

DENTAL ASSISTING, 51.0600.00

The knowledge and technical skill standards were validated by the Skill Standards Validation Committee on January 15, 2013 and approved by the Arizona Skill Standards Commission on April 9, 2013. Note: Editorial changes were made August 2014.

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
- 4.3 Identify dental anatomy, tooth morphology, and tooth surfaces

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- 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

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- 14.5 Differentiate between digital clock and analog clock
- 14.6 Convert to and from 12-hour time format and 24-hour format
- 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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