

Dental Assisting Program Competencies

In order to graduate from the dental assisting program, the student must demonstrate competency in the functions listed below. The course that includes content in the competency area is listed.

COMPETENCY	COURSE NUMBER
I. ASSIST AT CHAIRSIDE:	
1. Record missing teeth and existing restorations	DEN 101
2. Chart dental conditions and record services rendered.	DEN 101
3. Present total treatment plan to the patient.	DEN 101
4. Apply topical anesthetic.	DEN 101
5. Apply topical fluoride.	DEN 104
6. Remove excess cement from coronal surfaces.	DEN 101
7. Arrange for care of special patients.	DEN 104
8. Prepare and remove surgical dressings.	DEN 101
9. Remove sutures.	DEN 101
10. Prepare posterior restorative materials.	DEN 102
11. Prepare anterior restorative materials.	DEN 102
12. Place and remove temporary crowns and restorations.	DEN 101
13. Prepare and place bases, cavity varnishes, and cavity liners.	DEN 102
14. Position patient and equipment for treatment.	DEN 101
15. Place patient's records and diagnostic aids accessible to the dentist.	DEN 101
16. Dismiss the patient and provide postoperative instructions.	DEN 101
17. Pass and retrieve armamentarium.	DEN 101
18. Assemble, place and remove matrix and wedge.	DEN 101
19. Prepare, place and remove rubber dam.	DEN 101
20. Prepare cements.	DEN 102
21. Maintain operating field.	DEN 101
22. Prepare impression materials.	DEN 102
23. Place and remove gingival retraction cord.	DEN 101
24. Assist in the administration of local anesthesia.	DEN 101
25. Assess patient attitudes.	DEN 101
26. Fabricate temporary acrylic crowns/bridges and/or adjust preformed crowns.	DEN 101/102
27. Take impressions and bite registrations for study models/casts.	DEN 102
28. Apply pit and fissure sealants.	DEN 104
29. Maintain an organized, aseptic work environment.	DEN 101/111
30. Perform selective coronal polishing.	DEN 104
31. Apply dentin desensitizing agents.	DEN 104
32. Irrigate and dry endodontic canals.	DEN 101
33. Apply acid etch and bonding agents.	DEN 102

COMPETENCY	COURSE NUMBER
34. Prepare periodontal dressings.	DEN 102
35. Fit orthodontic bands and brackets.	DEN 101
II. PROVIDE DIAGNOSTIC AIDS:	
1. Maintain Radiographic darkroom equipment and supplies.	DEN 112
2. Make diagnostically acceptable intraoral radiographs, including periapical, bitewing and occlusal radiographs.	DEN 112
3. Practice patient and operator safety when exposing radiographs	DEN 112
4. Process, mount, file and store diagnostically acceptable radiographs.	DEN 112
5. Fabricate orthodontic study models.	DEN 102
III. PERFORM CLINICAL SUPPORT PROCEDURES:	
1. Perform procedures for dialing opening and closing the dental office.	DEN 101/105
2. Inspect the operatory for neatness and cleanliness.	DEN 101
3. Inventory and replenish operatory supplies.	DEN 101/105
4. Prepare and store tray setups.	DEN 101
5. Identify, maintain, and operate all operatory equipment.	DEN 101
6. Transcribe prescriptions as dictated by the dentist.	DEN 103
7. Provide pre- and post-operative instructions proscribed by a dentist.	DEN 101
IV. PREVENT OFFICE EMERGENCIES AND PERFORM EMERGENCY TREATMENT:	
1. Obtain and assess health history.	DEN 101
2. Measure and record vital signs.	DEN 101
3. Recognize signs and symptoms of medical/dental emergencies and assist in administering immediate and appropriate care.	DEN 103
4. Perform procedures for relieving foreign body obstruction of the airway.	Prerequisite
5. Perform cardiopulmonary resuscitation (CPR).	Prerequisite
6. Identify, operate, and maintain emergency supplies and equipment.	DEN 103
V. PROVIDE ORAL HEALTH INSTRUCTION:	
1. Develop, implement, and evaluate patient education plans.	DEN 104
2. Provide nutritional and plaque control counseling.	DEN 104
3. Design a plan for teaching smoking cessation to patients.	DEN 104
VI. PERFORM LABORATORY PROCEDURES:	
1. Identify and safely operate dental laboratory equipment.	DEN 102
2. Write laboratory work orders as dictated by the dentist.	DEN 101
3. Prepare and disinfect dental laboratory cases for delivery and receive and store completed laboratory cases.	DEN 101/111
4. Fabricate custom impression trays.	DEN 102
5. Manipulate dental waxes.	DEN 102
6. Pour, trim, finish and store models and casts.	DEN 102

COMPETENCY	COURSE NUMBER
7. Fabricate vacuum formed splints.	DEN 104
8. Clean and polish removable appliances extraorally.	DEN 104
VII. PERFORM BASIC BUSINESS OFFICE PROCEDURES:	
1. Maintain appointment and recall systems.	DEN 105
2. Maintain supply and inventory control systems.	DEN 105
3. Prepare and maintain financial records.	DEN 105
4. Prepare and maintain patient records.	DEN 105
5. Prepare and process insurance forms.	DEN 105
6. Perform oral and written communication functions.	ENG 102/ DEN 105
7. Use basic computer skills.	CIS 111
VIII. PERFORM INFECTION/HAZARD CONTROL PROCEDURES	
1. Use aseptic technique to prevent transmission of disease.	DEN 111
2. Decontaminate, disinfect and sterilize dental instruments.	DEN 101/111
3. Clean, disinfect, and maintain all operatory equipment.	DEN 102/111
4. Follow OSHA guidelines for maintaining a safe work environment.	DEN 111
IX. DISPLAY PROFESSIONALISM	
1. Exhibit a neat, clean and professional appearance.	DEN 101
2. Practice ethical behavior.	DEN 106
3. Maintain confidentiality.	DEN 101
4. Adhere to state dental practice act.	DEN 106
5. Establish and maintain a positive dental office environment.	DEN 101
6. Discuss the legal and ethical ramifications of performing functions for which the student has not been trained.	DEN 106

All functions which are legally delegable to Dental Assistants II in NC are taught to clinical competency with the exception of the following:

1. Adjusting full and partial dentures
2. Removing periodontal dressing
3. Monitoring patients under Nitrous Oxide-Oxygen sedation
4. Placing ligature wire or lock pins
5. Inserting spacer wires or springs.

