

Unit/ Standard Number	 pennsylvania DEPARTMENT OF EDUCATION <p style="text-align: right;"><u>High School Graduation Years 2010, 2011 and 2012</u></p> <p style="text-align: center;">Dental Assisting/Assistant CIP 51.0601 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
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.	
200	APPLY PRINCIPLES OF INFECTION CONTROL	
201	Wash hands and follow gloving procedures.	
202	Maintain asepsis to control the spread of infection.	
203	Clean and prepare instruments for sterilization.	
204	Use ultrasonic cleaner.	
205	Use chemicals to sterilize and disinfect instruments.	
206	Sterilize instruments using autoclave and maintain equipment.	
207	Perform cleaning/disinfecting of equipment/patient area.	
208	Comply with OSHA regulations in respect to dental occupations.	
209	Use MSDS sheets to 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.	
300	SAFETY AND EMERGENCY PROCEDURES	
301	Use general safety standards.	
302	Practice proper body mechanics.	
303	Prepare to obtain certification in CPR/AED.	
304	Prepare for medical emergencies.	
400	ETHICAL/LEGAL RESPONSIBILITIES	
401	Practice legal and ethical standards of behavior and compliance.	
500	ANATOMY AND PHYSIOLOGY	
501	Identify parts, names, shapes and surfaces of teeth.	
502	Identify structures of oral cavity.	

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503	Describe 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 - type, anterior or posterior, maxillary and mandibular.	
508	Identify primary and permanent teeth using Universal, Palmer and FDI Designation Systems	
600	OFFICE PROCEDURES	
601	Utilize a computerized office management system to maintain patient records.	
602	Process/maintain inventory system.	
603	Process/maintain patient financial records.	
604	Process insurance claims and medical assistance forms.	
605	Receive and dismiss patients and visitors.	
606	Prepare correspondence.	
607	Maintain correspondence file.	
608	Process invoices.	
609	Manage incoming and outgoing mail.	
610	Communicate effectively with public, patients and co-workers.	
611	Schedule and maintain appointment book/daily schedule.	
612	Maintain a recall system.	
700	PHARMACOLOGY	
701	Describe methods of pain, anxiety control and pre-meds used in dentistry.	
702	Use physician's desk reference.	
703	Recognize pharmacology terms and abbreviations.	
800	RADIOLOGY SKILLS	
801	Describe history and principles of dental radiology.	
802	Follow safety measures for radiographic examination.	
803	Position patient for radiographic examination.	
804	Select accessories for radiographic technique.	
805	Select film size appropriate for patient's mouth and indicate technique.	
806	Maintain unexposed radiographic film storage.	
807	Expose intra-oral radiographs using long-cone paralleling technique and bi-secting the angle technique.	

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808	Develop radiographs automatically and manually.	
809	Care for and clean automatic processor and manual dip tank.	
810	Mount full-mouth series of radiographs.	
811	Maintain radiographic records.	
812	Duplicate dental radiographs.	
813	Identify normal radiographic appearances of the teeth and jaws.	
814	Evaluate dental radiographs for diagnostic quality.	
815	Expose an intra-oral maxillary anterior and posterior occlusal radiograph.	
816	Expose an intra-oral mandibular anterior and posterior occlusal radiograph.	
817	Expose a panoramic radiograph.	
818	Introduce students to computerized digital radiography.	
900	OPERATIVE DENTISTRY (CHAIR SIDE DENTISTRY)	
901	Seat/dismiss a patient.	
902	Prepare and set up examination tray for appropriate procedure.	
903	Record and chart oral conditions and vital signs.	
904	Instruct and assist patient and oral hygiene and prevention techniques.	
905	Take and record patient's dental and medical histories.	
906	Prepare, set up, and assist with oral prophylaxis tray.	
907	Transfer instruments for four-handed dentistry.	
908	Evacuate oral cavity.	
909	Identify and transfer 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 operative.	
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 and assist with whitening and bleaching procedures.	
918	Provide patients with preventative dentistry information.	
1000	DENTAL MATERIALS	
1001	Mix and prepare various cements, liners, bases, and impression materials.	

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1002	Prepare set up for and take alginate impressions of the maxillary and mandibular arches.	
1100	DENTAL LABORATORY PROCEDURES	
1101	Pour an alginate impression with gypsum product.	
1102	Trim a maxillary and mandibular study cast.	
1103	Construct an upper and lower custom tray.	
1104	Polish full dentures/partial dentures.	
1105	Create a mouth guard using the dental omnivac.	
1106	Fabricate a temporary crown/provisional.	
1107	Prepare a bleaching tray.	
	DENTAL SPECIALTIES:	
1200	ORAL SURGERY	
1201	Prepare set ups and assist with oral surgery procedures.	
1202	Assist with oral surgery.	
1203	Explain pre-operative and post-operative procedures to patient.	
1300	PERIODONTICS	
1301	Record periodontal probings and periodontal findings.	
1302	Provide post-operative instruction for periodontal procedures.	
1303	Prepare set up for periodontal treatment.	
1304	Assist with periodontal procedures.	
1400	PROSTHODONTICS	
1401	Prepare tray setup for fixed prosthetics.	
1402	Prepare set up and assist with the total process of providing a fixed prosthesis for a patient.	
1403	Prepare set up and assist with 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.	
1500	ENDODONTICS	
1501	Prepare set up for endodontic procedures.	
1502	Assist with endodontic treatment.	

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1600	CERTIFICATION	
1601	Prepare to obtain state radiology certification.	
1602	Prepare to obtain Dental Assisting National Board (DANB) certification.	