

DENTAL ASSISTANT SPECIALTY

Basic Skills and Infection Control



Volume 1

**381st Training Squadron
2931 Harney Road
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QTP 4Y0X1-1

DENTAL ASSISTANT SPECIALTY

Volume 1: Basic Skills and Infection Control

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INTRODUCTION

1. Volume 1, *Basic Skills and Infection Control/Sterilization*, Qualification Training Package (QTP) contains modules on dental equipment user maintenance, use of infection control practices, instrument sterilization, maintaining materials and instruments, storing flammables, and proper disposal of sharps. This QTP enhances the 5-skill level on-the-job training (OJT) for a dental assistant journeyman. Trainers and trainees may use the training references listed in each module to compliment training. Trainees, trainers, supervisors, and task certifiers must use all QTPs to conduct upgrade training. Before initiating any training, review your responsibilities as a supervisor/trainer for conducting OJT per AFI 36-2201, Chapter 6, *Air Force Training Program On-The-Job Training Administration*.
2. QTPs are instructional packages designed to help you conduct and evaluate your field training. Once you begin upgrade training, you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *Basic Skills and Infection Control*; 2) *Clinical Skills-Radiology*; 3) *Clinical Skills-Chairside Assisting*; 4) *Clinical Skills-Preventive Dentistry*; 5) *Patient Administration*, 6) *Logistics Management* and 7) *Budget and Financial Planning*. Developers designed the QTP modules to assist you in preparing for and conducting training. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance. QTPs also aid OJT task certifiers in evaluating the trainee's demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" supporting and standardizing those tasks. When you are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, you must document each task completion in the QTP tab. If you are recertifying on a task supported by a QTP, you must use the appropriate module to complete the recertification process.
3. Typically, you will manage each module by training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you may make changes to the first half of each module, (i.e. steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training, use an organized and methodical approach. This organized and methodical approach will reduce your training time and enhance your efforts.
4. The QTPs are tools for assessing/certifying the Dental Assistant initially and each time they arrive at a new duty station. Trainees, trainers, supervisors, and task certifiers must use the QTP as a tool for standardizing annual refresher training. Our goal has been to publish a useable document for both the trainee and trainer. We value your first hand expertise and solicit your feedback on how we can improve our product. Direct all inquiries to:

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MODULE 1: DENTAL EQUIPMENT USER MAINTENANCE

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Cleaning the Solids Collector/Amalgam Trap

OBJECTIVE: Provided all equipment and supplies, inspect, clean, and dispose of excess amalgam in a solids collector/amalgam trap.

CFETP/STS REFERENCES:

- 1.2.1 Inspect
- 1.2.2 Clean
- 7.3.10 Dispose of excess amalgam

EQUIPMENT REQUIRED:

1. Container to mix evacuation system cleaner
2. Cotton-tipped applicator
3. Cleaning tool
4. Disposable solids collector screen/amalgam trap
5. Dental unit
6. Evacuation system cleaner
7. Intermediate-level disinfection wipes and/or spray
8. Leak-proof container/bags for contact and non-contact amalgam (per local policy); hazardous waste bag for containers that do not have amalgam
9. Personal protective equipment (PPE)

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. Manufacturer's Instructions for Use (IFU)
5. Safety Data Sheets (SDS)
6. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Cleaning the solids collector/amalgam trap

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Don full PPE (gown, mask, glasses and gloves)			
2. Flush oral evacuation system with approved evacuation system cleaner			
3. Turn off the vacuum and remove solids collector cap			
4. Remove the solids collector screen/amalgam trap			
5. Remove excessive residue from trap walls using a cleaning tool/brush			
6. Replace solids collector screen/amalgam trap			
7. Reinstall solids collector cap lid			
8. Clean and disinfect work area			
9. Doff PPE			
10. Dispose of contaminated cleaning supplies IAW safety and infection control guidelines			
11. Perform hand hygiene			
FINAL RESULT			

MODULE 1: DENTAL EQUIPMENT USER MAINTENANCE

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Clean a Steam Sterilizer

OBJECTIVE: Provided the necessary equipment and supplies, clean a steam sterilizer IAW manufacturer's instructions for use (IFU).

CFETP/STS REFERENCES:

5.19.3 Steam sterilizer

EQUIPMENT REQUIRED:

1. Mild detergent
2. Non-abrasive sponge
3. Personal protective equipment (PPE)
4. Plain water
5. Steam sterilizer
6. Sterilizer instructions for use (IFU)

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry
8. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Clean a Steam Sterilizer

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee's abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer's Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee's performance using this checklist.
6. Once completed, the supervisor must certify performance in the member's AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Review manufacturer's Instructions for Use (IFU)			
2. Don PPE			
3. Follow manufacturer's Instructions for Use (IFU)			
a. Clean Strainer Drain			
b. Clean Chamber			
FINAL RESULT			

MODULE 1: DENTAL EQUIPMENT USER MAINTENANCE

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform a Dental Unit Operational Check

OBJECTIVE: Provided all the equipment and supplies, perform a dental unit operational check.

CFETP/STS REFERENCES:

1.1 Perform operational check

EQUIPMENT REQUIRED:

1. Dental unit instructions for use (IFU)
2. Dental unit
3. Personal protective equipment (PPE)

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. Manufacturer's Instructions for Use (IFU)
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Perform a Dental Unit Operational Check

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Review the dental unit IFU prior to use			
2. Check for leaking fluids			
3. Inspect upholstery for tears or rips			
4. Inspect electrical (cord) connections			
5. Inspect air and water connections			
6. Inspect all cords, cables, and hoses for cracks or crimped areas			
7. Don PPE per local infection control guidelines			
8. Connect instruments or handpieces to dental equipment, as needed			
9. Turn equipment power on			
10. Compress button(s) and rheostat, to activate equipment, as required			
11. Observe air pressure gauge, follow recommended pressure by manufacturer			
12. Observe water pressure gauge, follow recommended pressure by manufacturer			
13. Activate vacuum/suction functions			
14. Activate light/illumination functions			
15. Doff PPE			
16. Perform hand hygiene			
17. Report defective dental equipment to property custodian (if any)			
FINAL RESULT			

MODULE 1: DENTAL EQUIPMENT USER MAINTENANCE

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Remove and Replace a Dental Unit Light Bulb

OBJECTIVE: Provided all the equipment and materials, inspect, remove and replace a dental unit light bulb IAW manufacturer's instructions for use (IFU).

CFETP/STS REFERENCES:

- 1.2.1 Inspect
- 1.2.2 Clean

EQUIPMENT REQUIRED:

- 1. Dental unit instructions for use (IFU)
- 2. Dental unit
- 3. Light bulb
- 4. Tissue or towel

TRAINING REFERENCES:

- 1. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
- 2. Manufacturer's Instructions for Use (IFU)

PERFORMANCE CHECKLIST TASK: Remove and Replace a Dental Unit Light Bulb

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee's abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer's Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee's performance using this checklist.
6. Once completed, the supervisor must certify performance in the member's AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Review dental unit IFU prior to use			
2. Ensure dental light power is off and allow bulb to cool			
3. Remove light shield cover			
4. Remove bulb using a tissue or towel			
5. Remove replacement bulb from package; leave bulb wrapper intact			
6. Open wrapper to expose bulb prongs			
7. Grasp bulb by covered glass end; do not touch glass with bare hands			
8. Align bulb prongs with unit and carefully place in socket			
9. Remove and discard bulb wrapper			
10. Reinstall light shield cover			
11. Turn on light to test			
12. Turn dental unit power off			
13. Report to property custodian if light fails to work			
FINAL RESULT			

MODULE 1: DENTAL EQUIPMENT USER MAINTENANCE

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform Handpiece User Maintenance in Decontamination Room

OBJECTIVE: Provided the necessary dental equipment and supplies, perform handpiece user maintenance IAW manufacturer's instructions for use (IFU).

CFETP/STS REFERENCES:

- 1.2.1 Inspect
- 1.2.2 Clean
- 1.2.3 Lubricate

EQUIPMENT REQUIRED:

- 1. Dental handpiece
- 2. Handpiece lubricant, air source equipment or automated handpiece machine
- 3. Manufacturer's instructions for use (IFU)
- 4. Personal protective equipment (PPE)

TRAINING REFERENCES:

- 1. AFI 44-108, *Infection Prevention and Control Program*
- 2. CDC Guidelines for Infection Control in Dental Healthcare Settings
- 3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
- 4. Manufacturer's Instructions for Use (IFU)
- 5. Safety Data Sheets (SDS)
- 6. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Perform Handpiece Maintenance in Decontamination Room

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures (2 Methods)	GO	NO GO	NOTES
1st Method (Without Automated Handpiece Maint Unit)			
1. Review manufacturer’s IFU prior to use			
2. Don full PPE			
3. Ensure no bur and or multiflex coupler are attached to the handpiece			
4. Clean and disinfect handpiece using intermediate-level disinfectant wipe; follow manufacturer’s IFU for recommended contact time			
5. Place appropriate amount of lubricant (spray or oil) per manufacturer’s IFU			
6. Attach handpiece and protective cover on an air source			
7. Purge the handpiece according to manufacturer’s IFU recommended lubrication cycle timeframe			
8. Check handpiece for excess oils; disinfect with intermediate-level disinfectant wipe			
9. Report to property custodian if handpiece doesn’t spin or has low torque			
FINAL RESULT			

PERFORMANCE CHECKLIST TASK: Perform Handpiece Maintenance in Decontamination Room

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures (2 Methods)	GO	NO GO	NOTES
2nd Method (With Automated Handpiece Maintenance Unit)			
1. Review manufacturer’s IFU prior to use			
2. Don full PPE			
3. Ensure no bur and or multiflex coupler are attached to the handpiece			
4. Clean and disinfect handpiece using intermediate-level disinfectant wipe; follow manufacturer’s IFU for recommended contact time			
5. Attach the handpiece to the automated handpiece maintenance unit			
6. Run lubrication cycle per manufacturer’s IFU			
7. Detach handpiece from automated handpiece maintenance unit			
8. Check handpiece for excess oils; disinfect with intermediate-level disinfectant wipe			
9. Doff PPE			
10. Perform hand hygiene			
11. Report to property custodian if handpiece and/or equipment fails to lubricate, spin or with low torque			
FINAL RESULT			

MODULE 1: DENTAL EQUIPMENT USER MAINTENANCE

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Report Defective and/or Damaged Supplies, Equipment or Utilities

OBJECTIVE: Provided all the supplies and equipment, report defective and/or damaged supplies, equipment or utilities.

CFETP/STS REFERENCES:

- 1.3 Report defective and/or damaged supplies, equipment, or utilities

EQUIPMENT REQUIRED:

1. Broken equipment, supplies or utilities
2. Local reporting form (if required by MTF)

TRAINING REFERENCES:

1. Air Force Dental Service (AFDS) Dental Management Guide (DMG)
2. AFI 41-209, *Medical Logistics Support*
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. Manufacturer's Instructions for Use (IFU)

PERFORMANCE CHECKLIST TASK: Report Defective and/or Damaged Supplies, Equipment or Utilities

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Identify damaged or defective equipment, supplies or utilities			
2. Contact property custodian to notify BMET (equipment) or facility manager (utilities or facility) to schedule repairs			
a. If reporting for equipment or utilities, include the equipment control number (ECN), equipment or utility location, using activity, and nature of work requested; mark equipment that is out of order			
b. If reporting damaged or ineffective supplies, describe the defect of an item; purge or segregate items that may cause harm to patient or personnel. Return or dispose items per local policy (e.g. using local reporting form)			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform Hand Hygiene (Hand Wash Method)

OBJECTIVE: Provided the necessary equipment and supplies, perform hand hygiene using the hand washing method.

CFETP/STS REFERENCES:

5.3 Perform hand hygiene

EQUIPMENT REQUIRED:

1. Anti-microbial soap
2. Non-antimicrobial (plain soap)
3. Paper towel
4. Sink
5. Water

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Setting
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Perform Hand Hygiene (Hand Wash Method)

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee’s performance using this checklist.
5. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Wet hands under lukewarm running water			
2. Apply non-antimicrobial soap/plain soap or antimicrobial soap			
3. Lather hands for 15-20 seconds			
4. Rinse hands under lukewarm running water			
5. Dry hands using paper towels			
6. Turn water supply off using new paper towel or other barrier, unless using an automated sink			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform Hand Hygiene (Alcohol-based Hand Rub [Routine] Method)

OBJECTIVE: Provided an alcohol-based hand rub, perform hand hygiene using the antiseptic (routine) hand hygiene techniques.

CFETP/STS REFERENCES:

5.3 Perform hand hygiene

EQUIPMENT REQUIRED:

1. Alcohol-based hand rub

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. Manufacturer's Instructions for Use (IFU)
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Perform Hand Hygiene (Alcohol-based Hand Rub [Routine] Method)

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Utilize only if hands <i>are not</i> visibly soiled			
2. Review manufacturer’s IFU to ensure appropriate amount is dispensed			
3. Rub hands together until dry			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform Surgical Hand Hygiene (Surgical Antisepsis)

OBJECTIVE: Provided all the equipment and supplies, perform surgical hand hygiene.

CFETP/STS REFERENCES:

5.3 Perform hand hygiene

EQUIPMENT REQUIRED:

1. Anti-microbial soap
2. Fingernail brush
3. Non-antimicrobial soap (plain soap)
4. Paper towel or sterile towel
5. Sink
6. Surgical hand rub product
7. Surgical hand rub product manufacturer's instructions for use (IFU)
8. Water

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. Manufacturer's Instructions for Use (IFU)
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Perform Surgical Hand Hygiene

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures (2 Methods)	GO	NO GO	NOTES
1st Method			
1. Remove jewelry and clean under fingernails (e.g., manually or using a fingernail brush)			
2. Apply antimicrobial soap (e.g., a soap containing FDA cleared antiseptic agent such as chlorhexidine, Iodine and iodophors, PCMX or triclosan)			
3. Lather hands and forearms for the time prescribed by the soap’s manufacturer’s IFU (usually 2-6 minutes)			
4. Rinse hands under cool-to-lukewarm running water			
5. Dry hands using a sterile towel; if a sterile towel is not available, use a paper towel			
6. Turn water supply off using new paper towel or other barrier, unless using an automated sink			
FINAL RESULT			
2nd Method			
1. Follow steps 1-6 above using non-antimicrobial soap (plain soap)			
2. Apply alcohol based surgical hand scrub product with persistent activity IAW manufacturer’s IFU			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Treatment Room Using Standard Precautions

OBJECTIVE: Provided all the equipment and supplies, prepare treatment room (setup) using standard precautions.

CFETP/STS REFERENCES:

- 5.5.1 Practice aseptic techniques
- 5.5.2.1 Setup

EQUIPMENT REQUIRED:

1. Alcohol-based hand rub
2. Infection control barrier materials
3. Personal protective equipment (PPE)
4. Non-microbial/anti-microbial soap
5. Paper towel
6. Sink
7. Water

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Treatment Room Using Standard Precautions

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee’s performance using this checklist.
5. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
Setup			
1. Perform hand hygiene protocol IAW MTF guidelines			
2. Perform daily operational checks of dental unit and equipment, report unserviceable equipment, supplies, or utilities to property custodian			
3. Protect areas from blood, saliva, and Other Potentially Infectious Materials (OPIM) by placing barriers (e.g., light handles, X-ray tube heads, amalgamator, etc.)			
4. Don PPE (e.g., mask, gloves, and safety glasses)			
5. While utilizing aseptic techniques, setup instruments on assistant cart (Note: Open sterile items before start of procedure.)			
During Procedures			
1. Keep all drawers and cabinets closed during procedure when aerosols are being produced			
2. Utilize over glove barrier to retrieve items from drawers or cabinets, if necessary, during the procedure (DO NOT open cabinets or drawers if aerosols are being produced)			
3. If necessary to de-glove, perform hand hygiene IAW MTF guidelines after removing gloves and prior to re-applying PPE			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform a Treatment Room Breakdown

OBJECTIVE: Provided all the equipment and supplies, perform a treatment room breakdown.

CFETP/STS REFERENCES:

5.5.2.2 Breakdown

5.6.1 Perform disinfection procedures

EQUIPMENT REQUIRED:

1. Alcohol-based hand rub
2. Infection control barrier materials
3. Intermediate-level disinfectant (spray/wipes)
4. Non-microbial/anti-microbial soap
5. Paper towel
6. Personal protective equipment (PPE)
7. Water

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Perform a Treatment Room Breakdown

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Remove contaminated barrier materials while gloved			
2. Discard contaminated barrier materials in appropriate waste container			
3. Inspect equipment surface for visible contaminants			
4. Disinfect surfaces between patients when the integrity of the physical barriers have been compromised			
5. Clean contaminated area(s) with intermediate-level disinfectant (wipes or spray)			
6. Apply intermediate-level disinfectant (wipes or spray) to potentially contaminated area(s); ensure compliance with manufacturer’s recommended contact time			
7. Remove and discard contaminated disposable PPE in appropriate waste container			
8. Perform hand hygiene protocol IAW MTF guidelines			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Discard Disposable Sharps

OBJECTIVE: Provided all the equipment and materials, discard disposable sharps.

CFETP/STS REFERENCES:

11.4 Turn-in supplies, equipment and devices

EQUIPMENT REQUIRED:

1. Sharps container

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Discard Disposable Sharps

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee's abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee's performance using this checklist.
5. Once completed, the supervisor must certify performance in the member's AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Identify sharp items during procedure (e.g. burs, orthodontic wires, endodontic files, injection needles, anesthetic carpules and surgical blades)			
2. Place all disposable sharps in plastic sharps container located in the dental treatment room (DTR)			
3. Fill sharps container to no more than capacity limit indicated by sharps container (usually 2/3 or ¾ capacity)			
4. Inspect sharps container to ensure no sharp edges or surfaces protrude from container			
5. Follow local policy for disposing sharps			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Clean an Oral Evacuator System

OBJECTIVE: Provided cleaning solution and supplies, inspect and clean an oral evacuator system.

CFETP/STS REFERENCES:

- 1.2.1 Inspect
- 1.2.2 Clean

EQUIPMENT REQUIRED:

- 1. Container to mix evacuation system cleaner
- 2. Evacuator system cleaner and manufacturer's instructions for use (IFU)
- 3. High volume evacuator
- 4. Intermediate-level disinfectant wipes and/or spray
- 5. Non-antimicrobial soap (plain) soap
- 6. Paper towel
- 7. Personal protective equipment (PPE)
- 8. Saliva ejector
- 9. Water

TRAINING REFERENCES:

- 1. AFI 44-108, *Infection Prevention and Control Program*
- 2. CDC Guidelines for Infection Control in Dental Healthcare Settings
- 3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
- 4. USAF Guidelines for Infection Prevention & Control in Dentistry
- 5. Manufacturer's Instructions for Use (IFU)
- 6. Safety Data Sheets (SDS)

PERFORMANCE CHECKLIST TASK: Clean an Oral Evacuator System

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Ensure all dental procedures are completed for the day			
2. Don PPE for procedure IAW potential exposure (check Safety Data Sheet [SDS]/Infection Control recommendations)			
3. Fill container with evacuation system cleaner and water IAW manufacturer’s IFU (e.g., cold or warm water)			
4. Turn saliva ejector and high volume evacuator lines on and allow both lines to run through the prepared solution			
5. Clean and disinfect suction lines with intermediate-level disinfectant (wipe or spray) following manufacturer’s IFU for recommended contact time			
6. Rinse container with water to remove cleaner residue			
7. Doff PPE			
8. Perform hand hygiene protocol IAW MTF guidelines			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Perform Water Line Disinfection

OBJECTIVE: Perform daily water line disinfection/maintenance and perform “shock” protocols in the event of a waterline failure.

CFETP/STS REFERENCES:

5.6.2 Perform water line disinfection

EQUIPMENT REQUIRED:

1. Dental unit
2. MTF-approved dental waterline treatment product
3. Measuring device
4. Water from approved source

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. USAF Guidelines for Infection Prevention & Control in Dentistry
5. Manufacturer’s Instructions for Use (IFU)
6. Safety Data Sheets (SDS)

PERFORMANCE CHECKLIST TASK: Perform Water Line Disinfection

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
Daily water line maintenance at start of day:			
1. Turn off dental unit			
2. Handle the water reservoir with aseptic techniques to avoid cross contamination			
3. Remove water reservoir and dispose of any remaining water			
4. Fill water reservoir completely from an approved water source (Use water that meets EPA regulatory standards for drinking source [e.g., <500 CFU/ml of heterotrophic water bacteria] for routine [e.g., non-surgical] dental treatment output water)			
5. Treat water with approved dental waterline product (Follow treatment product manufacturer’s IFU)			
6. Re-attach water reservoir to dental unit			
7. Turn dental unit to the on position and flush water lines for 2-3 minutes IAW manufacturer’s instructions for use from all devices connected to the dental water system			
FINAL RESULT			
After each patient:			
1. Discharge water and air for minimum of 20-30 secs after each patient from devices connected to the dental water system (e.g., handpieces, ultrasonic scalers, and air/water syringes)			
Daily water line maintenance at end of day:			
1. Flush water lines for 2-3 minutes unless manufacturer’s IFU state otherwise			
2. Follow manufacturer’s instructions for chair maintenance regarding water being left in the lines			
“Shock” Protocol: Use the shock protocol IAW dental unit and/or the water treatment product. (Do not use sodium hypochlorite [e.g., bleach] to routinely clean dental unit water lines unless the IFU state otherwise; use a commercially available product when possible)			
FINAL RESULT			

MODULE 2: INFECTION CONTROL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Ensure Currency of Dated Items in a Dental Treatment Room (DTR)

OBJECTIVE: Provided all the materials and equipment, ensure currency of dated items in a DTR.

CFETP/STS REFERENCES:

7.5 Ensure currency of dated items

EQUIPMENT REQUIRED:

1. Dental instruments
2. Dental materials
3. Dental treatment room (DTR)
4. Inspection schedule

TRAINING REFERENCES:

1. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
2. AFI 44-108, *Infection Prevention and Control Program*
3. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Ensure Currency of Dated Items in a DTR

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee’s performance using this checklist.
5. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Inspect items to determine expiration dates			
2. Discard or recycle all items scheduled to expire prior to next scheduled inspection date			
3. Discard or recycle all items with expired dates			
4. Collate all items by ascending expiration date (e.g., oldest on top or oldest near front)			
5. Discard expired medications IAW local policies			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Decontaminate Instruments Using an Ultrasonic Cleaner

OBJECTIVE: Provided with all the supplies and equipment, decontaminate instruments using an ultrasonic cleaner.

CFETP/STS REFERENCES:

5.9.3 Ultrasonic cleaner

EQUIPMENT REQUIRED:

1. Chemical and puncture-resistant gloves
2. Contaminated instruments
3. Clean hand towels
4. Instrument manufacturer's instructions for use (IFU)
5. Personal protective equipment (PPE)
6. Puncture-resistant storage container with biohazard symbol
7. Ultrasonic cleaner
8. Ultrasonic cleaner solution
9. Ultrasonic manufacturer's instructions for use (IFU)

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry
8. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Decontaminate Instruments Using an Ultrasonic Cleaner

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Don PPE when handling contaminated instruments in the dental treatment room (DTR)			
2. Place contaminated instruments into puncture-resistant covered container labeled with a biohazard symbol (transportation bin/container)			
3. Doff PPE and perform hand hygiene protocol IAW MTF guidelines			
4. Transport contaminated instruments to receiving area of instrument processing center (IPC)			
5. Review manufacturer’s IFU for ultrasonic cleaner operations and instruments			
6. Fill ultrasonic chamber with ultrasonic cleaning solution IAW manufacturer’s IFU			
7. Turn power switch on			
8. Perform cavitation “type” test daily (e.g., foil test; There are other commercially available cavitation test [e.g., soniCheck]. Washer verification test [e.g., Tosi] are not cavitation test.)			
9. Accomplish daily foil test by inserting regular household aluminum foil (cut to the width of the cleaning chamber) vertically in to the chamber			
10. Hold foil as steady as possible in solution and turn on the ultrasonic cleaning unit for 20-30 seconds on the high position			
11. Read foil test results and proceed with previous step if foil surface is uniformly “peppered”			
12. If areas greater than ½ inch square show no pebbling,			

stop use and notify property custodian			
13. Perform a verification test IAW manufacturer's IFU			
14. Degas the ultrasonic cleaner IAW manufacturer's IFU (for specific model XXX, Turn timer knob or switch to 5-10 minutes to allow the solution to "degas")			
15. Don chemical puncture-resistant proof gloves			
16. Turn the heat switch on, if available			
17. Place instruments to be disinfected in a wire mesh basket (Never place instruments directly on bottom of the tank. Avoid using plain water, disinfectants, non-ultrasonic soaps, or detergents!)			
18. Slowly lower the basket into the ultrasonic cleaning solution			
19. Close the lid or cover on the ultrasonic cleaner to avoid spattering			
20. Set timer to allotted disinfection time specified by the manufacturer's IFU			
21. When the timer is done, don chemical puncture-resistant gloves			
22. Slowly remove the instruments from the ultrasonic solution			
23. Drain and rinse instruments under running water thoroughly removing any remaining ultrasonic solution			
24. Empty instruments onto a clean non-linting towel			
25. Inspect the instruments for residual debris/bioburden and allow to air dry thoroughly			
26. Repeat steps 15-25 if residual debris/bioburden is found on instruments			
27. Replace wire basket into ultrasonic cleaner and close lid			
28. Change ultrasonic solution after each use or sooner if visibly contaminated. ("Use" is defined by the healthcare facility's policy)			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Sort Instruments/Kits for Instrument Processing

CFETP/STS REFERENCES:

5.11.1 Sort

OBJECTIVE: Provided all the equipment/supplies, sort instruments/kits in preparation for sterile instrument processing.

EQUIPMENT REQUIRED:

1. Air Force Dental Service (AFDS) Sterilization Load Release Document (SLRD)
2. Instruments
3. Instrument instructions for use (IFU)
4. Personal protective equipment (PPE)
5. Towel

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Sort Instruments/Kits for Instrument Processing

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Refer to instrument IFU or the local instrument IFU quick reference to ensure items with similar cycle variables (e.g., time and temperature) are grouped together for processing)			
2. Sort instruments according to similar cycle variables			
3. Complete instrument accountability and document load contents on the AFDS SLRD (Minimum requirement includes description of instruments and load contents [e.g., 15-Operative, 10-Prophylaxis etc.]			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Inspect Instruments/Kits for Instrument Processing

OBJECTIVE: Provided all the supplies and equipment, inspect instruments/kits prior to instrument assembly/inventory.

CFETP/STS REFERENCES:

5.11.2 Inspect

EQUIPMENT REQUIRED:

1. Instruments
2. Instrument instructions for use (IFU)
3. Lighted magnification tool (optional)
4. PPE
5. Towel

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Inspect Instruments/Kit for Instrument Processing

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Following instrument decontamination/cleaning phase, don full PPE (e.g., hair cover, puncture/chemical-resistant gloves, gown, gloves, goggles and mask)			
2. Ensure instruments are dry prior to visual inspection			
3. Visually inspect instruments for debris/bioburden; verify instruments are sharp and in working order (utilize lighted magnification tool if available)			
4. If instruments contain debris/bioburden; remove debris/bioburden and repeat cleaning process			
5. If instruments pass inspection, proceed to instrument preparation for sterilization			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assemble/Inventory Instruments/Kits for Instrument Processing

OBJECTIVE: Given all the equipment and supplies, assemble/inventory instruments/kits for sterile instrument processing.

CFETP/STS REFERENCES:

- 5.11.3 Assemble
- 5.11.4 Inventory

EQUIPMENT REQUIRED:

1. Instruments
2. Instrument instructions for use (IFU)
3. Personal protective equipment (PPE)
4. Towel

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Assemble/Inventory Instruments/Kits for Instrument Processing

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee's abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer's Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee's performance using this checklist.
6. Once completed, the supervisor must certify performance in the member's AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Don PPE			
2. Verify instruments are dry and passed the visual inspection			
3. Assemble instruments and devices into sets (e.g., perforated cassettes, paper-plastic pouches/peel-packs, etc.)			
4. Verify accountability of all instruments within a kit or set			
5. Ensure all instruments are opened, unlocked and disassembled IAW manufacturer's IFU			
6. Proceed to instrument wrapping and packaging			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Wrap Kits Using Single Ply Wrap Material

CFETP/STS REFERENCES:

5.12.1 Single

OBJECTIVE: Provided all the equipment and supplies, wrap kits using the single ply wrap material.

EQUIPMENT REQUIRED:

1. External chemical indicator (CI) tape
2. Instrument cassette with instruments
3. Single ply wrap material

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Wrap Kits Using Single Ply Wrap Material

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee’s performance using this checklist.
5. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
Sequential Wrapping: Envelope Fold			
1. Verify wrap IFU for acceptability for use as a sequential wrap technique			
2. Place 2 single ply wrap sheets (one on top of the other) on the table to form a diamond shape			
3. Place the device(s) to be wrapped in the center of the wrap, parallel with the edge of the table			
4. Bring the top wrap’s lower corner up to completely cover the contents and fold the tip back on itself to form a tab or flap (which is used later to assist in opening the pack aseptically)			
5. Fold the same wrap’s left corner over the contents and fold the tip back to form a tab			
6. Fold the same wrap’s right corner over the left fold and fold the tip back on itself to form a tab			
7. Bring the top corner on the same wrap down over the contents and tuck the corner under the right and left folds, a small tab should be left out for easy opening			
8. Consider when using single ply wrap, repeat steps 3-6			
9. Secure with CI tape (ensure visibility from all sides of cassette/kit)			
10. Proceed to labeling the wrapped package			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Wrap Kits Using Double (Bonded) Ply Wrap Material

OBJECTIVE: Provided all the equipment and supplies, wrap kits using the double bonded ply wrap material.

CFETP/STS REFERENCES:

5.12.2 Double

EQUIPMENT REQUIRED:

1. External chemical indicator (CI) tape
2. Instrument cassette with instruments
3. Single ply wrap material
4. Double bonded ply wrap material

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Wrap Kits Using Double (Bonded) Ply Wrap Material

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
NOTE: Simultaneous double wrapping may be accomplished using either 2 single-layer wraps or 1 bonded double layer wrap.			
Simultaneous Double-Wrapping: Envelope Fold			
1. Verify wrap IFU for acceptability for use as a simultaneous wrap technique			
2. Place 2 single ply wrap sheets (one on top of the other or 1 bonded double-layer wrap) on the table to form a diamond shape			
3. Bring the lower corner of both single wraps up to completely cover the contents and fold the tip back on itself to form a tab or flap (which is used later to assist in opening the pack aseptically)			
4. Fold the left corner of both wraps over the contents and fold the tip back to form a tab			
5. Fold the right corner of both wraps over the left fold and fold the tip back on itself to form a tab			
6. Bring the top corner of both wraps down over the contents and tuck the corner under the right and left folds; leave a small tab left out for easy opening			
7. Secure with CI tape (ensure visibility from all sides of cassette/kit)			
8. Proceed to label the wrapped package			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assemble Instruments/Kits Using Paper/Plastic Pouches (Peel-packs)

OBJECTIVE: Given all the equipment and supplies, assemble instrument/kits using peel-packs.

CFETP/STS REFERENCES:

5.13.2 Paper/plastic

EQUIPMENT REQUIRED:

1. Internal integrating indicators
2. Paper/plastic pouches (peel-packs)
3. Paper/plastic pouch instructions for use (IFU)
4. Personal protective equipment (PPE)
5. Tip protectors

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Assemble Instruments/Kits Using Paper/Plastic Pouches

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Following preparation of instruments and kits, begin to assemble paper plastic pouches/peel-packs			
2. Don PPE			
3. Locate items identified during assembly to be placed in paper-plastic pouches/peel packs			
4. Place tip protectors on instruments likely to puncture packaging material (optional)			
5. Select appropriate size pouch for items to be inserted			
6. Place a Type 5 integrating indicator into each paper-plastic pouch/peel-pack			
7. Insert items into paper-plastic pouch peel-pack (DO NOT over pack the paper-plastic pouch)			
8. Ensure bur blocks are placed on their edge so burs are visible through peel pack			
9. Insert miscellaneous items such as cotton rolls/balls, gauze (e.g., 2x2s or 4x4s) as appropriate into paper-plastic pouch peel-pack			
10. Peel off the self-seal tab, remove excess air and seal			
11. Initial each paper-plastic pouch on plastic side (DO NOT write on paper side of pouch)			
12. Proceed to labeling the wrapped package			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assemble Instruments/Kits in Rigid Containers

OBJECTIVE: Given all the equipment and supplies, assemble instruments/kits in rigid containers.

CFETP/STS REFERENCES:

5.14 Rigid Containers

EQUIPMENT REQUIRED:

1. External chemical indicators (CI)
2. External CI steam lock
3. Filters for specialized/solid rigid container
4. Instruments to sterilize
5. Internal integrating indicators
6. Perforated cassettes
7. Specialized/solid rigid container
8. Wrapping material
9. Marker

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Assemble Instruments/Kits in Rigid Containers

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
Perforated Cassettes/Kits:			
1. Don PPE			
2. Locate items identified during assembly that are to be sterilized			
3. Ensure all hinged items are open, unlocked and disassembled IAW IFU			
4. Place Type 5 integrating indicator(s) within each kit (if using multi-level cassette, place indicator on each level)			
5. Review IFU for wrapping material to identify material shelf life and possible expiration			
6. Use either 2 single-layer or a 1 bonded double-layer wrapping technique			
7. Secure wrap with the use of external CI tape			
8. Ensure CI tape is visible on every side of package			
9. Initial front of cassette/kit			
10. Proceed to Label the wrapped package			
FINAL RESULT			
Specialized/Solid Rigid Container (Not Wrapped):			
1. Follow Steps 1-4 for perforated cassettes/kits			
2. Remove filter holders in specialized/solid ridged containers (both top and bottom)			
3. Place new filter in container and replace filter holders			
4. Place the basket into the specialized/solid rigid container			
5. Close and secure the rigid container with steam sterilization locks			
6. Ensure the external indicator dot on the steam sterilization lock is facing outward on both ends of the specialized/solid rigid container; place user initials			
7. Proceed to label rigid container (utilize steam sterilization lock for labeling and load sticker)			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Label Packaged Instruments for Instrument Processing

OBJECTIVE: Given all the equipment and materials, label packaged instruments ready for instrument processing.

CFETP/STS REFERENCES:

5.15 Label item

EQUIPMENT REQUIRED:

1. Marker
2. Packaged instruments
3. Sticker/label maker
4. Packing material instructions for use (IFU)

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Label Packaged Instruments for Instrument Processing

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Following assembly of paper-plastic peel-pack/specialized/solid rigid container and wrapping of kits, proceed to labeling each item			
2. Create label (e.g., load sticker) with the following information: Sterilizer identification number, Load number, Description of contents, and Sterilization date			
3. Affix label (e.g., load sticker) to container; front of kits/peel-packs and on sterilization lock for rigid containers			
4. Ensure description contents, operator’s initials and load sticker are visible and legible			
5. Ensure expiration date is present if packaging manufacturers IFU dictates material has a set sterile shelf life			
6. Proceed to loading of steam sterilizer			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Operate the Steam Sterilizer

OBJECTIVE: Provided all supplies and equipment operate the steam sterilizer IAW manufacturer's instructions for use (IFU).

CFETP/STS REFERENCES:

5.16.3 Operate

EQUIPMENT REQUIRED:

1. Air Force Dental Service (AFDS) Sterilizer Load Release Document (SLRD)
2. Biological Indicator
3. Bowie-Dick Air Removal Test (e.g., Daily Air Removal Test (DART))
4. Instruments ready for sterilization
5. Sterilizer instructions for use (IFU)
6. Sterilizer

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Operate the Steam Sterilizer

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
Dynamic Air Removal Steam Sterilizer:			
1. Turn sterilizer on and open water valve			
2. Ensure scheduled maintenance and calibration have been performed and documented, for all decontamination and sterilization equipment IAW manufacturer’s written IFU and MTF guidance			
3. Flush sterilizer based on local instructions			
4. Clean sterilizer drain basket			
5. Begin daily testing of sterilization equipment			
6. Once sterilizer is ready for use, run Bowie-Dick test (e.g., Daily Air Removal Test [DART] or warm up cycle)			
7. After completion of the air-removal warmup cycle, place Bowie-Dick, test strip up, in empty steam sterilizer chamber directly over the sterilizer drain opening			
8. Run Bowie-Dick test cycle			
9. Upon cycle completion, remove the Bowie-Dick test with heat resistant gloves; verify and document test results			
10. In the event of a Bowie-Dick test failure, follow the manufacturer’s IFU regarding test failures and immediately contact property custodian for troubleshooting			
11. With an empty chamber, close the sterilizer door and run vacuum leak test cycle (tests are accomplished daily or weekly for specific dynamic air removal steam sterilizers)			
12. Follow manufacturer’s IFU if sterilizer have a vacuum leak cycle			

13. Verify passing leak cycle test results (<1 mm Hg/minute); in the event of a failed leak test, immediately contact property custodian for troubleshooting			
14. After completion and passing results of verification tests, prepare to sterilize instruments			
15. Begin by documenting on the SLRD			
16. Load sterilizer a) For the first load of the day utilize a Process Challenge Device (PCD) containing a biological indicator and Type 5 integrating indicator b) For all loads after the first load, the PCD must contain a Type 5 integrating indicator at a minimum			
17. Ensure instrument accountability has been accomplished, instruments are properly wrapped/placed in paper-plastic pouches/peel packs and contain all necessary indicators and labeling			
18. Have manufacturer's IFU available; verify cycle selection for instruments that are being processed			
19. After loading instruments, press start for the applicable cycle for loaded instruments			
20. Document on the AFDS SLRD and initial printer receipt prior to leaving area			
21. Once cycle is complete verify parameters (time, temperature and pressure) on printout were met			
22. Initial printout after verification of cycle parameters			
23. Utilize information from printout to complete AFDS SLRD			
24. Open sterilizer and follow proper procedures for unloading the steam sterilizer			
25. Attach completed printout to AFDS SLRD if the print out is detachable for documentation storage			
26. Allow adequate cooling period for packages			
NOTE: DO NOT remove packages from sterilization chamber if condensation is present on packages. If condensation is present on packages after cooling time, the packages are now wet packs, sterility is compromised, and packages must be repackaged and resterilized.			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Load Instruments/Kits into a Steam Sterilizer

OBJECTIVE: Provided the supplies and equipment, load instruments into a steam sterilizer.

CFETP/STS REFERENCES:

5.17.3 Steam sterilizer

EQUIPMENT REQUIRED:

1. Air Force Dental Service (AFDS) Sterilizer Load Release Document (SLRD)
2. Packaged instruments in plastic pouch/peel packs, wrapping material, or kits
3. Personal protective equipment (PPE)
4. Sterilizer carriage and car
5. Type 5 integrating indicator and biological indicator (BI)/spore test

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Load Instruments into a Steam Sterilizer

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task..
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Select the method of sterilization compatible with the items to be sterilized IAW manufacturer’s IFU			
2. Verify daily monitoring/verification tests of sterilizer have been accomplished prior to use			
3. Accomplish instrument/kit accountability prior to loading instruments into sterilizer			
4. Document on AFDS SLRD			
5. Ensure external chemical indicators (CI) are visible on each side of each wrapped package			
6. Ensure each package contains an FDA-approved internal CI (e.g., Type 5 integrating indicator)			
7. Ensure packages are labeled with sterilizer identification number, operator’s initials, load number, sterilization date (and if applicable the expiration date) and description of contents			
8. View sterilizer IFU for proper loading of items (e.g., heavy vs. light, and proper placement of Process Challenge Device [PCD])			
9. Place PCD containing a Type 5 integrating indicator in every load (Exception: The first load of the day place a PCD containing a biological indicator and a Type 5 integrating indicator)			
10. Open sterilizer door			
11. Load packages loosely on external sterilization racks (use of sterilization baskets are authorized if needed and DO NOT OVERLOAD)			
12. Place all instrument packages IAW sterilizer IFU (e.g., many manufacturers recommend placing paper-plastic pouches/peel packs on edge. Some tabletop sterilizers will recommend placing paper-plastic pouches/peel packs flat).			

13. Orient all packages in the same direction allowing for adequate space between each package (this allows for maximum exposure of instruments to steam)			
14. Position packages so CI tape is visible on all wrapped packages			
15. Ensure perforated container systems (e.g., cassettes) allow for maximum drainage of condensation (load parallel to rack if possible);			
16. Place cassettes on edge within floor size sterilizer (this is acceptable)			
17. Ensure paper-plastic pouches/peel packs with paper side of one pouch facing plastic side of another			
18. Load light items such as paper-plastic pouches /peel packs on top rack and heavier items such as kits on bottom			
19. Verify that loading car is securely fastened to the transfer carriage			
20. Align the front end of the transfer carriage with the end of the sterilizer			
21. Move carriage forward until latch engages with track inside chamber			
22. Verify transfer carriage is latched to track inside chamber			
23. Release the loading cart from the transfer carriage by lifting up the carriage lock			
24. Carefully push the loading cart off the transfer carriage and fully into the sterilizer chamber			
25. Disengage transfer carriage latch from track inside chamber by pushing carriage latch knob			
26. Close chamber door			
27. Back the transfer carriage away from the sterilizer			
28. Run sterilizer cycle IAW IFU			
NOTE: Sterilizers differ per MTF/always utilize sterilizer manufacturer's IFU to ensure proper loading techniques. Any load containing an implantable device requires BI testing.			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Unload Instruments/Kits from a Steam Sterilizer

OBJECTIVE: Given the necessary equipment and tools, unload instruments/kits from a steam sterilizer.

CFETP/STS REFERENCES:

5.18.3 Steam sterilizer

EQUIPMENT REQUIRED:

1. Air Force Dental Service (AFDS) Standard Load Release Document (SLRD)
2. Heat resistant gloves
3. Personal protective equipment (PPE)
4. Steam sterilizer
5. Transfer cart

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Unload Instruments/Kits from a Steam Sterilizer

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Verify sterilization cycle is complete, sterilization parameters have been verified, and documented on AFDS SLRD			
2. Open sterilizer door slightly to allow excess steam to escape			
3. Allow items to cool within the sterilizer to reduce condensation formation			
4. Acclimate instruments per sterilizer’s IFU (DO NOT remove instruments from sterilization chamber if condensation is present on instrument packs/kits)			
5. Verify external chemical indicator (CI) and visible integrating indicators have been properly exposed to steam and have changed color			
6. Document on the AFDS SLRD			
7. If no condensation is present, remove process challenge device (PCD)/test pack and verify integrating indicator has changed appropriately and document SLRD			
8. If load contained a biological indicator, allow test to cool prior to incubation			
9. Unload instruments from sterilizer utilizing a tray or cart and allow to cool			
10. Place sterile dental instruments in a covered storage area and inspect sterilization pack integrity			
FINAL RESULT			

MODULE 3: INSTRUMENT STERILIZATION

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Monitor External/Internal Chemical Indicators

OBJECTIVE: Given all the equipment and supplies, monitor internal/external chemical indicators after a sterilization cycle.

CFETP/STS REFERENCES:

5.20.3 Chemical indicators

EQUIPMENT REQUIRED:

1. External chemical indicators
2. Instrument kits
3. Internal chemical indicators
4. Plastic/paper pouches (peel-packs)

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. ANSI/AAMI Guidelines
3. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
4. CDC Guidelines for Infection Control in Dental Healthcare Settings
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry
7. USAF Standard Work Document for Sterilization

PERFORMANCE CHECKLIST TASK: Monitor External/Internal Chemical Indicators

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
4. The trainee must perform all parts of the task *without* assistance.
5. The evaluator will evaluate the trainee’s performance using this checklist.
6. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. After unloading of sterilizer, begin to monitor sterilizers through the utilization of internal/external chemical indicators			
2. Don appropriate PPE			
3. Observe color change (from no color to black or dark brown) on external indicator indicators (e.g., tape, rigid container locks)			
4. If no color change is present, STOP immediately and contact Infection Control OIC			
5. Examine internal integrating indicators that are visible through the clear side of peel-packs			
6. Verify the internal strip indicates a “Pass” or the dark line has reached the “Acceptable” area (follow manufacturer’s IFU/guide for using chemical indicators)			
7. STOP immediately and contact Infection Control OIC/NCO if strip indicates “Fail”			
8. Doff PPE			
9. Perform hand hygiene protocol IAW MTF guidelines			
NOTE: After completion of a load, sterilizer monitoring begins with the physical monitors (verify time temperature and pressure) while continuing documentation on the SLRD. Next, you verify the external and internal CI in the PCD. Then you can begin to assess the external an internal indicators on the packages.			
FINAL RESULT			

MODULE 4: INVENTORY STOCK LEVELS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Inventory Stock Levels in a Dental Treatment Room (DTR)

OBJECTIVE: Provided all the materials and supplies, inventory stock levels in a DTR.

CFETP/STS REFERENCES:

7.5 Inventory stock levels

EQUIPMENT REQUIRED:

1. Local supply request form

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC 4Y051N Volume 1, *Dental Assistant Journeyman*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Inventory Stock Levels

EVALUATION INSTRUCTIONS:

1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee’s abilities using this performance checklist.
2. The trainee must use infection control practices and follow all safety precautions at all times.
3. The trainee must perform all parts of the task *without* assistance.
4. The evaluator will evaluate the trainee’s performance using this checklist.
5. Once completed, the supervisor must certify performance in the member’s AFTR.

NOTE: The evaluator will STOP the procedure immediately and correct the member if performance is detrimental to patient safety.

Step-by-step procedures	GO	NO GO	NOTES
1. Establish dentist utilization levels			
2. Inventory DTR supplies			
3. Ensure adequate supply level per local policy (e.g., one or two-week supply level)			
4. Complete local supply request form			
5. Forward completed order forms to dental supply custodian			
6. Pick-up or receive requested supplies			
7. Review returned supply listing to confirm supply receipt or backorder status			
8. Pick-up or receive backordered supplies from dental supply upon notification			
9. Report defective or damaged supplies to supply custodian (if any, follow local policy)			
FINAL RESULT			