

DENTAL ASSISTING/2 (180 Hours)

Course No.: 76-35-56

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. INTRODUCTION AND SAFETY (3 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Course content as part of Linked Learning
- _____ 3. Classroom policies and procedures
- _____ 4. Jobs with impact on role of dental assistants
- _____ 5. Promoting gender equity/non-trad
- _____ 6. CDCA-DBC policies/requirements
- _____ 7. Primary mission of ADA/CDA/DANB
- _____ 8. Cal/OSHA laws governing dental assistants
- _____ 9. EPA legislation on health industry sector
- _____ 10. Hazardous materials removal/EPA standards
- _____ 11. Class/work first aid & emergency procedures
- _____ 12. Responsibilities to insure a safe workplace
- _____ 13. Pass the safety test with 100% accuracy

B. DENTAL MATHEMATICS (5 hrs)

- _____ 1. Application of math in dental assisting
- _____ 2. Problem-solving involving whole number
- _____ 3. Problem-solving involving fractions
- _____ 4. Problem-solving involving decimals
- _____ 5. Changing fractions to decimals
- _____ 6. Changing decimals to fractions
- _____ 7. English/metric system of measuring length
- _____ 8. English/metric system of measuring weight
- _____ 9. English/metric measures of volume/capacity
- _____ 10. English/metric measuring problems
- _____ 11. Measuring using tools common to trade
- _____ 12. Metric ascending/descending powers of ten
- _____ 13. Convert English numbering to metric system
- _____ 14. Convert metric system to English numbering
- _____ 15. Calculate square roots of English numbers
- _____ 16. Demo using a calculator
- _____ 17. Decreasing quantities in dental formulas
- _____ 18. Increasing quantities in dental formulas

C. COMPLIANCE REVIEW (2 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Policies/procedures related to compliance
- _____ 3. Economic impact of fraud practices on society
- _____ 4. Review fraud cases/show corrective actions

D. RESOURCE MANAGEMENT (5 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Management of resources in dental assisting
- _____ 3. Examples of effective resource management
- _____ 4. Benefits of effective resource management
- _____ 5. Economic/environmental benefits & liabilities

E. PATIENT HISTORY (5 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Accurate collection of data in anamnesis
- _____ 3. Effects of chronic disorders on dental care
- _____ 4. Policies/procedures related to patient records

F. VITAL SIGNS (5 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Use/storage of listed equipment
- _____ 3. Demo vital signs of 3 dental patients

G. DENTAL CHART (10 hrs)

- _____ 1. Identify tooth by name/dental chart #
- _____ 2. Characteristics of listed surfaces
- _____ 3. Chart 3 patients using red and blue pencils

H. CHAIRSIDE PROCEDURES (110 hrs)

- _____ 1. Identify listed dental setting materials
- _____ 2. Identify/discuss listed instruments
- _____ 3. Demo listed 4-handed dentistry procedures
- _____ 4. Demo techniques for prophylaxis exam
- _____ 5. Techniques for anesthetic administration
- _____ 6. Techniques used for rubber damming

- _____ 7. Techniques used for dental cavity prep
- _____ 8. Techniques for orthodontic procedures
- _____ 9. Techniques for endodontic procedures
- _____ 10. Techniques for periodontal procedures
- _____ 11. Techniques for oral surgery procedures
- _____ 12. Techniques for prosthodontic procedures
- _____ 13. Environment/set-up for pediatric patients

I. DENTAL EMERGENCY PROCEDURES (25 hrs)

- _____ 1. Procedures that prevent emergencies
- _____ 2. Function of basic supplies on emergency cart
- _____ 3. Routine checking/supplies updating
- _____ 4. Treatment for listed emergencies
- _____ 5. Vasodepressor syncope
- _____ 6. Oral manifestations & disorder medications
- _____ 7. Aftercare of equipment/used supplies

J. EMPLOYABILITY SKILLS (10 hrs)

- _____ 1. Employer requirements in employee
- _____ 2. Identify potential employers
- _____ 3. Social networking in job search
- _____ 4. Design sample resumes
- _____ 5. Filling out job application legibly/completely
- _____ 6. Complete sample job application correctly
- _____ 7. Discuss enthusiasm on a job
- _____ 8. Discuss appearance on a job
- _____ 9. Continuous upgrading of job skills
- _____ 10. Customer service to build business
- _____ 11. Demo appropriate interview techniques
- _____ 12. Materials for a successful interview
- _____ 13. Appropriate follow-up procedures