

ACCREDITATION STANDARDS FOR DENTAL ASSISTING EDUCATION PROGRAMS

Frequency of Citings Based on Required Areas of Compliance

Total Number of Programs Evaluated: 240
January 1, 2014 through June 30, 2020

STANDARD 1- INSTITUTIONAL EFFECTIVENESS – 14 Required Areas of Compliance

<u>Non-Compliance Citings</u>	<u>Accreditation Standard</u>	Required Areas of Compliance	
13	1-1	The program must demonstrate its effectiveness through a formal and ongoing planning and outcomes assessment process that is systematically documented and annually evaluated. This process must include the following:	
6		a.	Dental assisting program goals that include, but are not limited to student outcomes that are consistent with the goals of the sponsoring institution and appropriate to dental assisting education
5		b.	Time-table for implementation that indicates roles and responsibilities of all participants
15		c.	Methods to assess goals and provide outcomes that include, but are not limited to, measures of student achievement
23		d.	Review and analysis of compiled data obtained from assessment methods, and related conclusions
24		e.	Findings and conclusions are used for program improvement, and for revisions to the overall planning and outcomes assessment process
1	1-2	The institution must demonstrate stable financial resources to ensure support of the dental assisting program's stated mission, goals and objectives on a continuing basis.	
		Resources must be sufficient to ensure adequate and qualified faculty and staff, clinical and laboratory facilities, equipment, supplies, reference materials and teaching aids that reflect technological advances and current professional standards.	
	1-3	The sponsoring institution must ensure that support from entities outside of the institution does not compromise the teaching, clinical and research components of the program.	

1	1-4	The authority and final responsibility for curriculum development and approval, student selection, faculty selection and administrative matters must rest within the sponsoring institution.
	1-5	Programs must be sponsored by institutions of post-secondary education which are accredited by an agency recognized by the United States Department of Education.
2	1-6	All arrangements with co-sponsoring or affiliated institutions must be formalized by means of written agreements which clearly define the roles and responsibilities of each institution involved.
9	1-7	There must be an active advisory committee to serve as a liaison between the program, local dental and allied dental professionals and the community.
17		Dentists and dental assistants must be equally represented.

STANDARD 2- EDUCATIONAL PROGRAMS – 124 Required Areas of Compliance

<u>Non- Compliance Citings</u>	<u>Accreditation Standard</u>	Required Areas of Compliance
3	2-1	Admission of students must be based on specific published criteria, procedures and policies that include a high-school diploma or its equivalent, or post- secondary degree.
		Previous academic performance or other predictors of scholastic aptitude and ability must be utilized as criteria in selecting students with the potential to successfully complete the program.
		Applicants must be informed of the criteria and procedures for selection, goals of the program, curricular content, course transferability, scope of practice and employment opportunities for dental assistants.
4	2-2	Admission of students with advanced standing must be based on the same criteria required of all applicants admitted to the program.
4		The program must ensure that advanced standing credit awarded is based on equivalent didactic, laboratory and preclinical content and student achievement.
12	2-3	The program must demonstrate that student enrollment numbers are proportionate to the number of faculty, availability of appropriate classroom, laboratory, and clinical facilities, equipment, instruments, and supplies.
14	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.
13	2-5	The curriculum must be designed to reflect the interrelationship of its biomedical sciences, dental sciences, clinical and behavioral sciences, preclinical and clinical practice.
33		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.

24		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.	
	2-6	Written documentation of each course in the curriculum must be provided to students at the start of each course and include:	
10		a.	The course title, number, description, faculty presenting course and contact information
24		b.	Course content outline including topics to be presented
37		c.	Specific instructional objectives for each topic presented
35		d.	Learning experiences with associated assessment mechanisms
45		e.	Course schedule including time allocated for didactic, laboratory, and clinical learning experiences
49		f.	Specific evaluation procedures for course grade calculation
	2-7	Objective student evaluation methods must be utilized to measure all defined course objectives to include:	
32		a.	Didactic, laboratory, preclinical and clinical content
47		b.	Specific criteria for measuring levels of competence for each component of a given procedure
41		c.	Expectation of student performance elevates as students progress through the curriculum
	2-8	Curriculum content must include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions.	
5		a.	Take/review and record medical and dental histories
3		b.	Take and record vital signs
16		c.	Assist with and/or perform soft tissue extra/intra oral examinations
9		d.	Assist with and/or perform dental charting
8		e.	Manage infection and hazard control protocol consistent with published professional guidelines

18		f.	Prepare tray set-ups for a variety of procedures and specialty areas
3		g.	Seat and dismiss patients
4		h.	Operate oral evacuation devices and air/water syringe
4		i.	Maintain clear field of vision including isolation techniques
6		j.	Perform a variety of instrument transfers
13		k.	Utilize appropriate chairside assistant ergonomics
13		l.	Provide patient preventive education and oral hygiene instruction
23		m.	Provide pre-and post-operative instructions prescribed by a dentist
15		n.	Maintain accurate patient treatment records
32		o.	Identify and respond to medical and dental emergencies
9		Prior to performing these skills/functions in a clinical setting, students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility.	
	2-9	Curriculum content must include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions.	
9		a.	Assist with and/or apply topical anesthetic and desensitizing agents
5		b.	Assist with and/or place and remove rubber dam
11		c.	Assist with and/or apply fluoride agents
7		d.	Assist with and/or apply bases, liners, and bonding agents
7		e.	Assist with and/or place, fabricate, and remove provisional restorations
6		f.	Assist with and/or place and remove matrix retainers, matrix bands, and wedges
7		g.	Assist with and/or remove excess cement or bonding agents
7		h.	Assist with a direct permanent restoration
4		i.	Fabricate trays, e.g., bleaching, mouthguard, custom
3		j.	Preliminary impressions
23		k.	Clean and polish removable dental appliances
8		Prior to performing these skills/functions in a clinical setting, students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility.	

13	2-10	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, program curriculum must include content at the level, depth, and scope required by the state.	
7		Further, curriculum content must include didactic and laboratory/preclinical objectives for the additional dental assisting skills and functions.	
12		Students must demonstrate laboratory/preclinical competence in performing these skills in the program facility prior to clinical practice.	
	2-11	Students must demonstrate competence in the knowledge at the familiarity level in dental practice management:	
5		a.	Computer and dental software
4		b.	Business ethics and jurisprudence
3		c.	Business oral and written communications
4		d.	Inventory systems and supply ordering
4		e.	Maintenance and retention of business records
4		f.	Management of patient information
4		g.	Recall systems
10	2-12	The biomedical science aspect of the curriculum must include content at the in-depth level in bloodborne pathogens and hazard communications standards	
9		and content must be integrated throughout the didactic, preclinical, laboratory and clinical components of the curriculum.	
	2-13	The dental science aspect of the curriculum must include content at the familiarity level in:	
2		a.	Oral pathology
3		b.	General anatomy and physiology
1		c.	Microbiology
3		d.	Nutrition
		e.	Pharmacology to include:
6		i.	Drug requirements, agencies, and regulations
1		ii.	Drug prescriptions
5		iii.	Drug actions, side effects, indications and contraindications
6		iv.	Common drugs used in dentistry
2		v.	Properties of anesthetics
6		vi.	Drugs and agents used to treat dental-related infection

4	2-14	The dental science aspect of the curriculum must include content at the in-depth level in oral anatomy.	
9	2-15	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:	
5		a.	Gypsum
4		b.	Restorative materials
3		c.	Dental cements
4		d.	Impression materials
5		e.	Acrylics and or thermoplastics
6		f.	Waxes
5		g.	Fabrication of casts, temporary crown and/or bridge
19		h.	Abrasive agents used to polish coronal surfaces and appliance
4		i.	Study casts/occlusal registrations
4	2-16	The curriculum must include content at the in-depth level in dental radiology.	
2		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:	
7		a.	Radiation health protection techniques
3		b.	Processing procedures
16		c.	Anatomical landmarks and pathologies
4		d.	Mounting survey of dental images
1		e.	Placing and exposing dental images on manikins
24	2-17	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.	
	2-18	The curriculum must include didactic content at the in-depth level to include:	
		a.	General dentistry
		b.	Dental specialties

		c.	Chairside assisting
3		d.	Dental-related environmental hazards
1		e.	Preventive dentistry
13		f.	Management of dental and medical emergencies
	2-19	The program must demonstrate effectiveness in creating an academic environment that supports ethical and professional responsibility to include:	
5		a.	Psychology of patient management and interpersonal communication
		b.	Legal and ethical aspects of dentistry
2	2-20	The dental assisting program must provide opportunities and encourage students to engage in service and/or community-based learning experiences.	
13	2-21	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.	
11		Students must have a minimum of 300 hours of clinical experience.	
11	2-22	Each student must be assigned to two or more offices or clinics for clinical experience and assisting in general dentistry situations is emphasized.	
2	2-23	The major portion of the students' time in clinical assignments must be spent assisting with, or participating in, patient care.	
3	2-24	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
4		b.	The program administrator retains authority and responsibility for the student
		c.	Policies and procedures for operation of the facility are consistent with the philosophy and objectives of the dental assisting program
		d.	The facility accommodates the scheduling needs of the program

1		e.	Notification for termination of the agreement ensures that instruction will not be interrupted for currently assigned students
		f.	Expectations and orientation are provided to all parties prior to student assignment
3	2-25		Students must maintain a record of their activities in each clinical assignment.
4	2-26		During the clinical phase of the program, program faculty must conduct seminars periodically with students for discussion of clinical experiences.
5	2-27		When clinical experience is provided in extramural facilities, dental assisting faculty must visit each facility to assess student progress.
2			Budgetary provisions must be made to support faculty travel.
25	2-28		Objective evaluation criteria must be utilized by faculty and office or clinical personnel to evaluate students' competence in performing specified procedures during clinical experience.

STANDARD 3- Administration, Faculty and Staff – 25 Required Areas of Compliance

<u>Non-Compliance Citings</u>	<u>Accreditation Standard</u>	Required Areas of Compliance	
1	3-1	The program must be a recognized entity within the institution's administrative structure which supports the attainment of program goals.	
12	3-2	The program administrator must have a full-time commitment to the institution and an appointment which provides time for program operation, evaluation and revision.	
		The program administrator must have the authority and responsibilities for:	
4		a.	Budget preparation
3		b.	Fiscal administration
5		c.	Curriculum development and coordination

3		d.	Selection and recommendation of individuals for faculty appointment and promotion
7		e.	Supervision and evaluation of faculty
3		f.	Determining faculty teaching assignments and schedules
4		g.	Determining admissions criteria and procedures
3		h.	Scheduling use of program facilities
6		i.	Development and responsibilities to maintain CODA accreditation compliance and documentation
1	3-3		The program administrator must be a Dental Assisting National Board “Certified Dental Assistant” or dentist licensed to practice in the state of the program location, with occupational experience in the application of fourhanded dentistry principles, either as a dental assistant or working with a chairside assistant.
3	3-4		The program administrator must have a minimum of a baccalaureate degree or higher.
3			The program administrator must have had instruction in educational theory and methodology, e.g., curriculum development, educational psychology, test construction, measurement and evaluation.
28	3-5		Dental assisting faculty must have background in and current knowledge of dental assisting, the specific subjects they are teaching and educational theory and methodology consistent with teaching assignment, e.g., curriculum development, educational psychology, test construction, measurement and evaluation.
18	3-6		Faculty providing didactic instruction must have earned at least a baccalaureate degree.
16	3-7		Laboratory, preclinical and clinical faculty must hold any current dental assisting credential required by the state in addition to a Dental Assisting National Board “Certified Dental Assistant” credential.
30	3-8		The number of faculty positions must be sufficient to implement the program’s goals and objectives.

24		The faculty/student ratio during radiography and clinical practice sessions must not exceed one instructor to six students.
17		During laboratory and preclinical instruction in dental materials and chairside assisting procedures, the faculty/student ratio must not exceed one instructor for each twelve students.
	3-9	Opportunities must be provided for program faculty to continue their professional development.
	3-10	Faculty must be ensured a form of governance that allows participation in the program and institution's decision-making process.
2	3-11	A defined evaluation process must exist that ensures objective measurement of the performance of each faculty member.
6	3-12	Institutional support personnel must be assigned to facilitate program operation.

STANDARD 4- EDUCATIONAL SUPPORT SERVICES – 45 Required Areas of Compliance

<u>Non-Compliance Citings</u>	<u>Accreditation Standard</u>	Required Areas of Compliance	
3	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.	
1	4-2	A clinical facility must be available for students to obtain required experience with faculty supervision.	
	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
1		e.	High and low speed handpieces
		f.	Oral evacuating equipment
		g.	Work surface for the chairside assistant
	4-4		Each treatment area must accommodate an operator and a patient as well as the student and faculty.
1	4-5		The sterilizing area must include sufficient space for preparing, sterilizing and storing instruments.
	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:
1		a.	Diagnostic
3		b.	Operative
3		c.	Surgical
6		d.	Periodontal
5		e.	Orthodontic
8		f.	Removable and fixed prosthodontics
5		g.	Endodontic
1	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.
	4-8		Each radiography area must provide equipment for faculty supervision and effective instruction to accommodate several students simultaneously that include:
1		a.	Dental radiography units which meet applicable regulations
4		b.	Radiographic teaching manikins
2		c.	Radiographic view boxes and/or monitors
1		d.	Processing units with darkroom capacity or digital equipment
		e.	Multiple sets of image receptor holding devices
2		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
7	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.	
9		There must be an appropriate number of student stations, equipment, supplies, instruments and space for individual student performance of laboratory procedures with faculty supervision.	
	4-10	It is preferable and, therefore recommended, that the educational institution provide physical facilities and equipment which are adequate to permit achievement of the program's objectives. If the institution finds it necessary to contract for use of an existing facility for laboratory, preclinical and/or clinical education, then the following conditions must be met in addition to all existing standards.	
		a.	There is a formal agreement between the educational institution and agency or institution providing the facility
		b.	The program administrator retains authority and responsibility for instruction
		c.	All students receive instruction and practice experience in the facility
		d.	Policies and procedures for operation of the facility are consistent with the philosophy and objectives of the educational program
		e.	Availability of the facility accommodates the scheduling needs of the program
1		f.	Notification for termination of the contract ensures that instruction will not be interrupted for currently enrolled students
	4-11	Classroom space must be provided for, and be readily accessible to, the program.	
2	4-12	Office space must be provided for the program administrator and faculty.	
	4-13	The program must provide adequate and appropriately maintained learning resources to support the goals and objectives of the program.	

	4-14	There must be specific written due process policies and procedures for adjudication of academic and disciplinary complaints, which parallel those established by the sponsoring institution.
2	4-15	The program must provide a mechanism to facilitate student remediation when indicated.

STANDARD 5- HEALTH AND SAFETY PROVISIONS –12 Required Areas of Compliance

<u>Non-Compliance Citings</u>	<u>Accreditation Standard</u>	Required Areas of Compliance
21	5-1	The program must document its compliance with institutional policy and applicable local, state and federal regulations and/or guidelines related to health and safety.
		a. Policies must include:
		i) radiation hygiene and protection,
1		ii) ionizing radiation,
		iii) hazardous materials, and
		iv) bloodborne and infectious diseases
11		b. Policies must be provided to all students, faculty and appropriate support staff and continuously monitored for compliance.
8		c. Policies on bloodborne and infectious disease(s) must be made available to applicants for admission and patients.
	5-2	Students, faculty and appropriate support staff must be encouraged to be immunized against and/or tested for infectious diseases, such as mumps, measles, rubella, hepatitis B and tuberculosis prior to contact with patients and/or infectious objects or materials, in an effort to minimize the risk to patients and dental personnel.
14	5-3	The program must establish and enforce preclinical/clinical/laboratory protocols and mechanisms to ensure the management of emergencies;
9		these protocols must be provided to all students, faculty and appropriate staff.
12	5-4	All students, faculty and support staff must be currently certified in basic life support procedures, including

		cardiopulmonary resuscitation with an Automated External Defibrillator (AED), prior to the direct provision of patient care.
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STANDARD 6- PATIENT CARE SERVICES – 6 Required Areas of Compliance

<u>Non-Compliance Citings</u>	<u>Accreditation Standard</u>	Required Areas of Compliance	
	6-1	The program must conduct a formal system of quality assurance for the patient care program that demonstrates evidence of:	
6		a.	Standards of care that are patient-centered, focused on comprehensive care and written in a format that facilitates assessment with measurable criteria
8		b.	An ongoing review of a representative sample of patients and patient records to assess the appropriateness, necessity and quality of the care provided
	6-2	The program must develop and distribute to appropriate students, faculty, staff and each patient a written statement of patients' rights.	
1	6-3	Patients accepted for dental care must be advised of the scope of dental care available at the dental assisting program facilities.	
1		Patients must also be advised of their treatment needs and appropriately referred for the procedures that cannot be provided by the program.	