

# DENTAL ASSISTING

## 51.0600.00 (2021)

### DEMONSTRATE DENTAL OFFICE BUSINESS PROCEDURES DEN.1.0

- 1.1** Explain the importance of patient scheduling depending on treatment time requirement DEN.1.1

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- 1.2** Describe the function of a recall system DEN.1.2

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- 1.3** Prepare and maintain patient clinical records DEN.1.3

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- 1.4** Prepare and maintain patient financial records DEN.1.4

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- 1.5** Prepare and maintain inventory control and purchasing DEN.1.5

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- 1.6** Perform knowledge of coding, billing, and third-party payment DEN.1.6

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- 1.7** Describe public relations responsibilities of the dental team DEN.1.7

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- 1.8** Use front office business equipment DEN.1.8

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- 1.9** Maintain the dental office environment DEN.1.9

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- 1.10** Receive and dismiss patients and visitors DEN.1.10

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- 1.11** Identify psychological considerations influencing behaviors of dental patients DEN.1.11

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- 1.12** Identify emergency and evacuation plans for the office DEN.1.12

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- 1.13** Use dental terminology in the dental environment DEN.1.13

### USE INFORMATION TECHNOLOGY TOOLS COMMONLY FOUND IN DENTAL SETTINGS DEN.2.0

- 2.1** Describe technology applications commonly found in the dental office DEN.2.1

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- 2.2** Demonstrate basic computer hardware and software skills DEN.2.2

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- 2.3** Interpret information from electronic patient documents, such as referrals, lab tracking slips, and radiographs, and direct to appropriate entity for processing/treatment DEN.2.3

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- 2.4** Identify technological tools to expedite workflow, including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications DEN.2.4

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**2.5 Use patient database applications to increase workplace efficiency** DEN.2.5

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**2.6 Employ dental management software to access, create, manage, integrate, and store dental practice information** DEN.2.6

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**DEMONSTRATE DISEASE PREVENTION, INFECTION CONTROL, AND WASTE MANAGEMENT PROCEDURES** DEN.3.0

**3.1 Differentiate between pathogenic and non-pathogenic microorganisms** DEN.3.1

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**3.2 Describe pathogens and modes of disease transmission** DEN.3.2

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**3.3 Differentiate between aseptic and non-aseptic environments** DEN.3.3

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**3.4 Perform hand hygiene protocols** DEN.3.4

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**3.5 Select and use personal protective equipment as needed** DEN.3.5

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**3.6 Apply methods of surface cleaning and disinfection** DEN.3.6

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**3.7 Perform instrument processing and sterilization** DEN.3.7

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**3.8 Compare and contrast products used to control the spread of disease in the dental office environment** DEN.3.8

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**3.9 Comply with state and federal regulations for infection control and disease prevention (CDC)** DEN.3.9

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**3.10 Identify and apply the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the dental office environment** DEN.3.10

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**3.11 Identify and apply the OSHA Hazard Communications Standard (29CFR-1910.1200) applicable to the dental office environment** DEN.3.11

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**IDENTIFY STRUCTURES AND FUNCTIONS OF ORAL, HEAD, AND NECK ANATOMY AND RELATED DENTAL PATHOLOGIES** DEN.4.0

**4.1 Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerve, and blood vessels** DEN.4.1

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**4.2 Identify embryonic development of head, oral cavity, and teeth** DEN.4.2

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**4.3 Identify dental anatomy, tooth morphology, and tooth surfaces** DEN.4.3

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**4.4 Identify oral structures and landmarks** DEN.4.4

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**4.5 Differentiate among dental numbering systems** DEN.4.5

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**4.6 Describe histological components of the oral cavity, teeth, and periodontium** DEN.4.6

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**4.7 Recognize and describe dental pathological conditions and their development** DEN.4.7

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**MAINTAIN AND UTILIZE  
DENTAL INSTRUMENTS  
AND  
EQUIPMENT** DEN.5.0

- 5.1 Maintain and operate operator, lab, and sterilization equipment DEN.5.1
- 5.2 Identify types and functions of restorative, surgical, prosthodontic, orthodontic, periodontal, and endodontic dental instruments DEN.5.2
- 5.3 Maintain dental instruments and hand pieces DEN.5.3
- 5.4 Identify types and functions of dental hygiene instruments with emphasis on category rather than individual instruments DEN.5.4
- 5.5 Maintain and operate an evacuation system DEN.5.5

**IDENTIFY FUNCTIONS OF  
PHARMACOLOGY AND  
ANESTHESIA RELATED  
TO DENTISTRY** DEN.6.0

- 6.1 Identify drug classification, agencies, and regulations DEN.6.1
- 6.2 Record dispensed or prescribed drugs in the patient's clinical record DEN.6.2
- 6.3 Use drug references to identify drug actions, side effects, indications, and contraindication DEN.6.3
- 6.4 Identify common drugs used in dentistry DEN.6.4
- 6.5 Prepare and apply a topical anesthetic agent DEN.6.5
- 6.6 Identify types and properties of local anesthetics DEN.6.6
- 6.7 Prepare syringes for the administration of local anesthetics DEN.6.7
- 6.8 Monitor patients and identify precautions in the use of nitrous oxide-oxygen conscious sedation DEN.6.8

**MANIPULATE DENTAL  
MATERIALS** DEN.7.0

- 7.1 Identify properties and uses and manipulate gypsum DEN.7.1
- 7.2 Identify properties and uses and manipulate restorative materials DEN.7.2
- 7.3 Identify properties and uses and manipulate dental cements DEN.7.3
- 7.4 Identify properties and uses, manipulate impression materials, and obtain an impression DEN.7.4
- 7.5 Identify properties and uses and manipulate acrylics and/or thermoplastics DEN.7.5
- 7.6 Identify properties and uses and manipulate waxes DEN.7.6
- 7.7 Perform dental laboratory procedures to include the fabrication of casts, custom trays, and/or temporary crowns and bridges DEN.7.7
- 7.8 Clean and polish removable dental appliances DEN.7.8

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**7.9 Identify properties and uses of abrasive agents used to polish coronal surfaces and appliances** DEN.7.9

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**7.10 Identify and manage hazardous dental materials and wastes in accordance with local, state, and federal regulations** DEN.7.10

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**DEMONSTRATE DENTAL RADIOGRAPHIC PROCEDURES FOR DIAGNOSIS** DEN.8.0

**8.1 Describe the history, physics, and biological effects of ionizing radiation** DEN.8.1

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**8.2 Identify parts of the X-ray machine including accessories** DEN.8.2

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**8.3 Perform radiologic health protection techniques** DEN.8.3

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**8.4 Perform radiographic procedures** DEN.8.4

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**8.5 Describe proper disposal of hazardous radiographic waste** DEN.8.5

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**8.6 Place and expose dental radiographic/image receptor** DEN.8.6

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**8.7 Identify radiographic anatomical landmarks and pathologies** DEN.8.7

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**8.8 Mount radiographic surveys** DEN.8.8

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**8.9 Maintain unexposed film inventory and storage including appropriate biohazardous properties** DEN.8.9

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**8.10 Utilize various radiographic imaging techniques** DEN.8.10

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**DEMONSTRATE CHAIRSIDE PROCEDURES FOR DENTISTRY** DEN.9.0

**9.1 Prepare and maintain the aseptic working area, including the sterilization of instruments for intraoral/extraoral procedures** DEN.9.1

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**9.2 Apply principles of four-handed dentistry** DEN.9.2

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**9.3 Assist with restorative and specialty procedures** DEN.9.3

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**9.4 Evacuate and maintain the operating field** DEN.9.4

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**9.5 Perform functions as permitted by the Arizona statute/law pertaining to chairside assisting in general and specialty settings** DEN.9.5

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**9.6 Prepare tray sets and operatory to assist in general and specialty dental procedures** DEN.9.6

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**9.7 Select, prepare, and manipulate dental materials for general and specialty procedures** DEN.9.7

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**9.8 Perform visual assessment of existing oral conditions** DEN.9.8

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**9.9 Perform patient management practices to meet individual patient need** DEN.9.9

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**RECORD PATIENT ASSESSMENT AND TREATMENT DATA** DEN.10.0

- 10.1** Record medical and dental histories, including the use of recreational drugs, homeopathies, and OTC drugs; existing restorative and oral conditions; and recent accidents and surgeries DEN.10.1

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- 10.2** Record existing oral conditions DEN.10.2

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- 10.3** Record conditions diagnosed by the dentist DEN.10.3

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- 10.4** Record treatment-related data in the patient's clinical record, e.g., post-operative instruction, reactions to treatment, and referrals DEN.10.4

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- 10.5** Record treatment plan and treatment provided in patient's clinical chart DEN.10.5

**DEMONSTRATE TECHNIQUES OF PREVENTIVE DENTISTRY** DEN.11.0

- 11.1** Instruct patients on oral homecare and oral disease prevention DEN.11.1

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- 11.2** Apply anticariogenic treatments DEN.11.2

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- 11.3** Perform coronal polishing procedures DEN.11.3

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- 11.4** Identify principles of nutrition essential for a healthy lifestyle DEN.11.4

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- 11.5** Identify dietary practices that contribute to negative health consequences DEN.11.5

**RECOGNIZE AND RESPOND TO EMERGENCY SITUATIONS** DEN.12.0

- 12.1** Obtain, monitor, and record vital signs DEN.12.1

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- 12.2** Describe legal parameters relating to administration of emergency care DEN.12.2

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- 12.3** Obtain and maintain training and/or certification in cardiopulmonary resuscitation (CPR) approved by the Dental Assisting National Board (DANB) DEN.12.3

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- 12.4** Recognize common emergencies, emergency preventive measures, and emergency response strategies DEN.12.4

**DESCRIBE THE LEGAL AND ETHICAL RESPONSIBILITIES OF THE DENTAL HEALTHCARE WORKER** DEN.13.0

- 13.1** Define commonly used legal vocabulary related to dentistry DEN.13.1

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- 13.2** Describe ethical considerations/obligations in the dental team-patient relationship DEN.13.2

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- 13.3** Explain risk management DEN.13.3

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- 13.4** Describe the Arizona State Dental Practice Act as it applies to the practice of dental assisting DEN.13.4

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- 13.5** Follow HIPAA laws related to the practice of dentistry DEN.13.5

**DEMONSTRATE  
MATHEMATICS AND  
SCIENCE KNOWLEDGE  
AND SKILLS** DEN.14.0

**14.1 Draw, read, and report using graphs, charts, and tables** DEN.14.1

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**14.2 Measure time, temperature, distance, capacity, and mass/weight** DEN.14.2

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**14.3 Make, use, and convert weights and measures using both traditional and metric units** DEN.14.3

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**14.4 Organize and communicate results obtained by observations and experimentation** DEN.14.4

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**14.5 Differentiate between digital clock and analog clock** DEN.14.5

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**14.6 Convert to and from 12-hour time format and 24-hour format** DEN.14.6

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**14.7 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings** DEN.14.7

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**14.8 Perform knowledge of arithmetic operations** DEN.14.8

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**14.9 Analyze and apply data and measurements to solve problems and interpret documents** DEN.14.9

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**KEEP CURRENT WITH  
PRODUCTS, SERVICES,  
AND INDUSTRY  
TRENDS** DEN.15.0

**15.1 Read professional journals** DEN.15.1

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**15.2 Participate in professional organizations and meetings** DEN.15.2

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**15.3 Attend educational seminars** DEN.15.3

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**15.4 Comprehend changes in local, state, and federal dental laws and regulations** DEN.15.4