



APPLICATION FOR APPROVAL OF A COURSE IN CORONAL POLISHING BY AN RDA

\$300 non-refundable application fee payable to DBC is required for processing.

Please return one original and two copies of this application and required documents. One copy may be on disk.

Receipt #: _____
 File #: _____

APPLICANT (Sponsor of course) **Telephone Number**

ADDRESS

CLINICAL FACILITY ADDRESS (IF DIFFERENT)

TYPE OF PROGRAM: RDA _____ CERTIFICATION _____ CONTINUING EDUCATION _____

TYPE OF PROGRAM: (Must be postsecondary educational level)

Community College _____ Dental School _____ Private School _____

Vocational Program _____ Other specify) _____

PROGRAM FACULTY

Name of Program Director: _____

RDA ___ RDH ___ DDS ___ License No. _____ Exp _____

Instructors Name

(Indicate license type)

_____	License No _____	Expires _____
_____	License No. _____	Expires _____
_____	License No. _____	Expires _____
_____	License No. _____	Expires _____
_____	License No. _____	Expires _____

The RDA instructors shall hold a valid California certificate in coronal polishing, current RDA licensure, current CPR certification and teaching credentials. **(Attach copies of all.)**

Course Length

The program shall be of sufficient duration for the student to develop minimum competence in coronal polishing, but shall in no event be less than 12 clock hours, including at least 4 hours of didactic training, at least 4 hours of laboratory training, and at least 4 hours of clinical training.

The course director must have the education, background, and occupational experience necessary to understand and fulfill the course goals. He/she shall actively participate in and be responsible for the day-to-day administration of the course including the following:

Provide guidance of didactic, laboratory and clinical assignments.

Maintain for a period of not less than 5 years:

Copies of curricula, course outlines, objectives, grading criteria, faculty credentials, licenses, certifications, and individual student records including those necessary to establish satisfactory completion of the course.

Inform the board of any changes to the course content, physical facilities, and/or faculty, within 10 days of such changes

Please provide a memo of understanding that the Course Director is aware of his/her responsibilities with regard to course approval.

Evidence of Completion

A certificate or other evidence of completion shall be issued to each student who successfully completes the course.

5. Please provide a copy of the proposed certificate to be issued.

Facilities and Resources

Facilities and class scheduling shall provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in coronal polishing. Such facilities shall include safe, adequate and educationally conducive:

Lecture classrooms -Classroom size and equipment shall accommodate the number of students enrolled. **(Please provide a diagram and description)**

Operatories -Operatories shall be sufficient in number to allow a ratio of at least one operatory for every six students at any one time. **(Please provide a diagram and description)**

6. How many operatories does the facility have? _____
7. Each operatory shall replicate a modern dental office containing functional equipment and be of sufficient size to accommodate a student, and instructor, and a patient at one time. Please indicate the equipment contained in each operatory.
 - operator and assistant stools
 - adjustable light
 - work surface
 - slow-speed handpiece
 - power-operated chair for treating patients in a supine position;
 - all other armamentarium required to instruct in the performance of coronal polishing.
 - air-water syringe
 - oral evacuation equipment
 - hand-washing sink

Laboratories - The location and number of general use equipment shall assure that each student has the access necessary to develop minimum competency in coronal polishing. Protective eyewear is required for each student.

8. Please describe the lab activities. (i.e. do you use typodonts or manikins)
9. Does the general use equipment assure each student access? _____

10. **Does each student have his or her own pair of protective eyewear?** _____

Infection Control -The program shall establish written clinical and laboratory protocols to ensure adequate asepsis, infection and hazard control, and disposal of hazardous wastes, which shall comply with the board's regulations and other Federal, State, and local requirements. The program shall provide such protocols to all students, faculty, and appropriate staff to assure compliance with such protocols. Adequate space shall be provided for preparing and sterilizing all armamentarium. **(Please provide a diagram and description of the sterilization area)**

11. **Are there written clinical and laboratory protocols to ensure asepsis?** _____

Please provide a copy of the asepsis protocol.

Emergency Materials/Basic Life Support - A written policy on managing emergency situations must be made available to all students, faculty, and staff.

12. Has the written policy on managing emergency situations been provided to students, faculty and staff? _____

Please provide a copy of the policy on managing emergency situations.

All students, faculty, and staff involved in the direct provision of patient care must be certified in basic life support procedures, including cardiopulmonary resuscitation. Re-certification intervals may not exceed two years. The program must document, monitor, and ensure compliance by such students, faculty, and staff.

Program Content

Sufficient time shall be available for all students to obtain laboratory and clinical experience to achieve minimum competence in the various protocols used in the performance of coronal polishing.

13. Please provide a detailed course outline that clearly states curriculum subject matter and specific instruction hours in the individual areas of didactic, laboratory, and clinical instruction.

Theoretical aspects of the program shall provide the content necessary for students to make judgments regarding the performance of coronal polishing. The course shall assure that students who successfully complete the course can perform coronal polishing with minimum competence.

14. Please provide general program objectives and specific instructional unit objectives and include theoretical aspects of each subject as well as practical application.

Objective evaluation criteria shall be used for measuring student progress toward attainment of specific course objectives. Students shall be provided with specific unit objectives and the evaluation criteria that will be used for all aspects of the curriculum including written and practical examinations. The program shall establish a standard of performance that states the minimum number of satisfactory performances that are required for each procedure.

15. Please provide a copy of the objective evaluation criteria used to measure student progress.

16. Please provide a copy of the task/product evaluation forms .

17. Please provide a copy of the standard of performance established by the program that defines the minimum satisfactory performances required for each procedure.

Areas of instruction shall include at least the following as they relate to coronal polishing:

Coronal Polishing Basics

- Legal requirements
- Description and goals of coronal polishing
- Indications and contraindications of coronal polishing
- Criteria for an acceptable coronal polish

18. Do the areas of instruction include all of the above? _____

Principles of plaque and stain formation

- Clinical description of plaque, intrinsic and extrinsic stains, and calculus
- Etiology of plaque and stain
- Clinical description of teeth that have been properly polished and are free of stain
- Tooth morphology and anatomy of the oral cavity as they relate to polishing techniques and to retention of plaque and stain

19. Do the areas of instruction include all of the above? _____

Polishing materials

- Polishing agent composition, storage and handling
- Abrasive material composition, storage, handling, and factors that affect rate of abrasion
- Disclosing agent composition, storage and handling
- Armamentaria for disclosing and polishing techniques
- Contraindications for disclosing and polishing techniques

20. Do the areas of instruction include all of the above? _____

Principals of tooth polishing

- Clinical application of disclosing before and after a coronal polish
- Instrument grasps and fulcrum techniques
- Purpose and techniques of the mouth mirror for indirect vision and retraction
- Characteristics, manipulation and care of dental handpieces when performing a coronal polish
- Pre-medication requirements for the compromised patient
- Use of adjunct materials for stain removal and polishing techniques
- Techniques for coronal polishing of adults and children
- Procedures for cleaning fixed and removable prosthesis and orthodontic
- Appliances
- Disclosing and polishing evaluation criteria

21. Do the areas of instruction include all of the above? _____

Infection control protocols

22. Do the areas of instruction include all infection control protocols required in the regulations?

Please provide a copy of the school's infection control protocols.

There shall be no more than 6 students per instructor during laboratory instruction. Sufficient time shall be available for all students to obtain laboratory experience to achieve minimum competence in the performance of coronal polishing prior to the performance of procedures on patients.

Clinical instruction shall be of sufficient duration to allow the procedures to be performed to clinical proficiency, which may include externship instruction as provided in subdivision (h). There shall be no more than 6 students per instructor during clinical instruction. Clinical instruction shall include clinical experience on at least three patients, with two of the three patients used for the clinical examination.

23. Does the course provide for no more than 6 students per instructor in clinical instruction? _____

24. Are all students completing 3 clinical patients? _____

Externship Instruction

If an extramural clinical facility is utilized for clinical instruction, students shall, as part of an organized program of instruction, be provided with planned, supervised clinical instruction in the application of coronal polishing.

The program director/coordinator or a dental faculty member shall be responsible for selecting extern clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment.

The program faculty and clinic personnel shall use objective evaluation criteria.

25. Please provide a copy of the objective evaluation criteria/task evaluation sheets.

The program director/coordinator or a dental faculty member prior to the student assignment shall orient dentists who intend to provide extramural clinical practices. Orientation shall include the objectives of the course, the preparation the student has had for the clinical assignment, and a review of procedures and criteria to be used by the dentist in evaluating the student during the assignment.

26. Are the dentists provided with the criteria for evaluation of student performance? _____

There shall be a written contract of affiliation with each extramural clinical facility utilized by the program. Such contract shall describe the settings in which the clinical training will be received, affirm that the clinical facility has the necessary equipment and armamentarium appropriate for the procedures to be performed, and affirm that such equipment and armamentarium are in safe operating condition.

Please provide a copy of the contract used for the extramural facility.

Evaluation and Examination

Upon completion of the course, each student must be able to:

- Identify the major characteristics of oral anatomy, histology, physiology, oral pathology, normal/abnormal anatomical and physiological tooth descriptions, morphology and microbiology as they relate to coronal polishing.
- Explain the procedure to patients
- Recognize decalcification and mottled enamel
- Identify plaque, calculus and stain formation within the oral cavity
- Identify the indications and contraindications for disclosing and coronal polishing
- Identify the pre-medications for the compromised patient
- Utilize proper armamentaria in an organized sequence for disclosing and polishing
- Perform plaque disclosure
- Demonstrate the proper instrument grasp, fulcrum position, and cheek/tongue retraction
- Select and dispense the proper amount of polishing agent
- Demonstrate proper polishing techniques using appropriate cup adaptation, stroke, and handpiece use
- Demonstrate the use of floss, tape, and abrasive strips when appropriate
- Demonstrate techniques for cleaning fixed and removal prosthesis and orthodontic appliances
- Maintain aseptic techniques including disposal of contaminated material.

Each student shall pass a written examination that reflects the entire curriculum content.

Please provide a copy of the final examination and the answer key.

Each student shall pass a clinical examination in which the student successfully completes coronal polishing on two of the three clinical patients required for clinical instruction.

This application reflects the requirements of Regulation Section 1070.4 (Approval of course in coronal polishing), which each course must meet to secure and maintain approval by the Dental Board to instruct in coronal polishing.

I certify under penalty of perjury under the laws of the State of California that this application and all attachments are true and correct.

Signature of Course Director or Owner

Date

CORONAL POLISHING COURSE REGULATIONS

Includes Changes Through January 1, 2006

1070.4. Approval of Coronal Polishing Courses.

The following minimum criteria shall be met for a course in coronal polishing to secure and maintain approval by the Board.

(a) Educational Setting. The course shall be established at the post-secondary educational level.

(b) Prerequisites. Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Each student must satisfactorily demonstrate to the instructor clinical competency in infection control requirements prior to clinical instruction in coronal polishing.

(c) Administration/Faculty. Adequate provision for the supervision and operation of the course shall be made.

(1) The course director and each faculty member shall possess a valid, active, and current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA license issued by the Board if the person has completed a board-approved course in coronal polishing. All faculty shall have been licensed for a minimum of two years. All faculty shall have the education, background, and occupational experience and/or teaching expertise necessary to teach, place, and evaluate coronal polishing. All faculty responsible for clinical evaluation shall have completed a two hour methodology course in clinical evaluation.

(2) The course director must have the education, background, and occupational experience necessary to understand and fulfill the course goals. He/she shall actively participate in and be responsible for the day-to-day administration of the course including the following:

(A) Providing guidance of didactic, laboratory and clinical assignments.

(B) Maintaining for a period of not less than 5 years:

i. **Copies of curricula, course outlines, objectives, and grading criteria.**

ii. **Copies of faculty credentials, licenses, and certifications.**

iii. Individual student records, including those necessary to establish satisfactory completion of the course.

(C) Informing the board of any changes to the course content, physical facilities, and/or faculty, within 10 days of such changes.

(d) Length of Course. The program shall be of sufficient duration for the student to develop minimum competence in coronal polishing, but shall in no event be less than 12 clock hours, including at least 4 hours of didactic training, at least 4 hours of laboratory training, and at least 4 hours of clinical training.

(e) Evidence of Completion. A certificate or other evidence of completion shall be issued to each student who successfully completes the course.

(f) Facilities and Resources. Facilities and class scheduling shall provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in coronal polishing. Such facilities shall include safe, adequate and educationally conducive:

(1) Lecture classrooms. Classroom size and equipment shall accommodate the number of students enrolled.

(2) Operatories. Operatories shall be sufficient in number to allow a ratio of at least one operatory for every six students at any one time.

(A) Each operatory shall replicate a modern dental office containing functional equipment including: a power-operated chair for treating patients in a supine position; operator and assistant stools; air-water syringe; adjustable light; oral evacuation equipment; work surface; hand-washing sink; slow-speed handpiece, and all other armamentarium required to instruct in the performance of coronal polishing.

(B) Each operatory must be of sufficient size to accommodate a student, an instructor, and a patient at one time.

(3) Laboratories. The location and number of general use equipment shall assure that each student has the access necessary to develop minimum competency in coronal polishing. Protective eyewear is required for each student.

(4) Infection Control. The program shall establish written clinical and laboratory protocols to ensure adequate asepsis, infection and hazard control, and disposal of hazardous wastes, which shall comply with the board's regulations and other Federal, State, and local requirements. The program shall provide such protocols to all students, faculty, and appropriate staff to assure compliance with such protocols. Adequate space shall be provided for preparing and sterilizing all armamentarium.

(5) Emergency Materials/Basic Life Support.

(A) A written policy on managing emergency situations must be made available to all students, faculty, and staff.

(B) All students, faculty, and staff involved in the direct provision of patient care must be certified in basic life support procedures, including cardiopulmonary resuscitation. Re-certification intervals may not exceed two years. The program must document, monitor, and ensure compliance by such students, faculty, and staff.

(g) Program Content.

(1) Sufficient time shall be available for all students to obtain laboratory and clinical experience to achieve minimum competence in the various protocols used in the performance of coronal polishing.

(2) A detailed course outline shall be provided to the board which clearly states curriculum subject matter and specific instruction hours in the individual areas of didactic, laboratory, and clinical instruction.

(3) General program objectives and specific instructional unit objectives shall be stated in writing, and shall include theoretical aspects of each subject as well as practical application. The theoretical aspects of the program shall provide the content necessary for students to make judgments regarding the performance of coronal polishing. The course shall assure that students who successfully complete the course can perform coronal polishing with minimum competence.

(4) Objective evaluation criteria shall be used for measuring student progress toward attainment of specific course objectives. Students shall be provided with specific unit objectives and the evaluation criteria that will be used for all aspects of the curriculum including written and practical examinations. The program shall establish a standard of performance that states the minimum number of satisfactory performances that are required for each procedure.

(5) Areas of instruction shall include at least the following as they relate to coronal polishing:

(A) Coronal Polishing Basics

- i. Legal requirements
- ii. Description and goals of coronal polishing
- iii. Indications and contraindications of coronal polishing
- iv. Criteria for an acceptable coronal polish

(B) Principles of plaque and stain formation

- i. Clinical description of plaque, intrinsic and extrinsic stains, and calculus
- ii. Etiology of plaque and stain
- iii. Clinical description of teeth that have been properly polished and are free of stain.
- iv. Tooth morphology and anatomy of the oral cavity as they relate to polishing techniques and to retention of plaque and stain

(C) Polishing materials

- i. Polishing agent composition, storage and handling
- ii. Abrasive material composition, storage, and handling, and factors which affect rate of abrasion
- iii. Disclosing agent composition, storage and handling.
- iv. Armamentaria for disclosing and polishing techniques.
- iv. Contraindications for disclosing and polishing techniques.

(D) Principals of tooth polishing

- i. Clinical application of disclosing before and after a coronal polish.
- ii. Instrument grasps and fulcrum techniques
- iii. Purpose and techniques of the mouth mirror for indirect vision and retraction.
- iv. Characteristics, manipulation and care of dental handpieces when performing a coronal polish.
- v. Pre-medication requirements for the compromised patient.
- vi. Use of adjunct materials for stain removal and polishing techniques
- vii. Techniques for coronal polishing of adults and children.
- viii. Procedures for cleaning fixed and removable prosthesis and orthodontic appliances.
- viii. Disclosing and polishing evaluation criteria.

(E) Infection control protocols

(6) There shall be no more than 6 students per instructor during laboratory instruction. Sufficient time shall be available for all students to obtain laboratory experience to achieve minimum competence in the performance of coronal polishing prior to the performance of procedures on patients.

(7) Clinical instruction shall be of sufficient duration to allow the procedures to be performed to clinical proficiency, which may include externship instruction as provided in subdivision (h). There shall be no more than 6

students per instructor during clinical instruction. Clinical instruction shall include clinical experience on at least three patients, with two of the three patients used for the clinical examination.

(h) Externship Instruction.

(1) If an extramural clinical facility is utilized for clinical instruction as provided in subdivision (g)(7), students shall, as part of an organized program of instruction, be provided with planned, supervised clinical instruction in the application of coronal polishing.

(2) The program director/coordinator or a dental faculty member shall be responsible for selecting extern clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment.

(3) Objective evaluation criteria shall be used by the program faculty and clinic personnel.

(4) Dentists who intend to provide extramural clinical practices shall be oriented by the program director/coordinator or a dental faculty member prior to the student assignment. Orientation shall include the objectives of the course, the preparation the student has had for the clinical assignment, and a review of procedures and criteria to be used by the dentist in evaluating the student during the assignment.

(5) There shall be a written contract of affiliation with each extramural clinical facility utilized by the program. Such contract shall describe the settings in which the clinical training will be received, affirm that the clinical facility has the necessary equipment and armamentarium appropriate for the procedures to be performed, and affirm that such equipment and armamentarium are in safe operating condition.

(i) Evaluation and Examination.

(1) Upon completion of the course, each student must be able to:

(A) Identify the major characteristics of oral anatomy, histology, physiology, oral pathology, normal/abnormal anatomical and physiological tooth descriptions, morphology and microbiology as they relate to coronal polishing.

(B) Explain the procedure to patients.

(C) Recognize decalcification and mottled enamel.

(D) Identify plaque, calculus and stain formation within the oral cavity.

(E) Identify the indications and contraindications for disclosing and coronal polishing.

(F) Identify the pre-medications for the compromised patient.

(G) Utilize proper armamentaria in an organized sequence for disclosing and polishing.

(H) Perform plaque disclosure.

(I) Demonstrate the proper instrument grasp, fulcrum position, and cheek/tongue retraction.

(J) Select and dispense the proper amount of polishing agent.

(K) Demonstrate proper polishing techniques using appropriate cup adaptation, stroke, and handpiece use.

(L) Demonstrate the use of floss, tape, and abrasive strips when appropriate.

(M) Demonstrate techniques for cleaning fixed and removal prosthesis and orthodontic appliances.

(N) Maintain aseptic techniques including disposal of contaminated material.

(2) Each student shall pass a written examination which reflects the entire curriculum content.

(3) Each student shall pass a clinical examination in which the student successfully completes coronal polishing on two of the three clinical patients required for clinical instruction.

Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1645.1 and 1754, Business and Professions Code. Operative 10-6-05.