

# 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**