IVROP Dental Assistant Competencies

1. The Dental Assisting Profession
   a. Demonstrate the standards of professional conduct expected of health care professionals
   b. Explain the roles and duties of the members of the dental team.
   c. Describe the nine dental specialties recognized by the American Dental Association
   d. Explain the differences between law and ethics in the health care setting
   e. Explain the purpose of the Health Insurance Portability and Accountability Act (HIPAA) in the health care setting

2. Sciences in Dentistry
   a. Acquire and interpret dental and medical terminology
   b. Explain the structures and functions of the human body systems
   c. Identify and explain the structures and functions of the head, neck and tooth anatomy
   d. Demonstrate tooth identification by Universal Numbering System and Palmer Notation System

3. Oral Health and Prevention of Dental Disease
   a. Demonstrate techniques required for proper oral hygiene
   b. Explain the use of fluoride in the prevention and management of dental caries
   c. Describe the basic nutritional needs for an individual and effects on the oral cavity if not followed
   d. Explain the etiology and progression of gingivitis and periodontal disease
   e. Identify common Oral Pathologies

4. Infection Control in Dentistry
   a. Explain the role of microbiology in the health care setting
   b. Describe various microorganisms and the diseases they cause
   c. Explain the role of asepsis in the health care setting
   d. Demonstrate application and removal of Personal Protective Equipment
   e. Demonstrate Infection Control procedures, including the Bloodborne Pathogens Standard
   f. Summarize the transmission, prevention and disease process of Bloodborne Pathogens

5. Occupational Health and Safety
   a. Compare and contrast the roles of regulatory and advisory agencies (OSHA, OSAP, CDC, FDA, EPA)
   b. Identify potential workplace hazards and related OSHA Standards
   c. Demonstrate application of First Aid after an exposure incident
   d. Demonstrate proper dental ergonomics

6. Patient Information and Assessment
   a. Demonstrate patient assessment (vital signs)
   b. Acquire industry recognized Cardiopulmonary Resuscitation, First Aid and AED Certification
   c. Describe common signs and symptoms of medical emergencies
   d. Demonstrate appropriate response to common medical emergencies
   e. Relate the role of pharmacology in dentistry
   f. Describe the legal specifications regarding prescription writing

7. Foundation of Clinical Dentistry
   a. Identify the various categories and use of anesthesia
   b. Demonstrate the preparation of the anesthetic syringe
   c. Application of topical anesthetic
   d. Demonstrate proper suction techniques using a HVE and saliva ejector during dental procedures
   e. Identify dental instruments and their use
   f. Demonstrate four handed dentistry techniques
   g. Identify restorative materials, including inlays, crowns, bridges, and dentures
h. Demonstrate dental charting
i. Recognize dental materials, their use and consistency when mixed
j. Demonstrate mixing of alginate impression materials
k. Demonstrate mixing of dental plaster

8. **Dental Administration and Communication Skills**
   a. Distinguish the various behavior patterns that a patient may demonstrate and how to deal with them
   b. Diagram the unit appointment system and how long it may take for each appointment when scheduling
   c. Classify dental procedures with correlating unit appointment schedule
   d. Differentiate the basic forms of dental insurance
   e. Demonstrate good telephone techniques
   f. Demonstrate how to file properly and do light correspondence

9. **Essential Employability Skills/Career Preparation Standards**
   a. Demonstrate personal skill development (positive attitude, honesty, self-confidence, time management)
   b. Demonstrate effective interpersonal skills (group dynamics, conflict resolution, negotiations)
   c. Demonstrate academic skills, critical thinking and problem-solving in the workplace
   d. Demonstrate effective communication
   e. Demonstrate occupational safety issues and observe all safety rules
   f. Demonstrate career awareness and knowledge of pathways
   g. Demonstrate ability to adapt to changing technology
   h. Demonstrate ability to prepare for employment (resume, job application, job interview, portfolio development)

*Revised: July 2013*