# Competency Task List

# Dental Assisting/Assistant CIP 51.0601

# High School Graduation Years 2022, 2023, 2024

## 100 Introduction to Dental Assisting

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Adhere to legal and ethical standards of behavior and compliance, including HIPAA policies |  |  | |
| 402 | RESERVED |  |  | |

## 500 Anatomy and Physiology

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  | |
| 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

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  | |

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## 800 Radiology Skills

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  | |
| 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)

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1201 | Identify instruments and prepare set ups for various oral surgical procedures. |  |  | |
| 1202 | Explain pre-operative and post-operative procedures to patient. |  |  | |

## 1300 Periodontics

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1501 | Identify instruments and prepare the setups for endodontic procedures. |  |  | |
| 1502 | Describe the techniques involved in endodontic procedures. |  |  | |

## 1600 Certification

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1701 | Identify various instruments, appliances, and techniques. |  |  | |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_