilization techniques.
 - Prepare and dispose of local anesthetic.
 - Take and record vital signs.
 - Identify and explain the use of dental instruments.
 - Discuss the dental assistant's chair-side assisting duties and responsibilities.
 - Explain and be able to demonstrate the use and care of all rotary instruments, proper mixing and placement of a calcium hydroxide cavity liner, placement of varnish in a prepared tooth, placing, wedging, and removal of matrices, and placing and holding an anterior matrix.
 - Demonstrate aspirating techniques on a patient.
 - Discuss and demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts.
 - Discuss the dental assistant's role and responsibilities in working in the field of orthodontics and be able to demonstrate how to perform orthodontic measurements, placement of separators, sizing bands, and placing and ligating arch wires.
 - Discuss preventive dentistry and identify the dental assistant's role in assisting patients with their dental health.
 - Explain the role of HIPAA in the operation of the dental office.
 - Discuss the dental assistant's role in handling dental office emergencies

4. INSTRUCTIONAL METHODS

- Supervised hands-on practice.
- Observation and shadowing of a licensed dentist, a hygienist, and a Registered Dental Assistant.
- Regular feedback and performance evaluations.
- Personal Reflective journaling.

5. ASSESSMENT METHODS

- Weekly performance evaluations by site supervisors.
- Competency checklists for specific skills.
- Student self-assessments.
- Final student evaluation.

6. SITE REQUIREMENTS

- Approved externship site by the ABC Unified School District.

- Extern site complies with Title 16, Division 10, Article 2 of the State Dental Practice Act.
- Will maintain the standards (including OSHA standards) that make it eligible for approval as a practical experience facility for instruction.
- Will permit the educational use of such supplies and equipment as are commonly available in the training facility
- Assist in developing students' soft skill sets.
- Provide networking experiences.

7. STUDENT RESPONSIBILITIES

- Follow all Cal-DOSH, HIPAA Privacy, and California Infection Control Standards.
- Adhere to site policies and procedures.
- Be courteous to every person inside the clinic.
- Must be properly groomed and dressed for clinical practice.
- Participate in all learning activities.

8. PROGRAM COORDINATOR RESPONSIBILITIES

- Establish and maintain relationships with practice sites
- Ensure compliance with accreditation standards
- Monitor student progress and address any issues
- Facilitate communication between the program and practice sites
- Conduct site visits and evaluations

9. CONCLUSION

ABC Adult School's work-based instructional plan provides a comprehensive framework for Dental Assistant students to gain practical experience and develop essential skills. By integrating classroom knowledge with real-world practice, students will be prepared for successful careers in Dental Assistant settings.

ANNUAL REVIEW/REVISION

Date	Administrator; Confirming Plan Review/Revision
8/7/2025	<i>Jeff Heilig</i>
8/13/2026	<i>Jeff Heilig</i>