

# Medical Education and Training Campus (METC)

## Dental Assistant Program (Army)

Army 330-68E10

Dental Specialist (A)

## Curriculum Plan



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Dean of Academics  
Medical Education and Training Campus

Effective Date:

(A) Class Start: 20 Feb 2014

Supersedes:

(A) METC Curriculum Plan, 303-68E10, Dental Specialist Course Phase I, dated 2 May 2012

# Change Record

Item to Change	Description	Date Approved

## **Section 1: General Program Information**

### **Program Description:**

The Dental Assistant Program provides training in basic sciences to include head anatomy and elementary physiology, tooth and periodontal anatomy, oral pathology and anomalies, and general nutrition. The students progress on to hands-on applications of clinical emergencies, and dental administration. Student is educated on specialty dental procedures. Performance-based training is conducted for the following procedures: infection control, general chair-side and surgical assisting, and radiology procedures in a simulated and on-the-job clinical environment. Students will also be required to mix dental materials, maintain dental equipments, and perform basic oral hygiene procedures. Quality control and safety techniques are emphasized throughout the Program. Lecture, demonstration, training videos, and laboratory practice are utilized during pre-clinical training. Students are provided follow-on operational and/or clinical training.

### **Enrollment Data:**

Minimum Enroll:	8
Maximum Enroll:	24
Programmed:	371
Entry Interval:	21

### **Program Goal(s):**

Graduates of the Dental Specialist Program (330- 68E10) [68E10] will be able to function as entry level dental assistants in fixed and deployable medical facilities, performing a variety of dental tasks under the supervision of a dentist, including general assisting, radiology, infection control, administration, oral hygiene education and equipment management. Graduates will demonstrate (1) the ability to comprehend, apply, and evaluate information; (2) technical proficiency; and (3) personal behaviors consistent with professional expectations of the entry-level dental assistant.

### **Instructional Design:**

Group Paced

### **Security Classification:**

UNCLASS

### **Accreditation Statement(s):**

This program will be submitted to the American Council on Education for evaluation of credit hours. Additional accreditation information can be located by accessing the following internet sites:

Council on Occupational: [www.council.org](http://www.council.org)

### **Student Prerequisites:**

Army-Specific:

See DA Pam 611-21 and MOS Prerequisites. <http://appd.amedd.army.mil/enlisteddivision.aspx>

### **Program Synopsis by Course:**

This program consists of multiple courses. All courses must be completed successfully to pass this program.

**DEN100      General Emergency Procedures and Dental Therapeutics**

**Description:** The course provides an introduction to common medical emergencies, basic life support and dental therapeutics for health care providers. Lectures and discussions will be augmented with written and practical exercises using actual equipment and mannequins to reinforce course material. This is a foundation course designed to prepare students for higher level dental courses.

**Prerequisite(s):** Admission to the Army Dental Specialist Program.

**DEN101      Basic Dental Sciences**

**Description:** The course provides an introduction to periodontal anatomy; oral pathology, anomalies, and periodontal disease, along with common terms are presented. Lectures and anatomical models are used. This is a foundation course designed to prepare students for higher level dental courses.

**Prerequisite(s):** DEB 100 - General Emergency Procedures and Dental Therapeutics.

**DEN103      Clinical Applications - Part 1**

**Description:** The course provides an introduction to the concepts of aseptic technique, preparation of dental treatment rooms, and processing and sterilization of dental instruments and equipment, using standard precautions. Protocols for management of dental waste products and hazardous materials are also introduced. Practical application of infection control concepts on instruments and equipment in a dental treatment room is provided. Pre-op and post-op procedures and simulated management of dental waste products are practiced. Basic information is provided about using dental instruments and mixing dental materials. Dental records, charting, and common terms are presented. Manual exercises in documenting, filing, and reviewing dental records are provided. Simulated patient encounters provide practice in dental charting and customer service skills. Lectures and discussions will be augmented with written exercises.

**Prerequisite(s):** DEB 101- Basic Dental Sciences.

**DEN105      Clinical Applications - Part 2**

**Description:** This course provides hands-on training in four handed-handed dentistry and dental specialties to include passing of instruments, mixing materials, and the proper placement of oral evacuation. The student will also be able to set up an operator, and assist in the following: operative, periodontal, prosthodontic, endodontic, and oral surgery. There is an introduction go concepts of preventive dentistry, including; oral hygiene instructions; effects of tobacco use; performing oral hygiene techniques; and applying sealants and fluorides and setting up preventive dentistry trays. Practical application of preventive dentistry concepts is provided. Lectures, discussions, clinical rotations at MTF's, and computer-based instruction are augmented with readings from selected texts and written exercises.

**Prerequisite(s):** DEN 101 - Basic Dental Sciences.

## Program Length - Consolidated Courses

Course	Course Title	Did	Lab/ Prac	Clin	WTest	PTest	Other	Req'd Act.	Total
DEN100	General Emergency Procedures and Dental Therapeutics	21	12		2				35
DEN101	Basic Dental Sciences	28	12		2				42
DEN103	Clinical Applications - Part 1	37	25		2	3			67
DEN105	Clinical Applications - Part 2	33	81	40	2	20			176
<b>TOTAL</b>		<b>119</b>	<b>130</b>	<b>40</b>	<b>8</b>	<b>23</b>	<b>0</b>		<b>320</b>

## Program Instructor – Student Ratios

Course	Course Title	Did	Lab/ Prac	Clin	WTest	PTest	Other	Req'd Act.
DEN100	General Emergency Procedures and Dental Therapeutics	1:24	1:06		1:12			
DEN101	Basic Dental Sciences	1:24	1:06		1:12			
DEN103	Clinical Applications - Part 1	1:24	1:06		1:12	1:06		
DEN105	Clinical Applications - Part 2	1:24	1:06	1:06	1:12	1:06		

NOTE: DEN 100: 1:06 ratio is for Basic Life Support and 1:12 ratio is for Maintenance of Oxygen Equipment.

Key		
Didactic	Did	Instructor/self-paced formats for dissemination of information
Lab/Practical	Lab/ Prac	Demonstration/hands-on practice
Clinical	Clin	Patient care or other supervised work experience
Written or Practical Test	WTest PTest	Formal written/hands-on student assessments, includes time for pre-test review & post-test critique
Other	Other	All other formats for instruction
Required Activities	Reqd	All other non-instruction activities

**Program Length Peacetime:**

		<b>METC</b>	<b>Army</b>	<b>Navy</b>	<b>Air Force</b>	<b>Coast Guard</b>
<b>Phase I Hours<sup>1</sup></b>	Didactic	119	119	N/A	N/A	N/A
	Lab/Practical	130	130			
	Written Test <sup>2</sup>	8	8			
	Practical Test	23	23			
	Other (Clinical)	40	40			
	<b>Subtotal</b>	<b>320</b>	<b>320</b>			
	Required Activities	0	0			
<b>Clinical/Phase II Hours</b>	Didactic					
	Lab/Practical					
	Clinical					
	Written Test					
	Practical Test					
	Other					
	<b>Subtotal</b>					
	Required Activities					
<b>Total Instructional Hours</b>			<b>320</b>			
<b>Total Administrative Hours</b>			<b>0</b>			

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<sup>1</sup>An 8 hour training day is the standard; exceptions are noted

<sup>2</sup>Time for end of course critique included in hours for last written exam in each course

**Program Length Mobilization/Wartime: N/A**

		<b>METC</b>	<b>Army</b>	<b>Navy</b>	<b>Air Force</b>	<b>Coast Guard</b>
<b>Phase I Hours<sup>1</sup></b>	Didactic	N/A	N/A	N/A	N/A	N/A
	Lab/Practical					
	Written Test <sup>2</sup>					
	Practical Test					
	Other					
	<b>Subtotal</b>					
	Required Activities					
<b>Clinical/Phase II Hours</b>	Didactic					
	Lab/Practical					
	Clinical					
	Written Test					
	Practical Test					
	Other					
	<b>Subtotal</b>					
	Required Activities					
<b>Total Instructional Hours</b>						
<b>Total Administrative Hours</b>						

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<sup>1</sup>An 8 hour training day is the standard; exceptions are noted

<sup>2</sup>Time for end of course critique included in hours for last written exam in each course

**Faculty Qualifications:**

All Services: Refer to the METC Faculty Development Policy for service-specific requirements.

Army Specific: Refer to DA Pam 611-21, Military Occupational Classification and Structure, and MOS Prerequisites. <http://appd.amedd.army.mil/enlisteddivision.aspx>.



## Section 2:

### DEN100 General Emergency Procedures and Dental Therapeutics

**Course Description:** The course provides an introduction to common medical emergencies, basic life support and dental therapeutics for health care providers. Lectures and discussions will be augmented with written and practical exercises using actual equipment and mannequins to reinforce course material. This is a foundation course designed to prepare students for higher level dental courses.

**Prerequisite(s):** Admission to the Army Dental Specialist Program.

**Course Goals:** Students will identify and respond to common medical emergencies in a dental clinic setting. Students will assist with administering medications and assessing side effects in a patient care setting.

#### Distribution of Contact Hours:

Unit #	Unit Title	Did	Lab/ Prac	Clin	WTest	PTest	Other	Req'd Act.	Total
1	General Emergency Procedures and Dental Therapeutics	21	12						33
	DEN100 - Comprehensive Exam				2				2
<b>Total</b>		<b>21</b>	<b>12</b>		<b>2</b>				<b>35</b>

#### Course Objectives and Levels of Learning:

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
<b>Unit 1: General Emergency Procedures and Dental Therapeutics</b>					
1.1.1	Introduction to Dental Assisting	Identify the general organization, policies, and educational standards of the METC Dental Assistant program.	C1		
1.2.1	Personal Hygiene	Identify personal hygiene standards for health care providers; describe basic devices used in plaque removal.	C1		
1.3.1	General Nutrition	Describe how diet and nutrition affect oral health.	C1		
1.4.1	Basic Life Support (BLS) for Health Care Providers	Perform basic cardiopulmonary resuscitation techniques in accordance with American Heart Association Guidelines.		P2	
1.5.1	Introduction to General Medical Emergencies	Identify basic facts pertaining to general medical emergencies and required prevention measures.	C1		

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
1.6.1	Maintenance & Operation of Oxygen Equipment	Specify procedures for operating and maintaining oxygen equipment.	C2		
1.7.1	Observing Patient Responses and Managing Syncope	State step by step procedures for observing patient response and managing syncope.	C2		
1.8.1	Measure and Record Vital Signs	Measure and record vital signs using appropriate equipment.		P2	
1.9.1	Introduction to Dental Therapeutics	Identify basic facts relating to dental therapeutics.	C1		
1.10.1	Introduction to Physiology	Describe basic facts about physiology.	C1		
1.11.1	Introduction to Head Anatomy	Identify the major structures of head anatomy.	C1		
1.11.2.		Describe the function of major structures in head anatomy.	C1		
1.12.1	Dentition	Define terms related to dentition.	C1		
1.12.2		Describe characteristics of deciduous and permanent teeth.	C1		

## DEN101 Basic Dental Sciences

**Course Description:** The course provides an introduction to periodontal anatomy; oral pathology, anomalies, and periodontal disease, along with common terms are presented. Lectures and anatomical models are used. This is a foundation course designed to prepare students for higher level dental courses.

**Prerequisite(s):** DEB 100 - General Emergency Procedures and Dental Therapeutics.

**Course Goals:** Students will identify oral anatomy, periodontal diseases and dental anomalies. Students will assist the Dentist by charting and identifying dental terms and concepts transcribing them onto the patients dental charts.

### Distribution of Contact Hours:

Unit #	Unit Title	Did	Lab/ Prac	Clin	WTest	PTest	Other	Req'd Act.	Total
1	Basic Dental Sciences	28	12						40
	DEN101 - Comprehensive Written Examination				2				2
<b>Total</b>		<b>28</b>	<b>12</b>		<b>2</b>				<b>42</b>

### Course Objectives and Levels of Learning:

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho- motor	Affective
<b>Unit 1: Basic Dental Sciences</b>					
1.1.1	Introduction to Oral Anatomy	State the types of glands and nerves.	C1		
1.2.1	Introduction to Periodontal Anatomy	Describe characteristics of the supporting structures of the teeth.	C1		
1.2.2		Define terms related to periodontal anatomy.	C1		
1.3.1	Introduction to Progression of Periodontal Disease	State the characteristics and treatment related to periodontal diseases.	C1		
1.4.1	Introduction to Oral Pathology	State the pathology of oral diseases.	C2		
1.4.2		Define the treatment of oral diseases	C2		
1.5.1	Introduction to Dental Anomalies	Specify the characteristics and treatment of common dental anomalies.	C1		
1.6.1	Dental Record Terms and Concepts	Define dental administrative terms.	C1		

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
1.7.1	Dental Record Documentation Part 1	Determine steps required to initiate and file dental records.	C2		
1.7.2		State how to assist with requests for medical consultations.	C2		
1.8.1	Dental Charting Terms & Concepts	Define terms associated with dental charting and recording.	C1		
1.8.2		State the purpose for charting dental conditions.	C1		
1.8.3		Summarize the procedure to chart existing tooth restorations and conditions.	C1		
1.9.1	Exam Types and Exam Requirements	Identify facts about the four types of dental exams.	C1		
1.9.2		Identify facts about periodic dental examinations.	C1		
1.10.1	Dental Record Documentation Part 2	Identify patient data requirements on patient treatment forms.	C2		
1.11.1	Dental Record and Charting Applications	Initiate a new patient dental record		P2	
1.11.2		Conduct a dental record review.		P2	
1.11.3		Chart existing restorations and teeth conditions.		P2	
1.11.4		Review patient data on dental treatment forms to determine treatment plans.		P2	
1.11.5		Document treatments on dental treatment forms.		P2	
1.12.1	Legal Issues	State the legal implications of dental care.	C1		
1.13.1	Patient Relations	State the communication process.	C1		
1.13.2		Identify patient customer service protocols.	C1		

## DEN103 Clinical Applications - Part 1

**Course Description:** The course provides an introduction to the concepts of aseptic technique, preparation of dental treatment rooms, and processing and sterilization of dental instruments and equipment, using standard precautions. Protocols for management of dental waste products and hazardous materials are also introduced. Practical application of infection control concepts on instruments and equipment in a dental treatment room is provided. Pre-op and post-op procedures and simulated management of dental waste products are practiced. Basic information is provided about using dental instruments and mixing dental materials. Dental records, charting, and common terms are presented. Manual exercises in documenting, filing, and reviewing dental records are provided. Simulated patient encounters provide practice in dental charting and customer service skills. Lectures and discussions will be augmented with written exercises.

**Prerequisite(s):** DEB 101 - Basic Dental Sciences.

**Course Goals:** Students will identify general infection control program techniques used to clean, disinfect and sterilize instruments using the dental instrument processing center central sterilizing room (DIPC). Students will be able to identify all dental instruments and rotary instruments used in a dental practice setting as well as mixing all dental materials to include dental impression and restorative materials.

### Distribution of Contact Hours:

Unit #	Unit Title	Did	Lab/ Prac	Clin	WTest	PTest	Other	Req'd Act.	Total
1	Clinical Applications - Part 1	37	25						62
	DEN103 - Comprehensive Written Exam				2				2
	Infection Control Practical Exam					3			3
<b>Total</b>		<b>37</b>	<b>25</b>		<b>2</b>	<b>3</b>			<b>67</b>

### Course Objectives and Levels of Learning:

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho- motor	Affective
<b>Unit 1: Clinical Applications - Part 1</b>					
1.1.1	Microbiology	Detail essential elements of disease processes.	C1		
1.2.1	Dental Treatment Room Equipment	State the principles of operating and maintaining dental treatment room equipment.	C2		
1.3.1	The Infection Control Program	Identify the elements of an Infection Control Program.	C1		

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
1.3.2		Define Infection control protocols.	C1		
1.4.1	Cleaning, Disinfecting, and Sterilizing	State principles pertaining to cleaning, disinfecting, and sterilizing dental equipment and surfaces.	C1		
1.5.1	Dental Instrument Processing Center (DIPC) Central Sterilization Room (CSR)	Describe principles and procedures associated with the Dental Instrument Processing Center.	C2		
1.6.1	Instrument Processing	State the principles of instrument processing.	C2		
1.7.1	Monitoring Sterilization Equipment	Define the procedures for monitoring sterilization equipment.	C2		
1.8.1	Dental Treatment Room Equipment	Operate and maintain dental treatment room equipment.		P2	
1.9.1	Dental Treatment Room Lab	Perform aseptic techniques while preparing a DTR for a simulated patient using standard precautions to include disinfection techniques.		P2	
1.10.1	Sterilization Room Lab	Perform DIPC/CSR procedures.		P2	
1.11.1	Dental Instruments	State the functions of basic dental instruments.	C2		
1.11.2		Identify basic dental instruments.	C1		
1.12.1	Rotary Instruments and Handpieces	State the functions of basic rotary instruments and hand pieces.	C2		
1.12.2		Identify rotary instruments and hand pieces.	C1		
1.13.1	Dental Materials Terms and Principles	Describe the properties related to dental materials.	C1		
1.13.2		State principles related to dental materials.	C1		
1.14.1	Dental Restorative Materials	Describe the indications for temporary sedative filling materials and cements.	C2		
1.14.2		Describe indications for dental bases and liners.	C2		
1.14.3		Correctly identify procedures for mixing dental bases and liners.	C2		
1.14.4		Describe the procedures for mixing temporary sedative filling materials and cements.	C2		
1.14.5		Describe the procedures for mixing dental restorative materials.	C2		

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
1.15.1	Dental Impression Materials	State the indications for dental impression materials.	C2		
1.15.2		Explain the procedure for mixing dental impression materials.	C2		
1.16.1	Dental Material Safety	List dental material safety guidelines.	C2		
1.17.1	Mixing Dental Materials	Mix dental materials.		P2	
1.18.1	Alginate Impression	Make an alginate impression.		P2	

## DEN105 Clinical Applications - Part 2

**Course Description:** This course provides hands-on training in four handed-handed dentistry and dental specialties to include passing of instruments, mixing materials, and the proper placement of oral evacuation. The student will also be able to set up an operator, and assist in the following: operative, periodontal, prosthodontic, endodontic, and oral surgery. There is an introduction go concepts of preventive dentistry, including; oral hygiene instructions; effects of tobacco use; performing oral hygiene techniques; and applying sealants and fluorides and setting up preventive dentistry trays. Practical application of preventive dentistry concepts is provided. Lectures, discussions, clinical rotations at MTF's, and computer-based instruction are augmented with readings from selected texts and written exercises.

**Prerequisite(s):** DEN 101 - Basic Dental Sciences.

**Course Goals:** Students will identify exposure and mounting techniques for dental radiographs and prepare a dental radiograph treatment room. Students will learn and operate the Corporate Dental Application (CDA) used for all patients in the Army Dental Care System. Students will assist the dentist while performing general assistant duties in a patient care setting.

### Distribution of Contact Hours:

Unit #	Unit Title	Did	Lab/ Prac	Clin	WTest	PTest	Other	Req'd Act.	Total
1	Clinical Applications - Part 2	33	81	40					154
	Comprehensive Written Exam				2				2
	Radiology Practical Exams					20			20
<b>Total</b>		<b>33</b>	<b>81</b>	<b>40</b>	<b>2</b>	<b>20</b>			<b>176</b>

### Course Objectives and Levels of Learning:

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho- motor	Affective
<b>Unit 1: Clinical Applications - Part 2</b>					
1.1.1	Dental Radiation Fundamentals	Describe fundamental concepts associated with dental radiological techniques.	C1		
1.1.2		Describe the function of dental radiology equipment.	C1		
1.1.3		Produce diagnostic quality digital x-rays using the Kodak digital station and the DEVAA Application.	C1		
1.1.4		Describe types of dental radiographs.	C2		
1.1.5.		Define principles of radiation safety and infection control.	C1		



Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
1.2.1	Exposure and Mounting Techniques for Dental Radiographs	Describe the procedures for dental radiologic exposure techniques for PA, BWX and Pano radiographs.	C2		
1.2.2		Explain landmarks and mounting radiographs	C2		
1.2.3		Explain radiographic quality control techniques	C1		
1.3.1	Dental Radiographic Techniques Lab	Prepare a dental treatment room and patient for routine dental radiographs.		P2	A1
1.3.2		Demonstrate professional courtesies and customer service skills in a simulated patient setting.		P1	
1.3.3		Perform dental radiographs using the paralleling technique, and mount the radiographs.		P2	
1.3.4		Perform dental radiographs using the bisecting angle technique and mount the radiographs.		P2	
1.4.1	Corporate Dental Applications (CDA) Guidelines	Schedule a patient appointment.		P2	
1.5.1	Introduction to General Assisting Concepts and Procedures	Describe four-handed dentistry concepts as they apply in a clinical environment.	C2		
1.5.2		Identify the four-handed dentistry technique to transfer instruments and material.	C1		
1.6.1	Concepts of Preventive Dentistry	Describe concepts related to preventive dentistry.	C2		
1.7.1	Oral Health Care	List factors that contribute to dental health.	C1		
1.7.2		Describe oral health care procedures.	C2		
1.8.1	Dental Treatment Adjunct	Perform oral health care procedures.		P2	A1
1.8.2		Demonstrate professional behavior while teaching oral health care.		P1	
1.9.1	General Assist Procedures Lab	Assist the dentist (role performed by instructor) while performing general assistant duties.		P2	
1.10.1	Introduction to Dental Specialties and Concepts	Identify instruments and other items that are commonly used in a prosthodontic, specialty instrumentation setup.	C1		
1.10.2		Identify the instruments, and other items that are commonly used in a periodontal specialty instrumentation setup.	C1		

Learning Objective #	Lesson Name	Lesson Objective	Level of Learning		
			Cognitive	Psycho-motor	Affective
1.10.3		Identify the instruments, and other items that are commonly used in an endodontic specialty instrumentation setup.	C1		
1.11.1	Introduction to Oral Surgery Assisting Procedures	Identify surgical instruments and materials for oral surgery.	C1		
1.12.1	Oral Surgery Assist	Describe technique for assisting the dentist (instructor) when performing oral surgery assistant duties.	C2		
1.13.1	Oral Surgery Assist Procedures Lab	Assist the dentist (role performed by instructor) while performing oral surgery assistant duties.		P2	
1.14.1	Clinical Rotation	Assist the dentist while performing general assistant duties.		P2	A1

Appendix A – Program Approval/Concurrence

May 2012 Curriculum Plan HC-ITO Staff Action Form (SAF) 12-069

INTERSERVICE TRAINING REVIEW ORGANIZATION Staff Action Form			
<b>Action Number:</b> HC ITO 12-069	<b>Staffing Codes:</b> X – Originator C – Comment I – Information	<b>A – Appropriate Action</b> D – Concurrence R – Return/Reply	<b>Suspense/Due Date:</b> 5/22/2012
<b>Subject:</b> Army Dental Assistant Curriculum Documents			
<b>Addressees</b>			<b>Staffing Codes</b>
Director, Health Care Interservice Training Office			X
Dean, Academy of Health Sciences, AMEDD Center and School, Fort Sam Houston, TX 78234: (ATTN: Ms. Ingram)			I
Chief, Interservice Programs & Training Integration Division, HQ AETC/A3TI, Randolph AFB, TX 78150: (ATTN: SMSgt Rennahan)			I
Associate Dean, Academic Support Div., Medical Education & Training Campus, Fort Sam Houston, TX:			I
Commander, Force Readiness Command (FC-T), USCG, 2100 2nd St SW Stop 7801, Washington, DC 20593-7801: (ATTN: Ms. Stephenson, HSCM Royes)			I
Deputy Chief of Staff M7, NMSC, 8901 Wisconsin Avenue, Bldg. 1, Bethesda MD 20889: (ATTN: Mr. Behnke)			I
<p>1. <b>PURPOSE:</b> To distribute the converted Army Dental Assistant curriculum documents to Services.</p> <p>2. <b>BACKGROUND:</b> The METC format was developed using ISD/Service best practices and was compared to current Service practices to ensure all current Service information was included in the METC documents. The format was reviewed and discussed at the March 2009 ITAB. In addition, the Flag Officer Steering Committee (FOSC) directed use of METC processes as long as they meet the intent of Service regulations.</p> <p>The new program consolidations were developed in the METC format, with the other programs scheduled to convert to the METC format during lifecycle management processes.</p> <p>A METC Curriculum Committee Meeting (CCM) was held for the Army Dental Assistant program in February 2012. Minutes from the meeting were staffed to Services in March 2012 (HC ITO 12-055). Minor curriculum changes identified during CCM were incorporated during the conversion of the curriculum to the METC format. HC ITO is staffing attached curriculum documents for METC until Service access to METC internal SharePoint is resolved.</p> <p>3. <b>RECOMMENDATION:</b> No response required. For information only.</p> <p>4. <b>STAFF ACTION POCs:</b> Ms. Janis Winn, DSN: 471-6386, janis.winn1@amedd.army.mil or SFC Lorene Reynolds, DSN: 471-6455, lorene.c.reynolds@amedd.army.mil</p>			
<b>Signature:</b> //Signed// Janice Morrison Director, Health Care Interservice Training Office		<b>Date:</b> 5/22/2012	
RESPONSE/REPLY			
<b>From:</b>			
<b>Remarks:</b>			
<b>Signature:</b>			<b>Date:</b>

## Appendix B – Program Correlation Sheet

## Appendix C – Equipment List

## Appendix D – Reference List

## Appendix E – Time Line

## Appendix F – Army Specific Information