DENTAL ASSISTANT SPECIALTY

Basic Skills and Infection Control/Sterilization

Volume 1

381st Training Squadron
2931 Harney Road
Fort Sam Houston, TX 78234
# QTP 4Y0X1-1

**DENTAL ASSISTANT SPECIALTY**

*Volume 1 Basic Skills and Infection Control/Sterilization*

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>MODULE</th>
<th>OBJECTIVE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dental Equipment User Maintenance</td>
<td>4 - 15</td>
</tr>
<tr>
<td>2</td>
<td>Infection Control</td>
<td>16-23</td>
</tr>
<tr>
<td>3</td>
<td>Instrument Sterilization</td>
<td>24-33</td>
</tr>
<tr>
<td>4</td>
<td>Evaluate Patients for Contraindications</td>
<td>34-36</td>
</tr>
<tr>
<td>5</td>
<td>Maintain Materials &amp; Instruments in the DTR</td>
<td>37-39</td>
</tr>
<tr>
<td>6</td>
<td>Store Dangerous/Flammable Materials</td>
<td>40-41</td>
</tr>
<tr>
<td>7</td>
<td>Store/Discard Disposable Sharps</td>
<td>42-43</td>
</tr>
<tr>
<td></td>
<td>QTP Record of Training</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Training Reference List</td>
<td>45</td>
</tr>
</tbody>
</table>
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, evaluating patients, maintaining materials and instruments, storing flammables, and proper disposal of sharps. This QTP is designed to enhance 5-skill level on-the-job training (OJT) of dental assistant journeyman. Training references listed in each module may be used to compliment training. All QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should 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/Sterilization; 2) Clinical Skills-Radiology; 3) Clinical Skills-Chairside Assisting; 4) Clinical Skills-Preventive Dentistry; 5) Patient Administration, 6) Logistics Management; 7) Budget and Financial Planning and 8) Supervision and Training. The QTP modules were designed 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” that support and standardize 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 a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

3. Typically, you will manage each module by first, 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 are authorized to 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 will reduce your training time and enhance your efforts.

4. The QTPs are a tool for assessing/certifying the Dental Assistant initially and each time they arrive at a new duty station. The QTP should be used 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:

4Y0X1, Dental Assistant CDC Writer
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL EQUIPMENT USER MAINTENANCE

TASK NAME: Cleaning Amalgam Traps

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform User Maintenance such as inspect, clean and lubricate
5.1 Infection Control
5.3.1 Perform Hand Hygiene
5.3.2 Don and doff personal protective equipment
5.4.2.2 DTR Breakdown

EQUIPMENT REQUIRED:
1. Cotton-tipped applicator
2. Small cleaning brushes
3. Disinfection wipes
4. Dental unit
5. Hazardous waste bag
6. Oral evacuator flushing solution
7. Bucket to mix flushing solution
8. Personal protective equipment (PPE)

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided a dental unit and proper equipment in a clinical setting, clean an amalgam trap using adequate infection control and safety practices.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:

1) Don full PPE (smock, mask, glasses and gloves)
2) Flush oral evacuation system with approved solution (QTP located in volume 1/module 2)
3) Remove cap from dental unit outlet port
4) Remove amalgam trap
   a) If trap is disposable, discard appropriately if hazardous waste is present
   b) If trap is not disposable, discard any hazardous waste as appropriate
5) Remove excessive residue from trap walls using disinfection wipes
6) Replace amalgam trap
7) Replace outlet port cap
8) Remove suction heads from hoses and run cotton tipped applicator though the suction head in the open position; wipe clean with disinfection wipes
9) Dispose of contaminated cleaning supplies IAW safety and infection control guidelines
10) Clean work area IAW infection control standards
11) Remove PPE to wash and dry hands
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL EQUIPMENT USER MAINTENANCE

TASK NAME: Cleaning Sterilizers

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform User Maintenance such as inspect, clean and lubricate
1.6.2 Report defective equipment/utilities to dental logistics
5.5.1 Types of sterilization Equipment
5.5.3 Monitor Sterilization equipment

EQUIPMENT REQUIRED:
1. Sterilizer
2. Plain water
3. Mild Detergent
4. Non-abrasive sponge
5. Personal protective equipment (PPE)

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided a sterilizer and proper supplies, clean a sterilizer using adequate infection control and safety practices.

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Inspect sterilizer housing, electrical cord, door, gaskets, and hinges for disrepair
2. Chamber must be at room temperature before washing
3. Remove all trays and racks to be cleaned individually
4. Don PPE (gloves, mask, and safety glasses)
5. Use mild detergent (IAW manufacturer’s instructions) to wash surfaces
6. Clean sterilizer interior/door using non-abrasive sponge until all surfaces are smooth to touch
7. Follow the wash with a thorough rinse with plain water
8. Remove the drain strainer in the bottom of the chamber and remove any obvious debris
9. Reverse flush the strainer under running water and replace in chamber drain
10. Leave sterilizer door slightly ajar to allow drying time
11. Secure sterilizer door after drying
12. Turn on sterilizer
13. Clean work area IAW infection control standard
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL EQUIPMENT USER MAINTENANCE

TASK NAME: Performing Daily Safety & Operations Check of Dental Unit

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform User Maintenance such as inspect, clean and lubricate
1.6.2 Report defective equipment/utilities to dental logistics

EQUIPMENT REQUIRED:
1. Dental Unit
2. Personal protective equipment (PPE)

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided a dental unit and operating manual, perform a daily safety and operations check of unit

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Check for leaking fluids
2. Inspect upholstery for tears or rips
3. Inspect electrical (cord) connections
4. Inspect air and water connections
5. Inspect all cords, cables, and hoses for cracks or crimped areas
6. Connect instruments or handpieces to dental equipment, as needed
7. Turn equipment power on
8. Compress button(s) and rheostat, to activate equipment, as required
9. Observe air pressure gauge
10. Observe water pressure gauge
11. Activate vacuum/suction functions
12. Activate light/illumination functions
13. Turn equipment power off
14. Report defective dental equipment to property custodian
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL EQUIPMENT USER MAINTENANCE

TASK NAME: Removing and replacing the dental unit light bulb

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform User Maintenance such as inspect, clean and lubricate
1.6.2 Report defective equipment/utilities to dental logistics

EQUIPMENT REQUIRED:
1. Dental unit operating manual
2. Dental unit
3. Light bulb

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided a dental unit, operating manual, and light bulb, safely change a dental unit light bulb with no damage to the bulb or unit.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Ensure dental light power is off and bulb is not hot
2. Remove lens cover and grasp bulb with tissue or towel
3. Remove replacement bulb from package; leave covering intact
4. Open covering to expose bulb prongs
5. Grasp bulb by covered glass end; do not touch glass with bare hands
6. Align bulb prongs with unit and place in receptacle
7. Remove remaining protective covering
8. Clean and replace lens cover
9. Turn on light to test
10. Turn power off
11. Report to property custodian if light fails to work
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL EQUIPMENT USER MAINTENANCE

TASK NAME: Performing handpiece user maintenance

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform User Maintenance such as inspect, clean and lubricate
1.6.2 Report defective equipment/utilities to dental logistics
5.3.2 Don and doff personal protective equipment

EQUIPMENT REQUIRED:
1. Bur
2. Dental unit
3. Dental handpiece
4. Handpiece lubricant
5. Manufacturers instructions
6. Prophy cup
7. Prophylaxis attachment
8. Headrest cover

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided a dental bur and handpiece/attachments properly perform handpiece user maintenance.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Review equipment operating manual prior to lubricating the handpiece to establish if lubrication is needed prior to use
2. Disassemble slow speed handpiece with prophy angle Lubricate handpiece IAW manufacturer’s guidance
3. Reassemble handpiece and prophy angle after lubrication
4. Attach handpiece to proper airline
5. Put handpiece in forward rotation, if required
6. Load bur or prophy cup onto handpiece
7. Cover with headrest cover and depress rheostat, run handpiece IAW manufacturer’s instructions
8. Remove excess lubricant with a paper towel
9. Remove bur or prophy cup from handpiece(s) when finished with use
10. Prepare handpiece for sterilization
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL EQUIPMENT USER MAINTENANCE

TASK NAME: Report defective equipment/utilities to dental logistics

CFETP/STS REFERENCES:
1.6.2 Report defective equipment/utilities to dental logistics

EQUIPMENT REQUIRED:
Broken item

TRAINING REFERENCES: 1-3

OBJECTIVE: Provided the appropriate scenario and tools, properly tag/report defective equipment and/or utilities to dental logistics.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Identify equipment for repair
2. Contact dental equipment custodian to notify BMET to schedule repairs—include the identification of the equipment, where the equipment is located, using activity, and nature of work requested
3. Log downtimes of malfunctioning equipment
### PERFORMANCE CHECKLIST

#### DENTAL EQUIPMENT USER MAINTENANCE

1. **Clean amalgam trap**
   - a. Flush oral evacuation system prior to cleaning the trap
   - b. Dispose of any potentially infectious materials
   - c. Remove excess residue from trap enclosure
   - d. Remove suction heads from hoses and clean properly
   - e. Dispose of contaminated cleaning supplies IAW safety and infection control guidelines
   - f. Clean work area IAW infection control guidelines
   - g. Exercise safety practices during job performance

2. **Clean Sterilizers**
   - a. Inspect sterilizer for hazards and any disrepair
   - b. Remove shelf assembly from sterilizer
   - c. Clean interior and door using non-abrasive sponge and mild detergent
   - d. Remove drain strainer and clean properly
   - e. Clean exterior of sterilizer/work area IAW manufacturer’s instructions
   - f. Exercise safety practices during job performance

3. **Perform daily safety and operations check of dental unit**
   - a. Check unit for defects and safety hazards
   - b. Don appropriate PPE
   - c. Connect instruments or handpieces to dental equipment
   - d. Activate chair movement, suction(s), and light functions
   - e. Activate handpiece with rheostat
   - f. Identify any defective equipment and report to dental logistics
   - g. Exercise safety practices during job performance

4. **Remove and Replace the dental unit light bulb**
   - a. Ensure power to dental light is off and bulb is at room temperature
   - b. Safely remove lens cover and defective bulb
   - c. Place new bulb, while still covered with plastic following manufacturer’s instructions
   - d. Replace lens cover before testing bulb
   - e. Exercise safety practices during job performance

5. **Perform handpiece user maintenance**
   - a. Establish if lubrication was required IAW manufacturer’s instructions
   - b. Don appropriate PPE
   - c. Disassemble handpiece and prophy angle IAW manufacturer’s instructions
### PERFORMANCE CHECKLIST

#### DENTAL EQUIPMENT USER MAINTENANCE (continued)

5. **Perform handpiece user maintenance (continued)**
   - d. Lubricate handpiece IAW manufacturer’s instructions
   - e. Assemble handpiece and attach to proper airline
   - f. Place bur or prophy cup to handpiece(s)
   - g. Depress rheostat, run handpiece IAW manufacturer’s instructions, remove excess lubricant while covered with head rest cover
   - h. Remove bur or prophy cup from handpiece
   - i. Prepare handpiece for sterilization
   - j. Exercise safety practices during job performance

6. **Report defective equipment/utilities to dental logistics**
   - a. Identify and verify equipment/utilities needing repair
   - b. Note detailed information of equipment or location of utilities in need of repair
   - c. Contact dental logistics custodian to schedule repairs with BMET
   - d. Log any downtimes of equipment
   - e. Verify maintenance was completed to required operational standards before use

### FINAL RESULT:

<table>
<thead>
<tr>
<th>Rank/Name</th>
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INFECTION CONTROL

TASK NAME: Perform hand washing techniques for non surgical dental procedures

CFETP/STS REFERENCES:
5.3.1 Perform hand hygiene
5.4.1 Practice aseptic techniques

EQUIPMENT REQUIRED:
1. Anti-microbial soap
2. Orange wood or round plastic stick
3. Paper towel
4. Water

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided antimicrobial soap and proper tools, demonstrate proper hand washing techniques for non surgical procedures

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Remove jewelry and clean fingernails using round plastic stick
2. Wet hands under running water
3. Apply anti-microbial soap
4. Lather hands for 1 minute
5. Rinse hands under cool-to-lukewarm running water
6. Dry hands and work towards forearms using paper towels
7. Turn water supply off using paper towel or other barrier
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA:  INFECTION CONTROL

TASK NAME:  Disinfect, place, and remove infection control barriers

CFETP/STS REFERENCES:
5.4.1  Practice aseptic techniques
5.4.2.1  DTR setup
5.4.2.2  DTR breakdown
5.6.2  Perform disinfection procedures

EQUIPMENT REQUIRED:
1. Disinfection spray/wipes
2. Infection control barrier materials
3. Personal protective equipment (PPE)

TRAINING REFERENCES:  1-3

OBJECTIVE:  Provided appropriate supplies, properly disinfect, place and remove infection control barriers using aseptic techniques.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:

DTR Setup
1. Put on appropriate PPE (mask, gloves, safety glasses)
2. Protect areas from blood contamination by placing barriers, (i.e. light handles, x-ray tubeheads, amalgamator, etc)

DTR Breakdown
1. Remove contaminated barrier material 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 has been compromised
5. Prepare disinfectant spray/wipes IAW manufacturer’s instructions’
6. Wipe down contaminated area(s) with disinfectant wipes
7. Apply spray disinfectant to potentially contaminated area(s); ensure compliance with manufacturer recommended contact time
8. After contact time has passed, wipe contaminated area(s) with new disinfectant wipe
9. Dry disinfected area thoroughly following contact time
10. Take off and discard contaminated gloves in appropriate waste container
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INFECTION CONTROL

TASK NAME: Flush oral evacuator systems

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform user maintenance such as inspect, clean and lubricate
5.3.1 Perform hand hygiene
5.3.2 Don and doff personal protective equipment
5.4.2.2 DTR breakdown

EQUIPMENT REQUIRED:
1. Dental unit oral evacuator flushing solution
2. High pressure hoses
3. Disinfectant wipe
4. Saliva ejector
5. Bucket to mix flushing solution
6. Personal Protective Equipment (PPE)

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate cleaning solution and supplies, flush oral evacuator system using aseptic techniques.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Ensure all dental procedures have been completed for the day
2. Fill bucket for mixing flushing solution with water IAW manufacturer’s instructions (i.e. cold or warm water)
3. Add evacuator system cleaning solution IAW manufacturer’s instructions
4. Place saliva ejector and high pressure hoses in prepared solution
5. Use hoses with the saliva ejector and high volume evacuation to drain the bucket
6. Wipe hoses dry with disinfectant wipe
7. Rinse bucket with water to remove cleaner residue and store under sink
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INFECTION CONTROL

TASK NAME: Shocking dental unit waterlines

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
1.6.1 Perform user maintenance such as inspect, clean and lubricate
5.3.1 Perform hand hygiene
5.3.2 Don and doff personal protective equipment

EQUIPMENT REQUIRED:
1. Dental unit with independent reservoir or dental unit using municipal water
2. 1:10 bleach solution (1 part bleach to 10 parts water)
3. Examination gloves

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate supplies, properly disinfect water lines using aseptic techniques

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:

All dental units (daily)
*IAW with water quality product manufacturer’s instructions*
1. Flush all water-carrying lines for 2-3 minutes at the beginning of the day
2. Flush waterlines for 20-30 seconds between patients
3. Flush waterlines for 3 minutes at the end of the clinical day

Dental unit with independent water reservoir “Shocking” treatment (as needed, upon waterline failure)
*Follow this protocol if the manufacturer of the dental unit does not provide guidance*
1. Prepare fresh 1:10 bleach solution
2. Remove water reservoir and discard residual water
3. Replace water reservoir and air purge all waterlines
4. Fill water reservoir to the top with bleach solution
5. Run bleach through all lines capable of carrying water
6. Allow bleach solution to stand for 10 minutes
7. Remove water reservoir and discard bleach into sink
8. Thoroughly rinse sink with water after discarding bleach
9. Replace water reservoir and air purge to remove residual bleach
10. Flush all lines with 750 ml of clean water, sterile** water, or tap water with 1 drop of bleach
11. Don examination gloves to handle disinfected water tube
12. Air purge and leave lines dry until next clinical use
13. Avoid touching the water tube with ungloved hands which may contaminate the system with skin or enteric bacteria
14. Refill only with clean* water, sterile** water, or tap water with 1 drop of bleach

* Freshly boiled water or water prepared by heat distillation; store in containers that have been disinfected at least once per week

** Sterile bottled water or water prepared by autoclaving

NOTE: Do not use bleach to routinely clean dental unit waterlines; use a commercially available product.

ATTACHMENT: Performance checklist.
**INFECTION CONTROL**

1. **Perform hand washing techniques for non-surgical dental procedures**
   - a. Remove jewelry and clean under fingernails with round plastic stick
   - b. Apply antibacterial soap and wash hands, nails and forearms thoroughly for 1 minute
   - c. Rinse using cool-to-lukewarm water
   - d. Dry hands thoroughly
   - e. Turn off water supply using paper towel as a barrier

2. **Disinfect, place and remove infection control barriers**
   - **DTR Set-up**
     - a. Put on appropriate PPE
   - b. Place barriers on appropriate equipment/areas
   - **DTR Breakdown**
     - a. Remove and dispose of contaminated barrier IAW infection control guidelines
     - b. Inspect surfaces for contaminants and disinfect those areas
     - c. Prepare disinfectant IAW manufacturer’s instructions
     - d. Apply disinfectant to potentially contaminated areas (using wipe, spray, wipe technique)
     - e. Allow contact time to take place IAW disinfectant manufacturer’s instructions
     - f. Dry areas thoroughly after contact time
     - g. Remove and dispose of contaminated gloves IAW infection control guidelines

3. **Flush oral evacuator systems**
   - a. Don appropriate PPE
   - b. Obtain/prepare oral evacuator flushing solution IAW manufacturer instructions
   - c. Drain solution from bucket with saliva ejector and high volume evacuation hoses
   - d. Wipe hoses clean with disinfectant wipe
   - e. Clean work area when finished

4. **Shocking unit waterlines**
   - **All dental Units (daily) IAW water quality product manufacturer’s instructions**
     - a. Flush all water-carrying lines for 2-3 minutes at the beginning of day
     - b. Flush waterlines for 20-30 seconds between patients
     - c. Flush waterlines for 3 minutes at the end of the clinical day
INFECTION CONTROL (continued)

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<thead>
<tr>
<th>Dental units with independent water reservoir Shocking treatment (as needed, upon waterline failure)</th>
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<tbody>
<tr>
<td>a. Prepare fresh 1:10 bleach solution</td>
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<td>b. Remove water reservoir and discard residual water</td>
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<td>c. Fill water reservoir to the top with bleach solution</td>
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<td>d. Run bleach through all lines capable of carrying water</td>
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<tr>
<td>e. Allow bleach to stand for 10 minutes</td>
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<tr>
<td>f. Remove water reservoir and discard bleach in sink</td>
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<tr>
<td>g. Replace water reservoir and air purge to remove residual bleach</td>
</tr>
<tr>
<td>h. Flush all lines with 750ml clean*, sterile**, or bleach diluted tap water</td>
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<tr>
<td>i. Air purge and leave dry until next clinical use</td>
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**FINAL RESULT:**

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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INSTRUMENT STERILIZATION

TASK NAME: Decontaminate instruments manually

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
5.3.2 Don and doff personal protective equipment
5.5.4 Perform DIPC procedures

EQUIPMENT REQUIRED:
1. Heavy rubber gloves
2. Contaminated instruments
3. Sink
4. Scrub brush
5. Puncture resistant storage container with biohazard symbol
6. Clean hand towels
7. Personal protective equipment (PPE)

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided contaminated instruments and disinfecting supplies, manually decontaminate instruments using aseptic techniques.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Transport contaminated instruments to central processing area in puncture-resistant covered container
2. Fill the sink with enough warm water to allow the manual scrubbing to be accomplished under water; this will eliminate the generation of contaminated spatter
3. Don PPE (jacket, eye wear, mask, and utility gloves)
4. Perform manual instrument decontamination in a sink in the receiving room of the central processing area
5. Place contaminated instruments into the sink
6. Scrub and rinse 1-2 instruments at a time
7. Place instruments in instrument washer when all obvious debris/contamination has been removed
8. Remove PPE, disinfect heavy rubber gloves
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INSTRUMENT STERILIZATION

TASK NAME: Decontaminate instruments using the ultrasonic cleaner

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
5.3.2 Don and doff personal protective equipment
5.5.1 Types of sterilization equipment
5.5.4 Perform DIPC procedures

EQUIPMENT REQUIRED:
1. Heavy rubber gloves
2. Contaminated instruments
3. Puncture resistant storage container with biohazard symbol
4. Clean hand towels
5. Personal protective equipment (PPE)
6. Ultrasonic cleaner
7. Ultrasonic cleaner solution

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided contaminated instruments and disinfecting supplies/equipment, decontaminate instruments using ultrasonic cleaner.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Don PPE and heavy rubber gloves when handling contaminated instruments
2. Place contaminated instruments into puncture resistant covered container labeled with a biohazard symbol
3. Transport contaminated instruments to receiving room of the central processing area
4. Review manufacturer’s instructions for ultrasonic cleaner operation
5. Fill cleaner IAW manufacturer instructions
6. Place instruments in ultrasonic cleaner basket within tank
   a. Never place instruments directly on bottom of the tank
b. Change cleaning solutions daily or when visibly contaminated

c. Avoid using plain waters, disinfectants, non-ultrasonic soaps or detergents

7. Clean instruments for five minutes in ultrasonic cleaner (unless a longer time is specified by the manufacturer)

8. Remove basket from ultrasonic cleaner using heavy duty utility gloves, rinse instruments under running water

9. Empty instruments onto a clean towel

10. Air dry or pat instruments dry with a thick layer of towels

11. Inspect instruments for residual debris

12. Repeat steps 9-13 as needed
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INSTRUMENT STERILIZATION

TASK NAME: Prepare instruments for sterilization

CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
5.5.1 Types of sterilization equipment
5.5.4 Perform DIPC procedures

EQUIPMENT REQUIRED:
1. Instruments
2. Sterilization bags
3. Sterilization indicator
4. Personal protective equipment (PPE)
5. Wrapping material

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided instruments, wrapping material and proper equipment, prepare instruments for sterilization.

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Ensure instruments are clean and dry
2. Determine type or size of wrapping material for specific instruments (i.e. wraps or sterilization bags)
3. Select sterilization process indicator specifically designed for the sterilization process that will be used
4. Open or disassemble hinged/complex instruments to permit exposure to sterilizing agents
5. Wrap or bag instruments (double wrap kits, heat seal sterilization bags if necessary)
6. Write sterilization information using a non-fade marking device or external indicator
   a. Sterilizer identification number
   b. Load number, if applicable
   c. Contents of package (i.e. perio or endo)
   d. Initials of packer
e. Date of expiration when using date-related packaging

e. Date sterilized when using event-related sterilization
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INSTRUMENT STERILIZATION

TASK NAME: Perform sterilization procedures

CFETP/STS REFERENCES:
1.5.5  Exercise safety practices during job performance
5.5.1  Types of sterilization equipment
5.5.2  Perform sterilization procedures
5.5.4  Perform DIPC procedures
5.5.5  Store instruments

EQUIPMENT REQUIRED:
1. Sterilization indicator
2. Sterilizer
3. Wrapped/packaged instruments

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided wrapped instruments for sterilization, properly sterilize instruments in a sterilizer unit.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

 Stephens IN TASK PERFORMANCE:
1. Select the method of sterilization compatible with the items to be sterilized. Some items that will tolerate steam sterilization may be damaged by dry heat or chemical vapor
2. Ensure sterilization process indicators are visible on each package
3. Load packages loosely in sterilization and latch chamber door DO NOT OVERLOAD
4. Initiate sterilization procedure IAW manufacturer’s instructions
5. Open sterilizer door after cycle completes to allow instruments to cool/dry before touching
6. Inspect sterilization process indicators and sterilization pack integrity
7. Place sterile dental instruments in a covered storage area
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: INSTRUMENT STERILIZATION

TASK NAME: Sterilization testing procedures

1-CFETP/STS REFERENCES:
1.5.5 Exercise safety practices during job performance
5.5.1 Types of sterilization equipment
5.5.2 Perform sterilization procedures
5.5.4 Perform DIPC procedures

EQUIPMENT REQUIRED:
1. Biological spore monitor
2. Incubator
3. Sterilization log book
4. Sterilizer

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided sterilized instruments, properly test the adequacy of the sterilization process

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Select biological spore monitor (indicator) appropriate for the sterilization process being monitored
2. Ensure sterilizer reaches operating temperature
3. Prepare the indicator prior to placement
4. Place indicator inside sterilizer where it will be least accessible to the sterilizing agent, usually within an instrument pack located in the lower front of the sterilization chamber in sterilizers using steam generators (larger capacity built-in equipment) or the center of the load for table top devices
5. Initiate sterilization cycle
6. Remove test pack upon completion of cycle and allow to cool for at least 10 minutes
7. Prepare indicator for incubation
8. Incubate test pack IAW manufacturer’s instructions
9. Record incubation results in sterilization log
10. Notify infection control officer of any positive (non-sterile) readings
11. Recall all instrument packs sterilized in suspect sterilizer since last negative reading
12. Remove suspect sterilizer from use
13. Report faulty sterilizer to dental logistics

ATTACHMENT: Performance checklist
Dental Assistant Specialty QTP  
INSTRUMENT STERILIZATION

VOLUME 1  
MODULE 3

<table>
<thead>
<tr>
<th>PERFORMANCE CHECKLIST</th>
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**INSTRUMENT STERILIZATION**

1. **Decontaminate instruments manually**
   a. Transport contaminated instruments in appropriate container to central processing receiving area
   b. Wear required PPE during manual scrubbing
   c. Perform manual scrubbing
   d. Inspect instruments for cleanliness before placing in instrument washer
   e. Remove PPE and disinfect heavy rubber gloves

2. **Decontaminate instruments using the ultrasonic cleaner**
   a. Transport contaminated instruments in appropriate container to central processing receiving area
   b. Fill ultrasonic cleaner IAW manufacturer’s instructions
   c. Place instruments in ultrasonic cleaner, and run IAW manufacturer’s instructions
   d. Remove instruments from ultrasonic cleaner and rinse IAW clinic infection control policies
   e. Dry instruments IAW clinic infection control policies
   f. Inspect instruments for cleanliness, repeat steps if necessary
   g. Remove PPE and disinfect utility gloves

3. **Prepare instruments for sterilization**
   a. Verify instruments were clean and dry prior to packaging
   b. Select packaging material appropriate to size and shape of instruments
   c. Open or disassemble hinged/complex instruments
   d. Select and place internal sterilizer indicator
   e. Wrap or bag instruments IAW infection control guidelines
   f. Annotate required information on exterior of package with a non-fade marking device

4. **Perform sterilization procedures**
   a. Ensure sterilization process indicators are visible on each package
   b. Load packages loosely in sterilizer
   c. Sterilize packages IAW manufacturer’s instructions
   d. Allow instruments to cool/dry when cycle completes
   e. Inspect sterilization process indicators and sterilization pack integrity
   f. Identify procedure if indicator is invalid or pack integrity is compromised
   g. Place sterilized instruments in covered storage area
5. Sterilization testing procedures

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<tr>
<td>a.</td>
<td>Prepare test control indicator prior to placement</td>
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<td>b.</td>
<td>Place the indicator in the proper position within the sterilizer</td>
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<td>c.</td>
<td>Remove test pack upon completion of cycle, and allow to cool for at least 10 minutes</td>
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<td>d.</td>
<td>Incubate test pack IAW manufacturer’s instructions</td>
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<td>e.</td>
<td>Record incubation results in sterilization log</td>
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<td>f.</td>
<td>Identify steps if there are positive (non-sterile) readings</td>
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**FINAL RESULT:**

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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: EVALUATE PATIENTS FOR CONTRAINDICATIONS

TASK NAME: Evaluate patients for contraindications to treatment

CFETP/STS REFERENCES:
7.4.1 Review patient record
7.4.3 Receive patient
7.4.4.1 Confirm patient identification and treatment procedure
7.4.5.1 Interview patient
7.4.5.2 Observe patient response

EQUIPMENT REQUIRED:
1. Current and past AF Forms 696, Dental Patient Medical History
2. Dental health record
3. Blood Pressure (BP) cuff for manual or electronic BP device
4. Stethoscope, if manual BP will be taken

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a patient, dental health record and health history, evaluate patient for contraindications to treatment.

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Review patient dental health record for positive entries and contraindications for the procedure to be performed
2. Receive patient by introducing yourself and maintain idle conversation. If the patient is required to be pre-medicated prior to the procedure, verify that medication was taken. If the patient has emergency medication for conditions such as asthma, ask the patient for the emergency medication and place on provider’s counter
3. Confirm patient identity by visually matching military identification card, verifying date of birth and full name against dental health record
4. Verify with the patient, dentist and record to ensure planned procedure is correct (time out procedure)
5. Ask your patient if they have had any changes in their health history and if they have dental pain.

6. Observe patient response while asking questions by looking for signs of anxiety. Look for increased respiratory rate, sweating, shaking hands, etc.

7. Continue to observe your patient while the procedure is being performed by visual means and vital signs monitor.

8. Immediately report any contraindications to dental provider responsible for patient.
### PERFORMANCE CHECKLIST

**EVALUATE PATIENTS FOR CONTRAINDICATIONS**

Evaluate patients for contraindications to treatment

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<tr>
<td>a.</td>
<td>Review past and current AF Form 696s for positive entries</td>
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<td>b.</td>
<td>Identify steps for patients requiring pre-medication</td>
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<td>c.</td>
<td>Identify conditions requiring patient access to emergency medication and where medications should be placed</td>
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<td>d.</td>
<td>Confirm patient identity using three identifiers</td>
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<td>e.</td>
<td>Advise dentist of positive entries or changes to the patient’s medical health history prior to treatment</td>
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<td>f.</td>
<td>Confirm with dentist and patient the type of treatment to be complete at current appointment (timeout procedure)</td>
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<td>g.</td>
<td>Observe patient’s response throughout the entire procedure by visual means and observing monitors and report any contraindication</td>
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### FINAL RESULT:

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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: MAINTAIN MATERIALS AND INSTRUMENTS IN THE DTR

TASK NAME: Ensuring currency of dated items

CFETP/STS REFERENCES:
7.3 Maintain DTR supply levels
7.3.1 Ensure currency of dated items

EQUIPMENT REQUIRED:
1. Dental instruments
2. Dental materials
3. Inspection schedule
4. DTR

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided sterilized instruments and dental materials, properly store in the dental treatment room.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Inspect items to determine expiration dates
2. Discard or recycle all items that will expire prior to next scheduled inspection date
3. Discard or recycle all items with expired dates
4. Collate all items by ascending expiration date (i.e. oldest on top or oldest near front)
5. Identify local policies for discarding expired medications
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: MAINTAIN MATERIALS AND INSTRUMENTS IN THE DTR

TASK NAME: Maintain DTR supply levels

CFETP/STS REFERENCES:
7.3 Maintain DTR supply levels

EQUIPMENT REQUIRED:
Local supply request form

TRAINING REFERENCES: 1-3

OBJECTIVE: Provided DTR with inadequate stock of dental materials, properly inventory and request needed supplies.

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Establish dentist utilization levels
2. Inventory DTR supplies
3. Ensure adequate supply level for one-week operation
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

ATTACHMENT: Performance checklist
Dental Assistant Specialty QTP
MAINTAIN MATERIALS AND INSTRUMENTS IN THE DTR

VOLUME 1
MODULE 5

### PERFORMANCE CHECKLIST

<table>
<thead>
<tr>
<th>MAINTAIN MATERIALS AND INSTRUMENTS IN THE DTR</th>
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<tbody>
<tr>
<td><strong>1. Ensuring currency of dated items</strong></td>
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<tr>
<td>a. Identify location of expiration dates on sterile instruments/materials</td>
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<tr>
<td>b. Identify procedures to follow when expired items are found</td>
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<td>c. Arrange instruments/materials by ascending expiration date</td>
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<td>d. Identify local policies for discarding expired medications</td>
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<td><strong>2. Maintain DTR supply levels</strong></td>
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<tr>
<td>a. Inventory DTR supplies for current supply levels</td>
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<td>b. Establish supply level IAW clinic policies</td>
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<td>c. Complete and turn in local supply request form</td>
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<td>d. Pick up or receive supplies and inventory supplies received</td>
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<td>e. Annotate backordered supply items on request form</td>
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**FINAL RESULT:**

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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: STORE DANGEROUS/FLAMMABLE MATERIALS

TASK NAME: Storing dangerous/flammable materials in the DTR

CFETP/STS REFERENCES:
11.6.2.2 Storage of dangerous/flammable materials

EQUIPMENT REQUIRED:
1. Dental Operating Instructions
2. Dangerous/flammable items and materials

TRAINING REFERENCES: 1, 5, and 6

OBJECTIVE: Provided dangerous/flammable items and/or materials, properly store in the DTR

EVALUATION INSTRUCTIONS:

After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist provided at the end of each module.

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

STEPS IN TASK PERFORMANCE:
1. Store flammable materials away from heat sources/open flames
2. Turn in unused flammable items to dental supply custodian for proper storage in a flammable cabinet

ATTACHMENT: Performance checklist
### PERFORMANCE CHECKLIST

<table>
<thead>
<tr>
<th>STORE DANGEROUS/FLAMMABLE MATERIALS</th>
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<td>Storing dangerous/flammable materials in the DTR</td>
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<tr>
<td>a. Store flammable materials away from heat sources/open flames</td>
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: STORE AND DISCARD DISPOSABLE SHARPS

TASK NAME: Storing and discarding disposable sharps and turn-in procedures

CFETP/STS REFERENCES:
11.6.3 Turn in disposable items such as needles, blades, and syringes for destruction

EQUIPMENT REQUIRED:
1. Sharps Container
2. Marker

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided disposable sharp materials, properly turn in for disposal.

EVALUATION INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee’s abilities using the performance checklist.

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

STEPS IN TASK PERFORMANCE:
1. Identify potential sharps during procedure, including orthodontic wires, endodontic files, injection needles, anesthetic carpules, surgical blades, and removed retainers
2. Place all disposable sharps in plastic sharps container located in DTR
3. Fill sharps container to no more than two-thirds capacity
4. Inspect sharps container to ensure no sharp edges or surfaces protrude from container
5. Lock sharps container prior to transfer to disposal area by following manufacturer instructions
6. Label locked container with room number, date removed and initials
7. Transport to authorized sharps disposal area

ATTACHMENT: Performance checklist
Storing and discarding disposable sharps and turn-in procedures

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## Dental Assistant Specialty
### QTP Record of Training--VOLUME 1

<table>
<thead>
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<th>MODULE</th>
<th>TITLE</th>
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<tbody>
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<td>1</td>
<td>DENTAL EQUIPMENT USER MAINTENANCE</td>
<td></td>
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<tr>
<td></td>
<td>Cleaning Amalgam Traps</td>
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<td></td>
<td>Cleaning Sterilizers</td>
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<td>Performing Daily Safety and Operational Check of Dental Unit</td>
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<td>Removing and Replacing the Dental Unit Light Bulb</td>
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<td>Performing Handpiece User Maintenance</td>
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<td>Performing Automatic Film Processor User Maintenance</td>
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<td>Report Defective Equipment/Utilities</td>
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<td>2</td>
<td>INFECTION CONTROL</td>
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<td>Performing Hand Washing Techniques for Non-Surgical Dental Procedures</td>
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<td>Disinfecting, Placing, and Removing Infection Control Barriers</td>
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<td>Flushing Oral Evacuator Systems</td>
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<td>Disinfecting Dental Waterlines</td>
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<td>CLEANING/PREPARING INSTRUMENTS FOR STERILIZATION</td>
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<td></td>
<td>Decontaminating Instruments Manually</td>
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<td>Decontaminating Instruments Using the Ultrasonic Cleaner</td>
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<td>Preparing Instruments for Sterilization</td>
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<td></td>
<td>Performing Sterilization Procedures</td>
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<td></td>
<td>Sterilization Testing Procedures</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>EVALUATING PATIENTS FOR CONTRAINDICATIONS</td>
<td></td>
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<td>Evaluating patients for contraindications</td>
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<td>MAINTAINING MATERIALS AND INSTRUMENTS IN THE DTR</td>
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<td>Ensuring Currency of Dated Items</td>
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<td>Maintaining Supply Levels of Materials and Instruments in the DTR</td>
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<td>STORING DANGEROUS/FLAMMABLE MATERIALS IN THE DTR</td>
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<td>STORING/DISCARDING DISPOSABLE &quot;SHARPS&quot; &amp; TURN-IN PROCEDURES</td>
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<td>Storing/discarding disposable sharps and turn-in procedures</td>
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RANK/NAME:
1. CDC 4Y051A Volume 1, Dental Assistant Journeyman
2. AFI 44-108, Infection Prevention and Control Program
3. USAF Guidelines for Infection Control in Dentistry
4. CDC Guidelines for Infection Control in Dental Healthcare Setting
5. Manufacturer’s Instructions/Operation Manual
6. Material Safety Data Sheets (MSDS)