

DENTAL ASSISTANT SPECIALTY

Clinical Skills-Chairside Assisting



Volume 3

**381st Training Squadron
2931 Harney Road
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QTP 4Y0X1-3

DENTAL ASSISTANT SPECIALTY

Volume 3: Clinical Skills-Chairside Assisting

TABLE OF CONTENTS

INTRODUCTION	1
MODULE 1: FOUR-HANDED DENTISTRY TECHNIQUES	2
MODULE 2: BASIC PREPARATION/SETUP PROCEDURES	46
MODULE 3: DENTAL MATERIALS	57
MODULE 4: CLINICAL PROCEDURES	69
MODULE 5: DENTAL LABORATORY PROCEDURES	94

INTRODUCTION

1. Volume 3, *Clinical Skills-Chairside Assisting*, Qualification Training Package (QTP) contains modules on the preparation of restorative materials and the performance of chairside assisting duties with examinations, general dentistry, endodontic, periodontic, oral surgery and laboratory procedures. 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: FOUR-HANDED DENTISTRY TECHNIQUES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Irrigate and Aspirate the Treatment Site

OBJECTIVE: Provided all the necessary equipment and supplies, irrigate and aspirate the treatment site during a treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

7.6.8.1 Irrigate treatment site

7.6.8.2 Aspirate treatment site

EQUIPMENT REQUIRED:

1. Bulb-type syringe
2. High-volume evacuator disposable tip
3. Mouth mirror
4. Personal protective equipment (PPE)
5. Saliva ejector
6. Sterile high volume evacuator (disposable) tip
7. Sterile water or saline solution
8. 3-way syringe tip

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
4. Manufacturer's Instructions for Use (IFU)
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Irrigate and Aspirate the Treatment Site

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
Irrigate and aspirate the treatment site (only when necessary and/or signaled by a provider)			
<p>To Irrigate the Site (2 Methods):</p> <p>1. Routine Restorative Procedures: Irrigate treatment site using 3-way syringe (with water or water spray) to clean debris from area</p>			
FINAL RESULT			
<p>2. Surgical Procedures: Irrigate treatment site using a bulb-type or Leuer syringe filled with sterile water or saline solution to flush debris and blood</p>			
FINAL RESULT			
<p>Aspirate the Site using 2 Types of Evacuators:</p> <p>1. High-Volume Evacuator (HVE) for Operative (Using right hand for right-handed provider and vice versa for left-handed provider)</p> <ol style="list-style-type: none"> 1. Hold HVE suction tip with “thumb to nose” or “modified pen” grasp with tip at slanted angle of greater than 90° in anterior areas, or end slanted at less than 90° for posterior areas while preventing patient from swallowing debris (do this prior to provider using the mirror and handpiece) 2. Keep the opening of the tip even with the occlusal surface and parallel with the facial or lingual surface <p>NOTE: Ensure only sterile suction tips are used for surgical procedures; <i>DO NOT</i> place the HVE tip on the gingiva.</p>			
FINAL RESULT			
<p>2. Saliva Ejector</p> <ol style="list-style-type: none"> 1. Bend the suction tubing in a curved shape 2. Place tip under the patient’s tongue <p>NOTE: Only use when there is limited amount of fluids inside patient’s mouth or to retract tongue away from the working site. <i>DO NOT</i> direct patients to close down firmly around the tip of the saliva ejector.</p>			
FINAL RESULT			

MODULE 1: FOUR-HANDED DENTISTRY TECHNIQUES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Retract Tissue

OBJECTIVE: Provided all the equipment and supplies, retract patient's tissue during a treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

7.6.8.3 Retract tissue

EQUIPMENT REQUIRED:

1. Mouth mirror
2. Mouth retractor
3. Personal protective equipment (PPE)
4. Saliva ejector
5. Tissue retractor
6. Tongue or cheek retractor

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Retract Tissue

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
NOTE: During the treatment procedure, use retractors/instruments to retract tissue for an unobstructed view of treatment site; do not allow suction apparatus to interfere with field vision.			
5 Different Methods/Techniques:			
1. Using a Mouth Mirror: 1. While holding the instrument’s handle, carefully insert (with mirror facing downwards) inside patient’s mouth then position mirror sideways and rest instrument to the working side of the mouth 2. Carefully retract patient’s cheek to provide clear field vision for provider			
FINAL RESULT			
2. Using a Mouth Retractor (Mouth Prop and Gags): Use the mouth prop and place instrument on the opposite side of the mouth being treated <i>or</i> Grasp the mouth gag’s forcep handles with your thumb and first two fingers, carefully insert the instrument’s “wings” on side of patient’s mouth and stretch the handles together on the posterior canine teeth (instrument will rest on patient’s cheek)			
FINAL RESULT			
3. Using a Tongue and Cheek Retractor: Hold the instrument’s handle and retract cheeks, tongue or a portion of the mucosa during surgical procedures			
FINAL RESULT			
4. Using a Saliva Ejector: 1. Bend the suction tubing in a curved shape 2. Place tip under the patient’s tongue to retract tongue and cheek away from the working field			
FINAL RESULT			
5. Using a Tissue Retractor: Grasp the instrument’s handle and hold tissue flap away from the site during dental surgeries			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assemble Anesthetic Syringe

OBJECTIVE: Provided all the equipment and materials, assemble an anesthetic syringe for a treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

7.6.2.4 Anesthetic syringe

7.6.2.4.1 Assemble

EQUIPMENT REQUIRED:

1. Anesthetic carpule
2. Disposable needle
3. Personal protective equipment (PPE)
4. Sterile aspirating syringe

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assemble Anesthetic Syringe

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
NOTE: Task to be performed during treatment setup.			
1. Remove syringe from sterile packaging using aseptic techniques			
2. Inspect anesthetic carpule for cracks, suspended particles and expiration date (replace and dispose if any)			
3. Grasp the syringe by pulling the thumb ring			
4. Using your other hand, insert the carpule (rubber stopper end first) into syringe chamber			
5. Release the thumb ring to allow the harpoon to engage into the stopper			
6. While holding the syringe, use other hand to apply gentle finger pressure (tapping the plunger handle if needed) until the harpoon is engaged into the stopper (hold syringe <i>away</i> from face when engaging the harpoon)			
7. Gently pull the harpoon to ensure it is securely engaged			
8. Remove protective cap from disposable needle base			
9. While holding the syringe, screw the handle into the top of the anesthetic syringe until it is firmly secured			
10. Place syringe in tray and away from patient’s sight			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Disassemble Anesthetic Syringe

OBJECTIVE: Provided the necessary dental equipment and supplies, disassemble an anesthetic syringe after patient use, IAW the performance checklist.

CFETP/STS REFERENCES:

7.6.2.4 Anesthetic syringe

7.6.2.4.2 Disassemble

EQUIPMENT REQUIRED:

1. Loaded aspirating syringe with disposable needle
2. Personal protective equipment (PPE)

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Disassemble Anesthetic Syringe

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 (2 Methods)	GO	NO GO	NOTES
NOTE: Task to be performed during treatment room breakdown.			
1. While wearing full PPE and holding the syringe, carefully unscrew the used needle			
2. Dispose used needle in sharps container			
3. While holding the syringe and pulling the thumb ring, dislodge the used carpule and dispose in sharps container			
4. Place empty syringe in preparation bin for IPC			
5. Doff PPE and perform hand hygiene			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Rubber Dam

OBJECTIVE: Provided all the supplies and equipment, prepare a rubber dam for a treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

- 7.6.7 Rubber dam
- 7.6.7.1 Prepare

EQUIPMENT REQUIRED:

1. Dental clamp forceps
2. Dental record with provider's treatment plan
3. Floss
4. Personal protective equipment (PPE)
5. Rubber dam
6. Rubber dam clamp
7. Rubber dam forceps
8. Rubber dam punch
9. Rubber dam stamp and ink pad

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Rubber Dam

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
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. Consult treatment plan with dentist IAW dental record			
2. Prior to start of treatment procedure, perform clinical counts (to be accomplished before and after treatment)			
3. Prepare/pass site marking paper to provider			
4. Pass floss to provider to check contact areas to be isolated			
5. Identify anchor tooth (tooth that will hold clamp in place)			
6. Determine clamp to be used and place a ligature using a piece of floss to the bow of the clamp			
7. Attach the clamp to the rubber dam forceps by squeezing the handles of the forceps and align the holes of the clamp with the bow facing upward			
8. Tilt forceps upright and slide the forceps locking device downwards to lock handles in position			
9. Place forceps on treatment tray			
10. Prepare a fresh rubber dam with predetermined markings from a rubber dam stamp and ink pad			
11. Check patient’s teeth alignment, missing or extra teeth prior to punching on rubber dam			
12. Using the rubber dam punch, punch hole for tooth to be treated with additional holes (usually two teeth anterior and at least one posterior to the tooth being treated; larger hole punched for anchor tooth)			
13. Apply a slight amount of lubricant at the back of the rubber dam for easy placement			
NOTE: Consider holes to be punched using the rubber dam punch. Holes must be punched firmly and cleanly. Too large may not be tight fit around the tooth, too small or too close may cause the dam to stretch and tear the material. Too far apart causes too much material around the tooth and impair working field vision.			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist in Placement of Rubber Dam

OBJECTIVE: Provided the necessary equipment and supplies, assist the provider in the placement of rubber dam during a treatment procedure, IAW performance checklist.

CFETP/STS REFERENCES:

- 7.6.7 Rubber dam
- 7.6.7.2 Assist in placement

EQUIPMENT REQUIRED:

1. Dental clamp forceps
2. Dental treatment room (DTR) and treatment team (provider, assistant and patient)
3. Floss
4. Personal protective equipment (PPE)
5. Rubber dam
6. Rubber dam clamp
7. Rubber dam frame
8. Rubber dam punch
9. Stellite

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Setting
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist in Placement of Rubber Dam

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 (2 Methods)	GO	NO GO	NOTES
Method 1:			
1. Place rubber dam frame on the outside of the rubber dam with the bow of the frame facing out			
2. Stretch the dam material from side to side to secure the corners of the dam on the frame (should appear baggy to allow easier placement)			
3. Pass the rubber dam and attached frame to the provider			
4. As the provider stretches the material over each tooth, use a floss to slip the septum (rubber dam material between the holes) between the teeth (<i>always</i> place the floss on the tooth, <i>never</i> directly on the dam)			
5. Pass the clamp forceps with attached clamp			
6. Assist the provider in adjusting the rubber dam on the frame (if needed)			
7. Secure the ligature to the rubber dam frame			
8. Pass a dull instrument (e.g., stellite) to the provider for the inversion of rubber dam on facial and lingual areas of the exposed teeth			
FINAL RESULT			

PERFORMANCE CHECKLIST TASK: Assist in Placement of Rubber Dam

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
Method 2:			
1. Pass the provider the prepared clamp forceps with clamp and ligature			
2. Provider places rubber dam clamp on anchor tooth			
3. Pass the prepared rubber dam to provider			
4. Provider slips the rubber dam over the clamp			
5. Pass the rubber dam attached to the frame with the bow of the frame facing out			
6. As the provider stretches the material over each tooth, use a floss to slip the septum (rubber dam material between the holes) between the teeth (always place the floss on the tooth, never directly on the dam)			
7. Secure the ligature to the rubber dam frame			
8. Pass a dull instrument (such as stellite) to the provider for the inversion of rubber dam on facial and lingual areas of the exposed teeth			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist in Removal of Rubber Dam

OBJECTIVE: Provided all the necessary supplies and equipment, assist a provider in the removal of rubber dam during a patient procedure, IAW performance checklist.

CFETP/STS REFERENCES:

- 7.6.7 Rubber dam
- 7.6.7.3 Assist in removal

EQUIPMENT REQUIRED:

1. Dental clamp forceps
2. Explorer
3. Floss
4. Gauze or tissue
5. Mirror
6. Personal protective equipment (PPE)
7. Rubber dam
8. Rubber dam clamp
9. Rubber dam frame
10. Scissors

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist in Removal of Rubber Dam

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. Prior to start of treatment procedure, perform clinical counts (to be accomplished before and after treatment)			
2. When signaled by the provider, release ligature floss from the rubber dam frame			
3. Pass scissors to provider			
4. Hold margins of the rubber dam while the provider cuts the septa			
5. Retrieve scissors from provider			
6. Pass clamp forceps to provider to remove the clamp			
7. Set the clamp forceps and clamp aside			
8. Wipe the patient’s mouth, lips and chin with a tissue or gauze			
9. Carefully inspect the dam on the flat surface for missing pieces with provider (check the corresponding interproximal area of the oral cavity with a mirror and explorer)			
10. Use dental floss to remove any material stuck between the teeth			
11. Rinse patient’s mouth			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assemble Matrix Retainer

OBJECTIVE: Provided all the equipment and supplies, assemble a matrix retainer for a treatment procedure, IAW performance checklist.

CFETP/STS REFERENCES:

7.6.13 Matrix retainer

7.6.13.1 Assemble

EQUIPMENT REQUIRED:

1. Matrix band
2. Mouth mirror
3. Personal protective equipment (PPE)
4. Universal retainer (Tofflemire retainer)

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assemble a Matrix Retainer

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
NOTE: Task to be performed during patient treatment procedure.			
1. Determine the quadrant of the tooth being worked on and type of matrix band needed			
2. Turn retainer’s outer knob counterclockwise until end of the spindle is visible and away from the diagonal slot in the vise			
3. Turn inner knob until the vise moves next to the guide slots			
4. Bring ends of the band together to identify the occlusal and gingival aspects of the matrix band (occlusal has larger circumference)			
5. With the diagonal slot facing toward you, slide joined ends, occlusal edge of band first, into the diagonal slot on the vice; avoid creasing band			
6. Guide the band between the correct guide slots (position the loop depending on location of tooth being restored)			
7. Turn outer knob clockwise to tighten the band in the vise			
8. Turning the inner knob will adjust the size (diameter) of the loop			
9. Open loop of matrix band by placing end of mirror handle on inner surface in circular motion till band curls			
10. Pass the prepared universal retainer to provider			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist in Placement of Matrix Retainer

OBJECTIVE: Provided all the equipment and supplies, assist the provider in the placement of a matrix retainer on a patient, IAW performance checklist.

CFETP/STS REFERENCES:

- 7.6.13 Matrix retainer
- 7.6.13.2 Assist in placement

EQUIPMENT REQUIRED:

1. Cotton forceps
2. Explorer
3. Hemostats
4. Matrix band
5. Mouth mirror
6. Personal protective equipment (PPE)
7. Universal retainer (Tofflemire retainer)
8. Wedge

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist in Placement of Matrix Retainer

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. Pass prepared Tofflemire retainer to provider			
2. Provider or assistant will gently place the matrix into the interproximal space on either side of the tooth, over the prepared tooth, with the small circumference of the band positioned toward the gingiva and the retainer parallel to the facial surface of the tooth			
3. The handle of the retainer extends out of the oral cavity at the corner of the lips			
4. Hold the band securely in place by finger pressure over the occlusal surface			
5. Turn the inner knob clockwise to tighten the band snugly around the tooth			
6. Use the explorer to ensure that no gingival tissue or dam material has become trapped between the band and the cavity preparation			
7. Select the wedge and lace in the cotton forceps or hemostats so that the flat, wider side is towards the gingiva			
8. Insert the wedge into lingual aspect of the interproximal contact area next to the preparation of the band (this ensures the matrix band is tightly adapted at the tooth and prevents overhangs)			
9. Check the contact to ensure the seal at the gingival margin is closed			
10. Repeat steps 8,9 if another wedges is inserted for restoring both mesial and distal surfaces			
11. Burnish to contour the band at the contact area			
FINAL RESULT			

MODULE 2: BASIC PREPARATION/SETUP PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist in Removal of Matrix Retainer

OBJECTIVE: Provided all the equipment and supplies, assist the provider in the removal of matrix retainer on a patient, IAW performance checklist.

CFETP/STS REFERENCES:

- 7.6.13 Matrix retainer
- 7.6.13.3 Assist in removal

EQUIPMENT REQUIRED:

1. Cotton forceps
2. Explorer
3. Hemostats
4. Matrix band
5. Mouth mirror
6. Personal protective equipment (PPE)
7. Universal retainer (Tofflemire retainer)
8. Wedge/s

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist in Removal of Matrix Retainer

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. After packing of amalgam and initial carving of the restoration, provider or assistant will gently manipulate the point of the explorer around the inside occlusal edge of the band			
2. Remove the wedge/s with hemostats or cotton forceps			
3. With thumb or finger over the occlusal surface of the restoration and matrix band, turn the outer and inner nuts counterclockwise to loosen and remove the retainer from the band			
4. Grasp the loose end of band with hemostats or cotton forceps, gently rock back and forth until the band comes out of the interproximal space			
5. Remove the band from the other interproximal space in the same manner			
FINAL RESULT			

MODULE 3: DENTAL MATERIALS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Amalgam

OBJECTIVE: Provided all the equipment and materials, prepare amalgam for a restoration procedure, IAW performance checklist.

CFETP/STS REFERENCES:

7.3.1 Prepare amalgam

EQUIPMENT REQUIRED:

1. Air/water syringe with tip
2. Amalgam (alloy) capsule with manufacturer's IFU
3. Amalgam well
4. Amalgamator with manufacturer's IFU
5. Condensers
6. High volume evacuator (HVE) with tip
7. Personal protective equipment (PPE)
8. Saliva ejector

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Amalgam

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
NOTE: Review and follow manufacturer’s IFU for proper handling and preparation of amalgam capsules used for patient treatment.			
1. Identify type of amalgam capsule to be used per provider’s recommendation			
2. Don PPE IAW potential exposure (check Safety Data Sheet [SDS]/Infection Control recommendations)			
3. Adjust the amalgamator speed and time settings according to manufacturer’s IFU			
4. When signaled by provider, activate the amalgam capsule prior to amalgamator trituration, if required			
5. Place capsule in amalgamator			
6. Initiate amalgamator mixing sequence when signaled by provider			
7. After trituration cycle, remove mixed amalgam capsule from amalgamator			
8. Open capsule and place mixed amalgam in well			
9. Load amalgam carrier with prepared amalgam			
10. Pass large and/or small condenser to dentist			
11. Repeat steps 9, 10 until no longer needed by provider			
12. Pass finishing instruments as required			
13. Rinse and dry field as needed			
14. Remove excess amalgam from instruments and dispose (to include used capsule) IAW local policies			
FINAL RESULT			

MODULE 3: DENTAL MATERIALS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Light Cure Composites

OBJECTIVE: Provided the necessary supplies and equipment, prepare light cure composites during a treatment procedure, IAW performance checklist.

CFETP/STS REFERENCES:

7.3.2 Prepare light cure composites

EQUIPMENT REQUIRED:

1. Air/water syringe with tip
2. Composite celluloid matrix strip and wedge, if required
3. Dental curing light with shield
4. Dental handpieces and attachments/burs, if required
5. 2x2 gauze
6. High volume evacuator with disposable tip
7. Light cure composite kit with manufacturer's IFU
8. Personal protective equipment (PPE)
9. Saliva ejector

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Light Cure Composites

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
NOTE: Review and follow manufacturer’s IFU for proper handling and preparation of bonding agents and composites selected for patient treatment.			
1. Don PPE IAW potential exposure/Infection Control recommendations			
2. Pass composite shade guide to provider for selecting tooth shade			
3. Prepare acid etch IAW manufacturer’s IFU and pass to provider			
4. Rinse and dry cavity prep			
5. Prepare bonding agents IAW manufacturer’s IFU and pass bonding agent(s) to provider			
6. Light cure cavity prep IAW manufacturer’s IFU			
7. Pass celluloid strip and wedge, if required			
8. Prepare syringe with selected composite shade (can also be placed in parchment pad)			
9. Pass hand instrument(s) to place and shape composite material (provider may also ask for bonding agent to be available while packing the composite material)			
10. Prepare gauze to remove excess composite from provider’s instrument(s) as needed			
11. Light cure composite material IAW manufacturer’s IFU			
12. Pass finishing instrument(s) and/or materials			
FINAL RESULT			

MODULE 3: DENTAL MATERIALS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Glass Ionomers

OBJECTIVE: Provided all the materials and equipment, prepare glass ionomers during a treatment procedure, IAW performance checklist.

CFETP/STS REFERENCES:

7.3.3 Prepare glass ionomers

EQUIPMENT REQUIRED:

1. Air/water syringe with tip
2. Activator and applicator instruments
3. Amalgamator
4. 2x2 gauze
5. Glass ionomer kit with manufacturer's IFU
6. Glass slab or mixing pad
7. Light curing unit with shield
8. Personal protective equipment (PPE)
9. Placing and finishing/shaping instrument(s), as needed

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Glass Ionomers

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 and follow manufacturer’s IFU for proper handling and preparation of glass ionomer used (e.g., powder and liquid mix, capsules in dispenser/applicator, and are either light-cured or self-cured systems)			
2. Don PPE IAW potential exposure/Infection Control recommendations			
3. Rinse and dry cavity prep			
4. Pass glass ionomer in either portions on parchment pad (if using powder and liquid mix) or glass ionomer dispenser (if using syringe type applicator) to provider			
5. Prepare gauze to wipe excess composite from provider’s instrument(s) as needed			
6. Light cure material, if needed			
7. Pass necessary finishing/shaping instruments to provider			
FINAL RESULT			

MODULE 3: DENTAL MATERIALS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Bases and/or Cementing Materials

OBJECTIVE: Provided all the materials and equipment, prepare bases and/or cementing materials for a treatment procedure, IAW performance checklist.

CFETP/STS REFERENCES:

- 7.3.4 Prepare bases
- 7.3.7 Prepare cementing materials

EQUIPMENT REQUIRED:

1. Air/water syringe with tip
2. Amalgamator
3. Base material/cement kit (e.g., ZOE, zinc phosphates and polycarboxylates) with manufacturer's IFU
4. Condenser
5. Dental treatment room (DTR) and treatment team (provider, assistant and patient)
6. 2x2 gauze
7. Glass slab or mixing pad
8. Personal protective equipment (PPE)
9. Spatula

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Bases and/or Cementing Materials

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 and follow manufacturer’s IFU for proper handling and preparation of dental bases/cements used (e.g., powder and liquid mix vs premeasured capsules)			
2. Don PPE IAW potential exposure/Infection Control recommendations			
3. Rinse and dry cavity prep			
4. Use spatula to roll it into a small ball and material should be thick and have putty-like consistency			
5. Place base material/cement on a condenser or dispenser; transfer material to provider for packing/shaping in cavity prep			
6. Prepare gauze to wipe excess material from provider’s instrument(s) as needed			
FINAL RESULT			

MODULE 3: DENTAL MATERIALS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Bonding Agents

OBJECTIVE: Provided with all the supplies and equipment, prepare bonding agents during a treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

7.3.5 Prepare bonding agents

EQUIPMENT REQUIRED:

1. Air/water syringe with tip
2. Bonding agent kit with manufacturer's IFU
3. Dental curing light with shield
4. 2x2 gauze
5. High volume evacuator with disposable tip
6. Personal protective equipment (PPE)
7. Saliva ejector

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Bonding Agents

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 and follow manufacturer’s IFU for proper handling and preparation of bonding agents used for either enamel or dentin bonding (e.g., bottled kits or single dose, direct or indirect, self-cured, dual-cured or light-cured)			
2. Don PPE IAW potential exposure/Infection Control recommendations			
3. Prepare acid etch IAW manufacturer’s IFU and pass to provider			
4. Rinse and dry cavity prep (leave slight moisture for dentin bonding)			
5. Prepare bonding agents IAW manufacturer’s IFU and pass bonding agent(s) dipped in either an applicator tip or disposable brush to provider			
6. Pass remaining bonding agent for provider if several coats are needed			
7. Light cure bonding agent IAW manufacturer’s IFU			
FINAL RESULT			

MODULE 3: DENTAL MATERIALS

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Prepare Polyvinylsiloxane Materials

CFETP/STS REFERENCES:

7.3.9 Prepare polyvinylsiloxane impression materials

OBJECTIVE: Provided all the equipment/supplies, prepare polyvinylsiloxane impression materials during a treatment procedure, IAW the performance checklist.

EQUIPMENT REQUIRED:

1. Extruder guns and mixing tips
2. 2x2 gauze
3. Impression tray (e.g., stock or custom tray)
4. Impression cartridges with different viscosities (e.g., light-bodied and heavy-bodied materials)
5. Personal protective equipment (PPE)
6. Tray adhesive

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Prepare Polyvinylsiloxane Impression Materials

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
NOTE: Task to be performed during patient treatment.			
1. Paint a coat of tray adhesive on impression tray			
2. Remove the caps from the light-bodied and heavy-bodied impression cartridges and load in extruder guns			
3. Extrude a small amount of each material on a gauze to ensure there are no air bubbles in the mix			
4. Place mixing tips (and syringe tip for light-bodied) on each extruder gun			
5. Pass light-bodied material to provider when signaled by provider			
6. Inject heavy-bodied material to impression tray when signaled by provider (ensure no air is trapped in within the material)			
7. Pass the impression tray to provider			
8. Once material sets, impression is removed and inspected by provider			
9. Disinfect impression and submit to lab with completed DD Form 2322			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist with Examination

OBJECTIVE: Provided all the supplies and equipment, assist a provider with an examination procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

4.2.10 Assist with examination

EQUIPMENT REQUIRED:

1. Air/water syringe tip
2. Basic diagnostic set-up (BDS)
3. Dental forms (e.g., 603/603a, AF IMT 696)
4. Dental record or electronic health record (EHR) equivalent
5. Computer with digital imaging and scheduling softwares
6. Patient's digital radiographs/images of diagnostic quality (e.g., panoramic and bitewings)
7. Pen and pencil
8. Personal protective equipment (PPE)
9. Saliva ejector

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist with Examination

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. Review the patient’s dental record (to include medical history) and treatment (or EHR equivalent) with provider (radiographs may be prescribed)			
2. Prepare treatment room IAW treatment procedure, order of use and infection control protocols			
3. Confirm patient identification and seat patient			
4. Collect dental forms from patient (e.g., health history and prescriptions, if any; check all necessary fields are completely filled out/signed by patient)			
5. Perform blood pressure reading and document in AF Form 603/696- (alert provider if multiple readings are beyond normal)			
6. Drape patient and provide patient glasses			
7. Expose radiographs on patient, if prescribed by provider			
8. Adjust chair/position patient in supine position			
9. Adjust/position dental treatment light beam to illuminate the patient’s oral cavity			
10. Provider reviews patient’s dental/medical history, medications/allergies and hypertension screening			
11. Chart patient info in SF 603/603a while provider begins the examination to include oral cancer screening (OCS) and treatment planning			
12. Document treatment plan in SF 603/603a			
13. Dismiss patient and schedule next appointment, if needed			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist With Endodontic Procedures

OBJECTIVE: Given all the equipment and supplies, assist the provider with endodontic procedures, IAW the performance checklist.

CFETP/STS REFERENCES:

8.17 Assist with endodontic procedures

EQUIPMENT REQUIRED:

1. Air/water syringe tip
2. Basic diagnostic set-up (BDS)
3. Dental record or electronic health record (EHR) equivalent
4. Computer with digital imaging software
5. Endo kit (e.g., instruments, files, syringe, cement/materials)
6. Endo equipment (e.g., rotary handpiece, obturation unit, electronic apex locator)
7. Patient's digital radiographs/images of diagnostic quality (e.g., periapical/s, CBCT image/s)
8. Personal protective equipment (PPE)
9. Radiographic equipment, if needed
10. Saliva ejector

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist With Endodontic Procedures

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. Setup DTR IAW treatment procedure, order of use and infection control protocols			
2. Receive patient from waiting area and complete the dental team Universal Protocol (UP) process			
3. Perform clinical counts with provider (before and after treatment)			
4. Seat, drape, and provide glasses to patient			
5. Position patient for procedure			
6. Perform hand hygiene protocol and don PPE IAW potential exposure/Infection Control recommendations			
7. Assist in passing of anesthetic and placement of rubber dam			
8. Prepare irrigation syringe with sodium hypochlorite solution			
9. Retract, irrigate and aspirate as needed			
10. Assist and/or take radiographs when directed by provider			
11. Prepare and assist in placement of root canal filling materials/cements and restorative materials			
12. Doff PPE and perform hand hygiene			
13. Dismiss and escort patient to schedule follow-up appointments			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist with Oral Surgery Procedures in a Clinical Setting

CFETP/STS REFERENCES:

8.2 Assist with oral surgery procedures in a clinical setting

OBJECTIVE: Provided all the equipment and supplies, assist a provider with an oral surgery procedure in a clinical setting, IAW the performance checklist.

EQUIPMENT REQUIRED:

1. Computer with digital imaging software (if needed)
2. Dental forms (e.g., AF Form 1417, AF Form 522)
3. Dental record or electronic health record (EHR) equivalent
4. Emergency kit
5. IV logbook, if required
6. Oral surgery equipment (e.g., vital signs monitor with capnography, oxygen tank [if portable], impaction drill handpiece unit [if needed], surgical tray stand [if required])
7. Oral surgery kit with supplies (e.g., surgical instruments, disposable syringes, nasal cannula, irrigation syringes, scrub solution, silk/paper tape, sterile drape, suction tubing, sterile gloves, sterile saline, IV catheter, intravenous (IV) solution bags, IV stand, IV vent kit or set, local anesthetic, band-aids, prep pads, suture material, tourniquet, bite block, towel clamp, sterile towel, surgical gowns, size 12/15 blades, gauze pads)
8. Patient's digital radiographs/images of diagnostic quality (e.g., panoramic)
9. Personal protective equipment (PPE)

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. DECS Patient Sedation and Monitoring Training for Dental Assistants
6. Manufacturer's Instructions for Use (IFU)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist with Oral Surgery Procedures in a Clinical Setting

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
NOTE: Review and follow manufacturer's IFU on proper handling and/or operator checks of oral surgery equipment prior to use.			
1. Perform hand hygiene and don PPE			
2. Setup DTR IAW treatment procedure, order of use and infection control protocols Prepare the following during setup: a. Dental forms and record b. Radiographs c. Prepare oxygen tank with nasal cannula d. Prepare vital signs monitor with capnography e. IV materials (ensure once connected to bleed the IV bag to release all air bubbles) f. Perform surgical hand hygiene and don surgical gloves to prep surgical instruments on surgical tray and materials g. Prepare impaction drill handpiece unit (if needed) h. Emergency kit is available i. IV logbook, if required			
3. Seat patient and complete the dental team Universal Protocol (UP) process			
4. Perform surgical counts (before and after treatment procedure)			
5. Have patient pre-rinse with peridex for 30 seconds			
6. Inquire patient if pre-operative instructions given by provider were followed (e.g., no food eaten within 6 hours prior, lab blood tests were taken [if female], confirm escort/post-op meds pick-up)			
7. Prepare vital signs monitor and oxygen on patient, if required			
8. Assist provider in starting IV connections, if required			
9. Place sterile drape over patient's chest and clamp suction to the towel drape			

10. Place sterile over patient's eyes and secure with clamp or use safety glasses			
11. Position patient in supine position and position dental treatment light beam to illuminate the patient's oral cavity			
12. Pass anesthetic syringe to provider			
13. Pass surgical instruments as needed (clean blood and debris prior to returning them to instrument tray)			
14. Monitor patient's vital signs throughout the procedure			
15. Provide tissue retraction as needed			
16. Irrigate and aspirate as needed			
17. Prepare/pass impaction drill handpiece, if needed (ensure you provide saline drips on the bur to keep it cool while provider works on surgical site)			
18. Prepare to pass suture materials, as needed			
19. Dampen clean gauze to moisten/clean patient's lips			
20. Remove patient drapes and sharps			
21. Assist provider with removal of IV connections			
22. Doff PPE and perform hand hygiene			
23. Take post-op vital signs for at least 30 mins after the procedure (or till instructed by provider to dismiss patient) and printout for provider			
24. Slowly raise the patient's chair to prevent syncope			
25. Provide patient and escort with written post-operative instructions			
26. Schedule post-op appointment, if required (this can also be done prior to treatment procedure) and dismiss patient			
27. Perform breakdown of DTR			
28. Dispose excess materials, medications (witness required), and extracted teeth IAW local and infection control protocols			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Operate Oxygen Equipment

OBJECTIVE: Provided all the equipment and supplies, operate oxygen equipment during a surgical procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

- 6.3 Oxygen equipment
- 6.3.2 Maintain

EQUIPMENT REQUIRED:

1. Nasal cannula
2. Oxygen equipment with pressure gauge (include manufacturer's IFU)

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Operate Oxygen Equipment

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
NOTE: Review manufacturer’s IFU and perform oxygen equipment checks prior to use (condition, connections and psi content).			
1. Ensure the regulator control handle is closed			
2. Slowly open the cylinder valve until the needle on the pressure gauge stops			
3. Open valve completely			
4. Using the regulator control handle, adjust the oxygen flow until the liter gauge registers 3 liters per minute at a minimum, increase if oxygen saturation decreases			
5. If unit is equipped with oral nasal mask, place mask tightly over the patient’s mouth and nose			
6. Observe the movement of the patient’s chest as indicator of patient’s airway			
7. Note color change in patient’s skin, lips and pulse rate (alert provider of any abnormalities)			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Measure and Record Vital Signs

OBJECTIVE: Given all the equipment and supplies, measure and record vital signs during a treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

6.5 Measure and record vital signs

EQUIPMENT REQUIRED:

1. Alcohol pads to clean earpieces and diaphragm of stethoscope
2. Dental forms (e.g., AF Form 1417 and/or AF Form 696)
3. Dental health record or electronic health record (EHR) equivalent
4. Vital signs monitor/automated blood pressure device (equipped with thermometer and blood pressure cuff with gauge [with manufacturer's IFU])
5. Digital or tympanic thermometer with disposable probe covers (alternative and with manufacturer's IFU)
6. Stethoscope (alternative)
7. Sphygmomanometer (blood pressure cuff) with gauge (alternative)
8. Pen

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. CDC 4Y051P Volume 1, *Dental Assistant Journeyman*
6. Manufacturer's Instructions for Use (IFU)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Measure and Record Vital Signs

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
NOTE: Review and follow manufacturer’s IFU and perform equipment checks prior to use (condition and connections). Report to property custodian if any equipment fails to work.			
Temperature Reading:			
1. Turn thermometer unit on			
2. Attach disposable covers prior to use on patient			
3. Ensure tip of thermometer is correctly placed/used on patient per manufacturer’s IFU			
4. Wait till reading is complete (equipment may beep after reading)			
5. Record patient’s temperature on dental form/s			
6. Dispose covers and clean/disinfect per manufacturer’s IFU			
FINAL RESULT			
Pulse Reading (2 Methods):			
1st Method: Radial Pulse			
a. On the inner surface of the wrist (thumb side), place your index and middle finger lightly on the area between the tendons; never use your thumb			
b. Count the pulse for 15 seconds and multiply by four			
c. Note the rate, rhythm and force			
d. Document pulse readings on dental form/s			
FINAL RESULT			
2nd Method: Carotid Pulse			
a. Place the fingertips of your right hand into the soft tissue of the patient’s neck immediately above the clavicle on a perpendicular line below the angle of			

the mandible and to the side of the trachea			
b. Count the pulse for 15 seconds and multiply by four			
c. Note rate, rhythm and force			
d. Document pulse readings on dental form/s			
FINAL RESULT			
Respiration Rate:			
1. Obtain watch or clock with second hand			
2. Observe the rise and fall of the patient's chest or abdomen (as on count) for 15 seconds and multiply by four			
3. Document respiration rate on dental form/s			
FINAL RESULT			
Blood Pressure (BP) Readings (2 Methods):			
1st Method: Using a Sphygmomanometer and Stethoscope			
a. Allow patient to rest and seated upright in dental chair			
b. Have patient's sleeve loosely rolled up to expose upper arm			
c. Position patient's right or left arm at heart level with the palm facing upward			
d. Locate the brachial artery at the inner aspect of the elbow, make mental note of location			
e. Expel air from cuff by opening the valve on the bulb end of the tubing			
f. Close valve by turning clockwise			
g. Place BP cuff on patient's inner arm area near the brachial artery			
h. Use one hand to stabilize the end of the cuff			
i. Wrap the cuff around the upper arm			
j. Ensure the gauge of the BP			
k. Place the earpiece of the stethoscope in your ears			
l. Locate the radial pulse by placing your fingertips on the radial artery near the thumb side of the inner wrist			
m. Inflate cuff until you can no longer feel the pulse			
n. Inflate the cuff an additional 30 mm Hg beyond the			

point at which you last felt the pulse			
o. Place the diaphragm of the stethoscope over the brachial artery			
p. Slowly open valve and release the pressure on the cuff as you listen with the stethoscope			
q. Note the registration of a sharp, tapping sound as you lower the air pressure in the cuff, this is the systolic pressure			
r. Slowly continue to release the air pressure in the cuff, deflating the apparatus 2 to 4 mm Hg per second			
s. Deflate until the last sound of the heartbeat is unheard, this is the registration of the diastolic pressure			
t. Document BP readings on dental form/s			
u. Clean/disinfect per manufacturer's IFU			
FINAL RESULT			
2nd Method: Using a Vital Signs Monitor/Automated BP Device			
a. Allow patient to rest and seated upright in dental chair			
b. Have patient's sleeve loosely rolled up to expose upper arm			
c. Position patient's right or left arm at heart level with the palm facing upward			
d. Attach cuff on patient and operate BP device IAW manufacturer's IFU			
e. Document BP readings on dental form/s			
f. Clean/disinfect per manufacturer's IFU			
NOTE: Consider medical conditions of patient (e.g., hypertension) or physical activity may slightly elevate BP readings. Alert provider of elevated BP, pulse or temperature readings.			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Manage Syncope

OBJECTIVE: Given all the equipment and supplies, manage syncope during a dental emergency, IAW the performance checklist.

CFETP/STS REFERENCES:

6.4 Manage syncope

EQUIPMENT REQUIRED:

1. Ammonia inhalant
2. Cool cloth
3. Sphygmomanometer and stethoscope (automatic blood pressure machine as alternative)
4. Oxygen
5. Watch or clock with second hand

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Manage Syncope

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
NOTE: Consider medical conditions of patient and activate emergency response system if patient’s condition doesn’t improve.			
1. Observe patient for the syncope symptoms (e.g., pallor [loss of skin color], clamminess, rapid but weak pulse, and/or decreased blood pressure)			
2. If symptoms exist, place patient in supine position (elevate patient’s feet higher than head; this will increase blood flow to the heart)			
3. Administer oxygen on patient using a nasal cannula			
4. Apply cool cloth to patient’s forehead or the back (if needed and directed by provider)			
5. Monitor patient’s pulse rate and blood pressure			
6. If patient loses consciousness, prepare ammonia inhalant (break and waft gently under patient’s nostrils [<i>DO NOT</i> hold spirits directly under the nostrils as ammonia vapors may cause irritation of the nostrils and nasal cavity])			
7. Activate clinic’s emergency response system if patient’s condition doesn’t improve			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist with Periodontic Procedures (Perio Eval)

OBJECTIVE: Given all the equipment and materials, assist a provider with a periodontic treatment procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

8.19 Label item

EQUIPMENT REQUIRED:

1. Basic Diagnostic Set-up (BDS)
2. Computer with digital imaging software
3. Dental forms (e.g., AF Form 935)
4. Dental record or electronic health record (EHR) equivalent
5. 2x2 gauze
6. Patient's digital radiographs/images of diagnostic quality (e.g., FMXR)
7. Personal protective equipment (PPE)
8. Red and blue charting pencil

TRAINING REFERENCES:

1. Air Force Medical Service Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. CDC 4Y051P Volume 1, *Dental Assistant Journeyman*
6. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist with Periodontic Procedures

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. Review the patient’s dental record (to include medical history) and treatment (or EHR equivalent) with provider (radiographs may be prescribed)			
2. Prepare treatment room IAW treatment procedure, order of use and infection control protocols			
3. Receive patient from waiting area, seat/drape patient and complete the dental team Universal Protocol (UP) process			
4. Collect dental forms from patient (e.g., health history and prescriptions, if any; check all necessary fields are completely filled out/signed by patient)			
5. Expose radiographs on patient, if prescribed by provider			
6. Adjust chair/position patient in supine position			
7. Adjust/position dental treatment light beam to illuminate the patient’s oral cavity			
8. Chart AF Form 935 as instructed by dentist <ol style="list-style-type: none"> a. Record “Probing Depth” (PD) using blue/red pencil in row 1 (blue pencil for ≤ 3mm, red with > 3mm) b. Annotate bleeding points (place red dots over probing areas as instructed by dentist) c. Record “Recession (Rec) or Gingival Margin Location” using pencil in row 2 of AF Form 935 d. Record “Calculation/Attachment Levels” (PD+Rec=Cal) in pencil 			
9. Schedule any follow-up appointments, if needed			
10. Dismiss patient			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Assist with Prosthodontic Procedures

OBJECTIVE: Provided all supplies and equipment, assist a provider with a prosthodontic procedure, IAW the performance checklist.

CFETP/STS REFERENCES:

- 8.4 Assist with prosthodontic procedures
- 8.5 Assist with retraction cord placement
- 8.13 Assist with removing provisional crown
- 8.14 Assist with cementing provisional restorations

EQUIPMENT REQUIRED:

- 1. Amalgamator
- 2. Computer with digital imaging software (as required)
- 3. Dental equipment (e.g., amalgamator, 2D/3D X-ray units, Computer Aided Design/Computer Aided Manufacturing [if available and instructed by provider])
- 4. Dental forms (e.g., DD Form 2322)
- 5. Dental handpieces and burs
- 6. Dental record or electronic health record (EHR) equivalent
- 7. Pros kit and materials
- 8. Patient's digital radiographs/images of diagnostic quality, as required (e.g., periapical/s, bitewing/s, CBCT images)
- 9. Personal protective equipment (PPE)

TRAINING REFERENCES:

- 1. Air Force Medical Service Dental Clinical Practice Guidelines
- 2. AFI 44-108, *Infection Prevention and Control Program*
- 3. CDC Guidelines for Infection Control in Dental Healthcare Settings
- 4. CDC 4Y0510 Volumes 1-4, *Dental Assistant Journeyman*
- 5. Manufacturer's Instructions for Use (IFU)
- 6. Safety Data Sheets (SDS)
- 7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Assist with Prosthodontic Procedures

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 patient’s dental record (to include medical history) and treatment (or EHR equivalent) with provider (additional radiographs may be taken)			
2. Coordinate with dental lab for receipt of appliance, if required			
3. Prepare treatment room IAW treatment procedure, order of use and infection control protocols			
4. Receive patient from waiting area, seat/drape patient and complete the dental team Universal Protocol (UP) process			
5. Perform hand hygiene and don PPE			
6. Expose radiographs, if prescribed by provider (e.g., bitewing, CBCT images)			
7. Position patient for treatment			
8. Position treatment light to illuminate patient’s oral cavity			
9. Perform clinical counts (before and after treatment procedure)			
10. Pass instruments, retract, irrigate/aspirate as needed			
11. Assist provider with tooth preparation			
12. Prepare materials IAW manufacturer’s IFU when instructed by provider			
13. Assist provider with preparation of any impressions (or CAD/CAM process- follow local training instructions)			
14. Clean, rinse and disinfect impression			
15. Complete and transport DD Form 2322 with disinfected impressions to the dental lab			
16. Assist provider with the preparation of temporary appliance			

<p>17. Assist With Retraction Cord Placement:</p> <ul style="list-style-type: none"> a. Consult with provider on retraction cord size to be used b. Determine approximate circumference of the gingival cuff, cut the cord length needed c. Completely saturate the cord in a hemostatic solution to control hemorrhage d. Pass prepared retraction cord to the provider using cotton forceps e. Pass stellite (or flat-bladed) instrument to provider to pack the retraction cord gently into the gingival crevice f. Provider will leave cord for at least 8 minutes to aide with gingival displacement, hemorrhage control and crevicular fluid control g. Pass cotton forceps to remove cord h. Perform clinical count check (of retraction cord) 			
FINAL RESULT			
<p>18. Assist with placement/delivery of appliance</p> <p>a. Assist With Removing Provisional Crown</p> <ul style="list-style-type: none"> i. Clean and dry surface ii. Pass/use stellite (or crown remover instrument) to loosen temporary cement bond at the margin of the provisional crown iii. <i>Gently</i> clean debris and retained temporary cement on provisional crown using a cotton pellet and cotton forceps 			
FINAL RESULT			
<p>b. Assist in Cementing Provisional Restorations</p> <ul style="list-style-type: none"> i. Irrigate/aspirate treatment site ii. Isolate treatment site with clean, dry cotton rolls iii. Prepare cement IAW manufacturer's IFU iv. Pass provisional with cement to provider for seating of temporary crown (provider may use orangewood stick or plastic mallet for anterior provisional or bite into balsa wood for posterior areas) v. Place saliva ejector into patient's mouth to ensure area remains dry vi. Pass explorer to provider to remove excess cement Pass superfloss, floss threader or floss with knot to provider to gently floss between inproximal areas (use show and tell approach to teach patient on cleaning provisionals) 			
FINAL RESULT			
<p>19. Schedule follow-up appointments (with lab coordination)</p>			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Make Alginate Impressions

OBJECTIVE: Provided the supplies and equipment, make alginate impressions on a patient, IAW the performance checklist.

CFETP/STS REFERENCES:

8.6 Make alginate impressions

EQUIPMENT REQUIRED:

1. Alginate impression material and mixing kit (e.g., mixing bowl, powder scoop, water measure)
2. Dental form (e.g., DD Form 2322)
3. Impression trays
4. Intermediate-level disinfectant spray
5. Personal protective equipment (PPE)
6. Plastic bags
7. Saliva ejector
8. Spatula
9. Tray adhesive (if needed and compatible with alginate material used)
10. Utility wax ropes (if needed)
11. Water

TRAINING REFERENCES:

1. Air Force Medical Service Dental Clinical Practice Guidelines
2. AFI 44-108, *Infection Prevention and Control Program*
3. CDC Guidelines for Infection Control in Dental Healthcare Settings
4. CDC 4Y051O Volumes 1-4, *Dental Assistant Journeyman*
5. Manufacturer's Instructions for Use (IFU)
6. Safety Data Sheets (SDS)
7. USAF Guidelines for Infection Prevention & Control in Dentistry

PERFORMANCE CHECKLIST TASK: Make Alginate Impressions

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
NOTE: Review and follow manufacturer’s IFU for handling of impression materials (ratio, temperature, technique and time are critical components)			
1. Annotate info in DD Form 2322 (signed by provider)			
2. Instruct patient to remove any removable appliances, if any			
3. Place patient in upright position for impression			
4. Brief patient on procedure (e.g., breathing, gagging)			
5. Perform hand hygiene and don PPE			
6. Select appropriate size and try-in tray			
7. Apply tray adhesive to interior of tray, if needed			
8. Measure alginate material and room temperature IAW manufacturer’s IFU			
9. Use water at temperature level inversely related to impression set time (e.g., warmer water for shorter setting time)			
10. Mix impression material and water to thickened consistency in rubber mixing bowl			
11. Load impression into tray from center to outside edges using a spatula			
12. Remove excess material from tray using spatula			
13. Center front of tray on patient’s anterior teeth			
14. Seat tray by applying equal pressure			
15. Hold tray in place by hand			

16. Allow impression material to set IAW manufacturer's IFU, test by depressing material with finger			
17. Place saliva ejector in patient's mouth to suction out excess saliva			
18. Remove tray from patient's mouth avoiding distortion (pull down front, then rear of tray)			
19. Rinse and gently clean impression using water			
20. Spray (avoid mist) impression with intermediate-level disinfectant			
21. Place in plastic dental bag and transport to dental lab with completed DD Form 2322			
22. Schedule follow-up appointments (with lab coordination)			
FINAL RESULT			

MODULE 4: CLINICAL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Make Occlusal Registrations for Mounting Study Casts

OBJECTIVE: Provided all the materials and supplies, make occlusal registrations for mounting study casts, IAW the performance checklist.

CFETP/STS REFERENCES:

8.9 Make occlusal registrations for mounting study casts

EQUIPMENT REQUIRED:

1. Extruder gun
2. 4x4 gauze
3. Impression material
4. Intermediate-level disinfectant spray
5. Mouth mirror
6. Personal protective equipment (PPE)
7. Patient napkin and clamp

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051O Volumes 1-4, *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: Make Occlusal Registrations for Mounting Study Casts

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. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
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
NOTE: Review and follow manufacturer’s IFU for proper handling of impression materials.			
1. Drape patient napkin around patient’s neck and secure with napkin clamps			
2. Provide patient with eye protection for all procedures			
3. Brief patient of procedure (proper occlusion)			
4. Position the patient in the upright position for impression			
5. Inform the patient to open their mouth			
6. Mix impression material using the extruder gun IAW manufacturer’s IFU			
7. Extrude material onto the occlusal surface of the mandibular teeth			
8. Instruct the patient to close in proper occlusion			
9. Allow impression material to set IAW manufacturer’s IFU			
10. After material has set, remove impression material and check for accuracy			
11. Rinse and clean impression under running water			
12. Spray (avoid mist) impression with disinfectant			
13. Place in a labeled and sealed plastic dental bag			
14. Transport to dental laboratory			
FINAL RESULT			

MODULE 5: DENTAL LABORATORY PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Pour, Trim and Polish Study Casts

OBJECTIVE: Given the necessary equipment and tools, pour, trim and polish study casts, IAW the performance checklist.

CFETP/STS REFERENCES:

- 8.7 Study casts
- 8.7.1 Pour
- 8.7.2 Trim
- 8.7.3 Polish

EQUIPMENT REQUIRED:

1. Balance scale
2. Disinfected alginate impressions
3. Distilled water
4. Dry cloth, paper towels or chamois
5. Graduated cylinder
6. Indelible ink marker
7. Intermediate-level disinfectant spray
8. Liquid soap
9. Mixing bowl
10. Model trimmer with manufacturer's IFU
11. Personal protective equipment (PPE)
12. Saturated dihydrate solution (SDS)
13. 4x4 sheet of plastic
14. Spatula
15. Towel or oil-free air source
16. Type III dental stone
17. Vac-U-Vestor with manufacturer's IFU
18. Vibrator with manufacturer's IFU

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y0510 Volumes 1-4, *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: Pour, Trim and Polish Study Casts

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
NOTE: Review and follow manufacturer’s IFU/Infection Control protocols for proper handling of lab equipment and materials.			
1. Suspend impression handles to prevent distortion			
2. Rinse impression/s under low pressure running tap water			
3. Shake excess water off			
4. Measure distilled water			
5. Weigh stone			
6. Incorporate water into distilled water			
7. Vacuum mix dental stone for 30 seconds			
8. Vibrate stone into impression			
9. Cover all tissue and border areas with stone			
10. Place stone nodules 15-19 mm high for retention of second pour			
11. Set aside until initial set is reached (8-15 minutes)			
12. Weigh stone and measure distilled water for base			
13. Trim stone nodules to 15 mm (ensure tray is level)			
14. Wet first pour with SDS			
15. Vacuum mix dental stone for 30 seconds			
16. Vibrate some stone around retention nodules			
17. Make stone patty on 4x4 sheet of plastic			

18. Invert first pour on stone patty			
19. Adapt stone around impression			
20. Separate impressions from casts			
21. Rinse with SDS			
22. Trim bases parallel to ridge of occlusal surface (15 mm thick)			
23. Trim perimeter of casts following the sulcus			
24. Trim land area-3 mm from the depth of the sulcus			
25. Extend 5 mm beyond hamular notch/retromolar pad area (most distal landmark)			
26. Soak casts for 30-45 minutes in liquid soap			
27. Rinse under running water until all excess soap is removed			
28. Gently buff surface with dry cloth, paper towels, or dry chamois until a high gloss is achieved			
29. Write patient's name on heel of cast in indelible ink			
FINAL RESULT			

MODULE 5: DENTAL LABORATORY PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Fabricate Custom Trays

OBJECTIVE: Given all the equipment and supplies, fabricate custom trays, IAW the performance checklist.

CFETP/STS REFERENCES:

8.8 Fabricate custom trays

EQUIPMENT REQUIRED:

1. Acrylic bur
2. Alginate separating medium
3. Acrylic mixing spatula
4. Artist brush
5. Bard parker knife
6. Baseplate wax
7. Bunsen burner
8. Handpiece or lathe with manufacturer's IFU
9. Intermediate-level disinfectant spray
10. Mixing cup
11. Personal protective equipment (PPE)
12. Wax pencil (red and blue)
13. Steam or ultrasonic cleaner with manufacturer's IFU
14. Tray material
15. Vaseline or petrolatum

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y051O Volumes 1-4, *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: Fabricate Custom Trays

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
NOTE: Review and follow manufacturer’s IFU/Infection Control protocols for proper handling of lab equipment and materials.			
1. Identify and mark borders of tray on cast			
2. If tray will be made without a spacer, blockout undercuts on cast			
3. Heat baseplate wax sheet until softened			
4. Form softened wax over cast to create spacer			
5. Trim excess wax to specified tray design and apply vaseline			
6. Cut out tissue stops in wax spacer IAW provider’s directions			
7. Apply separating medium to cast			
8. Mix tray material to dough-like consistency			
9. Do not handle resin with ungloved hands			
10. Form tray material to 3.00 mm thickness on cast			
11. Put excess tray material in bowl of cold water			
12. Form handle/finger rests from excess tray material			
13. Dampen attachment site with monomer and promptly attach handle/finger rests to tray			
14. When impression tray reaches initial set and still warm, remove tray from cast			
15. Remove wax from tray and cast, as prescribed			
16. Finish tray with bur			
17. Clean and disinfect tray IAW infection control protocols			
FINAL RESULT			

MODULE 5: DENTAL LABORATORY PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Fabricate Provisional Stints

OBJECTIVE: Provided all the materials and supplies, fabricate provisional stints, IAW the performance checklist.

CFETP/STS REFERENCES:

8.10 Fabricate provisional stints

EQUIPMENT REQUIRED:

1. Acrylic trimming burs
2. Bard parker knife
3. Cast trimmer with manufacturer's IFU
4. Dental stone
5. Duplicating material
6. Inlay wax
7. Intermediate-level disinfectant spray
8. Mixing container
9. Stint material
10. Vacuum mixing bowl/vacuum mixer with manufacturer's IFU
11. Vacuum former with manufacturer's IFU

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y0510 Volumes 1-4, *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: Fabricate Provisional Stints

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. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
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
NOTE: Review and follow manufacturer’s IFU/Infection Control protocols for proper handling of lab equipment and materials prior to use.			
1. If cast has an edentulous area in the area to be restored, fit denture tooth into occlusion			
2. If tooth to be restored has abnormality (fractured cusp), build up to normal contours with wax or acrylic resin			
3. Duplicate master cast for vacuum forming the stint material if needed			
4. Fabricate matrix on cast using stint material and vacuum former unit			
5. Remove matrix from diagnostic cast			
6. Cut out the part of the formed plastic that include the region of the prosthesis plus one or two uninvolved teeth anterior and posterior			
7. Finish and smooth stint material with trimming bur or felt wheel; avoid distorting the stint material			
8. Disinfect all materials and return to provider/lab for use			
FINAL RESULT			

MODULE 5: DENTAL LABORATORY PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Fabricate Interim Provisional Restorations

OBJECTIVE: Provided all the materials and supplies, fabricate interim provisional restorations, IAW the performance checklist.

CFETP/STS REFERENCES:

8.11 Fabricate interim provisional restorations

EQUIPMENT REQUIRED:

1. Acrylic resin
2. Bard parker knife
3. Cast trimmer with manufacturer's IFU
4. Dental stone
5. Disinfectant solution
6. Duplicating material
7. Inlay wax
8. Mixing container
9. Pencil
10. Polishing compound
11. Pressure pot with manufacturer's IFU
12. Rubber bands
13. Separating medium
14. Small artist brush
15. Spatula
16. Stint material
17. Tooth-shade acrylic
18. Vacuum former
19. Vacuum mixer with manufacturer's IFU
20. Vacuum mixing bowl

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y0510 Volumes 1-4, *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: Fabricate Interim Provisional Restorations

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. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
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. If cast has an edentulous area in the area to be restored, fit denture tooth into occlusion			
2. If tooth to be restored has abnormality (fractured cusp), build up to normal contours with wax or acrylic resin			
3. Duplicate master cast for vacuum forming the stint material, if needed			
4. Fabricate matrix on cast using stint material and vacuum former unit			
5. Cut stint material to include tooth to be restored and once adjacent tooth on each side			
6. Remove matrix from diagnostic cast			
7. Disinfect impression of prepared teeth received from provider			
8. Fabricate working cast			
9. Apply separating medium to working cast			
10. Mix appropriate tooth-shaded acrylic in dappen dish			
11. Pour thin stream of tooth-shaded acrylic into matrix with no bubbles			
12. Invert matrix onto working cast			
13. Secure matrix gently to cast using rubber band			
14. Cure restoration in pressure pot filled with 115°F water for 30 minutes at 20 psi			
15. Remove matrix and separate restoration from cast			
16. Remove excess acrylic from adjacent teeth using Bard Parker			
17. Finish and polish axial contours, avoid over-finishing interproximal contact areas			
18. Disinfect restoration and return to provider for placement			
FINAL RESULT			

MODULE 5: DENTAL LABORATORY PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Clean and Polish Removable Appliances

OBJECTIVE: Provided all the materials and supplies, clean and polish removable appliances, IAW the performance checklist.

CFETP/STS REFERENCES:

- 8.12 Removable appliances
- 8.12.1 Clean
- 8.12.2 Polish

EQUIPMENT REQUIRED:

1. Bench lathe with manufacturer's IFU
2. Disinfectant solution
3. Personal protective equipment (PPE)
4. Polishing lathe with manufacturer's IFU
5. Rag wheels
6. Polishing compound
7. Pumice
8. Ultrasonic cleaner with manufacturer's IFU

TRAINING REFERENCES:

1. AFI 44-108, *Infection Prevention and Control Program*
2. CDC Guidelines for Infection Control in Dental Healthcare Settings
3. CDC 4Y0510 Volumes 1-4, *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: Clean and Polish Removable Appliances

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. Personnel must use manufacturer’s Instructions for Use (IFU) when completing this task.
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
NOTE: Review and follow manufacturer’s IFU/Infection Control protocols for proper handling of lab equipment and materials prior to use.			
1. Disinfect removable appliance IAW infection control protocols			
2. Remove scratches using polishing lathe with wet rag wheel and pumice			
3. Rinse appliance under running water to remove excess pumice			
4. Polish appliance with polishing compound using rag wheel			
5. Place appliance in ultrasonic cleaner after polishing to remove polishing compound			
6. Disinfect appliance and store in a humid environment			
FINAL RESULT			