

DENTAL ASSISTING/3 (180 Hours)

Course No.: 76-35-59

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 (2 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Course content as part of linked learning
- _____ 3. Classroom policies and procedures
- _____ 4. Jobs in industry that impact dental asst.
- _____ 5. Promoting gender equity/non-trad
- _____ 6. CDCA-DBC policies/certifications
- _____ 7. Mission of ADAA/CDAA/DANB
- _____ 8. Cal/OSHA laws governing dental assistants
- _____ 9. EPA legislation & industry sector practices
- _____ 10. Proper disposal of hazardous materials
- _____ 11. Class/work first aid & emergency procedures
- _____ 12. Responsibilities to insure a safe workplace
- _____ 13. Pass safety test with 100% accuracy

B. COMPLIANCE REVIEW (2 hrs)

- _____ 1. Review definitions of listed terms
- _____ 2. Policies/procedures used to prevent fraud
- _____ 3. Review economic impact of fraud
- _____ 4. Review 3 case applications

C. OFFICE MANAGEMENT (25 hrs)

- _____ 1. Demo listed reception techniques
- _____ 2. Demo listed telephone techniques
- _____ 3. Scheduling and recall techniques
- _____ 4. Types of electronic programs
- _____ 5. Letter writing techniques
- _____ 6. Recording and filing techniques
- _____ 7. Bookkeeping and collection techniques
- _____ 8. Insurance billing techniques
- _____ 9. Inventory-taking techniques

D. DENTAL RADIOGRAPHY (30 hrs)

- _____ 1. State licensing/certificate requirements
- _____ 2. Define listed terms related to topic

- _____ 3. Identify/label/discuss functions of X-ray tube
- _____ 4. Discuss X-radiation
- _____ 5. Identify/discuss elements of dental radiation
- _____ 6. Demo radiograph processing sequence
- _____ 7. Identify/locate/ label dental elements
- _____ 8. Demo the following radiation guidelines
- _____ 9. X-ray retake techniques
- _____ 10. Pass radiation safety test with 100% accuracy
- _____ 11. Demo listed techniques related to topic
- _____ 12. Additional listed techniques related to topic
- _____ 13. Second set of full mouth X-rays on mannequin
- _____ 14. Techniques for the first set of full mouth X-rays
- _____ 15. Techniques for second set of full mouth X-rays
- _____ 16. Techniques for third set of full mouth X-rays
- _____ 17. Techniques for fourth set of full mouth X-rays

E. DIGITAL RADIOGRAPHY (10 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Different types of digital images
- _____ 3. Advantages of digital radiography
- _____ 4. Concerns regarding digital radiography
- _____ 5. Use/maintenance/storage of digital equipment

F. EMPLOYABILITY SKILLS REVIEW (3 hrs)

- _____ 1. Employer requirements in employee
- _____ 2. Identify potential employers
- _____ 3. Electronic social networking in job search
- _____ 4. Finalize resumes
- _____ 5. Filling out job application legibly/accurately
- _____ 6. Complete sample job application correctly
- _____ 7. Enthusiasm on a job
- _____ 8. Appropriate appearance on a job
- _____ 9. Continuous upgrading of job skills
- _____ 10. Customer service to build business
- _____ 11. Appropriate interview techniques

- ___ 12. Resources for a successful interview
- ___ 13. Appropriate follow-up procedures

G. ENTREPRENEURIAL SKILLS (3 hrs)

- ___ 1. Define entrepreneurship
- ___ 2. Contributions of entrepreneurs to field
- ___ 3. Characteristics of successful entrepreneurs
- ___ 4. Variables to become successful entrepreneur
- ___ 5. Personal goals prior to opening a business
- ___ 6. Purpose of a business plan
- ___ 7. Sources of money in business opportunity
- ___ 8. Scenario: student as manager of office

H. INSERVICE CLINICAL PRACTICE (105 hrs)

- ___ 1. Demo listed dental procedures/practices
- ___ 2. Four-handed dentistry principles
- ___ 3. Identifying handcutting instruments
- ___ 4. Disinfection procedures
- ___ 5. Preparing for disinfection/sterilization
- ___ 6. Operation of listed equipment
- ___ 7. Demo preparation of listed dental mixtures
- ___ 8. Setting up trays for various procedures
- ___ 9. Identify/discuss listed dental instruments
- ___ 10. Take alginate impressions for study models
- ___ 11. Trim study models to given specifications
- ___ 12. Chart/record conditions dictated by dentist
- ___ 13. Assist in oral surgery procedures
- ___ 14. Identify/discuss functions of instruments
- ___ 15. Set up & assist w/dental prophylaxis/fluoride
- ___ 16. State actions of listed solutions
- ___ 17. Identify/discuss functions of listed items
- ___ 18. Prepare tray for periodontic procedures
- ___ 19. Identify/discuss listed instruments
- ___ 20. Assist crown and bridge preparation
- ___ 21. Mix silicone & rubber base for impressions
- ___ 22. Mix listed materials
- ___ 23. Assist in preparation of pit & fissure sealants
- ___ 24. Assist in listed orthodontic procedures
- ___ 25. Expose radiographs using listed techniques
- ___ 26. Demo/assume office management duties
- ___ 27. Positive interaction techniques with others