

Program Specifications – DENTAL ASSISTANT

Function Number	Essential Functions	DENTAL ASSISTANT
1	COLLECTION AND RECORDING OF CLINICAL DATA	Perform a preliminary patient examination.
2		Chart conditions in the patient's oral cavity.
3		Prepare for and assist with the collection of diagnostic data.
4		Take and pour impressions for diagnostic study casts.
5		Document dental treatment.
6		Take and record vital signs.
7	CHAIRSIDE DENTAL PROCEDURES	Prepare operatory to receive and treat the patient.
8		Select and prepare appropriate armamentarium for all dental procedures.
9		Maintain the field of operation during dental procedures through the use of retraction, suction, irrigation, drying and isolation with cotton rolls.
10		Assist with and/or polish teeth.
11		Assist with and/or apply topical fluoride.
12		Assist with and/or perform a vitality test.
13		Assist with and/or control minor bleeding after any surgical procedure.
14		Assist with, place, and/or remove temporary cement.
15		Assist with and/or remove excess cement from the coronal surfaces of teeth, restorations, and appliances.
16		Assist with and/or apply and remove the rubber dam.
17		Prepare, assist with, and/or apply topical anesthetic.
18		Prepare, assist with, and/or apply and remove matrix bands.
19		Assist with and/or monitor the administration of nitrous oxide/oxygen analgesia.
20		Identify hand instruments and identify and exchange rotary instruments in dental handpieces.
21		Using the concepts of four-handed dentistry, assist with general dentistry and dental emergency procedures.

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22	Demonstrate ability to calm and reassure apprehensive patients.	
23	Deal with all types of patients, including patients with special needs and problems.	
24	Monitor and record patient's response to drugs/medications.	
25	CHAIRSIDE DENTAL MATERIALS Prepare, manipulate and/or apply dental materials including impression, restorative, sedative/palliative and others.	
26	LAB MATERIALS AND PROCUDURES Select and manipulate laboratory materials such as gypsum products, dental waxes, acrylic products and others.	
27	Properly store laboratory materials.	
28	Fabricate and evaluate diagnostic casts, including trimming and finishing.	
29	Debride and polish fixed and removable appliances and prostheses.	
30	Fabricate custom impression trays.	
31	PATIENT EDUCATION AND ORAL HEALTH MANAGEMENT Develop and implement patient dental health education presentations.	
32	Explain and clarify the procedures and services being delivered and their consequences to patient and/or family.	
33	Explain to the patient the effects of all types of fluoride, the advantages of the various modalities of administration, and the dangers and results of overdose.	
34	Provide patient with oral and written pre-and post- treatment instructions, including instruction of prescribed medications.	
35	Instruct the patient in how to care for removable and non-removable appliances and prostheses.	
36	Provide individualized patient instruction in plaque control techniques.	
37	Provide individualized patient evaluations of nutritional needs and instructions in nutrition as they relate to dental and general health.	
38	PREVENTION AND MANAGEMENT OF EMERGENCIES: MEDICAL Implement techniques for the prevention of medical emergencies in patients with past histories of health problems.	
39	Recognize medication related to the patient's present and/or past medical/dental history.	
40	Demonstrate preventive measures to be used following drug administration to avoid drug-induced emergencies.	

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41	Recognize the signs and symptoms related to specific medical conditions/emergencies likely to occur in the dental office.	
42	Respond to and assist in the management of chairside emergencies.	
43	Assemble and maintain appropriate emergency supplies, drugs, and equipment.	
44	Prepare and post a listing of emergency support personnel.	
45	DENTAL Recognize the signs and symptoms related to specific dental conditions/emergencies likely to occur in the office.	
46	Implement and/or assist with appropriate procedures for the management of dental emergencies	
47	OFFICE OPERATIONS Demonstrate effective telephone technique.	
48	Manage effective efficient appointment scheduling.	
49	Maintain and control supplies.	
50	Maintain security and necessary records of controlled substances.	
51	Perform preventive maintenance on the equipment and instruments in the dental operator, as per manufacturers' instructions	
52	Sharpen hand cutting instruments by both manual and mechanical methods.	
53	Provide appropriate care and storage of supplies such as sterile disposable products, nitrous oxide, oxygen, etc.	
54	Communicate effectively and establish good working relationships with patients and with other members of the dental care team.	
55	Perform bookkeeping procedures required in a dental office, such as collections, accounts receivable and accounts payable.	
56	Become familiar with computers as used in the dental office.	
57	Maintain dental records following legal responsibilities and regulations.	
58	Recognize the legal responsibilities of the dental assistant in relation to the State Dental Practice Act.	
59	Be aware of updates in OSHA and CDC guidelines, and maintain office compliance.	
60	INFECTION CONTROL TACK ANALYSIS (ICE) COLLECTION AND RECORDING OF DATA Collect and record data related to patient's medical and dental history and record medical laboratory reports onto the patient's medical history.	
61	Maintain and document a quality assurance program for infection control throughout the dental office.	

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62	PATIENT AND DENTAL HEALTH CARE WORKER EDUCATION Demonstrate an understanding of infectious diseases and their relationship to patient education regarding infection control
63	Explain and clarify the procedures and services being delivered and their consequences to the patient, family, other patients, and dental health care personnel.
64	Demonstrate understanding of the need for vaccination against infectious diseases, such as hepatitis.
65	UNIVERSAL PRECAUTIONS AND THE PREVENTION OF DISEASE TRANSMISSION Prevent cross-contamination and disease transmission in all areas of the dental office and commercial dental laboratories.
66	Maintain aseptic conditions.
67	Select disinfection or sterilization in a given situation and perform these procedures.
68	OCCUPATIONAL SAFETY Follow the standards and guidelines of occupational safety for dental office personnel.
69	Incorporate all safety measures (e.g. ventilation, physical barriers, eyewash stations) when using toxic materials or irritants, such as but not limited to: <ul style="list-style-type: none"> - mercury - nitrous oxide - caustic agents and other chemicals - airborne particles and contaminants - bonding materials - white (visible) light
70	DENTAL RADIATION HEALTH AND SAFETY Expose, process, mount, label and evaluate dental radiographs.
71	Apply the principles of radiation protection and health physics and hazards in the operation of radiographic equipment to ensure patient and operator safety.
73	Properly dispose of all chemical agents and other materials used in dental radiography procedures.
74	Implement quality assurance procedures, including daily recording of solution temperatures, dates of solution changes, test film runs, etc.

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Physical Factors	YES	NO	Essential Function/s Numbers
Standing	◆		4-7
Walking	◆		7
Sitting	◆		7-19, 21
Lifting			
10 lbs.	◆		27, 49, 53
20 lbs.	◆		27, 49, 53
50 lbs.	◆		27,49, 53
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		27,49, 53
20 lbs.	◆		27,49, 53
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		27,49, 53
20 lbs.	◆		27,49, 53
50 lbs.	◆		27,49, 53
100 lbs.		◆	
100 lbs. +		◆	
Climbing	◆		27,49, 53
Balancing	◆		1-19, 21
Bending	◆		27, 49
Stooping	◆		27, 49
Crouching	◆		27, 49
Kneeling	◆		49
Crawling		◆	
Running		◆	
Touch	◆		
Characteristics (e.g. size, shape, texture)			1,3,4,6,8,10,11,16,20,2 5,28,30,43,46,52,69
Vibration/palpation	◆		1,4,6,9,10,11,13,21, 28, 40,41,43,45,46,60

Physical Factors	YES	NO	Essential Function/s Number
Temperature		◆	4,6,9,10,24,26,27, 28,30,41,53,69,74
Twisting	◆		10, 19, 21
Turning	◆		21
Jumping		◆	
Grasping-Firm/Strong	◆		10-21, 25-26, 28-30
Grasping-Light	◆		1-21, 25-26, 28-30
Finger Dexterity	◆		10-21, 25-26, 28-30
Reaching Forward	◆		10-21
Reaching Overhead	◆		49
Pinching	◆		10-21, 25-26, 28-30
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		10-21, 25
Coordination			
Eye-hand	◆		10-21, 25-26, 28-30, 52
Eye-hand-foot	◆		10
Driving	◆		
Vision			
Acuity, Near	◆		10-20, 26, 28-30
Acuity, Far		◆	
Depth perception	◆		21
Accommodation	◆		19-20
Color vision	◆		21
Field of vision		◆	
Hearing	◆		
Face-to-face conversation			1-6,9-24,31-42,45- 48,54,55,60,62,-64,70,71
Verbal conversation With Others	◆		1-6,9-24,31-42-45- 48,54,55,60,62-64,70,71
Public speaking		◆	
Hear normal conversation	◆		21-22, 32-37
Hear telephone conversation	◆		47-48, 55
Hear telephone conversation	◆		47-48, 55

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Environmental Factors	YES	NO	Essential Function/s Number
Works indoors	◆		All
Works outdoors		◆	
Exposure to extreme hot or cold temp		◆	
Working at unprotected heights		◆	
Being around moving Machinery		◆	
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (<i>specify</i>) (<i>Ethylene oxid gas</i>)	◆		26-30
Exposure to toxic or caustic Chemicals	◆		26-30, 65, 67,70, 2-74
Exposure to excessive noises	◆		21, 28-30
Exposure to radiation or electrical energy	◆		70-71, 74
Exposure to solvents, grease, or oils	◆		15, 25-26, 30
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		21-67
Using computer monitor	◆		56
Working with explosives		◆	
Exposure to vibration	◆		28-30
Exposure to flames or burning items	◆		26-30
Works around others	◆		60-61
Works alone	◆		26-30, 55

Environmental Factors	YES	NO	Essential Function/s Number
Works with others	◆		7-19, 62
Safety Equipment (<i>Required to wear</i>)			
Safety glasses	◆		21-28, 30
Face mask/face shield	◆		21, 65-67
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		7-30, 65-67

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Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Reasoning			
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		38-42, 45-46
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		32, 34-37, 43-44, 69
Deal with problems from standard situations	◆		8-25, 57-59
Carry out detailed but uninvolved written or oral instructions	◆		25-26, 44, 50, 64, 68
Carry out one or two step Instructions	◆		27
Mathematics Complex skills –Business math, algebra, geometry or statistics		◆	
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple Measurements	◆		55, 57
Reading Complex skills – Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		19, 24, 38, 40, 45, 51

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Simple skills - Comprehend simple instructions or notations from a log book	◆		25-26, 57
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		54-55, 60
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		47-48, 57
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	◆		28, 70
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	◆		21, 26, 28-30

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Cognitive/Mental Factors	YES	NO	
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		5-57
Data			
Synthesizing	◆		8, 19, 31, 39, 41, 45
Coordinating	◆		43, 59
Analyzing	◆		24, 32, 37
Compiling	◆		37
Computing	◆		55-57
Copying	◆		55-56, 60
Comparing	◆		32-33, 37
Personal traits			
Ability to comprehend and follow instructions	◆		2-6, 9-19
Ability to perform simple and repetitive tasks	◆		7, 9
Ability to maintain a work pace appropriate to a given work load	◆		7-19
Ability to relate to other people beyond giving and receiving Instructions	◆		22-23. 35-37
Ability to influence people	◆		32-33. 35-37
Ability to perform complex or varied tasks	◆		21, 25, 31

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		1-2, 8, 67, 69
Ability to accept and carry out responsibility for direction, control and planning	◆		48-49, 55