

Appendix P

**HEALTH SCIENCE
YOUTH APPRENTICESHIP**

**THERAPEUTIC SERVICES PATHWAY
DENTAL ASSISTANT
UNIT 8**

Dental Assistant Unit

Competency (Work Tasks)	Performance Standards What employer checks for while doing task. Train YA Student on. YA student will ...	Learning Objectives What to know/learn to do this task. Content Suggested for Class/Reading/On-the-Job Training.
1. Use Standard Precautions & Infection Prevention	Protect self and spread of infection using standard precautions and infection control techniques as required by situation as applicable to work site- Hand Washing Gloving Shielding Client Care equipment Environmental Controls Linens and Laundry Respiratory Hygiene Cleaning, Disinfection and Sterilization	Define standard precautions, infection control and aseptic method List body fluids that require the use of Standard Precautions List body fluids that do not require the use of Standard Precautions Explain the chain of infection and describe the way infection control concepts are applied Define engineering controls, work practice controls, and environmental controls and give examples Identify barriers and personal protective equipment (PPE) for protection from exposure to potentially infectious material Compare cleaning, disinfecting and sterilizing Explain the importance of reprocessing methods (cleaning, disinfection, and sterilization) to ensure the safety and integrity of patient-care equipment
OFFICE		
2. Create &/or maintain the client record	Verify data/information Ensure client identification appears on each record or form used Enter/update required information in the client record Confirm accuracy of entered/updated information Use only approved abbreviations Client record is accurate and complete	Explain the legal purposes and ownership of the client record List content found within a typical dental client record Define the electronic medical record (EMR) Discuss the impact of the EMR on healthcare consumers and professionals Explain how to convert time to military time AND why military time is used Explain the procedure used to create dental client record List manual documents linked to electronic records Describe how to handle duplicate client records
3. Complete client identification labels	Obtain/update client information Enter required information on labels	Explain the use of bar codes used in client identification List the ways in which identification of client and client documents is confirmed

	<p>Print out applicable labels Confirm accuracy of information Apply labels onto client records, materials, and forms as applicable Client Identification Labels are accurate and complete</p>	<p>Explain reasoning for cross referencing and cross indexing of medical records</p>
4. Complete lab forms	<p>Obtain/update client information Enter required information on forms to be sent to Lab Tech Confirm accuracy of information</p>	<p>List common specimens and lab tests conducted in dental offices Describe the purpose of common dental lab tests</p>
5. Assist to maintain emergency kit	<p>Periodically review items in emergency kit Remove and report expired and/or damaged items Document and dispose of expired items as directed</p>	<p>List items typically found in a dental emergency kit Discuss the purpose of each of the emergency items Discuss common dental emergencies and how to respond</p>
LAB		
6. Mix dental materials	<p>Select the correct materials and supplies Weigh and measure accurately if needed Mix the material in the right order Mix the material in the specified time limit Mix and load impression trays correctly Prepare reagents, solutions, dental materials according to manufacturer Deliver and/or store dental materials as required</p>	<p>Compare amalgam, cements, composites, bonding materials, varnishes, bases, liners, colloids, elastomers, gypsum, waxes and their uses in dentistry Describe the proper storage and handling of various dental materials Describe any hazards associated with the reagents, solutions and/or dental materials used in your office</p>
7. Clean removable appliances	<p>Select appropriate polish or cleaners Polish removable appliances and prostheses as required</p>	<p>Identify and compare different types of removable dental appliances Describe the care of dentures and other removable appliances Indicate the observations which should be made regarding the condition of the appliances</p>
8. Process dental radiographs	<p>Prepare, maintain, replenish radiographic solutions Obtain exposed radiograph Mount radiograph or locate digital image Label radiograph Assist to evaluate radiograph for quality</p>	<p>Discuss hazards associated with using ionizing radiation List methods used to protect clients and operators from ionizing radiation Compare methods, materials and purposes of the different diagnostic imaging technologies in dentistry Identify the positions for radiograph films for common types of dental imaging Discuss proper techniques for processing and viewing radiographs</p>

		Investigate policy stating who has access to and who may view, remove, and copy images Describe how images are processed and stored Explain how images are obtained digitally
9. Assist to evaluate radiographs for diagnostic quality	Review image to determine quality Look for: <ul style="list-style-type: none"> ○ Clarity ○ Cone cut ○ Inclusion of desired structures ○ Proper angulation ○ Errors created by incorrect film/sensor placement Review radiograph with worksite professional	Identify types of image processing errors Explain how imaging errors can be prevented Discuss images on radiographs and the clinical information they describe
10. Prepare procedural trays & set-ups	Verify procedure to be performed Gather the instruments and supplies that will be used for the procedure Check the instruments and equipment for malfunction or damage Confirm solutions and supplies are correct and not expired Arrange the equipment and supplies in the order in which they will be used Report the status of supplies and equipment to the worksite professional Document tray set up, if applicable	Define armamentarium Describe the major purpose for common dental procedures List the types of equipment and supplies and set up that are required for common procedure set ups Define the medical/dental terms and abbreviations related to common procedures
11. Perform sterilization &/or disinfection procedures	Perform disinfection as required with appropriate solution Clean instruments and reusable supplies thoroughly, as required, with the appropriate solvent Dry items in required manner Place cleaned and dried items in sterilization pouches or wraps if needed Perform sterilization procedures as indicated Document disinfection and sterilization if required Return clean and/or sterile reusable supplies and instruments to their proper storage location	Compare disinfecting to sterilizing purposes, solutions, and methods List the items requiring sterilization in your dental setting Describe the sterilization procedures required for dental instruments and supplies in your dental setting Explain how to operate and maintain the equipment used in sterilization methods
12. Prepare room for exam/procedures	Verify procedure to be performed Consult procedure protocol for safety and setup requirements Prepare procedural trays & set-ups	Define surgical asepsis and sterile field Describe how supplies can be contaminated Explain how to set up a sterile field for oral surgery Explain the use of nitrous oxide in dental practice and

	<p>Ensure the cleanliness of the procedure equipment and area/room Arrange the room as required</p>	
CLINICAL/CHAIRSIDE		
13. Receive & prepare client for treatment	<p>Identify client Position client Report/record client condition, reactions, and position change if needed Identify purpose of visit Note client's general physical condition Place bib/napkin Adjust equipment</p>	<p>Describe proper body alignment Describe some of the observations about the client that should be noted during positioning List characteristics of general health that should be noted such as skin, gait, etc.</p>
14. Transfer dental instruments	<p>Review the treatment plan and instrument sequence for the procedure to be completed Maintain instruments on the instrument tray Anticipate the next instrument needed in the treatment plan Respond to appropriate verbal or non-verbal cues for transfer Position the instrument as required for the action to be taken Remove debris from instrument before returning to tray</p>	<p>Define and explain the purpose of four handed dentistry Demonstrate instrument grasping techniques Compare types of dental instrumental transfer Explain how to maintain the field of operation during common dental procedures Demonstrate safe transfer and recapping of needles and sharps</p>
15. Operate water/air syringe & suction	<p>Water/Air Syringe Cap syringe with tip Anticipate the need and timing for water/air clearing Respond to appropriate verbal or non-verbal cues for clearing Position tip appropriately for clearing and minimal deflection of spray Water/air spray in little circular motions, then air spray for proper visualization Suction Cap syringe with tip Anticipate the need and timing for suction Respond to appropriate verbal or non-verbal cues for suction Monitor the oral cavity and back of the throat for saliva and/or water pooling</p>	<p>Identify the basic parts and operation of the water/air syringe and suction device Explain how to use an oral evacuation system; high volume evacuation and saliva ejector Discuss the importance of the air/water mix for clearing the field Explain proper locations and positions for suctioning Explain how to monitor for saliva pooling Practice using the water/air syringe and suction</p>

	<p>Keep suction tip on hard surface when suctioning</p> <p>Dispose of used materials appropriately</p> <p>Clean and maintain equipment as required</p>	
16. Apply topical fluoride	<p>Verify that the fluoride application has been ordered</p> <p>Identify client</p> <p>Explain procedure to client</p> <p>Apply topical fluoride on tooth surfaces as required</p> <p>Report/record the reaction/response of the client</p> <p>Store or dispose of fluoride appropriately</p>	<p>Explain the purpose of fluoride</p> <p>Outline the technique for applying fluoride</p> <p>Describe and contraindication for fluoride applications</p> <p>Discuss common reactions/responses to fluoride applications and how to manage</p>
17. Chart dental conditions	<p>Record dental conditions as directed by worksite professional</p> <p>Chart permanent and primary teeth, carious lesions, restorations, impaction, missing teeth, mobility, furcation, pocket depth</p> <p>Chart existing endontics</p> <p>Chart notations are accurate and correct</p>	<p>Identify general structures in the oral cavity and the functions of these structures</p> <p>Identify and name basic oral and dental anatomy and physiology (bone, muscle, glands, nerves, blood vessels, teeth, oral cavity)</p> <p>Describe the parts of a tooth, functions and landmarks</p> <p>Discuss the purpose of the salivary glands</p> <p>Explain how to use the Universal Numbering System for primary and permanent teeth</p> <p>Explain observations that can indicate diseases and conditions</p>
18. Assist with common clinical procedures	<p>Identify client</p> <p>Verify that the room/area, equipment, and supplies are appropriate, in-date, and ready for the procedure</p> <p>Drape client and/or take other measures to protect client clothing</p> <p>Assist in positioning client using proper body mechanics</p> <p>Assist with procedural steps performed by the worksite professional</p> <p>Report any client response to the procedure to the worksite professional</p> <p>Document assistance</p> <p>Dispose of contaminated articles according to protocol</p>	<p>Discuss ways you can reassure the client before, during, and after a procedure</p> <p>List common dental procedures performed such as exams, preventives, fillings, crown/bridge, root canal, extractions, dentures, sealants, other restorations, bleaching, surgical, orthodontic, emergencies, etc.</p> <p>Define amalgam and its use</p> <p>List common cosmetic restorations</p> <p>Describe the major purpose for common dental procedures</p> <p>Explain how to assist with vitality testing, minor bleeding, rubber dams, polish, cements, matrix bands</p> <p>Outline potential adverse client reactions to common dental procedures and how to respond</p> <p>Explain how to handle contaminated materials</p>
19. Apply topical anesthetic to the injection site	<p>Verify that the topical anesthetic has been ordered</p> <p>Identify client</p> <p>Explain procedure to client</p>	<p>Explain the purpose of anesthetic</p> <p>Identify proper locations for topical anesthetic for all types of injections</p>

	<p>Apply topical anesthetic to correct oral location as required</p> <p>Report/record the reaction/response of the client</p> <p>Store or dispose of anesthetic appropriately</p>	<p>Discuss the use of the tooth numbering system to identify injection sites requiring application of topical anesthetic</p> <p>Outline the technique for applying topical anesthetic</p> <p>Describe and contraindication for topical anesthetic</p> <p>Discuss common reactions/responses to topical anesthetic and how to manage</p>
<p>20. Measure vital signs W/S</p> <p><i>Performance may be learned & assessed at the worksite OR in the classroom in a simulated setting. However, a simulated setting should only be used IF there is no possibility of skill performance at the worksite.</i></p>	<p>Identify client</p> <p>Prepare the equipment for the procedure</p> <p>Explain the procedure to the client in plain language</p> <p>Position client using proper body mechanics if necessary</p> <p>Measure vital signs (temperature, pulse, respirations, blood pressure, etc.) according to protocol</p> <p>Report/record reading(s)</p> <p>Vital sign readings are accurate</p> <p>Care for equipment according to protocol</p> <p>Report abnormal readings immediately to worksite professional</p>	<p>Identify the range of normal values for each of the vital signs</p> <p>Explain the techniques for obtaining vital signs</p> <p>Locate pulse sites</p> <p>List descriptive characteristics of the pulse and respiration</p> <p>Describe the various methods for measuring body temperature</p> <p>Compare different types of thermometers</p> <p>Describe the care of thermometers</p> <p>Describe factors that influence temperature, pulse and respiration readings</p> <p>Define terms related to blood pressure</p> <p>Describe how to use and care for the sphygmomanometer and stethoscope</p> <p>Explain the technique for obtaining blood pressure</p> <p>Discuss variations of equipment choice for different size clients</p> <p>Identify the range of normal values for blood pressure</p> <p>Describe factors that influence blood pressure readings</p> <p>Identify the causes of inaccurate blood pressure readings</p> <p>Identify the variations in blood pressure readings that should be reported immediately</p> <p>Explain how to document blood pressure results</p>
<p>21. Provide client education & instructions</p>	<p>Assist to explain and clarify procedures and services</p> <p>Provide brochures</p> <p>Provide pre- and post-procedure instruction sheets</p> <p>Demonstrate proper brushing and oral care techniques</p>	<p>List the purposes of oral hygiene</p> <p>Describe the appropriate method for brushing teeth</p> <p>Outline the frequency recommended for oral hygiene each day</p> <p>Describe the nature and formation of dental plaque</p> <p>Explain plaque control techniques</p> <p>Describe the effect of nutrition on dental health</p>

