

**Dental Assisting/Assistant  
CIP 51.0601  
Task Grid**

**Proficiency Level  
Achieved:  
(X) Indicates  
Competency  
Achieved to Industry  
Proficiency Level**

Unit/ Standard Number		
	<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.	
<b>200</b>	<b>PRINCIPLES OF INFECTION CONTROL</b>	
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.	
<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 and recognize various medical emergencies.	
<b>400</b>	<b>ETHICAL/LEGAL RESPONSIBILITIES</b>	
401	Practice 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 basic head and neck anatomy.	
504	Describe disturbances in dental development.	

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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.	
<b>600</b>	<b>OFFICE PROCEDURES</b>	
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.	
<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.	
703	Recognize pharmacology terms and abbreviations, related to the field of dentistry.	
<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.	
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.	

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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.	
<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.	
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.	
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.	
<b>1000</b>	<b>DENTAL MATERIALS</b>	
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.	
<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	

Unit/ Standard Number	<u>High School Graduation Years 2019, 2020 and 2021</u>		Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
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1106	Fabricate a temporary crown/provisional.		
1107	Fabricate a bleaching tray.		
<b>1200</b>	<b>ORAL SURGERY</b>		
1201	Prepare set ups for various-oral surgical procedures.		
1202	Explain pre-operative and post-operative procedures to patient.		
<b>1300</b>	<b>PERIODONTICS</b>		
1301	Record periodontal probings and periodontal findings.		
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.		
<b>1500</b>	<b>ENDODONTICS</b>		
1501	Prepare the set up for endodontic procedures.		
1502	Describe the techniques involved in endodontic procedures.		
<b>1600</b>	<b>CERTIFICATION</b>		
1601	Prepare to obtain various Dental Assistant National Board Certifications.		
1602	RESERVED		
1603	RESERVED		
<b>1700</b>	<b>ORTHODONTICS</b>		
1701	Identify various instruments, appliances and techniques.		