

Name: _____

Dental Assisting/Assistant

Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Student Rating Scale:

- 0 No Exposure** – no experience/knowledge in this area
- 1 Knowledge Received** – area is understood
- 2 Limited Skill** – has exposure, but additional training and supervision is required
- 3 Moderately Skilled** – limited training and supervision may be required, but progress is being made
- 4 Skilled** – no additional training is required; the competency has been mastered and knowledge can be transferred to other applications

0	1	2	3	4	A. Demonstrate Good Communication Skills	Notes:
					1. Communicate effectively with clients, colleagues, and other professionals	
					2. Demonstrate proper oral communication	
					3. Demonstrate proper written communication	
					4. Utilize effective interpersonal skills	
					5. Demonstrate teamwork	
					6. Utilize motivation techniques	
					7. Listen actively and attentively	
					8. Assess client’s psychological attitude during communication	
					9. Use appropriate dental terminology and abbreviations	
					10. Explain dental procedures to client (e.g., pre and post treatment instructions)	
					11. Document dental care	
					12. Follow the physician’s directives and instructions	
					Other:	

4	3	2	1	0	B. Practice Ethical Behavior	Notes:
					1. Describe the functions of the dental hygienist according to the state Dental Practice Act	
					2. Describe the legal, moral, and ethical aspects of dental care	
					3. Demonstrate a professional work ethic (e.g., attitude, appearance, and punctuality)	
					4. Explain the importance of client confidentiality	
					5. Maintain client confidentiality	
					Other:	

0	1	2	3	4	C. Maintain Infection Control	Notes:
					1. Explain the rationale for infection control and occupational safety protocols according to the Occupational Safety and Health Administration (OSHA) hazard communication standards	
					2. Demonstrate proper hand washing techniques	
					3. Demonstrate universal precaution techniques (e.g., personal protective equipment)	
					4. Explain the actions, uses, advantages, and disadvantages of anti-microbial agents and sterilization procedures	
					5. Demonstrate optimum sterilization and / or disinfection procedures	
					6. Dispose of hazardous equipment and materials according to OSHA guidelines	
					7. Demonstrate the proper cleaning and packing of instruments for sterilization	
					8. Demonstrate proper operatory preparation using aseptic techniques	
					9. Demonstrate proper maintenance preparation using aseptic techniques	
					10. Use preventive procedures to avoid cross-contamination	
					11. Maintain records according to the OSHA blood-borne pathogens and hazard communication standards	
					Other:	

0	1	2	3	4	D. Describe Dental Science	Notes:
					1. Explain primary and permanent tooth morphology	
					2. Explain primary and permanent dentition	
					3. Explain cavity classification	
					4. Explain primary and permanent tooth eruption sequences	
					5. Explain occlusion and malocclusion	
					6. Identify normal intraoral structures	
					7. Explain the basic characteristics of microorganisms (e.g., bacteria, fungus, and viruses)	
					8. Define common oral pathological conditions	
					Other:	

0	1	2	3	4	E. Perform Basic Chairside Dental Procedures	Notes:
					1. Obtain a medical and dental history	
					2. Measure vital signs	
					3. Demonstrate the proper client/assistant/operator positions	
					4. Prepare the operatory for client treatment	

					5. Seat the client in preparation for treatment	
					6. Prepare the anesthetic	
					7. Apply a topical anesthetic to the injection site	
					8. Place a rubber dam	
					9. Remove a rubber dam	
					10. Maintain a clear operating field (e.g., oral evacuation, moisture control, tissue retraction, and three-way syringe)	
					11. Position the treatment light for visibility	
					12. Perform an instrument transfer	
					13. Dismiss the client after treatment	
					14. Assist with palliative care for all dental procedures	
					15. Perform dental charting	
					16. Demonstrate basic life support	
					17. Recognize medical emergencies and the proper protocols for treatment	
					Other:	

0	1	2	3	4	F. Use Dental Materials	Notes:
					1. Explain the properties of dental materials	
					2. Demonstrate the application of impression materials	
					3. Demonstrate the application of restorative materials	
					4. Demonstrate the application of dental cements	
					5. Demonstrate the application of gypsum products	
					6. Demonstrate the application dental resins	
					7. Demonstrate the application of abrasives and polishing agents	
					8. Demonstrate the applications of dental metals	
					9. Demonstrate the application of a sedative/palliative	
					10. Demonstrate the application of dental waxes	
					Other:	

0	1	2	3	4	G. Assist with Restorative Procedures	Notes:
					1. Prepare the armamentarium for restorative procedures	
					2. Assist with amalgam procedures	

					3. Assist with composite procedures	
					4. Assist with stainless steel crowns	
					5. Place matrices	
					6. Remove matrices	
					7. Assist with temporary fillings	
					8. Polish an amalgam	
					Other:	

0	1	2	3	4	H. Assist with Prosthodontic Procedures	Notes:
					1. Prepare the armamentarium for prosthodontic procedures	
					2. Assist with fixed prosthodontic procedures	
					3. Assist with removable prosthodontic procedures	
					4. Assist with the adjustment of fixed and removable prosthetics	
					5. Fabricate provisional converge	
					6. Obtain a bite registration	
					Other:	

0	1	2	3	4	I. Assist with Preventive Procedures	Notes:
					1. Prepare the armamentarium for preventive procedures	
					2. Assist with preventive procedures	
					3. Demonstrate the proper instrumentation and usage of rubber cub polishing	
					4. Perform a fluoride treatment	
					5. Apply dental sealants	
					6. Provide oral hygiene instruction	
					Other:	

0	1	2	3	4	J. Assist with Oral Surgery	Notes:
					1. Prepare the armamentarium for oral surgery	
					2. Assist with surgical procedures	
					3. Assist with extractions	
					4. Assist with implant procedures	

					5. Assist with the placement and removal of sutures	
					6. Remove sutures	
					Other:	

0	1	2	3	4	K. Assist with Periodontic Procedures	Notes:
					1. Prepare the armamentarium for periodontic procedures	
					2. Assist with periodontal surgery	
					3. Assist with the placement and removal of periodontic dressings	
					Other:	

0	1	2	3	4	L. Assist with Orthodontic Procedures	Notes:
					1. Prepare the armamentarium for orthodontic procedures	
					2. Assist with orthodontic procedures	
					3. Place separators	
					4. Apply ligatures to orthodontic wires	
					5. Remove ligatures from orthodontic wires	
					Other:	

0	1	2	3	4	M. Assist with Endodontic Procedures	Notes:
					1. Prepare the armamentarium for endodontic procedures	
					2. Assist with endodontic procedure	
					3. Assist with an apicoectomy	
					4. Assist with a pulpotomy	
					Other:	

0	1	2	3	4	N. Perform Radiographic Procedures	Notes:
					1. Explain the importance and purpose of radiation protection for the client and operator	
					2. Explain principles of radiation that relate to measurement of beam quality and quantity	
					3. Explain the biological effects of ionizing radiation	
					4. Select the appropriate film	
					5. Prepare the armamentarium (e.g., film holders, cotton roles, and cassettes)	
					6. Demonstrate the proper exposure techniques for intraoral and extraoral radiographs	
					7. Maintain radiographic solutions for manual and automatic processors	

					8. Process exposed intraoral and extraoral dental radiographs using manual and automatic techniques	
					9. Demonstrate the proper mounting of radiographs	
					10. Duplicate film	
					11. Evaluate radiographs for diagnostic value	
					12. Practice client and operator safety measures	
					13. Practice quality assurance for film storage	
					Other:	

0	1	2	3	4	O. Perform Dental Laboratory Procedures	Notes:
					1. Fabricate a diagnostic cast	
					2. Fabricate a custom impression tray	
					3. Fabricate a mouth guard	
					4. Fabricate a tooth-whitening tray	
					5. Clean removable prosthetic appliances	
					6. Polish removable prosthetic appliances	
					Other:	

0	1	2	3	4	P. Perform Business Office Procedures	Notes:
					1. Demonstrate time management	
					2. Schedule appointments effectively	
					3. Utilize software programs (e.g., dental, word processors, spreadsheets, and databases)	
					4. Manage client accounts (e.g., accounts receivable and accounts payable)	
					5. Manage the office and dental inventory (e.g., supplies and equipment)	
					Other:	

0	1	2	3	4	Q. Leadership Competencies**	Notes:
					1. Demonstrate an understanding of SkillsUSA-VICA, its structure, and activities	
					2. Demonstrate an understanding of one's personal values	
					3. Perform tasks related to effective personal management skills	
					4. Demonstrate interpersonal skills	
					5. Demonstrate etiquette and courtesy	
					6. Demonstrate effectiveness in oral and written communication	

					7. Develop and maintain a code of professional ethics	
					8. Maintain a good professional appearance	
					9. Perform basic tasks related to securing and terminating employees	
					10. Perform basic parliamentary procedures in a group meeting	
					Other:	

*****NOTE: These competencies are addressed in the Missouri SkillsUSA-VICA Curriculum Guide lessons***