

GDA Expanded Duties Enrollment Packet

Thank you for requesting information on the Georgia Dental Association Expanded Duties program. This is the information you will need to register for an Expanded Duties course.

HOW TO REGISTER FOR A COURSE:

1. Complete the Registration Form for each assistant (see page 8).
2. Check the appropriate box on the Registration Form on page 8 to indicate if you would like to download the study guide(s) at no additional charge **OR** have your study guide(s) mailed to you at an additional charge.
3. Complete the Affidavit of Eligibility for each assistant (see page 8).
4. Sign the Policy on Academic Dishonesty (see page 5).
5. Mail **check payment or money order** for courses selected along with completed packet. Make checks out to "Georgia Dental Association."
6. Mail proof of current CPR certification along with the registration form.

The GDA reserves the right to cancel any class that does not meet minimum participation requirements.

Current CPR certification for each assistant is mandatory for enrollment!

Courses are offered on a **FIRST COME, FIRST SERVED** basis! **Registration will close when a course reaches capacity, or one month / 30 days prior to course, whichever comes first.** (This is to allow the assistant to become familiar with course study guides and gather all required clinical materials.) To register, send a completed registration form, a completed affidavit, copy of current CPR certification, and check payment or money order. Only complete registration packets will be accepted. **Spots will not be held in a course for an assistant with an incomplete application** (i.e. no CPR certification). All registrations will be processed in the order they are received.

COURSE PAYMENT DETAILS:

Course Number	GDA Member	Non-Member
Course IV	\$220.00	\$380.00
Course V	\$120.00	\$200.00
Course VI	\$120.00	\$200.00
Course IV, V, VI	\$370.00	\$670.00
Course IV, V	\$295.00	\$520.00
Course IV, VI	\$295.00	\$520.00
Course V, VI	\$200.00	\$345.00

Pricing is based on the membership of the DENTIST (i.e., whether or not the dentist is a member of the GDA).

All registration fees may be transferred to another course date if notification is received **at least 30 days prior** to the scheduled course date. Cancellations or transfers after that time will not be permitted. **THERE ARE NO REFUNDS.**

IF YOU CHOOSE NOT TO DOWNLOAD YOUR STUDY GUIDE(S) FROM THE GDA WEB SITE, the study guide(s) will cost as listed below (this is IN ADDITION to the Course Payment as listed above). Your 2010 and beyond study guides reflect important changes to the Board rules! Please do not use study guides printed before 2010!

- **\$25 for Course IV, V & VI** study guides and other informational material.
- **\$10 for Course IV** study guide and other informational material.
- **\$10 for Course V** study guide and other informational material.
- **\$10 for Course VI** study guide and other informational material.

SEND YOUR COMPLETED REGISTRATION PACKETS TO:

Georgia Dental Association
Attn: Phyllis Willich
7000 Peachtree Dunwoody Rd NE
Suite 200 Building 17
Atlanta GA 30328-1655

Questions? Call Phyllis Willich at (800) 432-4357 in Georgia, or (404) 636-7553 in Metro Atlanta, or email willich@gadental.org.

CURRENT COURSE SCHEDULE

Courses are offered on a **FIRST COME, FIRST SERVED** basis only. **Registration will close when a course reaches capacity, or one month in advance of the course, whichever comes first.** (This is to allow the assistant to become familiar with their course study guides and gather all required clinical materials.) To register, send a completed registration form, an

affidavit, copy of current CPR certification, and check payment quickly. Only complete registration packets will be accepted. **Spots will not be held in a course for an assistant with an incomplete application** (i.e. no CPR certification). All registrations will be processed in the order they are received.

Columbus Technical College

August 5-6, 2011

West Central Technical College

June 10-11, 2011

(Courses fill up rapidly. Courses listed here as open may fill up before you can submit your application; call the GDA office to check course availability.)

EXPANDED DUTIES COURSES:

FOR A FULL DESCRIPTION OF THE MATERIALS REQUIRED FOR EACH COURSE, AND THE PROCEDURES EACH ASSISTANT WILL LEARN IN EACH COURSE, PLEASE READ PAGES 2 - 5 CAREFULLY!

COURSE IV:

- A) Alginate Impressions for Denture Repair
- B) Face Bow Registration
- C) Tissue Retraction
- D) Liners and Bases
- E) Provisional Restorations
- F) Fabrication of Bruxism Appliances

To successfully complete the clinical portion of this course, each participant will fabricate a three-unit temporary bridge as per the criteria found in the study guide.

COURSE V:

- A) Periodontal Pack
- B) In-Office Bleaching
- C) Dentin Bonding
- D) Desensitization

To successfully complete the clinical portion of this course, each assistant must successfully place periodontal dressing on a stone model, and place liners and bases on prepared teeth. An assistant must also pass a written test on the subjects listed.

COURSE VI*:

- A) Monitor Nitrous Oxide
- B) Fluoride Application
- C) Sealants
- D) Dry Socket Redressing

To successfully complete the clinical portion of this course, each assistant must successfully perform and receive a fluoride treatment with another person in the class, and place sealants on a minimum of three posterior teeth. An assistant must also pass a written test on the subjects listed.

*** Course VI is the only course covering functions used in pediatric practices, and should be the only Expanded Duties course pediatric assistants need.**

COURSE IV ARMAMENTERIA

To successfully complete the clinical portion of this course, each participant will complete the following procedure:

1) Temporary bridge—Each participant will successfully fabricate a three-unit temporary bridge as per “Temporary Bridge”—Criteria” (found at the beginning of that section in the study guide).

For the required clinical tasks the GDA Expanded Duties program will provide the following:

1) Temporary bridge fabrication—The GDA will provide pre-op model and putty for fabrication of a matrix. The GDA will also provide a prepared model on which a temporary bridge may be fabricated.

For the required clinical task YOU will provide:

1) Each participant will bring three (3) temporaries that s/he has fabricated prior to the course, as well as the models on which the temporaries were made. At least one of the temporaries will be a three-unit bridge or larger.

2) General needs—You will provide any disposables that you need (patient napkins, cotton rolls, gauze, etc.) as well as napkin chains and any instruments you require to complete the tasks.

3) Temporary bridge fabrication—You will provide the temporary material (acrylic, BIS-GMA, etc.) of your choice. You will provide burs, stones, separating disks, etc. required to fabricate a three-unit bridge as well as a lab engine (preferred) or air-driven handpiece. You will provide articulation ribbon to verify occlusion. **If you bring a handpiece that you use in the operatory, be sure that you bring the motor as well.**

4) If you plan to use Bisacryl (BIS-GMA) material such as Integrity, Luxatamp, Protemp, or any of the myriad other choices of self-mixed (caulking gun style) temporary material, **MAKE SURE YOU HAVE PRACTICED ON A PLASTIC MODEL.** It doesn't work on plastic like it does on the mouth! Regular acrylic works much better on the plastic dentoforms. **PRACTICE, PRACTICE, PRACTICE!**

5) Any other materials, supplies, or instruments that you require for the successful completion of the tasks as set forth above. If you use different materials in your office, feel free to bring what you are accustomed to using. You are not required to use the supplies provided by GDA.

COURSE V ARMAMENTERIA

To successfully complete this course and receive the certificate that allows you to legally perform these expanded functions in Georgia, you must pass the written test. There is no clinical or “hands-on” portion at this time. To pass the written test, you need to have reviewed all of the written material and discussed it with your doctor before attending the course. S/He signed an affidavit when registering you for your course(s) stating that s/he would help you in preparation for this course. **Failure of this test will result in the applicant having to repeat the entire course at a later date with an additional fee.**

COURSE VI ARMAMENTERIA

To successfully complete the clinical portion of this course, each participant will complete the following procedures:

1) Perform and receive a fluoride treatment with a partner from the class. A fluoride treatment is four (4) minutes in length.

2) Place sealants on a minimum of three posterior teeth.

For the required clinical tasks the GDA Expanded Duties program will provide the following:

1) Fluoride treatment—The GDA will provide topical fluoride and disposable trays.

2) Sealant placement—This is so individualized that you will provide everything that you will need for this task.

For the required clinical tasks you will provide:

1) General needs—You will provide any disposables that you need (patient napkins, cotton rolls, gauze, etc) as well as napkin chains and any instruments you require to complete the tasks.

2) Fluoride treatment—Any special trays or fluoride that you might require.

3) Sealant placement—A minimum of three (3) unprepared posterior (grooved) teeth that are mounted in stone for ease in handling and placing of the sealants. Bring a sealant kit of your choice.

4) Any other materials, supplies, or instruments that you require for the successful completion of the tasks as set forth above. You are not required to use any of our supplies; you may wish to use the materials from your office since you will be more familiar with them.

FINAL NOTE:

To successfully complete ANY Expanded Duties course and receive the certificate that allows you to legally perform these expanded functions within the State of Georgia, you must PASS both the WRITTEN test and the CLINICAL portion of the course or courses for which you have registered.

To PASS the written test, you need to have reviewed all of the written material and discussed it with your doctor BEFORE attending any course (the doctor must sign an affidavit stating that he or she will help you in preparation for this course BEFORE you may register).

To PASS the clinical portion of this course, you must have practiced the clinical procedures PRIOR to attending the course so that you have a feel for working with the materials of your choice. (Once again, your doctor has agreed to help you). And you MUST have all of the materials you require to perform the clinical tasks with you on the day of the course.

Failure of either portion (written test or clinical) will result in the applicant having to repeat the entire course at a later date and with an additional fee.

GEORGIA DENTAL ASSOCIATION POLICY ON ACADEMIC DISHONESTY—Must be signed and returned with packet!

Academic dishonesty, to include cheating in any form, plagiarism, bribery, collusion, disorderly conduct, and falsification of information, is considered a serious offense and will be dealt with severely. The Georgia Dental Association dentist / instructor has been designated as the primary administrator for the initial implementation of actions necessitated by a violation of the standards of conduct or behavior. In general, disciplinary actions result from complaints by faculty, staff, or fellow students caused by some specific student action or activity.

Students are expected to uphold a standard of conduct relating to academic honesty. Each student assumes full responsibility for the content and integrity of the academic work he or she submits. The guiding principle of academic integrity shall be that a student's submitted work, examinations, and clinical projects must be the student's own work. A student shall be guilty of academic dishonesty if he/she:

1. Represents the work of others as his/her own.

Examples: If someone else completes an assignment and you write your name on the work and/or turn it in as your own, that's cheating.

2. Uses or obtains unauthorized assistance in any academic work.

Examples: If you ask another person for assistance on work you have been asked to complete independently, that's cheating. If you take information from another person without his/her permission and/or knowledge, that's cheating.

3. Gives unauthorized assistance to other students.

Examples: If you give someone a copy of the work you have completed so he/she can turn in the work as his/her own, that's cheating. If you give another person assistance on work that should be completed independently, that's cheating.

4. Engages in disorderly conduct during any course.

Examples: If any person pushes, strikes, physically assaults (including acquaintance rape), harasses (verbally, physically, or sexually), hazes or threatens any member of the faculty, staff, participant, or student of any GDA program or course, that amounts to disorderly conduct.

It is permissible to assist classmates in general discussions of clinical techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor—not other classmates.

The penalty for violating these guidelines on academic dishonesty is severe. Any student violating these guidelines is subject to receive a failing grade for the course and will be dismissed immediately from the Georgia Dental Association's "Expanded Functions for Dental Assistants" courses with no certificates being awarded. Furthermore, the student will be banned from any future Georgia Dental Association courses. **If a student is unclear about whether a particular situation may constitute an instance of academic dishonesty, the student should meet with the instructor to discuss the situation. By signing this document, the dental assistant or dental assisting student agrees that he or she has read the above guidelines on academic dishonesty and agrees to abide by its terms.**

Assistant or Student Name (please print):

Assistant or Student Signature

Class

Date of Signature

GEORGIA BOARD OF DENTISTRY RULES 150-9-.01 and 150-9-.02 GOVERNING DENTAL ASSISTANTS AND EXPANDED DUTIES DENTAL ASSISTANTS

Dentist/Assistant: PLEASE read this rule before completing the Registration Form and the Affidavit of Eligibility on page 8.

150-9-.01 General Duties of Dental Assistants.

(1) A dental assistant shall be defined as one who is employed in a dental office to perform certain duties that assist the dentist. It is expected that the dental assistant will be familiar with the operations performed in the conduct of a dental practice; specifically, the sterilization of instruments, the general hygiene of the mouth, secretarial work, making appointments and bookkeeping. Under no circumstances may he or she perform any of the operations catalogued as dental hygiene treatments in Board Rule 150-5-.03(5).

(2) Direct supervision and control as it pertains to a dental assistant shall mean that a dentist licensed in Georgia is in the dental office or treatment facility, personally diagnoses the condition to be treated, personally authorizes the procedures and remains in the dental office or treatment facility while the procedures are being performed by the dental assistant and, before dismissal of the patient, evaluates the performance of the dental assistant.

(3) In addition to routine duties, the general duties identified below may be delegated to dental assistants under the direct supervision of a licensed dentist. These duties may only be delegated in those instances when they are easily reversible and will not result in increased risk to the patient:

- (a) Make impressions with irreversible hydrocolloid for diagnostic models and opposing models.
- (b) Place and expose radiographs with such training as may be required by law.
- (c) Remove sutures — other than wire sutures.
- (d) Remove periodontal dressing.
- (e) Place and remove rubber dams.
- (f) Apply topical anesthetic.

(g) Remove visible excess cement from supramarginal areas of dental restorations and appliances with non-mechanical hand instruments.

(h) Fabricate extraorally temporary crowns and bridges.

(i) Cement temporary crowns and bridges with intermediate cement.

(j) Remove temporary crowns and bridges seated with intermediate cement.

(k) Place intracoronal temporary restorations using intermediate cement.

(l) Place drying and deoiling agents prior to the cementation of permanent crowns and bridges.

(m) Remove dry socket medication.

(n) Place and take off a removable prosthesis with a pressure sensitive paste after the appliance has been initially seated by the dentist.

(o) Etch unprepared enamel.

(p) Polish the enamel and restorations of the anatomical crown; however, this procedure may only be executed through the use of a slow speed handpiece (not to exceed 10,000 rpm), rubber cup and polishing agent. This procedure shall in no way be represented to patient as a prophylaxis. This procedure shall be used only for the purpose of enamel preparation for:

1) Bleaching, 2) Cementation of fixed restorations, 3) Bonding procedures including supramarginal enamel restorations after removal of orthodontic appliances. No direct charge shall be made to the patient for such procedure.

(q) Dry canals with absorbent points and place soothing medicaments (not to include endodontic irrigation); and place and

remove temporary stopping with non-mechanical hand instruments only.

(r) Place matrix bands and wedges.

(s) Select, pre-size and seat orthodontic arch wires with brackets which have been placed by the dentist. Adjustment of the arch wire may only be made by the dentist.

(t) Select and pre-size orthodontic bands which initially must be seated by the dentist.

(u) Place and remove pre-treatment separators.

(v) Cut and tuck ligatures, remove ligatures and arch wires, remove loose or broken bands.

(w) Remove and recement loose bands that previously have been contoured and fitted by a dentist, but only after a dentist has examined the affected tooth and surrounding gingival and found no evidence of pathology.

150-9-.02 Expanded Duties of Dental Assistants.

(1) To meet the requirements of an expanded duty dental assistant, a dental assistant must have a high school diploma, or the equivalent thereof, proof of current CPR certification and a certificate documenting that he or she has successfully completed the course pertaining to the specific duties outlined in that certificate. Only those expanded duties, which are listed on the certificate(s), may be performed by an expanded duty dental assistant. An expanded duty dental assistant certificate may be issued by an accredited dental assisting program, a dental hygiene school, a dental school or a professional association recognized and approved by the Georgia Board of Dentistry to a candidate who has successfully completed the required certificate courses (each of which must be a

minimum of four hours) from an accredited dental assisting program, a dental hygiene school, a dental school or professional association recognized and approved by the Georgia Board of Dentistry and met all other requirements of an expanded duty assistant; and completed an examination demonstrating competency in specific duties that is administered by a licensed dentist on behalf of the accredited dental assisting program, dental hygiene school, dental school or professional association recognized and approved by the Georgia Board of Dentistry.

(2) Eligibility for taking said courses requires that the candidate meet at least one of the following criteria:

(a) Possess current certification that the candidate is a Certified Dental Assistant.

(b) Be a graduate of a one (1) year accredited dental assisting program or a dental assisting program approved by the Board or be eligible for graduation.

(c) Have been employed as a chair side assistant by a licensed dentist for a continuous six (6) month period within the previous three (3) years. (Note: An expanded duties certificate would be issued to a candidate only upon proper proof of graduation.)

(3) The employer of the expanded duty assistant shall have readily available in the dental office a copy of the certificate(s) issued from the sponsor of the accredited course(s) of study to the expanded duty dental assistant. The expanded duties specific to the course(s) taken and in which [a] certificate(s) [has/have] been issued may be delegated to dental assistants, who are performing their duties under the direct supervision of a licensed dentist. The following expanded duties may be delegated to those assistants meeting the educational requirements established by Board Rule 150-9-.02(1) and possessing a certificate(s) of the course(s) taken delineating the duties specific to that course.

(a) Apply desensitizing agents to root surfaces of teeth and prepared dentinal surfaces of teeth prior to cementation of temporary restorations and crowns, bridges, or inlays.

(b) Place cavity liner, base or varnish over unexposed pulp.

(c) Intraoral fabrication of temporary crowns and bridges. All such adjustments must be performed extraorally.

(d) Perform face bow transfer.

(e) Make impressions to be used to repair a damaged prosthesis.

(f) Place periodontal dressing.

(g) Redressing (not initial placement of dressing) and removing dressing from alveolar sockets in post-operative osteitis when the patient is uncomfortable due to the loss of dressing from the alveolar socket in a diagnosed case of post-operative osteitis.

(h) Make impressions with irreversible hydrocolloid to be used to fabricate a night guard (bruxism or muscle relaxation appliance). All adjustments must be performed extraorally. Final adjustment must be made by the dentist.

(i) Monitor the administration of nitrous oxide/oxygen; turn off nitrous oxide/oxygen at the completion of the dental procedure and make adjustments to the level of nitrous oxide/oxygen, but only following the specific instructions of the dentist.

(j) Apply topical anticariogenic agents.

(k) Apply pit and fissure sealants, and primer and bonding agents to etched enamel or dentin; and light-cure with a fiber-optic light source (not to include the use of a laser device).

(l) Packing and removing retraction cord, as prescribed by the dentist, so long as said cord is used solely for restorative dental procedures.

(m) Changing of bleaching agent, following initial applications by the dentist, during the bleaching process of vital and non-vital teeth after the placement of a rubber dam; and applying the fiber-optic light source of a curing light for activation of the bleach (not to include the use of a laser device).

(n) Rebond brackets after a licensed dentist has examined the affected tooth and surrounding gingiva and found no evidence of pathology.

(o) Remove bonded brackets with hand instruments only.

(p) Make impressions for passive orthodontic appliances.

(q) Apply primer and bonding agents to etched enamel or dentin; and light cure with fiber-optic light source (not to include use of a laser device).

150-9-.03 Prohibited Use of Technologies by Dental Assistants.

(1) General and expanded duty dental assistants shall not utilize laser equipment and technology in the course of the performance of their duties which are otherwise authorized by these rules.

(2) General and expanded duty dental assistants shall not utilize intraorally micro etching and/or air polishing equipment and technologies in the course of the performance of those duties otherwise authorized by these rules.

EXPANDED DUTIES REGISTRATION FORM (Complete form & affidavit)

DENTAL ASSISTANT FULL NAME: _____

NAME OF DENTIST EMPLOYER: _____ GA LICENSE #: _____

IS DENTIST A GEORGIA DENTAL ASSOCIATION MEMBER? _____ YES _____ NO

_____ I CHOOSE TO DOWNLOAD THE STUDY GUIDE(S) AT NO CHARGE.

_____ I CHOOSE TO HAVE STUDY GUIDE(S) MAILED TO THE FOLLOWING ADDRESS FOR AN ADDITIONAL CHARGE.

DENTIST OFFICE ADDRESS: _____

(Please fill in address EVEN IF you plan to obtain your studyguides from the GDA site) CITY _____ STATE _____ ZIP _____

DENTIST PHONE: _____

DENTIST FAX: _____

DENTAL ASSISTANT STATUS: _____ CDA _____ ASSISTING SCHOOL GRADUATE*

_____ 6-MONTH EMPLOYEE OF DENTIST NAMED ABOVE

* Name of Assisting School: _____

DATE/LOCATION REQUESTED: 1st Choice Date / Location _____

(Example: Lanier Tech, Nov. 4-5)

2nd Choice Date / Location _____

COURSE(S) REQUESTED: _____

(Example: Courses IV and VI)

AFFIDAVIT OF ELIGIBILITY (To be completed by dentist & assistant)

I (the dentist) have read the above requirements as set forth by the Georgia State Board of Dentistry and certify that

(Assistant Name) _____

meets the above requirements. I further recommend her or him as experienced and qualified to take the course and will spend the time necessary prior to the course in instruction and review to adequately prepare her/him for satisfactory completion of the course. I understand that if she or he is inadequately prepared for either the written or practical portion of the course, that she or he will not receive a certificate and course fees will be forfeited.

SIGNED: _____ DATE: _____

(Dentist Signature)

I (the assistant) have read the above requirements and am eligible to take this course. I consider myself qualified and experienced. I will review the information provided and understand a certificate may not be issued if I do not show satisfactory skills in the duties to be covered.

SIGNED: _____ DATE: _____

(Assistant Candidate Signature)

The Georgia Board of Dentistry requires each assistant to have current CPR certification prior to taking an Expanded Duties course. A copy of the CPR card (front and back) should be attached to this affidavit upon submission.