Arizona CTE

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
- **1.2** Describe the function of a recall system DEN.1.2
- **1.3** Prepare and maintain patient clinical records DEN.1.3
- **1.4** Prepare and maintain patient financial records DEN.1.4
- **1.5** Prepare and maintain inventory control and purchasing DEN.1.5
- **1.6** Perform knowledge of coding, billing, and third-party payment DEN.1.6
- **1.7** Describe public relations responsibilities of the dental team DEN.1.7
- **1.8** Use front office business equipment DEN.1.8
- **1.9** Maintain the dental office environment DEN.1.9
- **1.10** Receive and dismiss patients and visitors DEN.1.10
- **1.11** Identify psychological considerations influencing behaviors of dental patients DEN.1.11
- **1.12** Identify emergency and evacuation plans for the office DEN.1.12
- **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
- **2.2** Demonstrate basic computer hardware and software skills DEN.2.2
- **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
- **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
	2.6 Employ dental management software to access, create, manage, integrate, and store dental practice information DEN.2.6
DEMONSTRATE DISEASE PREVENTION, INFECTION CONTROL, AND WASTE MANAGEMENT PROCEDURES DEN.3.0	**3.1** Differentiate between pathogenic and non-pathogenic microorganisms DEN.3.1
	3.2 Describe pathogens and modes of disease transmission DEN.3.2
	3.3 Differentiate between aseptic and non-aseptic environments DEN.3.3
	3.4 Perform hand hygiene protocols DEN.3.4
	3.5 Select and use personal protective equipment as needed DEN.3.5
	3.6 Apply methods of surface cleaning and disinfection DEN.3.6
	3.7 Perform instrument processing and sterilization DEN.3.7
	3.8 Compare and contrast products used to control the spread of disease in the dental office environment DEN.3.8
	3.9 Comply with state and federal regulations for infection control and disease prevention (CDC) DEN.3.9
	3.10 Identify and apply the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the dental office environment DEN.3.10
	3.11 Identify and apply the OSHA Hazard Communications Standard (29CFR-1910.1200) applicable to the dental office environment DEN.3.11
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
	4.2 Identify embryonic development of head, oral cavity, and teeth DEN.4.2
	4.3 Identify dental anatomy, tooth morphology, and tooth surfaces DEN.4.3
	4.4 Identify oral structures and landmarks DEN.4.4
	4.5 Differentiate among dental numbering systems DEN.4.5
	4.6 Describe histological components of the oral cavity, teeth, and periodontium DEN.4.6
	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 operatory, 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
	7.10 Identify and manage hazardous dental materials and wastes in accordance with local, state, and federal regulations DEN.7.10
DEMONSTRATE DENTAL RADIOGRAPHIC PROCEDURES FOR DIAGNOSIS DEN.8.0	**8.1** Describe the history, physics, and biological effects of ionizing radiation DEN.8.1
	8.2 Identify parts of the X-ray machine including accessories DEN.8.2
	8.3 Perform radiologic health protection techniques DEN.8.3
	8.4 Perform radiographic procedures DEN.8.4
	8.5 Describe proper disposal of hazardous radiographic waste DEN.8.5
	8.6 Place and expose dental radiographic/image receptor DEN.8.6
	8.7 Identify radiographic anatomical landmarks and pathologies DEN.8.7
	8.8 Mount radiographic surveys DEN.8.8
	8.9 Maintain unexposed film inventory and storage including appropriate biohazardous properties DEN.8.9
	8.10 Utilize various radiographic imaging techniques DEN.8.10
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
	9.2 Apply principles of four-handed dentistry DEN.9.2
	9.3 Assist with restorative and specialty procedures DEN.9.3
	9.4 Evacuate and maintain the operating field DEN.9.4
	9.5 Perform functions as permitted by the Arizona statute/law pertaining to chairside assisting in general and specialty settings DEN.9.5
	9.6 Prepare tray sets and operatory to assist in general and specialty dental procedures DEN.9.6
	9.7 Select, prepare, and manipulate dental materials for general and specialty procedures DEN.9.7
	9.8 Perform visual assessment of existing oral conditions DEN.9.8
	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
	10.2	**Record existing oral conditions** DEN.10.2
	10.3	**Record conditions diagnosed by the dentist** DEN.10.3
	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
	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
	11.2	**Apply anticariogenic treatments** DEN.11.2
	11.3	**Perform coronal polishing procedures** DEN.11.3
	11.4	**Identify principles of nutrition essential for a healthy lifestyle** DEN.11.4
	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
	12.2	**Describe legal parameters relating to administration of emergency care** DEN.12.2
	12.3	**Obtain and maintain training and/or certification in cardiopulmonary resuscitation (CPR) approved by the Dental Assisting National Board (DANB)** DEN.12.3
	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
	13.2	**Describe ethical considerations/obligations in the dental team-patient relationship** DEN.13.2
	13.3	**Explain risk management** DEN.13.3
	13.4	**Describe the Arizona State Dental Practice Act as it applies to the practice of dental assisting** DEN.13.4
	5	**Follow HIPAA laws related to the practice of dentistry** DEN.13.5

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DEMONSTRATE MATHEMATICS AND SCIENCE KNOWLEDGE AND SKILLS DEN.14.0	**14.1**	**Draw, read, and report using graphs, charts, and tables** DEN.14.1
	14.2	**Measure time, temperature, distance, capacity, and mass/weight** DEN.14.2
	14.3	**Make, use, and convert weights and measures using both traditional and metric units** DEN.14.3
	14.4	**Organize and communicate results obtained by observations and experimentation** DEN.14.4
	14.5	**Differentiate between digital clock and analog clock** DEN.14.5
	14.6	**Convert to and from 12-hour time format and 24-hour format** DEN.14.6
	14.7	**Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings** DEN.14.7
	14.8	**Perform knowledge of arithmetic operations** DEN.14.8
	14.9	**Analyze and apply data and measurements to solve problems and interpret documents** DEN.14.9
KEEP CURRENT WITH PRODUCTS, SERVICES, AND INDUSTRY TRENDS DEN.15.0	**15.1**	**Read professional journals** DEN.15.1
	15.2	**Participate in professional organizations and meetings** DEN.15.2
	15.3	**Attend educational seminars** DEN.15.3
	15.4	**Comprehend changes in local, state, and federal dental laws and regulations** DEN.15.4