



Dental Assistant

Available Certifications:

Radiation Health & Safety (RHS)
 OSHA Certification
 HIPAA

BLS Healthcare Provider
 Local- Bloodborne and Airborne Pathogens
 Infection Control Exam (ICE)

Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Introduction to Dental Assisting		
101	Identify career: role, function, obligations, and limitations of the dental care provider as a member of the dental team.		
102	Define dental related terms and abbreviations.		
103	Practice appropriate personal hygiene, dress practices, and personal qualities/characteristics.		
200	Principles of Infection Control		
201	Wash hands and use hand sanitizer.		
202	RESERVED		
203	Prepare and bag/wrap instruments for sterilization.		
204	Use and care for ultrasonic cleaner.		
205	Use chemicals to sterilize and disinfect instruments.		
206	Sterilize instruments using autoclave and maintain equipment.		
207	Perform disinfection and sterilization procedures on dental equipment.		
208	Practice OSHA regulations with respect to dental occupations.		
209	Follow Safety Data Sheets (SDS) and label appropriate materials.		
210	Dispose of sharps, infectious and hazardous wastes.		
211	Maintain evacuation system and dental unit waterlines.		
212	Maintain dental handpieces.		
213	Follow infection control procedures to send/receive dental laboratory items.		
214	Follow Personal Protective Equipment (PPE) procedures.		
215	Identify the components for infection transmission, routes of transmission of infectious organisms and the different microorganisms and diseases.		
300	Safety and Emergency Procedures		
301	Practice general/personal safety standards/precautions.		
302	Practice proper body mechanics.		
303	Perform CPR/AED procedures.		
304	Prepare for and recognize various medical emergencies.		
400	Ethical/Legal Responsibilities		
401	Adhere to legal and ethical standards of behavior and compliance, including HIPAA policies		
402	RESERVED		
500	Anatomy and Physiology		
501	Identify parts, names, shapes, and surfaces of teeth.		
502	RESERVED		
503	Identify head and neck anatomy, e.g. muscles, nerves, arteries, and veins.		
504	Describe disturbances in dental development.		

Task Number	Description	Hours	Level
505	Identify landmarks and structures of the face.		
506	Identify landmarks, structures, and normal tissues of the mouth.		
507	Identify primary and permanent teeth - eruption dates/arches/types.		
508	Use Universal, Palmer and FDI Designation Systems for permanent and primary teeth.		
509	Identify the anatomy of the temporomandibular joint (TMJ) into the dental treatment of patients.		
510	Identify occlusal relationships into the dental treatment of a patient.		
600	Office Procedures		
601	Demonstrate the use of dental software systems.		
602	Maintain inventory system.		
603	Process insurance claims.		
604	RESERVED		
605	Preparing and maintaining patient's file/ file systems.		
606	RESERVED		
607	Use written and verbal communication.		
608	Schedule and maintain appointment book/daily schedule.		
700	Pharmacology		
701	Describe methods of pain, anxiety control and pre-meds used in dentistry.		
702	Use Physician's Desk Reference (PDR) as a resource and/or digital resources.		
703	Recognize pharmacology terms and abbreviations, related to the field of dentistry.		
800	Radiology Skills		
801	Discuss history of dental radiology.		
802	Follow safety measures for exposing dental radiographs.		
803	Position patient and select accessories for radiographic technique.		
804	RESERVED		
805	Select film size appropriate for patient's mouth.		
806	Describe proper storage of unexposed radiographic film.		
807	Expose intra-oral radiographs using long-cone paralleling technique with film and digital receptors.		
808	Develop radiographs.		
809	Mount full-mouth series of radiographs.		
810	Maintain radiographic records.		
811	Duplicate dental radiographs.		
812	Identify normal radiographic landmarks of the teeth and jaws.		
813	Evaluate dental radiographs for diagnostic quality.		
814	Expose an intra-oral maxillary and mandibular anterior and posterior occlusal radiograph.		
815	RESERVED		
816	Expose a panoramic radiograph.		
817	Discuss computerized digital radiography.		

Task Number	Description	Hours	Level
818	Describe the properties of dental radiation.		
819	Discuss/expose intra-oral radiographs using long-cone bisecting technique with film and digital receptors.		
900	Operative Dentistry (Chair Side Dentistry)		
901	Seat/dismiss a patient, including special needs and elderly.		
902	Prepare and set up examination tray.		
903	Record and chart oral conditions using paper and computerized charting.		
904	RESERVED		
905	Take and record patient dental/medical history and vital signs.		
906	Prepare oral prophylaxis tray.		
907	Transfer instruments for four-handed dentistry.		
908	Evacuate oral cavity.		
909	Identify various types of dental hand instruments.		
910	Prepare set up and assist with administration of topical and local anesthesia.		
911	Prepare set up and assist with applying and removal of rubber dam.		
912	Identify/change burs in low and high-speed hand pieces.		
913	Prepare Tofflemire Matrix Band and sectional matrix systems.		
914	Prepare set up and assist with amalgam restoration.		
915	Prepare set up and assist with composite/resin restoration.		
916	Prepare set up and assist with pit and fissure sealants.		
917	Prepare set up for whitening procedures and give patient instructions.		
918	Provide patients with preventative dentistry information and techniques.		
919	Obtain and record intra/extra oral photographs.		
1000	Dental Materials		
1001	Mix/prepare various dental cements.		
1002	Mix/prepare set up for and take alginate impressions of the maxillary and mandibular arches.		
1003	Mix/prepare various dental liners and desensitizing materials.		
1004	Mix/prepare various dental bases.		
1005	Mix/prepare various elastomeric materials.		
1100	Dental Laboratory Procedures		
1101	Pour maxillary and mandibular alginate impression with gypsum product.		
1102	Trim a maxillary and mandibular study cast.		
1103	Construct an upper and lower custom tray.		
1104	RESERVED		
1105	RESERVED		
1106	Fabricate a temporary crown/provisional.		
1107	Fabricate a bleaching tray.		
1108	Expose students to digital impression.		
1200	Oral Surgery		
1201	Identify instruments and prepare set ups for various oral surgical procedures.		

Task Number	Description	Hours	Level
1202	Explain pre-operative and post-operative procedures to patient.		
1300	Periodontics		
1301	Chart periodontal probings and periodontal findings using paper and/or digital recordings.		
1302	Provide post-operative instruction for periodontal procedures.		
1303	RESERVED		
1304	RESERVED		
1400	Prosthodontics		
1401	RESERVED		
1402	Identify dental instruments and describe the total process of providing a fixed prosthesis for a patient.		
1403	Identify dental instruments and describe the total process of providing a removable prosthesis for a patient.		
1404	Give instructions regarding maintenance of fixed and removable prostheses.		
1405	Explain the concept of dental implants.		
1500	Endodontics		
1501	Identify instruments and prepare the setups for endodontic procedures.		
1502	Describe the techniques involved in endodontic procedures.		
1600	Certification		
1601	Prepare to obtain various Dental Assistant National Board Certifications (RHS, ICE, NELDA).		
1602	RESERVED		
1603	RESERVED		
1604	Obtain CPR/AED certification.		
1605	Obtain OSHA certification.		
1606	Obtain Bloodborne Pathogens certification.		
1607	Obtain HIPAA certification.		
1700	Orthodontics		
1701	Identify various instruments, appliances, and techniques.		
*Local Task List			
VA250	Applying first aid after and exposure.		
VA251	Equipment		
VA252	Waterline disinfection and maintenance.		
VA850	Develop radio-graphs using a manual tank.		
VA851	Develop radio-graphs using an automatic processor.		
VA852	Expose a full mouth series using digital radiology.		
VA853	Expose a full mouth series using film.		
VA950	Treatment		
VA951	Take and record accurate blood pressure.		
VA952	Take and record a pulse.		
VA953	Take and record respiration's.		
VA954	Take and record temperature.		
VA955	Prepare tray for fluoride treatment and give patient instructions.		

Task Number	Description	Hours	Level
VA956	Instruct patients on the proper techniques for brushing and flossing.		
VA957	AIDS		
VA1050	Mix and prepare polycarboxylate cement.		
VA1051	Mix and prepare glass ionomer cement.		
VA1052	Mix and prepare IRM.		
VA1053	Mix and prepare zinc phosphate cement.		
VA1054	Mix and prepare dycal.		
VA1055	Prepare varnish and explain what it does		
VA1056	Mix and prepare elastomeric putty.		
VA1057	Mix and prepare elastomeric tube system.		
VA1058	Demonstrate use of cartridge gun for elastomeric materials.		
VA1150	Construct a maxillary occlusal rim.		
VA1250	Assist with a simple oral surgery procedure.		
VA1350	Mix and prepare a periodontal dressing.		
VA1550	Assist with an endodontic procedure.		
VA3513	13.2.11.A- Apply effective speaking and listening skills used in a job interview.		
VA3514	13.2.11.B- Apply research skills in searching for a job. (CareerLink, O-NET, Networking, Newspapers, Professional Associations, Resource Books (OOH), etc.		
VA3515	13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, Cover Letter, Resume, Post-Secondary Application, etc.		
VA3516	13.2.11.E- Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Communication, Health and Safety, Resilience, Integrity, Problem Solving, Teamwork and Communication.		
VA3517	13.3.11.A- Evaluate personal attitudes and work habits that support career retention and advancement, with focus on Resilience, Integrity, Problem Solving, Communication, Teamwork.		
VA3518	13.3.11.B-Evaluate team member roles and describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, and summarizing.		
VA3519	13.3.11.C- Evaluate conflict resolution skills as they related to the workplace.: constructive criticism, group dynamics, managing leaderships, mediation, negotiation, problem solving.		
VA3520	13.3.11.D- Develop a personal budget based on career choice, such as but not limited to : fixed/variable expenses, gross pay, net pay, saving, taxes.		