

EDAA Continuing Education Library

Course Descriptions

HANDPIECE MAINTENANCE - CCP Links H-1 H-2

This 5 hour course is also a comprehensive manual that everyone responsible for the daily care of handpieces will find beneficial as a reference guide. Dental handpieces are expensive tools that must be cared for properly to ensure that their lifespan is extended. This course presents the reader with an excellent understanding of the types of handpieces and attachments that are used in dentistry. Appropriate cleaning and lubrication methods are carefully detailed with accompanying photos in an easy to follow guide to handpiece maintenance.

ACQUISITION, RECORD KEEPING AND ONGOING MAINTENANCE OF DENTAL EQUIPMENT - CCP Links A-8-3 A-8-4 and H-1 to H-2-5

Your clinic needs to purchase a new sterilizer and a new instrument washer that must meet the requirements for the Infection Prevention and Control Standards and Risk Management for Dentistry in Alberta. Do you know all of the many questions that should be considered? Now that you have purchased a new piece of equipment and it has been installed by an authorized dealer, you must have some kind of system in place to keep track of the warranty and maintenance. This course will provide you with the information you need to save your practice time and money.

VACCINATIONS FOR YOUR HEALTH - CCP Links A-4-3 A-4-4 A-4-5 B-1-1 F-2-5 K-4-3

Advancements in medicine have provided us with the knowledge of viruses and bacteria, how they multiply, spread and cause disease. Learn about the serious illnesses and infections that can take over our bodies and cause serious harm or possible death. In this course you will also learn about immunization and the vaccines that provide protection against specific diseases.

ISSUES IN DENTAL RECORD KEEPING - CCP Links A-10-1 C-3-1 I-1-4

One of the most important roles of the dental assistant is that of the time-consuming, systematic, detailed record-keeper. In creating, updating and maintaining patient records in an accurate, comprehensive way, dental assistants save a lot of work and worry in the long run. This course is designed to provide practical ways to ensure your records are optimal, but also to provide ethical and legal rationales behind the importance of such records. This course was written by experts from the Health Law Institute at the U of A.

ETHICS AT WORK - CCP Links I-1-4 J-1 J-2 J-3

The purpose of this course is to provide you with a deeper understanding of how your decisions and behavior affect the quality of your work and life experience. It is also intended to present you with a practical, easily understandable approach to ethics and to provide you with tools to assist you in working and living more consciously and ethically. As an employee of an organization, you are its "front line." As its representative, you play a large part in the company's growth, profits and customer satisfaction. Therefore, the integrity and honesty with which you work are of great importance to all parties concerned. Not only will *you* benefit from operating ethically at work, so will your co-workers, patients and company.

ORAL HYGIENE AND DENTAL CONCERNS DURING PREGNANCY V2 - CCP Links A-2-1 A-3-1 A-3-3 A-9-1 A-9-2 A-9-4 A-9-5 C-6-4 D-1-1 F-1-2 F-2-2

The course is laid out in three modules, all contained in one document. Each module is designed to assist the learner in understanding the possible links between oral health and the overall health of the pregnant patient. The material is directed toward the expectant female, but in terms of general health, the information can be extrapolated to females who are going through puberty, menstruation and menopause. The quiz at the completion of the course will allow you to take stock of your learning, identify areas that were difficult, and prepare you to take a more proactive role in designing what it is you need to review.

EDAA Continuing Education Library

Course Descriptions

FAMILY VIOLENCE HANDBOOK FOR DENTAL PROFESSIONALS - CCP Links C-3 J-3

This 5 hour course was prepared to help health professionals develop an enhanced awareness of the family violence issue and greater sensitivity in responding to people affected by violence in their lives. This handbook is a guide for all members of the dental team. It deals with how to address the family violence issue in dental practice, the educational setting, the professional association, and the community at large. Course material covers abuse and neglect of children; abuse and neglect of older adults; treating survivors of child sexual abuse; abuse indicators for women; and includes a Family Violence Community Resource template.

UNDERSTANDING CARDIOVASCULAR DISEASE V2 - CCP Links B-5-1 B-5-2 C-3-1 C-3-2 C-3-3 C-3-4

Since our population is aging, and since most of the deaths from CVD will occur in people over the age of 45, we are going to see more and more patients in our dental practices that are living with this condition. A focus on controllable risk factors for CVD will allow dental professionals to educate their patients to reduce their risk of developing one or more of the many conditions affecting the cardiovascular system that lead to CVDs. Do you take a set of baseline vitals for each patient that enters your dental practice? Having a baseline set of vitals will give you valuable information that will help dental staff to respond more effectively during a medical emergency in the dental office. It is also a preventative tool. This information may alert both you and your patient to problems they don't realize they have and allow you to recommend the patient visit their physician for further assessment before proceeding with some dental treatments. Revised in 2012.

UNDERSTANDING ASTHMA V2 - CCP Links A-5 B-5

Asthma is a lower airway disorder. Its technical name is Reversible Obstructive Airway Disease (ROAD). Asthma is a chronic lung condition that causes breathing difficulties due to a narrowing or blockage of the airways in the lungs. This course will review common triggers and asthma management with a look at the different types of medications used as preventers and relievers. The inability to breathe easily is a very frightening experience. It is important that dental staff recognize the signs and symptoms of respiratory emergencies and work together to provide immediate emergency intervention. Revised in 2012

CHOOSING SHADES AND MOULDS - CCP Link E-3-1

Why is this important for a dental assistant? By being able to improve the shade and mould selection process, the dental professional should be able to reduce the amount of try-ins and resets required to produce a prosthesis that the patient is esthetically pleased with as well as one that will function properly without causing any issues with mastication, speech, and wear over time. Shade selection is mostly an esthetics variable and if the dental professional is able to take a more accurate shade, there is less discrepancies between what the patient wants and what is produced for them.

UNDERSTANDING BRAIN ATTACK (STROKE) V2 - CCP Links B-5-1 B-5-2 C-2-2 C-2-3 C-2-4 C-3-2 C-3-3 C-6-4C-6-5

At the conclusion of this course you will: be able to identify the factors that increase the risk of a brain attack; achieve a basic understanding of how the brain works; understand the different types of stroke (including pediatric stroke); be able to identify the warning signs that a patient is experiencing a transient ischemic attack or brain attack; have a basic understanding of the treatment for various types of stroke. You will also understand how to apply this knowledge to your dental practice, will know and be able to apply the first aid test for stroke and will be able to deal with an emergency related to brain attack in a dental setting. Revised in 2012.

CARPAL TUNNEL SYNDROME - CCP Link K-4

Carpal tunnel syndrome (CTS) affects the hands and wrists of people of all ages and occupations. There are activity and environmental factors that increase the probability of developing CTS. This course will describe what CTS is, risk factors, diagnosis, treatment and prevention strategies for those who develop CTS.

EDAA Continuing Education Library

Course Descriptions

BASIC NUTRITION AND ORAL HEALTH - CCP Link A-9

Consuming a well balanced diet is essential for optimum health. In this 5 credit hour course you will learn about the major role that nutrition plays in the healthy development of the teeth, maintenance of oral health and prevention of dental caries. The guidelines set out by the Canada's Food Guide provide the basis for achieving proper nutritional intake and reducing the risk of developing chronic diseases. With a good understanding of the link between poor nutrition and oral disease, Dental Assistants can give their patients practical suggestions that will make their patients' diets healthier and, consequently, improve their oral health.

ORAL COMPLICATIONS OF CANCER TREATMENT - CCP Links A-3 A-5

With more than 1 million new cases of cancer diagnosed each year and a shift to outpatient management, it is likely that you will see some of these patients in your practice. Because cancer treatment can affect the oral tissues, you need to know about potential oral complications. Moreover, preexisting or untreated oral disease can complicate cancer treatment. Medically necessary oral care before, during, and after cancer treatment can prevent or reduce the incidence and severity of oral complications, enhancing both patient survival and quality of life. Your role in patient management can extend benefits beyond the oral cavity.

PATIENTS WITH DIABETES AND PERIODONTAL DISEASE V2 - CCP Links A-3-2 A-3-3 A-5 A-9 C-2 C-3 C-7-4 E-5

This course is laid out in four modules with each module designed to assist the learner in understanding factors involved with patients who present with periodontal disease and a family history of diabetes. Depending on the severity of the periodontal disease demonstrated by the patient, specific treatment plans have to be set out and a commitment from the patient is necessary to realize positive outcomes. The objectives of this course include providing the learner with: an overview of the disease known as diabetes mellitus; an understanding of the interaction of diabetes in the healing process; and an understanding of why inflammation causes such distress in patients with diabetes. In this newly revised course, you will be challenged to think critically about the effects of oral disease and overall better management of diabetes, to apply this learning to other systemic complications and to make a close assessment of current literature to be sure that the findings are real and not just "statistically significant".

COMMUNICATING IN THE DENTAL OFFICE - CCP Links A-10-1 I-1-1 I-1-2 J-1 J-2 J-3

Over the years, dentistry has evolved to include more technological advancements in both the clinical and administrative areas of the practice. Computerization has immersed itself not only at the front desk, but in the operatories as well. This has led to an increased level of crossover between employees in the dental office. The dental assistant not only assists in clinical situations, but also books upcoming appointments and discusses fees with patients while they are in the dental chair. This type of team approach to enhancing the dental experience for the patient through communication is all part of the goal of building successful relationships with patients. This course will provide you with practical tools to assist you in making your communications more effective.

THE PATIENT CENTERED PRACTICE - CCP Links A-10 C-2 I-1

Focusing on providing patients with a positive dental experience every time they come to the clinic is the foundation of the patient centered practice. The backbone of a true patient centered practice lies in the entire team's ability to effectively communicate a caring, positive attitude during the patient's dental experience, from start to finish. The patient centered practice does not limit its focus to the patients of the clinic. The attitude portrayed is extended to anyone who is in contact with the practice. This course will assist you in evaluating your dental practice to ensure it is "Patient Centered".

EDAA Continuing Education Library

Course Descriptions

LATEX ALLERGIES - CCP Links K-4 C-3 B-5

The healthcare industry has been dealing with a recent and growing incidence of an allergy that is affecting its professional work force; that is the allergy to latex. Natural rubber latex protein antigens are exogenous, meaning they come from outside our body. Therefore, keeping these statements in mind, latex allergies can affect our personal and professional lives. In this course you will learn about the types of latex allergies and how dental professionals can minimize or eliminate exposure and the risk of developing latex allergies.

EATING DISORDERS V2 - CCP Links A-3-3 A-9-2 A-9-4 F-2

In the course of carrying out your day to day practice, you, as a front-line oral health care provider may often find yourself suspecting that your client is suffering from an eating disorder. Oral complications are important indicators of eating disorders, manifesting as soon as six months after the eating disorder behavior begins. The oral complications to alert yourself to are: perimylolysis (the erosion of dental enamel), dental caries, xerostomia (mouth dryness), oral mucosa and pharynx irritation, salivary and parotid gland enlargement and cheilosis (red, dry, cracking lips) 2. While eating disorders are not the only cause of these symptoms, they should be considered. This study guide discusses the types of eating disorders that are likely to result in oral complications, outlining their symptoms and other characteristics according to American Psychiatric Association guidelines 3. It will also provide specifics about the oral complications you may observe and an outline of guidelines for providing help to identified sufferers

INFANT ORAL HEALTH - CCP Links A-9 F-2

At first glance it may seem premature to be concerned about the dental health of infants before they even have any teeth visible in their mouths. However, building strong, healthy teeth begins with fetal development, and establishing good oral care habits in early childhood can lead to dental health for an entire lifetime. Children must depend on their parents or caregivers to look after their teeth. In addition, the family dentist and his staff should be prepared to provide support and information to get them off to a good start. This course provides you with a good overview of infant oral health.

MENOPAUSE: EVERY WOMEN'S JOURNEY - CCP Links K-4

It is important to remember that each woman will travel the menopause journey in her own way, according to her life experiences, her present circumstances, her culture, her family history, her values and her beliefs. Because of the way hormones work in the body, with estrogen affecting more than 400 different functions, it is helpful to think of menopause as a process that affects many mind/body systems—not just the ovaries! This means that decisions about how to manage menopause must also address the needs of the whole person.

NUTRIENT DEFICIENCIES ASSOCIATED WITH PERIODONTAL DISEASE - CCP Links C-7 A-9

It can be easy to forget that the health of the mouth, gums, and teeth are often a reflection of the health status of the rest of the body. In fact, dental professionals are often the first to identify systemic health conditions due to signs present in the mouth. This course is a discussion of some of the current research into the nutritional component of periodontal disease. Interestingly, most of these nutrients play a role in the inflammatory cascade and are common treatments for other conditions for which periodontal disease is now showing a correlation.

WHMIS & ME - CCP Links B-4

WHMIS is a national system aimed at ensuring that all employees are trained to work properly with hazardous materials used in the workplace. WHMIS is covered/enforced under the Occupational Health and Safety Act and details supplier, employer, and employee responsibilities. The text for this course was obtained from the Calgary Regional Health Authority (CRHA) booklet entitled "WHMIS & Me: An Introductory Training Booklet For Hospital Employees". Excerpts from the Alberta Dental Association & College (ADA&C) WHMIS Reference Manual were also utilized. **NOTE: It is possible that dental offices may be checked at random for compliance with WHMIS requirements. (All work-sites are covered under the Occupational Health & Safety legislation and a dental office is a worksite!)**

EDAA Continuing Education Library

Course Descriptions

MEDICAL AND DENTAL TERMINOLOGY - CCP Links A-6

Each profession or trade, whether it be law, plumbing, dentistry or computer programming, has its own jargon with which members of a particular group communicate with one another. Whether you are preparing insurance claim forms, discussing treatment plans with your employer, recording treatments, reading professional articles or attending seminars, you will require skills in dental terminology. It is the purpose of this course to assist you in increasing your communicative skills by increasing your knowledge in medical and dental terminology.

ORAL ANATOMY AND PHYSIOLOGY - CCP Links A-1

This course provides an overview of the basic anatomy and physiology relevant to dental health. Whether you are at chairside, working independently, treatment planning or involved in dental administration, a basic knowledge of the names and locations of structures in the oral cavity will assist you in your job.

A GUIDE TO DENTAL INSURANCE - CCP Links incl: I-1 I-2 J-1-1 J-1-6 J-2-1 K-1-4 K-1-5 K-2-4 K-3-1

This course will cover practical day to day use of insurance information, how to obtain and decipher that information, and how to relay that information to the clients in your practice. This information is subject to change as insurance companies are continuously changing their policies, business practices, rules and regulations. The information provided is based on the authors' long standing knowledge of dental insurance. The author will guide you in how to use this knowledge to improve client relations, to help your clients understand their dental treatment and the costs associated with it.

DENTAL SERVICES FOR PEOPLE LIVING WITH HIV/AIDS - CCP Links C-3 K-1-9

In providing dental care, many dental assistants may face the same challenge of providing optimum care and respect for patients while minimizing any health and safety risks for themselves and others. In the case of caring for patients living with HIV, this can be a challenge fraught with questions, concerns and, naturally, a modicum of fear. Through exploring some commonly asked questions about HIV and dental care, this course will attempt to address those questions and to empower dental assistants to provide excellent care while balancing such concerns about health and safety.

PRIVACY LEGISLATION BASICS - CCP Links K-1-5 J-4

The purpose of PIPA is to govern the collection, use and disclosure of personal information by organizations in a manner that balances the rights of the individual with the needs of the organization. It is based on "fair information practices." It is provincial legislation that came into effect on January 01, 2004. It was amended on June 2, 2005. This course will provide you with basic information that will help you to understand PIPA and how it is applied.

MEDICAL HISTORY RECORD KEEPING - CCP Link C-3

It is necessary in the dental office to ensure that we have accurate and current medical information about our patients prior to providing treatment. Common sense, and in fact privacy legislation, requires us to be able to explain to patients why we are collecting specific information. The intent of this course is to discuss the rationale for requiring specific information from patients, not to determine what questions should be on the medical history record.

EFFECTIVE COMMUNICATIONS - CCP Link J-1

Communications is an enormous topic, and there are hundreds of thousands of books, videos and courses in North America alone that focus on helping people communicate more effectively. Any one of them could never address the whole topic. This course focuses on oral communication and specifically on communicating clearly by being aware of different communication styles, approaches, and needs. The course is very practical, giving you tools and techniques you can use immediately to increase your communication effectiveness.

EDAA Continuing Education Library

Course Descriptions

ORTHODONTICS: THE BASICS - CCP Links C-7 E-4

More general practices are doing orthodontic procedures today than in the past. Some are embarking on full corrective banding while others experiment with interceptive appliances. There are courses being offered everywhere, for both dentists and other dental health professionals, on orthodontic treatment procedures and the advancement of the field. And, oh how it has advanced! Although the theories, equipment and materials in orthodontics are rapidly changing, the basics are still the same. It is important for dental personnel to have basic knowledge of the goals and principles of orthodontics.

EMERGENCY STRATEGIES—ARE YOU PREPARED? V2 - CCP Links B-5-1 B-5-2 C-3 C-6-4 C-6-5 J-2-2 J-4-2

As we all know, medical emergencies occur everyday. The development, review, and practice of an emergency plan are essential to providing the best care in an emergency situation. The elderly, the anxious and those with compromised illness are some of the patients that dental professionals are faced with daily. We are often exposed to potential emergency situations, therefore, it is crucial to understand what has to be done in order to prevent, prepare for, and treat an emergency. Would your office be ready?

SCHEDULING FOR SUCCESS - CCP Links A-10 C-3 I-1 J-1

How many times have you heard “Every dental office is different when it comes to scheduling?” Well, it is true, they are. But it seems that all dental offices are not so different when it comes to the stress that can be created in a day by a patient that doesn't show up, or a treatment that goes longer than expected and puts the schedule behind, or a patient that shows up late. These situations appear to be out of our control as members of the dental office. The age-old question is—how do we control them?

WIN WIN CONFLICT RESOLUTION - CCP Link J-3

There is one commonality, one thread that weaves all conflicts together, one piece to the conflict puzzle, one answer to the question, ‘how do we resolve this issue?’ Once there is a miscommunication or misinterpretation, that is not clarified immediately, our emotions get triggered and a simple conversation now becomes an issue. Allow it to simmer and not deal with it, escalates it into a “thing” between people. Continue to ignore it, add more miscommunication and more misinterpretation and you have a serious issue that affects the whole group. This course will help you find a Win Win.

BODY PIERCING AND DENTAL CONCERNS - CCP Link F-2

By no means is body piercing a new practice. It is in fact an ancient practice that has existed for more than 2000 years in other civilizations and other cultures. Nevertheless, just as risks existed in association with these practices in ancient times so they exist today. These risks are of importance to health professionals. Dentists in particular have become concerned about health risks that have been identified as being associated with this behavior. However, it is well documented that behavior change is a complex procedure and may not necessarily be based on knowledge. This course will provide you with information you will need to advise those intrigued with body piercing about the known dangers of this practice and continue to advise and monitor those who insist on pursuing the acquisition of such a piercing. In addition you will be able to identify infection and allergic reactions associated with this practice.

INNERVATION OF THE ORAL CAVITY - CCP Link A-1

Of course, we all remember the trigeminal nerve, or at least it should sound familiar. But can you recall the significance of the anterior superior alveolar nerve or what happens at the semilunar ganglion? If we are to expand our functions as dental health professionals and serve our patients well, perhaps we should jog the old memory bank! This course will help you to review the innervation of the oral cavity.

EDAA Continuing Education Library

Course Descriptions

THE EFFECTS OF CRYSTAL METH ON DENTAL HEALTH - CCP Links B-5 C-3

It is no longer a problem only in inner city or large urban areas. Illicit drug use affects small towns, rural areas and all socio-economic groups. The prevalence of street drugs means that as a dental professional, you should be aware of signs of drug abuse and the oral manifestations of such drugs as crystal meth (aka meth, speed, chalk, crank, fire, glass, crystal)

ORTHODONTICS AND DOWN SYNDROME: A CASE STUDY - CCP Links C-2 E-4

The extent of mental deficiency in individuals with Down syndrome has often been exaggerated in the literature, and this may have caused orthodontists to shy away from treating these patients. Because of medical advances and an improved educational system, as well as recognition of oral characteristics, individuals with Down syndrome present with improved and promising health and can be incorporated into any orthodontic practice.

TEMPOROMANDIBULAR JOINTS: AN INSIGHT - CCP Link A-1

Temporomandibular joints are the most marvelously complex joints in the human body. They can do wonderful things when they are working well. Unfortunately, more can, and does go wrong with the temporomandibular joints than possibly any other joint in the body. The purpose of this course will be to present an overview of the anatomy, physiology and pathology of these joints and hopefully provide some insight into treatment approaches.

EDUCATING YOUR PATIENTS ABOUT HAND WASHING - CCP Link B-2

Promoting wellness by encouraging hand washing is the first step in curbing antibiotic resistance. Dental professionals are well positioned to encourage hand washing with their patients because routine infection control measures, such as gloving and masking, are clearly visible. This provides an ideal opportunity to promote hygiene and disease prevention with the public. This course will assist you in communicating the importance of hand washing to patients.