

Unit/ Standard Number	<p align="center">High School Graduation Years 2019, 2020 and 2021 Assisting/Assistant CIP 51.0601 Task Grid</p>	<p align="center">Dental</p> <p>Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
Secondary Competency Task List		
100	INTRODUCTION TO DENTAL ASSISTING	
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, personal qualities/characteristics.	
160	Describe history of dentistry	
161	Identify the nine specialties of dentistry	
162	Understand professional organizations: ADA / ADAA	
200	PRINCIPLES OF INFECTION CONTROL	
201	Wash hands and follow gloving procedures.	
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	Use Safety Data Sheets (SDS) sheets and label appropriate materials.	
210	Dispose of sharps, infectious and hazardous wastes.	
211	Maintain evacuation system.	
212	Maintain dental handpieces.	
213	Use infection control procedures to send/receive dental laboratory items.	
260	Use proper principles of personal protection	
261	Understand basic microbiology and transmission of infectious diseases	
262	Use biological and process indicators	
300	SAFETY AND EMERGENCY PROCEDURES	
301	Practice general/personal safety standards/precautions.	
302	Practice proper body mechanics.	
303	Perform CPR/AED procedures..	
304	Prepare and recognize various medical emergencies.	
360	Prepare for dental emergencies	
361	Perform the Heimlich maneuver	
400	ETHICAL/LEGAL RESPONSIBILITIES	
401	Practice legal and ethical standards of behavior and compliance, including HIPAA policies	
402	RESERVED	

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500	ANATOMY AND PHYSIOLOGY	
501	Identify parts, names, shapes and surfaces of teeth.	
502	RESERVED	
503	Identify basic head and neck anatomy.	
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 - arches/types.	
508	Use Universal, Palmer and FDI Designation Systems for permanent and primary teeth.	
560	Classify cavity preparations	
600	OFFICE PROCEDURES	
601	Demonstrate the use of dental software system.	
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.	
660	Utilize telephone etiquette and proper phone procedures	
700	PHARMACOLOGY	
701	Describe methods of pain, anxiety control and pre-meds used in dentistry.	
702	Use Physician's Desk Reference (PDR) as a resource.	
703	Recognize pharmacology terms and abbreviations, related to the field of dentistry.	
760	Identify the difference between drug brand names and generic names	
761	Identify the parts of a written prescription	
800	RADIOLOGY SKILLS	
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.	

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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	Expose students to computerized digital radiography.	
818	Describe the properties of dental radiation.	
819	Discuss/Expose intra-oral radiographs using long-cone bi-secting technique.	
860	Care for and clean automatic processor	
861	Describe the properties of radiation and explain the biological effects of radiation exposure	
862	Identify the components of a dental x-ray unit and explain the function of each component	
863	Understand the characteristic properties and types of radiation	
864	Understand the differences between intraoral and extraoral radiology	
865	Use infection control procedures in exposing and processing dental radiographs	
866	Explain how an x-ray is produced	
867	Digitally expose 4 bitewings	
868	Digitally expose a full mouth series	
900	OPERATIVE DENTISTRY (CHAIR SIDE DENTISTRY)	
901	Seat/dismiss a patient, including special needs and elderly.	
902	Prepare and set up examination tray.	
903	Record and chart oral conditions.	
904	RESERVED	
905	Take and record patient's dental/medical histories 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.	
914	Prepare set up and assist with amalgam restoration.	
915	Prepare set up and assist with composite/resin restoration.	

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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.	
960	Describe transfer zones	
961	Describe techniques for moisture control and isolation	
962	Understand tray systems and color-coding systems	
1000	DENTAL MATERIALS	
1001	Mix and prepare various dental cements.	
1002	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.	
1060	Describe bonding agents and their manipulation	
1061	Explain acid etching and procedure	
1062	Explain the types of dental restorative materials	
1063	Explain properties, composition, and manipulation of dental amalgam	
1100	DENTAL LABORATORY PROCEDURES	
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.	
1200	ORAL SURGERY	
1201	Prepare set ups for various-oral surgical procedures.	
1202	Explain pre-operative and post-operative procedures to patient.	
1260	Describe the types of dental implants and surgical procedures	
1261	Explain the function of sutures and when they are placed	
1300	PERIODONTICS	
1301	Record periodontal probings and periodontal findings.	
1302	Provide post-operative instruction for periodontal procedures.	
1303	RESERVED	
1304	RESERVED	

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1400	PROSTHODONTICS	
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.	
1460	Describe various types of fixed prostheses and their functions	
1500	ENDODONTICS	
1501	Prepare the set up for endodontic procedures.	
1502	Describe the techniques involved in endodontic procedures.	
1560	Explain periapical surgery	
1561	Explain pulp testing	
1600	CERTIFICATION	
1601	Prepare to obtain various Dental Assistant National Board Certifications.	
1602	RESERVED	
1603	RESERVED	
1700	ORTHODONTICS	
1701	Identify various instruments, appliances and techniques.	
3000	EMPLOYMENT STRATEGIES	
3060	Prepare a resume and cover letter	
3061	Explain how to obtain employment in different types of practices	
3062	Define how to prepare for the interview	
3100	PEDIATRIC DENTISTRY	
3160	Identify the equipment unique to pediatric dentistry	
3161	Explain common behavior characteristics of children of various ages	
3162	Identify the signs of child abuse and the procedure for reporting suspected abuse cases	
3163	Explain the purpose of using enamel sealants and where they are placed	
3200	ANESTHESIA AND SEDATION	
3260	Describe methods used to manage pain and anxiety related to dental procedures	
3261	Explain different topical anesthetics and their placements	
3262	Describe types of local anesthetics	
3263	Identify the injection sites for the maxillary and mandibular arches	
3264	Discuss the role of nitrous oxide in the care of the dental patient	

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3265	Assist in the administration of nitrous oxide	
3266	Understand sedation dentistry	
3300	ORTHODONTICS	
3360	Prepare tray set up for various orthodontic procedures	
3361	Identify and understand differences in occlusions	
3362	Assist with orthodontic band and bracket placement	
3363	Identify wire types and understand sequence of wire placement	
3364	Identify and maintain orthodontic instruments	
3365	Prepare bonding materials	
3366	Take and record intraoral and extraoral photographs	
3367	Identify and understand bracket systems	
3368	Understand retention and identify types of retainers	
3369	Adjust orthodontic wires	
3370	Understand uses for various orthodontic appliances	
3371	Differentiate between fixed and removable appliances	
3400	EMBRYOLOGY AND HISTOLOGY	
3460	Describe the structures of the gingiva and mucosa	
3461	Describe the life cycle of a tooth and identify the stages	
3462	Identify enamel, dentin, cementum and pulp tissues, location and function	
3463	Identify components of the periodontium and alveolar bone	
3464	Describe human face development	
3500	PATIENT CARE AND PROCEDURES	
3560	Provide patient with nutrition and dental health information	