

DENTAL ASSISTING, 51.0600.00

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STANDARD 1.0 DEMONSTRATE DENTAL OFFICE BUSINESS PROCEDURES

- 1.1 Explain the importance of patient scheduling depending on treatment time requirement
- 1.2 Describe the function of a recall system
- 1.3 Prepare and maintain patient clinical records
- 1.4 Prepare and maintain patient financial records
- 1.5 Prepare and maintain inventory control and purchasing
- 1.6 Perform knowledge of coding, billing, and third-party payment
- 1.7 Describe public relations responsibilities of the dental team
- 1.8 Use front office business equipment
- 1.9 Maintain the dental office environment
- 1.10 Receive and dismiss patients and visitors
- 1.11 Identify psychological considerations influencing behaviors of dental patients
- 1.12 Identify emergency and evacuation plans for the office
- 1.13 Use dental terminology in the dental environment

STANDARD 2.0 USE INFORMATION TECHNOLOGY TOOLS COMMONLY FOUND IN DENTAL SETTINGS

- 2.1 Describe technology applications commonly found in the dental office
- 2.2 Demonstrate basic computer hardware and software skills
- 2.3 Interpret information from electronic patient documents, such as referrals, lab tracking slips, and radiographs, and direct to appropriate entity for processing/treatment
- 2.4 Identify technological tools to expedite workflow, including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications
- 2.5 Use patient database applications to increase workplace efficiency
- 2.6 Employ dental management software to access, create, manage, integrate, and store dental practice information

STANDARD 3.0 DEMONSTRATE DISEASE PREVENTION, INFECTION CONTROL, AND WASTE MANAGEMENT PROCEDURES

- 3.1 Differentiate between pathogenic and non-pathogenic microorganisms
- 3.2 Describe pathogens and modes of disease transmission
- 3.3 Differentiate between aseptic and non-aseptic environments
- 3.4 Perform hand hygiene protocols
- 3.5 Select and use personal protective equipment as needed
- 3.6 Apply methods of surface cleaning and disinfection
- 3.7 Perform instrument processing and sterilization
- 3.8 Compare and contrast products used to control the spread of disease in the dental office environment
- 3.9 Comply with state and federal regulations for infection control and disease prevention (CDC)
- 3.10 Identify and apply the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the dental office environment
- 3.11 Identify and apply the OSHA Hazard Communications Standard (29CFR-1910.1200) applicable to the dental office environment

STANDARD 4.0 IDENTIFY STRUCTURES AND FUNCTIONS OF ORAL, HEAD, AND NECK ANATOMY AND RELATED DENTAL PATHOLOGIES

- 4.1 Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerve, and blood vessels
- 4.2 Identify embryonic development of head, oral cavity, and teeth

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- 4.3 Identify dental anatomy, tooth morphology, and tooth surfaces
- 4.4 Identify oral structures and landmarks
- 4.5 Differentiate among dental numbering systems
- 4.6 Describe histological components of the oral cavity, teeth, and periodontium
- 4.7 Recognize and describe dental pathological conditions and their development

STANDARD 5.0 MAINTAIN AND UTILIZE DENTAL INSTRUMENTS AND EQUIPMENT

- 5.1 Maintain and operate operatory, lab, and sterilization equipment
- 5.2 Identify types and functions of restorative, surgical, prosthodontic, orthodontic, periodontal, and endodontic dental instruments
- 5.3 Maintain dental instruments and hand pieces
- 5.4 Identify types and functions of dental hygiene instruments with emphasis on category rather than individual instruments
- 5.5 Maintain and operate an evacuation system

STANDARD 6.0 IDENTIFY FUNCTIONS OF PHARMACOLOGY AND ANESTHESIA RELATED TO DENTISTRY

- 6.1 Identify drug classification, agencies, and regulations
- 6.2 Record dispensed or prescribed drugs in the patient's clinical record
- 6.3 Use drug references to identify drug actions, side effects, indications, and contraindication
- 6.4 Identify common drugs used in dentistry
- 6.5 Prepare and apply a topical anesthetic agent
- 6.6 Identify types and properties of local anesthetics
- 6.7 Prepare syringes for the administration of local anesthetics
- 6.8 Monitor patients and identify precautions in the use of nitrous oxide-oxygen conscious sedation

STANDARD 7.0 MANIPULATE DENTAL MATERIALS

- 7.1 Identify properties and uses and manipulate gypsum
- 7.2 Identify properties and uses and manipulate restorative materials
- 7.3 Identify properties and uses and manipulate dental cements
- 7.4 Identify properties and uses, manipulate impression materials, and obtain an impression
- 7.5 Identify properties and uses and manipulate acrylics and/or thermoplastics
- 7.6 Identify properties and uses and manipulate waxes
- 7.7 Perform dental laboratory procedures to include the fabrication of casts, custom trays, and/or temporary crowns and bridges
- 7.8 Clean and polish removable dental appliances
- 7.9 Identify properties and uses of abrasive agents used to polish coronal surfaces and appliances
- 7.10 Identify and manage hazardous dental materials and wastes in accordance with local, state, and federal regulations

STANDARD 8.0 DEMONSTRATE DENTAL RADIOGRAPHIC PROCEDURES FOR DIAGNOSIS

- 8.1 Describe the history, physics, and biological effects of ionizing radiation
- 8.2 Identify parts of the X-ray machine including accessories
- 8.3 Perform radiologic health protection techniques
- 8.4 Perform radiographic procedures
- 8.5 Describe proper disposal of hazardous radiographic waste
- 8.6 Place and expose dental radiographic/image receptor
- 8.7 Identify radiographic anatomical landmarks and pathologies
- 8.8 Mount radiographic surveys
- 8.9 Maintain unexposed film inventory and storage including appropriate biohazardous properties
- 8.10 Utilize various radiographic imaging techniques

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STANDARD 9.0 DEMONSTRATE CHAIRSIDE PROCEDURES FOR DENTISTRY

- 9.1 Prepare and maintain the aseptic working area, including the sterilization of instruments for intraoral/extraoral procedures
- 9.2 Apply principles of four-handed dentistry
- 9.3 Assist with restorative and specialty procedures
- 9.4 Evacuate and maintain the operating field
- 9.5 Perform functions as permitted by the Arizona statute/law pertaining to chairside assisting in general and specialty settings
- 9.6 Prepare tray sets and operatory to assist in general and specialty dental procedures
- 9.7 Select, prepare, and manipulate dental materials for general and specialty procedures
- 9.8 Perform visual assessment of existing oral conditions
- 9.9 Perform patient management practices to meet individual patient need

STANDARD 10.0 RECORD PATIENT ASSESSMENT AND TREATMENT DATA

- 10.1 Record medical and dental histories, including the use of recreational drugs, homeopathies, and OTC drugs; existing restorative and oral conditions; and recent accidents and surgeries
- 10.2 Record existing oral conditions
- 10.3 Record conditions diagnosed by the dentist
- 10.4 Record treatment-related data in the patient's clinical record, e.g., post-operative instruction, reactions to treatment, and referrals
- 10.5 Record treatment plan and treatment provided in patient's clinical chart

STANDARD 11.0 DEMONSTRATE TECHNIQUES OF PREVENTIVE DENTISTRY

- 11.1 Instruct patients on oral homecare and oral disease prevention
- 11.2 Apply anticariogenic treatments
- 11.3 Perform coronal polishing procedures
- 11.4 Identify principles of nutrition essential for a healthy lifestyle
- 11.5 Identify dietary practices that contribute to negative health consequences

STANDARD 12.0 RECOGNIZE AND RESPOND TO EMERGENCY SITUATIONS

- 12.1 Obtain, monitor, and record vital signs
- 12.2 Describe legal parameters relating to administration of emergency care
- 12.3 Obtain and maintain training and/or certification in cardiopulmonary resuscitation (CPR) approved by the Dental Assisting National Board (DANB)
- 12.4 Recognize common emergencies, emergency preventive measures, and emergency response strategies

STANDARD 13.0 DESCRIBE THE LEGAL AND ETHICAL RESPONSIBILITIES OF THE DENTAL HEALTHCARE WORKER

- 13.1 Define commonly used legal vocabulary related to dentistry
- 13.2 Describe ethical considerations/obligations in the dental team-patient relationship
- 13.3 Explain risk management
- 13.4 Describe the Arizona State Dental Practice Act as it applies to the practice of dental assisting
- 13.5 Follow HIPAA laws related to the practice of dentistry

STANDARD 14.0 DEMONSTRATE MATHEMATICS AND SCIENCE KNOWLEDGE AND SKILLS

- 14.1 Draw, read, and report using graphs, charts, and tables
- 14.2 Measure time, temperature, distance, capacity, and mass/weight
- 14.3 Make, use, and convert weights and measures using both traditional and metric units
- 14.4 Organize and communicate results obtained by observations and experimentation
- 14.5 Differentiate between digital clock and analog clock
- 14.6 Convert to and from 12-hour time format and 24-hour format

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- 14.7 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings
- 14.8 Perform knowledge of arithmetic operations
- 14.9 Analyze and apply data and measurements to solve problems and interpret documents

STANDARD 15.0 KEEP CURRENT WITH PRODUCTS, SERVICES, AND INDUSTRY TRENDS

- 15.1 Read professional journals
- 15.2 Participate in professional organizations and meetings
- 15.3 Attend educational seminars
- 15.4 Comprehend changes in local, state, and federal dental laws and regulations

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