

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

Revised 3/24/00

DENTAL ASSISTANT (Registered)

DOT: 079.361-018 SVP 6

Job Description: Assist dentist at chair, set up patient and equipment, keep records, and perform related duties as required.

Physical Demands - Mildly active w/light lifting, carrying or moving (up to 20 lbs); General Educational Development -R4 M3 L4; Aptitudes - Average General Learning Ability, Verbal, Numerical, Form Perception, Clerical Perception, Finger Dexterity, and Manual Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can pass California Board of Dental Examiners licensing examination. *Note: This is a mandatory item and requires achievement documentation, not just rating (Pre-test deficiency = No; Post-test proficiency = Yes)*
2. Can demonstrate knowledge of anatomy/physiology, dental anatomy, microbiology, oral pathology, basic nutrition, dental materials, first aid, pharmacology, and radiology. (R, IN, S, T)
3. Can demonstrate the ability to perform basic arithmetic operations. (IN, S)
4. Can demonstrate ability to deal with people beyond giving and receiving instructions. (I)
5. Can demonstrate ability to identify and utilize modern dental equipment/instruments, and radiographic equipment. (R, IN, S, T)
6. Can demonstrate proper techniques used to take and record medical and dental histories. (R, IN, S)
7. Can demonstrate proper techniques used to take and process dental x-rays. (R, IN, S, T)
8. Can demonstrate proper techniques involved in preparing tray setups for dental procedures. (R, S, T)
9. Can demonstrate proper procedures involved in preparing patients for examination, treatment, or dental surgery. (R, I, S)
10. Can demonstrate proper technique used to hand dental instruments and medications to dentist during treatment. (R, I, S, T)
11. Can demonstrate proper techniques used to take and record vital signs. (IN, S)
12. Can demonstrate proper techniques used to apply anesthetics and cavity prevention agents to teeth and gums. (R, S, T)
13. Can demonstrate proper techniques used to perform oral inspections and charting. (IN, S)
14. Can demonstrate proper techniques used to place rubber dams on teeth to isolate them for individual treatment. (R, S, T)
15. Can demonstrate proper techniques used to prepare dental compounds. (R, S, T)
16. Can demonstrate proper techniques used to pour, trim, and polish impressions and molds for study casts. (R, S, T)
17. Can demonstrate proper techniques used to remove excess cement used in the filling process. (R, S, T)
18. Can demonstrate proper technique for testing pulp vitality. (R, S, T)
19. Can demonstrate proper technique for obtaining endodontic cultures. (R, S, T)
20. Can demonstrate proper techniques used to fabricate temporary restorations, such as crowns. (R, S, T)
21. Can demonstrate proper techniques used for removing sutures and applying/removing postextraction dressings. (R, S, T)
22. Can demonstrate knowledge of common post-operative procedures, and instruct patients in same. (IN, I, S)
23. Can demonstrate ability to conduct appliance fittings. (R, S, T)
24. Can demonstrate proper techniques used to clean and polish removable dental appliances. (R, S, T)
25. Can demonstrate proper techniques used to apply and adjust orthodontic bands and wires. (R, S, T)

26. **Can demonstrate proper techniques used to maintain and sterilize instruments, equipment, and room. (R, S, T)**
27. **Can identify and apply knowledge of Industry safety standards, and emergency procedures. (R, IN, I, S, T)**
28. **Can demonstrate ability to instruct patients in plaque control and dental hygiene. (IN, I, S)**
29. **Can demonstrate ability to perform various office duties, including answering telephones, scheduling and confirming appointments, maintaining bookkeeping systems, processing insurance forms, collecting payment, and ordering dental supplies and materials. (R, IN, I, S, T)**
30. **Can demonstrate ability to operate a personal computer. (R, IN, T, S)**