

<b>Unit/ Standard Number</b>	<p><b>Dental Assisting/Assistant</b>  <b>CIP 51.0601</b>  <b>Task Grid</b></p>
	<b>Secondary Competency Task List</b>
<b>100</b>	<b>INTRODUCTION TO DENTAL ASSISTING</b>
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
<b>200</b>	<b>PRINCIPLES OF INFECTION CONTROL</b>
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.
260	Use proper principles of personal protection
261	Understand basic microbiology and transmission of infectious diseases
262	Use biological and process indicators
<b>300</b>	<b>SAFETY AND EMERGENCY PROCEDURES</b>
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.
360	Prepare for dental emergencies

<b>Unit/ Standard Number</b>	<p><b>Dental Assisting/Assistant</b>  <b>CIP 51.0601</b>  <b>Task Grid</b></p>
361	Perform the abdominal thrust
<b>400</b>	<b>ETHICAL/LEGAL RESPONSIBILITIES</b>
401	Adhere to legal and ethical standards of behavior and compliance, including HIPAA policies
402	RESERVED
<b>500</b>	<b>ANATOMY AND PHYSIOLOGY</b>
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.
560	Classify cavity preparations
<b>600</b>	<b>OFFICE PROCEDURES</b>
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.
660	Utilize telephone etiquette and proper phone procedures
<b>700</b>	<b>PHARMACOLOGY</b>
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.
760	Identify the difference between drug brand names and generic names
761	Identify the parts of a written prescription

<b>Unit/ Standard Number</b>	<p><b>Dental Assisting/Assistant</b>  <b>CIP 51.0601</b>  <b>Task Grid</b></p>
<b>800</b>	<b>RADIOLOGY SKILLS</b>
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.
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
<b>900</b>	<b>OPERATIVE DENTISTRY (CHAIR SIDE DENTISTRY)</b>
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.

Unit/ Standard Number	
	<b>Dental Assisting/Assistant</b> <b>CIP 51.0601</b> <b>Task Grid</b>
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.
960	Describe transfer zones
961	Describe techniques for moisture control and isolation
962	Understand tray systems and color-coding systems
<b>1000</b>	<b>DENTAL MATERIALS</b>
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.
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
<b>1100</b>	<b>DENTAL LABORATORY PROCEDURES</b>
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.

<b>Unit/ Standard Number</b>	<p><b>Dental Assisting/Assistant</b>  <b>CIP 51.0601</b>  <b>Task Grid</b></p>
<b>1200</b>	<b>ORAL SURGERY</b>
1201	Identify instruments and 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
<b>1300</b>	<b>PERIODONTICS</b>
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
<b>1400</b>	<b>PROSTHODONTICS</b>
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
<b>1500</b>	<b>ENDODONTICS</b>
1501	Identify instruments and prepare the setups for endodontic procedures.
1502	Describe the techniques involved in endodontic procedures.
1560	Explain periapical surgery
1561	Explain pulp testing
<b>1600</b>	<b>CERTIFICATION</b>
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.
<b>1700</b>	<b>ORTHODONTICS</b>

Unit/ Standard Number	
	<b>Dental Assisting/Assistant CIP 51.0601 Task Grid</b>
1701	Identify various instruments, appliances and techniques.
<b>3000</b>	<b>EMPLOYMENT STRATEGIES</b>
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
<b>3100</b>	<b>PEDIATRIC DENTISTRY</b>
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
<b>3200</b>	<b>ANESTHESIA AND SEDATION</b>
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
3265	Assist in the administration of nitrous oxide
3266	Understand sedation dentistry
<b>3300</b>	<b>ORTHODONTICS</b>
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
<b>3400</b>	<b>EMBRYOLOGY AND HISTOLOGY</b>

Unit/ Standard Number	<p style="text-align: center;"><b>Dental Assisting/Assistant CIP 51.0601 Task Grid</b></p>
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
<b>3500</b>	<b>PATIENT CARE AND PROCEDURES</b>
3560	Provide patient with nutrition and dental health information