# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>MODULE</th>
<th>OBJECTIVE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Four-Handed Dentistry Techniques</td>
<td>4-5</td>
</tr>
<tr>
<td>2</td>
<td>Maintain the Treatment Site</td>
<td>6-8</td>
</tr>
<tr>
<td>3</td>
<td>Basic Preparation/Set-Up Procedures</td>
<td>9-25</td>
</tr>
<tr>
<td>4</td>
<td>Assist Examination Procedures</td>
<td>26-27</td>
</tr>
<tr>
<td>5</td>
<td>General Dentistry Procedures</td>
<td>28-32</td>
</tr>
<tr>
<td>6</td>
<td>Endodontic Procedures</td>
<td>33-37</td>
</tr>
<tr>
<td>7</td>
<td>Oral Surgery Procedures</td>
<td>38-52</td>
</tr>
<tr>
<td>8</td>
<td>Periodontal Procedures</td>
<td>53-56</td>
</tr>
<tr>
<td>9</td>
<td>Prosthodontic Procedures</td>
<td>57-64</td>
</tr>
<tr>
<td>10</td>
<td>Dental Laboratory Procedures</td>
<td>65-80</td>
</tr>
</tbody>
</table>

QTP Record of Training 81-82

Training Reference List 83
INTRODUCTION

1. Volume 3, Clinical Skills-Chairside Assisting Qualification Training Package (QTP) contains units on the preparation of restorative materials and the performance of chairside assisting duties with examinations, general dentistry, endodontic, periodontic, prosthodontic, oral surgery, and laboratory procedures. These QTPs are designed to enhance the 5-skill level on-the-job training (OJT) of the dental assistant journeyman. Training references listed in each module may be used to complement training. All QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities as a supervisor/trainer for conducting OJT per AFI 36-2201, Chapter 6, Air Force Training Program On-The-Job Training Administration.

2. QTPs are instructional packages designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee’s upgrade training and are divided into the following volumes: 1) Basic Skills and Infection Control/Sterilization; 2) Clinical Skills-Radiology; 3) Clinical Skills-Chairside Assisting; 4) Clinical Skills-Preventive Dentistry; 5) Patient Administration. 6) Logistics Management; 7) Budget and Financial Planning and 8) Supervision and Training. The QTP modules were designed to assist you in preparing for and conducting training. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance. QTPs also aid OJT task certifiers in evaluating the trainee’s demonstrated performance. If you have local training requirements not covered by a QTP module you should develop “steps in performance” and “performance checklists” that support and standardize those tasks. When you are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, you must document each task completion in the QTP tab. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

3. Typically, you will manage each module by first, training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e. steps in task performance); however, the “performance checklist” is considered a standard and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

4. The QTPs are a tool for assessing/certifying the Dental Assistant initially and each time they arrive at a new duty station. The QTP should be used as a tool for standardizing annual refresher training. Our goal has been to publish a useable document for both the trainee and trainer. We value your first hand expertise and solicit your feedback on how we can improve our product. Direct all inquiries to:

4Y0X1, Dental Assistant CDC Writer
381st Training Squadron
DSN: 420-2041
Comm: (210) 808-2041
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: FOUR-HANDED DENTISTRY TECHNIQUES

TASK NAME: Perform four handed dentistry techniques

CFETP/STS REFERENCES: 7.4.7 Perform four-handed dentistry techniques

EQUIPMENT REQUIRED:
1. Dental Treatment Room (DTR)
2. Dental provider
3. Personal Protective Equipment (PPE)
4. Instruments

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided adequate instruments and a dental provider, properly demonstrate four handed dentistry techniques.

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

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

STEPS IN TASK PERFORMANCE:
1) Set up DTR in accordance to infection control protocols and gather required unit dose materials.
2) Receive patient from waiting area and verify patient identity against dental health record.
3) Seat patient for procedure, providing them with safety glasses for protection of their eyes.
4) Grasp instrument at the end of the handle or opposite of working end; use thumb, index and middle fingers.
5) Anticipate and recognize providers transfer signal.
6) Hold instrument 8-10 inches away from the provider in transfer zone
7) Pass and receive instrument in the transfer zone.
8) Position instrument firmly into the operator’s hands.
9) Place instrument in working position
10) Retrieve instrument from provider by extending last two fingers grasping instrument near the end opposite to the working end being exchanged.
11) Anticipate next instrument and recognize providers transfer signal.

ATTACHMENT: Performance checklist
### PERFORMANCE CHECKLIST

<table>
<thead>
<tr>
<th>Task</th>
<th>SAT</th>
<th>UNSAT</th>
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<tbody>
<tr>
<td><strong>FOUR-HANDED DENTISTRY TECHNIQUES</strong></td>
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<tr>
<td>Perform four-handed dentistry techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Grasp instrument opposite of working end</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Anticipate and recognize signal from provider for exchange</td>
<td></td>
<td></td>
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<tr>
<td>c. Pass and receive instrument from provider firmly, observing safety practices</td>
<td></td>
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<tr>
<td>d. Place instrument in provider’s hand in working position</td>
<td></td>
<td></td>
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<tr>
<td>e. Retrieve instrument by extending last two fingers near opposite end</td>
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<tr>
<td>f. Anticipate next instrument</td>
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**FINAL RESULT:**

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<thead>
<tr>
<th>Rank/Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Trainee</td>
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<td>Trainer</td>
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<tr>
<td>Certifier</td>
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: MAINTAINING THE TREATMENT SITE

TASK NAME: Irrigate and aspirate the treatment site

CFETP/STS REFERENCES: 7.4.7.1 Irrigate and aspirate the treatment site

EQUIPMENT REQUIRED:
1. High-volume suction tip
2. High-volume suction unit
3. Mouth mirror
4. Personal protective equipment (PPE)
5. Monojet syringe

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a treatment site and adequate tools, properly demonstrate how to irrigate and aspirate the treatment site.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Gather equipment and supplies
2. Place saliva ejector or high-volume suction tip approximately one tooth-length from irrigation site
3. Irrigate treatment site and clean debris from area
4. Hold suction tip with “thumb to nose” or “modified pen” grasp while preventing patient from swallowing debris
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: MAINTAINING THE TREATMENT SITE

TASK NAME: Retract tissue

CFETP/STS REFERENCES: 7.4.7.2 Retract tissue

EQUIPMENT REQUIRED:
1. High-volume suction tip
2. High-volume suction unit
3. Mouth mirror
4. Personal protective equipment (PPE)
5. Retractor
6. Saliva ejector

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided proper instruments, properly retract tissue during procedure.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:

1. Gather equipment and supplies
2. Use approximate instruments to retract tissue for an unobstructed view of treatment site; do not allow suction apparatus to interfere with view
3. Carefully retract tissue to prevent injuring patient
4. Place saliva ejector or high-volume suction tip approximately one tooth-length from irrigation site
5. Hold suction tip with “thumb to nose” or “modified pen” grasp

ATTACHMENT: Performance checklist
**PERFORMANCE CHECKLIST**

<table>
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<tr>
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<tbody>
<tr>
<td>Irrigate and aspirate the treatment site</td>
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</tr>
<tr>
<td>a. Place saliva ejector or high-volume suction tip approximately one tooth-length from irrigation site</td>
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<td></td>
</tr>
<tr>
<td>b. Irrigate treatment site and clean debris from area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Hold suction tip with “thumb to nose” or “modified pen” grasp while preventing patient from swallowing debris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retract tissue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Retract tissue with appropriate instrument</td>
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<tr>
<td>b. Retract tissue to maintain a clear field without injuring patient</td>
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<td></td>
</tr>
<tr>
<td>c. Provide an unobstructed view of the treatment site</td>
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</tbody>
</table>

**FINAL RESULT:**

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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Assemble and disassemble anesthetic syringe

CFETP/STS REFERENCES: 7.4.2.2 Assemble/disassemble anesthetic syringe

EQUIPMENT REQUIRED:
1. Anesthetic carpule
2. Sterile aspirating syringe
3. Sealed disposable needle
4. Personal protective equipment (PPE)
5. Sharps container

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided an anesthetic syringe and carpule, properly assemble/disassemble syringe using safe methods.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:

Assembling the Syringe
1. Gather require equipment and supplies
2. Don PPE
3. Remove syringe from sterile packaging without contaminating
4. Inspect anesthetic carpule for cracks or suspended particles, and expiration date, replace if needed
5. Hold syringe in one hand and us the thumb ring to pull back the plunger
6. Insert carpule (rubber stopper end first) into syringe chamber with the other hand
7. Release the thumb ring to allow the harpoon to engage into the stopper
8. Use other hand to apply firm pressure (tapping the plunger handle if needed) until the harpoon is engaged into the stopper (face syringe away from face when engaging harpoon)
9. Ensure harpoon is engaged securely by gently pulling harpoon
10. Remove protective cap from needle base
11. Screw the needle into position on the syringe; ensure the needle is straight and attached
12. Place syringe on work surface
13. Cover syringe to restrict patient view

**Disassembling the Syringe**
1. Ensure dentist has securely recapped needle before attempting disassembly
2. Disassemble in a non-traffic area
3. Pull back syringe plunger until carpule is released from harpoon
4. Hold plunger in place using one hand
5. Carefully remove carpule from syringe
6. Use cotton forceps or hemostat to remove rubber stopper, if required
7. Discard carpule in sharps container
8. Grasp needle base firmly with thumb and index finger
9. Grasp syringe body firmly at syringe head
10. Unscrew needle until loose from syringe body
11. If cap separates from needle before fully removed, recap using the one handed scoop technique or a recapping device
12. Separate needle and syringe slowly with outward motion away from body
13. Discard needle assembly in sharp container; if the needle gets stuck at the top, use cotton pliers to push into the container
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Assist in preparation, placement and removal of the rubber dam

CFETP/STS REFERENCES:
7.4.6.1 Prepare rubber dam
7.4.6.2 Assist in rubber dam placement
7.4.6.3 Assist in rubber dam removal

EQUIPMENT REQUIRED:
1. Dental floss
2. Scissors
3. Patient napkin
4. Personal protective equipment (PPE)
5. Plastic bag or wrapping
6. Rubber dam
7. Rubber dam clamps
8. Rubber dam frame
9. Rubber dam lubricant
10. Rubber dam punch
11. Rubber dam clamp forceps

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate instruments and equipment, properly prepare, place and remove rubber dam while assisting dentist.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
Prepare and Place Rubber Dam - Assist
1. Consult with provider and review dental record for location of teeth to be treated
2. Pass floss to provider to check contact areas to be isolated
3. Select appropriate clamp
4. Attach a floss ligature to bow of the clamp
5. Place the clamp on rubber dam forceps with the bow outward
6. Apply slight tension to forceps handles to lock in open position
7. Place forceps on treat on treatment tray
8. Punch correlating holes for teeth to be treated
9. Place lubricant on rubber dam, if requested by the dentist
10. Place rubber dam on frame
11. Pass forceps with clamp opening pointed toward teeth to be isolated
12. Hold ligature securely until the clamp has been placed and stabilized
13. Place rubber dam over clamp, if requested
14. Retrieve another piece of floss to invert dam between contacts of exposed teeth
15. Secure the ligature to the rubber dam frame

**Remove Rubber Dam - Assist**
1. Release floss from rubber dam frame
2. Pass scissors to provider
3. While provider cuts septa, assistant holds margins of the dam
4. Retrieve scissors from provider
5. Transfer clamp forceps from provider for clamp removal
6. Retrieve clamp forceps from provider
7. Retrieve rubber dam and frame from provider
8. Wipe patient’s mouth, lips, and chin free of moisture
9. Inspect rubber dam to ensure entire rubber dam has been removed
10. Notify provider of missing pieces, and pass floss for removal
11. Pass explorer for provider to perform an inspection of oral cavity
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Place and remove rubber dam

CFETP/STS REFERENCES:
7.4.6.4 Place rubber dam
7.4.6.5 Remove rubber dam

EQUIPMENT REQUIRED:
1. Dental floss
2. Scissors
3. Personal protective equipment (PPE)
4. Plastic bag or wrapping
5. Rubber dam
6. Rubber dam punch
7. Rubber dam clamp forceps
8. Rubber dam frame
9. Rubber dam lubricant

TRAINING REFERENCES: 1-3

OBJECTIVE: Provided appropriate instruments and equipment, properly prepare, place and remove rubber dam.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
Prepare and Place Rubber Dam
1. Consult with provider and review dental record for location of teeth to be treated
2. Check contact areas to be isolated
3. Select appropriate clamp
4. Attach a floss ligature to bow of the clamp
5. Place the clamp on rubber dam forceps with the bow outward
6. Apply slight tension to forceps handles to lock in open position
7. Place forceps on treatment tray
8. Punch correlating holes for teeth to be treated
9. Place lubricant on rubber dam, if required
10. Place rubber dam on frame
11. Place clamp on selected tooth and insure stability
12. Place rubber dam over clamp
13. Retrieve another piece of floss to invert dam between contacts of exposed teeth
14. Secure the ligature to the rubber dam frame

Remove Rubber Dam
1. Release floss from rubber dam frame
2. Use scissors to cut septa while holding the margins of the dam
3. Remove clamp using forceps
4. Remove rubber dam frame and rubber dam
5. Inspect rubber dam to ensure entire rubber dam has been removed
6. If pieces are missing, use floss for removal
7. Use explorer to perform an inspection of oral cavity
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Assemble and place matrix

CFETP/STS REFERENCES: 7.4.12 Assemble and place matrix

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

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a matrix and retainer, properly demonstrate assembling and placing a matrix band on tooth.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
Assemble Matrix
1. Gather required equipment and supplies
2. Turn retainer’s outer knob 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 ceasing band
6. Guide the band between the correct guide slots
7. Turn outer knob clockwise to tighten the band in the vise. Turning the inner knob will adjust the size (diameter) of the loop
8. Confirm with dentist correct tooth for band placement
9. Use the handle end of the mouth mirror to open the loop of the band (the band can be flattened or bent during placement in the retainer, and will not slide easily onto the tooth preparation)
10. Adjust the size (diameter) of the loop by turning the inner knob

**Place Matrix**

1. Gently place the matrix band into the interproximal space on either side of the tooth, over the prepared tooth, with the small circumference of the band positioned toward the gingival and the retainer parallel to facial surface of the tooth
2. The handle of the retainer extends out of the oral cavity at the corner of the lips
3. Hold the band securely in place by finger pressure over the occlusal surface
4. Turn the inner knob clockwise to tighten the band snugly around the tooth
5. Use the explorer to ensure that no gingival tissue or dam material has become trapped between the band and the cavity preparation
6. Select the wedge and place in the cotton forceps or hemostats so that the flat, wider side is towards the gingival
7. Insert the wedge into the lingual embrasure next to the preparation and the band (this ensures the matrix band is tightly adapted at the tooth and prevents overhangs)
8. Check the contact to ensure the seal at the gingival margin is closed
9. Burnish to contour the band at the contact area
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Remove matrix

CFETP/STS REFERENCES: 7.4.13  Remove matrix

EQUIPMENT REQUIRED:
1. Matrix band
2. Personal protective equipment (PPE)
3. Tofflemire retainer
4. Hemostats
5. Cotton forceps

TRAINING REFERENCES: 1-3

OBJECTIVE: Provided tooth with matrix attached, properly remove the matrix from the tooth.

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

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

STEPS IN TASK PERFORMANCE:
1. Gently manipulate the point of an explorer around the inside occlusal edge of the band
2. Remove the wedge 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 the 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
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Prepare bases, cavity liners, temporary, sedative and cementing materials

CFETP/STS REFERENCES:
7.2.4 Prepare bases and cavity liners
7.2.5 Prepare temporary/sedative materials
7.2.6 Prepare cementing materials

EQUIPMENT REQUIRED:
1. Amalgamator
2. Base, cavity liner, temporary, sedative, or cement material powder
3. Mixing fluid/liquid
4. Mixing pad or glass slab
5. Personal protective equipment (PPE)
6. Spatula
7. 2x2 gauze

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate materials and mixing supplies, prepare bases, cavity liners, temporary sedative and cementing materials.

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

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

STEPS IN TASK PERFORMANCE:
1. Measure material IAW manufacturer’s instructions, if required
2. Wait for signal from dentist to begin mixing
3. Mix material, as required, IAW manufacturer’s instructions
4. Pass filling mixture and placement instrument(s) to dentist for application
5. Remove excess material from instrument(s) as need with gauze
6. Immediately clean spatula and glass slab, if used
7. Provide light curing, placement and finishing instrument(s), if required
8. Repeat steps 1-7 for bases and cavity liners, temporary/sedative, and cementing materials
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Prepare dental amalgam

CFETP/STS REFERENCES: 7.2.1 Prepare amalgam

EQUIPMENT REQUIRED:
1. Amalgam well
2. Amalgamator
3. Personal protective equipment (PPE)
4. Placement and finishing instruments
5. Scrap amalgam container
6. Silver alloy capsule

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate supplies, properly demonstrate how to prepare amalgam.

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

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

STEPS IN TASK PERFORMANCE:
1. Adjust amalgamator speed and time setting according to manufacturer’s instructions
2. Activate silver alloy capsule for amalgamator mixing, if required
3. Place capsule in amalgamator
4. Initiate amalgamator mixing sequence when signaled by dentist
5. Remove mixed silver alloy capsule from amalgamator upon cycle completion
6. Place mixed amalgam into amalgam well
7. Load amalgam carrier with alloy mixture and pass to dentist, as required
8. Pass the condenser and reloaded amalgam carrier, as required
9. Pass finishing instruments as required
10. When amalgam is no longer needed, remove excess amalgam from instruments
11. Dispose of excel alloy mixture and used capsule IAW local requirements
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Prepare light cure composites

CFETP/STS REFERENCES: 7.2.2 Prepare light cure composites

EQUIPMENT REQUIRED:
1. Dental hand piece and attachments, if required
2. Placing and finishing instrument(s), as needed
3. High volume suction and suction tip
4. Light cure composite kit
5. Light cure unit
6. Light cure shade paddle, if required
7. Personal protective equipment (PPE)

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate material and equipment, demonstrate how to properly prepare light cure composites.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Pass composite shade guide to select corresponding tooth shade
2. Dispense and pass acid etch without cross-contamination
3. Rinse and dry cavity prep, as required
4. Pass bonding agent(s) and light cure observing safety guidelines and IAW manufacturer’s instructions
5. Load selected shade capsule into dispenser and pass to dentist
6. Pass hand instrument(s) to place and shape composite material
7. Remove excess composite from dentist’s instrument(s) as needed
8. Light cure composite material observing safety guidelines and IAW manufacturer’s instructions
9. Pass finishing instrument(s) and/or materials
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Prepare glass ionomers

CFETP/STS REFERENCES: 7.2.3 Prepare glass ionomers

EQUIPMENT REQUIRED:
1. Activator and applicator instruments
2. Amalgamator
3. Glass ionomer kit
4. Glass slab or appropriate mixing pad
5. Light cure shade paddle, if required
6. Light cure unit, if required
7. Mixing spatula
8. Personal protective equipment (PPE)
9. Placing and finishing/shaping instrument(s), as needed

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate material and equipment, demonstrate how to properly prepare glass ionomers.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Fluff ionomer powder, if required
2. Measure powder/liquid IAW manufacturer’s instructions or activate capsulated material
3. Begin mixing when signaled by dentist
4. Mix material to desired consistency by hand or amalgamator IAW manufacturer’s instructions
5. Provide material to dentist with requested application instrument(s)
6. Light cure, if required
7. Pass necessary finishing/shaping instruments to dentist
8. Assist dentist with acid etch, bond, if required
9. Glaze and light cure IAW manufacturer’s instructions
SUBJECT AREA: BASIC PREPARATION/SET-UP PROCEDURES

TASK NAME: Prepare impression materials

CFETP/STS REFERENCES: 7.2.8 Prepare other impression materials

EQUIPMENT REQUIRED:
1. Disposable mixing instrument (tongue depressor)
2. Impression material
3. Impression tray
4. Masking tape or similar
5. Mixing pad or appropriate mixing surface tray cover
6. Personal protective equipment (PPE)
7. Tray adhesive

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate material and equipment, demonstrate how to properly prepare impression materials.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Tape mixing pad or tray cover to work surface
2. Paint impression tray with tray adhesive, if required, IAW manufacturer’s instructions
3. Measure impression material IAW manufacturer’s instructions
4. Wait for signal from dentist to begin mixing
5. Mix impression material IAW manufacturer’s instructions
6. Place impression material into impression tray, as required
7. Provide, assist, and receive impression tray from dentist, as required

ATTACHMENT: Performance checklist
Assemble and disassemble anesthetic syringe

**Assembling the syringe**
- a. Inspect carpule and place in syringe chamber
- b. Seat harpoon into rubber stopper
- c. Attach sterile needle to syringe safely

**Disassembling the syringe**
- a. Remove carpule from syringe safely
- b. Remove needle assembly from syringe safely
- c. Dispose of carpule and needle assembly in sharps container

**Assist in preparation, placement and removal of rubber dam**

**Prepare and place rubber dam—assist**
- a. Select and place appropriate clamp on forceps
- b. Attach ligature to clamp prior to passing
- c. Punch correlating holes for teeth to be treated
- d. Place the rubber dam on the frame
- e. Assist the provider in placing the clamp
- f. Floss between the contacts of exposed teeth

**Remove the rubber dam—assist**
- a. Assist in the removal of the rubber dam frame and clamp
- b. Cut the rubber dam between contacts
- c. Inspect for any missing pieces from rubber dam

**Place and remove rubber dam**

**Prepare and place rubber dam**
- a. Consult w/provider and review record for location of teeth to be treated
- b. Check contact areas to be isolated
- c. Select appropriate clamp
- d. Attach a floss ligature to bow of the clamp
- e. Punch correlating holes for teeth to be treated
- f. Place clamp on selected tooth and insure stability
- g. Place rubber dam over clamp
- h. Invert dam between contacts of exposed teeth
- i. Secure the ligature to the rubber dam frame

**Remove the rubber dam**
- a. Release floss from rubber dam frame
- b. Use scissors to cut septa while holding the margins of the dam
- c. Remove clamp using forceps
- d. Remove rubber dam frame and rubber dam
- e. Inspect rubber dam to ensure entire rubber dam has been removed
<table>
<thead>
<tr>
<th>PERFORMANCE CHECKLIST</th>
<th>SAT</th>
<th>UNSAT</th>
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<tbody>
<tr>
<td>BASIC PREPARATION/SET-UP PROCEDURES (continued)</td>
<td></td>
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<tr>
<td><strong>Assemble and place matrix</strong></td>
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<tr>
<td><strong>Assemble matrix</strong></td>
<td></td>
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</tr>
<tr>
<td>a. Place matrix band in Tofflemire retainer</td>
<td></td>
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<tr>
<td>b. Confirm with dentist correct tooth for band placement</td>
<td></td>
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<tr>
<td>c. Adjust band on retainer to match specified tooth</td>
<td></td>
<td></td>
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<tr>
<td>d. Secure matrix band in place</td>
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<tr>
<td><strong>Place matrix</strong></td>
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<tr>
<td>a. Gently place the matrix band into the interproximal space on either side of the tooth</td>
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<tr>
<td>b. Hold the band securely in place by finger pressure over occlusal surface</td>
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<tr>
<td>c. Turn the inner knob clockwise to tighten the band snugly around tooth</td>
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<tr>
<td>d. Insert wedge into lingual embrasure next to the preparation and band</td>
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<tr>
<td>e. Burnish to contour the band at the contact area</td>
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<tr>
<td><strong>Remove matrix</strong></td>
<td></td>
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<tr>
<td>a. Gently manipulate the point of an explorer around inside the occlusal edge of band</td>
<td></td>
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<tr>
<td>b. Remove the wedge with hemostats or cotton forceps</td>
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<tr>
<td>c. 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</td>
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<tr>
<td>d. Grasp the loose end of the band with hemostats or cotton forceps, gently rock back and forth until the band comes out of the interproximal space</td>
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<tr>
<td>e. Remove the band from the other interproximal space in same manner</td>
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<tr>
<td><strong>Prepare bases, cavity liners, temporary, sedative and cementing materials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Measure material IAW manufacturer’s instructions, if required</td>
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<td></td>
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<tr>
<td>b. Wait for signal from dentist to begin mixing</td>
<td></td>
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<tr>
<td>c. Mix material, as required, IAW manufacturer’s instructions</td>
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<tr>
<td>d. Pass filling mixture and placement instruments to dentist for application</td>
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<tr>
<td>e. Remove excess material from instruments as needed with gauze</td>
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<tr>
<td>f. Immediately clean spatula and glass slab, if used</td>
<td></td>
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</tr>
<tr>
<td>g. Provide light curing, placement and finishing instruments, if required</td>
<td></td>
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<tr>
<td><strong>Prepare dental amalgam</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Set amalgamator at proper speed and time for mixing amalgam</td>
<td></td>
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<tr>
<td>b. Begin mixing when signaled from dentist</td>
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<tr>
<td>c. Load the amalgam carrier</td>
<td></td>
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<tr>
<td>d. Remove excess amalgam from instruments</td>
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<tr>
<td>e. Dispose of excess amalgam and used capsule IAW local requirements</td>
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</tbody>
</table>
## PERFORMANCE CHECKLIST

### BASIC PREPARATION/SET-UP PROCEDURES (continued)

<table>
<thead>
<tr>
<th>Prepare light cure composites</th>
<th>SA</th>
<th>UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Pass composite shade guide to select corresponding tooth shade</td>
<td></td>
<td></td>
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<tr>
<td>b. Pass acid etch</td>
<td></td>
<td></td>
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<tr>
<td>c. Rinse and dry cavity prep</td>
<td></td>
<td></td>
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<tr>
<td>d. Pass bonding agent and light cure observing safety guidelines</td>
<td></td>
<td></td>
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<tr>
<td>e. Pass selected shade and hand instrument to dentist</td>
<td></td>
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<tr>
<td>f. Pass finishing instruments</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepare glass ionomers</th>
<th>SA</th>
<th>UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Measure powder/liquid or activate capsulated material IAW manufacturer’s guidance</td>
<td></td>
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</tr>
<tr>
<td>b. Prepare material to desired consistency IAW manufacturer’s instructions</td>
<td></td>
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<tr>
<td>c. Pass material to dentist with requested applicator instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Pass necessary finishing/shaping instruments or materials to dentist</td>
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</table>

<table>
<thead>
<tr>
<th>Prepare impression materials</th>
<th>SA</th>
<th>UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Tape mixing pad or tray cover to work surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Measure impression material IAW manufacturer’s instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Mix impression material IAW manufacturer’s instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Provide, assist, and receive impression tray from dentist</td>
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</table>

**FINAL RESULT:**

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

SUBJECT AREA: ASSIST EXAMINATION PROCEDURES

TASK NAME: Assist examination procedures

CFETP/STS REFERENCES: 8.1.2 Assist with examination, screening and preliminary diagnostic procedures

EQUIPMENT REQUIRED:

1. Dental Health record with appropriate digital images
2. BP cuff and stethoscope or automatic blood pressure machine
3. Personal protective equipment (PPE)
4. Basic Dental Set-up

TRAINING REFERENCES: 1-5

OBJECTIVE: Provided appropriate instruments, patient and dental health record, demonstrate how to properly assist a dentist in an examination.

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

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

STEPS IN TASK PERFORMANCE:
1. Select and arrange instruments for dental examination
2. Determine reason for examination—review the patient’s dental record
   a. Periodic dental examination
   b. Dental sick call
   c. Special examination (exams required for commissioning, isolated duty, enlistment, food handler, etc.)
3. Take and record the patient’s blood pressure on appropriate forms
4. Refer patient for medical consult on the direction of attending dentist, if required
5. Provide the patient’s current x-fays to dentist
6. Refer patient to dental radiology if the dentist orders x-rays
7. Pass required instruments
8. Chart SF Form 603/603A and other forms as required
9. Refer patient to appointment desk with required forms to schedule follow-up appointments

ATTACHMENT: Performance checklist
### Performance Checklist

<table>
<thead>
<tr>
<th>Assist Examination Procedures</th>
<th>SAT</th>
<th>UNSAT</th>
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</thead>
<tbody>
<tr>
<td>a. Set up the examination room with required instruments</td>
<td></td>
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<tr>
<td>b. Take blood pressure and annotate on appropriate forms</td>
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<td></td>
</tr>
<tr>
<td>c. Chart SF Form 603/603A or electronic equivalent</td>
<td></td>
<td></td>
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<tr>
<td>d. Complete appropriate paperwork</td>
<td></td>
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<tr>
<td>e. Refer patient to appointment with required forms</td>
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</table>

**FINAL RESULT:**

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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: GENERAL DENTISTRY PROCEDURES

TASK NAME: Assist general dentistry procedures

CFETP/STS REFERENCES:
7.4.2.1. Select and arrange instruments
8.2.2. Assist with general dentistry procedures

EQUIPMENT REQUIRED:
1. Dental health record
2. Dental instrument, materials, and equipment
3. Personal protective Equipment (PPE)

TRAINING REFERENCE: 1-4

OBJECTIVE: Provided appropriate instruments and equipment, demonstrate how to properly assist a general dentistry procedure

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Review the patients dental record and query dentist to determine type of procedure required
2. Select and arrange instruments, materials, and equipment for designated procedure
3. Position the patient in proper treatment position for the procedure
4. Position the dental treatment light beam into the patient’s oral cavity
5. Prepare, provide and pass materials, medications, instruments and equipment, as required
6. Retract, irrigate, and aspirate as needed
7. Dismiss and reappoint patient, as required
8. Complete appropriate paperwork (SF 603/603A) as needed
9. Dispose of excess materials, medications, and sharps IAW safety and infection control standards, as required
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: GENERAL DENTISTRY PROCEDURES

TASK NAME: Select composite shade

CFETP/STS REFERENCES: 7.4.8  Select composite shade

EQUIPMENT REQUIRED:
1. Dental health record
2. Dental instrument, materials, and equipment
3. Personal protective Equipment (PPE)
4. Shade guide

TRAINING REFERENCE: 1-4

OBJECTIVE: Provided appropriate material and equipment, demonstrate how to properly select composite shade.

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

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

STEPS IN TASK PERFORMANCE:
1. Select the shade before the tooth has been prepared
2. Use the shade guide that corresponds to the brand of composite that will be utilized
3. Turn off unit light
4. Have patient lick the surface of the tooth; this will help to achieve match
5. Hold the shade guide to the tooth being restored and select the shade that matches closest to the color of the tooth
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: GENERAL DENTISTRY PROCEDURES

TASK NAME: Apply Etch, primer, and bond

CFETP/STS REFERENCES:
7.4.9    Apply etch
7.4.10   Apply primer
7.4.11   Apply bond

EQUIPMENT REQUIRED:
1. Dental instruments, material, and equipment
2. Personal protective Equipment (PPE)
3. Manufacturer’s instructions

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate materials, demonstrate how to properly apply etch, primer and bond during treatment.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:

Acid etch application
1. Dry cavity preparation thoroughly
2. Apply etch to enamel walls; leave IAW manufacturer’s instructions (usually 10-12 seconds)
3. Rinse/dry thoroughly
4. If preparation becomes contaminated with saliva, repeat procedure

Primer application
1. Ensure cavity preparation is thoroughly dry
2. Apply primer to enamel walls; enough to leave slightly wet

Bond application
1. Place one drop of bond onto the parchment pad
2. Dip brush into bond and apply a small amount to enamel walls
3. Light cure using protective shield (usually 20 seconds); refer to manufacturer’s instructions

ATTACHMENT: Performance checklist
<table>
<thead>
<tr>
<th>PERFORMANCE CHECKLIST</th>
<th>SAT</th>
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<tbody>
<tr>
<td><strong>GENERAL DENTISTRY PROCEDURES</strong></td>
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<tr>
<td>Assist general dentistry procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Set up DTR with required instruments, materials and equipment</td>
<td></td>
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<tr>
<td>b. Prepare materials/medications IAW manufacturer’s instructions</td>
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<tr>
<td>c. Provide and pass instruments, materials and equipment in proper sequence</td>
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<tr>
<td>d. Use four-handed dentistry techniques to pass and receive instruments</td>
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<tr>
<td>e. Handle contaminated instruments and materials IAW safety and infection control standards</td>
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<td>f. Complete appropriate paperwork</td>
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<tr>
<td>g. Dispose of excess materials, medications and sharps IAW safety and infection control standards</td>
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<tr>
<td>Select Composite Shade</td>
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<tr>
<td>a. Select the shade before the tooth has been prepared</td>
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<tr>
<td>b. Use the shade guide that corresponds to the brand of composite that will be utilized</td>
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<tr>
<td>c. Turn off unit light</td>
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<tr>
<td>d. Have patient lick the surface of tooth, this will help to achieve a more accurate match</td>
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<tr>
<td>e. Hold the shade guide close to the tooth being restored and select the shade that matches closest to the color of the tooth</td>
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<tr>
<td>Apply etch, primer, and bond</td>
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<tr>
<td>Acid etch application</td>
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<tr>
<td>a. Dry cavity preparation thoroughly</td>
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<tr>
<td>b. Apply etch to enamel walls; leave on IAW manufacturer’s instructions (usually 10-12 seconds)</td>
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<tr>
<td>c. Rinse/dry thoroughly</td>
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</table>
## PERFORMANCE CHECKLIST

### GENERAL DENTISTRY PROCEDURES (continued)

**Apply etch, primer, and bond**

**Primer application**
- a. Ensure cavity preparation is thoroughly dry
- b. Apply primer to enamel walls; enough to leave slightly wet

**Bond application**
- a. Place one drop of bond onto the parchment pad
- b. Dip brush into bond and apply a small amount to enamel walls
- c. Light cure using protective shield; refer to manufacturer’s instructions

### FINAL RESULT:

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<th>Rank/Name</th>
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ENDODONTIC PROCEDURES

TASK NAME: Assist with endodontic procedures

CFETP/STS REFERENCES:
7.4.2.1 Select and arrange instruments
8.5.2 Assist with endo procedures

EQUIPMENT REQUIRED:
1. Dental health record
2. Irrigation solution
3. Irrigation syringe
4. Periapical film
5. Personal protective Equipment (PPE)
6. Portable manual developer/processor (if applicable)
7. Portable x-ray unit (if applicable)
8. X-ray unit
9. Root canal filling materials/cement
10. Snap-a-ray or endodontic XCP

TRAINING REFERENCES: 1-3

OBJECTIVE: Provided appropriate scenario and supplies, demonstrate how to properly assist in endodontic procedures.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Review the patients dental records and query dentist to determine procedure
2. Select and arrange instruments, materials, and equipment for designated procedure
3. Position the patient in proper treatment position for the procedure
4. Position the dental treatment light into the patient’s oral cavity
5. Assist in placement of rubber dam
6. Prepare irrigation syringe and solution
7. Retract, irrigate, and aspirate as needed
8. Assist and/or take necessary diagnostic radiographs
9. Annotate canal measurements on appropriate forms
10. Prepare and assist in placing root canal filling materials/cements and restorative materials
11. Schedule follow-up appointments
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ENDODONTIC PROCEDURES

TASK NAME: Place temporary restoration

CFETP/STS REFERENCES:
7.4.2.1 Select and arrange instruments
7.4.14 Place temporary restoration

EQUIPMENT REQUIRED:
1. Dental health record
2. Dental instruments, materials, and equipment
3. Personal protective Equipment (PPE)
4. Manufacturer’s instructions

TRAINING REFERENCES: 1, 5, and 6

OBJECTIVE: Provided a temporary restoration and a patient needing a temporary, properly demonstrate how to place a temporary restoration.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Ensure the preparation site is free of debris and dry
2. Have patient close lightly on a cotton roll to ensure dryness while mixing material
3. Mix selected material IAW manufacturer’s instructions
4. Remove cotton roll and pack material into tooth just below the cusps of the tooth
5. Use articulating paper to ensure material is not too high in the tooth
6. If articulating paper leaves markings on the temporary filling material, use stelite instrument to remove excess material
7. Continue step 5 until no markings present
8. Instruct patient not to eat or drink IAW manufacture’s instruction time
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ENDODONTIC PROCEDURES

TASK NAME: Assist with pulp cold test

CFETP/STS REFERENCES: 7.4.21 Assist with pulp cold test

EQUIPMENT REQUIRED:
1. Dental/endodontic instruments
2. Dental health record
3. Endo ice (cold spray)
4. Gauze
5. Cotton rolls
6. Cotton pellets
7. Personal protective Equipment (PPE)

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate supplies and situation, demonstrate how to assist with a pulp cold test.

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

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

STEPS IN TASK PERFORMANCE:
1. Isolate and dry the suspected tooth with cotton rolls and air dry
2. Place endo ice (cold spray) on fluffy cotton pellet
3. Remove cold stimulus when patient responds then record duration of cold induced response/pain
4. Apply cotton pellet with endo ice (cold spray) to adjacent or contralateral “normal” teeth to establish a baseline. Apply at middle third of tooth being careful not to contact gingival
5. Remove cold stimulus when patient responds the record duration of cold induced response/pain
6. If no response to cold within reasonable time (gauged by “normal” teeth) record lack of response
7. Inform dentist of findings

ATTACHMENT: Performance checklist
<table>
<thead>
<tr>
<th>PERFORMANCE CHECKLIST</th>
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<tbody>
<tr>
<td>ENDODONTIC PROCEDURES</td>
</tr>
</tbody>
</table>

**Assist with endodontic procedures**
- a. Set up endodontic treatment room with required instruments
- b. Prepare materials/medications IAW manufacturer’s instructions
- c. Provide and pass materials, medication, instruments and equipment in proper sequence
- d. Complete patient treatment forms (is patient Dental Class 3?)
- e. Schedule appropriate follow-up appointments

**Place temporary restoration**
- a. Ensure the preparation site is free of debris and dry
- b. Have patient close lightly on a cotton roll to ensure dryness while mixing material
- c. Mix selected material IAW manufacturer’s instructions
- d. Remove cotton roll and pack material into tooth just below the cusps of the tooth
- e. Use articulating paper to ensure material is not too high in the tooth
- f. If articulating paper leaves markings on the temporary filling material, use Stelite instrument to remove excess material
- g. Continue step 6 until no markings are present
- h. Instruct patient not to eat or drink IAW manufacturer’s instruction time

**Assist with pulp cold test**
- a. Isolate and dry the suspected tooth with cotton rolls and air dry
- b. Place Endo Ice (cold spray) on fluffy cotton pellet
- c. Remove cold stimulus when patient responds then record duration of cold induced response/pain
- d. Apply cotton pellet with Endo Ice to adjacent contralateral “normal” teeth to establish baseline. Apply at middle third of the tooth being careful not to contact gingival.
### PERFORMANCE CHECKLIST

**ENDODONTIC PROCEDURES (continued)**

**Assist with pulp cold test (continued)**

- **e.** Remove cold stimulus when patient responds then record duration of cold induced response/pain
- **f.** If no response to cold within reasonable time (gauged by “normal” teeth) record lack of response
- **g.** Inform dentist of findings

### FINAL RESULT:

<table>
<thead>
<tr>
<th>Rank/Name</th>
<th>Signature</th>
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<tr>
<td>Trainee</td>
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<td>Certifier</td>
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ORAL SURGERY PROCEDURES

TASK NAME: Assist with oral surgery procedures

CFETP/STS REFERENCES:
8.3.2 Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED:
1. AF Form 1417, Sedation Clinical Record
2. AF Form 490, Medical/Dental Appointment
3. Consent form
4. Head/shoe covers
5. Vital sign monitors
6. Dental handpieces
7. Dental heath record
8. Dental treatment room
9. Disposable syringes
10. Emergency kit
11. Gauze pads
12. Oxygen source with nasal cannula
13. Personal protective equipment (PPE)
14. Post-op instructions
15. Irrigation syringe
16. Safety glasses
17. Scrub solution
18. Silk/paper tape
19. Sterile drape
20. Sterile gloves
21. Sterile saline
22. Surgical tray stand, if required
23. IV catheter
24. IV logbook, if required
25. IV solution bags
26. IV stand/rack
27. IV start kit
28. Local anesthetic
29. Surgical instrument kit
30. Band-aids
31. Prep pads
32. Suture material
33. Tourniquet
34. Bite block
35. Towel clamp
36. Sterile towel
37. Suction tubing surgical gowns

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate scenario and supplies, demonstrate how to properly assist in oral surgery procedures.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Prepare appropriate forms, review AF Form 696, consult with dentist as needed
2. Prepare IV materials, as required
3. Drop sterile suture, anesthetic carpules, blades, irrigating syringe, suction tubing, and cup onto tray without contamination
4. Don head and shoe covers, don gown
5. Perform surgical scrub and put on sterile gloves
6. Set up instrument tray for procedure
7. Prepare sterile saline without contamination—pour into sterile cup without touching bottle
8. Ensure patient followed pre-operative instructions completely
9. Ensure patient sign(ed) consent form after confirming full understanding of procedure risks, benefits, etc.
10. Position patient in proper treatment position for the procedure
11. Prepare and record vital signs, inform provider of any contraindications to procedure
12. Assist provider in starting IV connections, if required
13. Place sterile drape over patient’s chest
14. Place sterile towel over patient’s eyes and secure towel clamp or use safety glasses
15. Shine the dental treatment light into the patient’s oral cavity
16. Perform proper timeout procedures
17. Prepare anesthetic syringe(s)
18. Prepare irrigation syringe, if not completed in set up procedures (remove tip from irrigation needle and draw up saline)
19. Pass appropriate instruments as needed ensuring both doctor and technician count teeth prior to each extraction
20. Aspirate/irrigate as requested/needed
21. Provide tissue retraction as needed
22. Prepare suture materials (place needle on needle holder)
23. Assist in the placement of suture material (retract tissue and cut sutures as needed)
24. Clean patient’s mouth, if required
25. Remove patient drapes and cover surgical tray
26. Remove head cover, gloves, shoe covers, and gown
27. Wash hands
28. Take post-op vital signs, as required by local policies (ie ensure vitals are recorded at proper increments)
29. Raise patient slowly to prevent syncope
30. Provide patient and escort with written post-operative instructions
31. Schedule post-operative appointment, if required
32. Dismiss patient to escort using wheelchair, if available or as required by local policy
33. Dispose of excess materials, medications, and sharps extracted teeth, etc., IAW safety and infection control standards, as required
34. Witness destruction of remaining controlled medications
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ORAL SURGERY PROCEDURES

TASK NAME: Perform venipuncture

CFETP/STS REFERENCES:
7.4.15.3 Perform venipuncture
8.3.2 Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED:
1. Band-aid or bandage/tape
2. Personal protective Equipment (PPE)
3. Dental health record
4. IV catheter
5. IV fluids and line
6. Needles
7. Tape
8. Gauze
9. Alcohol wipe

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided an oral surgery IV sedation patient, perform venipuncture using proper technique.

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

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

STEPS IN TASK PERFORMANCE:
1. Explain the procedure to the patient
2. Ensure all equipment is readily available and IV solution has filled the IV line
3. Verify no air is in the tubing
4. After ensuring all supplies are available, use the following instructions:
INITIATE IV INFUSION
1. Select insertion site
2. Clean and prep site
3. Apply tourniquet
4. Don gloves
5. Insert catheter at a 45 degree angle with the bevel up
6. Monitor for blood return and lower catheter to 15-20 degree angle
7. Advance catheter into vein while withdrawing needle
8. Attach tubing
9. Release tourniquet
10. Open clamp and ensure flow is unobstructed

SECURE INFUSION SITE
1. Secure catheter hub with tape
2. Dress site
3. Secure tubing at site in a loop to prevent accidental pulling
4. Apply armboard using roller gauze and tape

REGULATE IV INFUSION
1. Calculate drip rate per provider’s order
2. Adjust flow
3. Time-tape IV bag if necessary
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ORAL SURGERY PROCEDURES

TASK NAME: Remove sutures

CFETP/STS REFERENCES:
7.4.17 Remove sutures
8.3.2 Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED:
1. Dental health record
2. Personal protective Equipment (PPE)
3. Suture removal kit
4. Irrigation solution

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a patient with sutures and appropriate instruments, properly remove sutures from patient.

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

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

STEPS IN TASK PERFORMANCE:
1. Dental officer examines surgical site
2. Irrigate or swab the suture site with an antiseptic solution to remove any debris
3. Locate and account for all sutures placed during surgical treatment
4. Use hemostat or cotton forceps to gently lift the sutures away from the tissue to expose the attachment of the knot
5. With scissors in the other hand, slip one blade of scissors under the suture and one blade over the suture, cut the suture material as close to the tissue as possible so that a minimum of material must be pulled through the tissue
6. Grasp the knot and gently slide the suture out of the tissue. Take care not to pull the knot through the tissue
7. Continue lifting and snipping the suture material until all sutures are removed
8. Count and compare the number of sutures removed with the number placed as indicated in the patient’s dental record
9. Irrigate the surgical area with antiseptic solution if there is any bleeding
10. Inform dental officer of findings
11. Complete the appropriate treatment documentation
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ORAL SURGERY PROCEDURES

TASK NAME: Use of emergency kit

CFETP/STS REFERENCES:
6.2 Code/ Crash Cart
8.3.2 Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED: Emergency kit

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided crash cart, demonstrate how to properly use it in given scenario.

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

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

STEPS IN TASK PERFORMANCE:
Inspection
1. Locate crash cart in clinic
2. Identify/name items located in cart
3. Check for expiration dates
4. Inspect items for damage and sterility
5. Assemble cart back to original content order
6. Complete a user test on AED with unit unplugged to ensure machine is charged and working in the event of an emergency
7. Verify oxygen level and replace if necessary
8. Ensure the cart is locked and free of tampering

During emergency situation
1. Call for help
2. Have someone call 911
3. Have someone get the AED
4. Then C-A-B
   a. Start Compressions
   b. Clear the airway
   c. Perform rescue breaths
5. Continue until EMS arrives
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH ORAL SURGERY PROCEDURES

TASK NAME: Maintain and operate oxygen equipment

CFETP/STS REFERENCES:
6.3 Maintain and operate oxygen equipment
8.3.2 Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED:
1. Oxygen equipment
2. Watch or clock with second hand

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided oxygen equipment, demonstrate how to properly maintain and operate.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
Maintain Oxygen Equipment
1. Ensure face mask is disinfected
2. Inspect condition of the mask, hoses regulators, and the amount of oxygen remaining in the cylinder daily or in accordance with local policy
3. If the oxygen cylinder is below 500 pounds per square inch, the cylinder must be replaced

Operate Oxygen Equipment
1. Ensure the regulator control adjustment 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 an indicator of the patient’s airway
7. Note color change in patient’s skin, lips, and pulse rate
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST ORAL SURGERY PROCEDURES

TASK NAME: Measure and record vital signs

CFETP/STS REFERENCES:
6.5   Measure and record vital signs
8.3.2    Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED:
1. Electronic oral thermometer with probe covers
2. Stethoscope
3. Sphygmomanometer (blood pressure cuff) with gauge
4. Ink pen
5. Alcohol pads to clean earpieces and diaphragm of the stethoscope
6. Appropriate forms (usually AF Form 1417 and/or AF Form 696)

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a patient and proper equipment, demonstrate how to properly measure and record vital signs.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:

Temperature
1. Turn unit on by removing the probe from the storage well
2. Insert probe into probe cover
3. Place covered probe into patient’s mouth under front of his or her tongue
4. Ensure probe is held and the tip is kept in contact with tissue at all times
5. Listen for tone to sound (approximately 20 seconds)
6. Remove probe and dispose of cover
7. Return probe to storage well (the unit will automatically turn off)
8. Record patient’s temperature on the appropriate form
Pulse
1. Radial Pulse
   a) On the inner surface of the wrist (thumb side), place your index and third fingers lightly on the area between the tendons; never use the thumb
   b) Count the pulse for 15 seconds and multiply by four
   c) Note the rate, rhythm, and force
   d) Note pulse on appropriate form
2. 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 the rate, rhythm, and force
   d) Note pulse on appropriate form

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
3. Multiply this by four
4. Record on appropriate form

Blood Pressure (BP)
1. Patient should be reclined in a supine position or seated upright in the dental chair
2. Allow patient to rest quietly for a few minutes
3. Have the patient’s sleeve loosely rolled up to expose the upper arm
4. Position patient’s right or left arm at heart level with the palm facing upward
5. Locate the brachial artery at the inner aspect of the elbow, make a mental note of location
6. Expel air from cuff by opening the valve on the bulb end of the tubing
7. Close valve by turning clockwise
8. Place BP cuff on the patient’s inner arm area near the brachial artery
9. Use one hand to stabilize the end of the cuff
10. Wrap the cuff around the upper arm
11. Ensure the gauge of the BP cuff is facing you
12. Place the earpiece of the stethoscope in your ears
13. Locate the radial pulse by placing your fingertips on the radial artery near the thumb side of the inner wrist
14. Inflate cuff until you can no longer feel the pulse
15. Inflate the cuff an additional 30 mm Hg beyond the point at which you last felt the pulse
16. Place the diaphragm of the stethoscope over the brachial artery
17. Slowly open valve and release the pressure on the cuff as you listen with the stethoscope
18. Note the registration of a sharp, tapping sound as you lower the air pressure in the cuff, this is the systolic pressure
19. Slowly continue to release the air pressure in the cuff, deflating the apparatus 2 to 4 mm Hg per second
20. Deflate until the last sound of the heartbeat is unheard, this is the registration of the diastolic pressure
21. Record BP on appropriate forms
Eye Pupils
1. Observe pupils of patient’s eyes for any unwarranted constriction or dilation
2. Inform dentist of any such findings

NOTE: As with all equipment, if different equipment is used, please follow instructions listed in the user manual.
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST ORAL SURGERY PROCEDURES

TASK NAME: Manage syncope

CFETP/STS REFERENCES:
6.4 Manage syncope
8.3.2 Assist with oral surgery procedures in a clinical setting

EQUIPMENT REQUIRED:
1. Ammonia inhalant
2. Oxygen
3. Cool cloth
4. Blood pressure cuff
5. Stethoscope
6. Watch or clock with second hand

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a patient that presents signs of syncope, demonstrate how to properly manage the patient’s symptoms.

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

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

STEPS IN TASK PERFORMANCE:
1. Observe patient for pallor (loss of skin color), clamminess rapid but weak pulse, decreased blood pressure
2. If signs exist, place the patient in a supine position and elevate their feet so that they are higher than their head; this will increase blood flow to the heart
3. Administer oxygen via nasal catheter
4. Place a cool cloth to the patient’s forehead or back of their neck
5. Monitor patient’s pulse and blood pressure
6. If the patient lose consciousness, an ammonia inhalant can be broken and wafted gently under the patient’s nostrils
7. Call for help if the patient’s condition worsens or does not improve

ATTACHMENT: Performance checklist
### PERFORMANCE CHECKLIST

#### ORAL SURGERY

**Assist with oral surgery procedures**

- a. Set up an oral surgery treatment room with required instruments
- b. Prepare materials and medications IAW manufacturer’s instructions
- c. Perform surgical scrub and don appropriate personal protective equipment
- d. Attach vital sign monitor and oxygen equipment to patient
- e. Drape patient correctly for procedure
- f. Provide/pass materials, medications, instruments and equipment in proper sequence
- g. Use proper techniques to pass and receive surgical instruments
- h. Prepare and assist in the placement of suture material
- i. Provide post-operative instructions to the patient
- j. Handle contaminated instruments/materials IAW safety and infection control standards
- k. Complete appropriate paperwork
- l. Dispose of excess materials, medications, and sharps IAW safety and infection control standards

**Perform venipuncture**

- a. Explain the procedure to the patient
- b. Ensure equipment is readily available/IV solution has filled the IV line
- c. Apply tourniquet around the arm approximately 2 to 3 inches above the antecubital fossa
- d. Position the patient's arm extended with little or no flexion at the elbow
- e. Cleans puncture site with alcohol pad or povidone-iodine solution
- f. Using a smooth continuous motion, introduce the needle, bevel side up into the side of the vein at about a 15-degree angle with the skin
- g. Holding the vacutainer barrel with one hand, push the tube into the holder with the other hand and watch for the flow of blood into the catheter as it is inserted into the vein until filling is complete
- h. Pull the needle into the vacutainer
- i. While closing off the catheter with thumb pressure, attach the IV line to the catheter/ turn on IV bag flow to ensure there is positive flow into vein
- j. Dispose of vacutainer in an approved sharps container
- k. Once surgical procedure is complete, remove the catheter and place gauze over site
- l. Apply pressure to the puncture site and instruct patient to keep the arm in a straight position.
### PERFORMANCE CHECKLIST

#### ORAL SURGERY

**Perform venipunctures (continued)**

1. Have the patient hold pressure for at least 3 minutes
2. Re-inspect the puncture site to make sure bleeding has stopped and apply bandage or tape

**Remove sutures**

1. Have dental officer examine surgical site
2. Irrigate/swab suture site with an antiseptic solution to remove debris
3. Locate and account for all the sutures placed during surgical treatment
4. Use hemostat/cotton forceps to gently lift sutures away from tissue and to expose the attachment of the knot
5. Properly cut the suture material so that a minimum of material is pulled through the tissue
6. Grasp the knot and gently slide the suture out of the tissue, taking care to not pull the knot through the tissue
7. Continue lifting and snipping suture material until all sutures are removed
8. Count and compare the number of sutures removed with the number placed as indicated in the patient dental record
9. Irrigate the surgical area with antiseptic solution if there is any bleeding
10. Inform dental officer of findings and complete appropriate documentation

**Use of emergency kit**

1. Locate the emergency kit in clinic
2. Identify/name items located in kit
3. Check for expiration dates
4. Inspect items for damage and sterility
5. Assemble kit back to original content order

**Maintain and operate oxygen equipment**

**Maintain oxygen equipment**

1. Inspect condition of the mask, hoses, regulators and the amount of oxygen remaining in the cylinder daily or in accordance with local policy
2. If the oxygen cylinder is below 500 pounds per square inch, was cylinder replaced?

**Operate oxygen equipment**

1. Ensure the regulator control adjustment 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, adjust the oxygen flow until the liter gauge registers 6 liters per minute at a minimum
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 and an indicator of patients airway
7. Note color change in patient’s skin, lips and pulse rate
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<thead>
<tr>
<th>Performance Checklist</th>
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<tr>
<td><strong>Oral Surgery</strong></td>
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<tr>
<td>Measure and record vital signs</td>
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<tr>
<td><strong>Temperature</strong></td>
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<td>a. Turn unit on by removing the probe from the storage well</td>
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<td>d. Ensure probe is held and tip is kept in contact with tissue at all times</td>
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<td>e. Listen for tone to sound (approx 20 seconds)</td>
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<td>f. Remove probe and dispose of cover and return to storage well</td>
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<td>g. Record patient’s temperature on the appropriate form</td>
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<td><strong>Pulse</strong></td>
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<td>a. On the inner surface of the wrist (thumb side), place your index and third fingers lightly on the area between the tendons</td>
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<td>c. Note the rate, rhythm, and force</td>
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<td>a. Place the fingertips of your right hand into the soft tissue of the patient’s neck immediately above the clavicle on the perpendicular line below the angle of the mandible and the side of the trachea</td>
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<td><strong>Respiration Rate</strong></td>
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<td>a. Obtain watch or clock with second hand</td>
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<td>b. Observe the rise and fall of the patient’s chest or abdomen (as one count) for 15 seconds</td>
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<td>c. Multiply number of rise and falls by four</td>
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<td>d. Record on appropriate form</td>
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<tr>
<td><strong>Blood Pressure (BP)</strong></td>
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<tr>
<td>a. Recline patient in a supine position or seat upright in the dental chair</td>
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<tr>
<td>b. Allow patient to rest quietly for a few minutes</td>
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<td>c. Have the patient’s sleeve loosely rolled up to expose the upper arm</td>
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<td>d. Position patient’s right or left arm at heart level with palm facing upward</td>
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<tr>
<td>e. Locate brachial artery at the inner aspect of the elbow, make mental note of location</td>
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<tr>
<td>f. Expel air from cuff by opening the valve on the bulb end of the tubing</td>
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<tr>
<td>Close valve by turning clockwise</td>
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<tr>
<td>g. Place BP cuff on the patient’s inner arm area near the brachial artery</td>
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<td>h. Use on hand to stabilize the end of the cuff</td>
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</table>
### Measure and record vital signs (continued)

#### Blood Pressure (continued)

- a. Wrap the cuff around the upper arm
- b. Ensure the gauge of the BP cuff is facing you
- c. Place the earpieces of the stethoscope in your ears
- d. Locate the radial pulse by placing your fingertips on the radial artery
- e. Inflate cuff until you can no longer feel the pulse
- f. Inflate the cuff an additional 30mm/Hg beyond the point at which you last felt the pulse
  - i. Slowly continue to release air pressure in the cuff, deflating the apparatus
  - d. 2-4mm/Hg per second
- e. Deflate until the last sound of the heartbeat is heard
- f. Record BP on appropriate forms

#### Measure and record vital signs

**Eye pupils**

- a. Observe pupils of patient’s eyes for unwarranted constriction or dilation
- b. Inform dentist of any such findings

**Manage syncope**

- a. Observe patient for pallor (loss of skin color), clamminess, rapid but weak pulse, decreased BP
- b. Place patient in supine position and elevate feet so that they are higher than his or her head
- c. Place a cool cloth to patient’s forehead or back of neck
- d. Monitor patient’s pulse and BP
- e. If patient lost consciousness, was an ammonia inhalant broken and wafted gently under the patient’s nostrils?
- f. Administer oxygen if needed
- g. Call for help if patient’s condition worsens or does not improve

### FINAL RESULT

**Rank/Name** | **Signature** | **Date**
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Trainee |  |  
Trainer |  |  
Certifier |  |  

52
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH PERIODONTIC PROCEDURES

TASK NAME: Assist with periodontic procedures

CFETP/STS REFERENCES:
7.4.2.1 Select and arrange instruments
8.6.2 Assist with periodontic procedures

EQUIPMENT REQUIRED:
1. AF Form 935, Periodontal Diagnosis and Treatment Plan
2. Dental instruments
3. Dental materials
4. Full mouth radiographs (FMXRs)
5. Personal protective Equipment (PPE)

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate scenario and supplies, demonstrate how to properly assist in periodontic procedures.

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

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

STEPS IN TASK PERFORMANCE:
1. Review the patient’s dental record and query dentist to determine procedure
2. Select and arrange instruments, materials, and equipment for designated procedure
3. Provide patient’s FMXRs and previously charted AF Form 935 series to dentist as required
4. Have patient rinse with Chlorhexidine for 30 seconds prior to procedure
5. Position the patient in proper treatment position for the procedure
6. Position the dental treatment light into the patient’s oral cavity
7. Monitor vital signs throughout the procedure
8. Retract, irrigate, and aspirate as required
9. Prepare and/or pass instruments and materials as required
10. Chart AF Form 935 series
11. Schedule any requested follow-up appointments
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH PERIODONTAL PROCEDURES

TASK NAME: Place and remove dressings

CFETP/STS REFERENCES:
7.4.20 Place and remove dressings
8.6.2 Assist with periodontic procedures

EQUIPMENT REQUIRED:
1. Personal protective Equipment (PPE)
2. Curved scissors/scapel
3. Periodontal dressing material
4. Dental health record
5. Sterile gauze 2x2’s/4x4’s
6. lubricant
7. Pritchard curette
8. Dental curing light
9. Co Hon forceps
10. Periodontal probe
11. Cup with sterile water
12. Syringe for irrigation

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate materials, place and remove surgical dressing after procedure.

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

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

STEPS IN TASK PERFORMANCE:
Dressing placement
1. Dispense periodontal dressing material
   a. Determine if in esthetic region (use Barricade®) or nonesthetic region (use CoePak®)
   b. Dispense small amount of lubricant
   c. Determine amount dressing required: number of teeth/total surface area to protect
   d. Have dental curing light ready (for Barricade®)
2. For CoePak®
   a. Mix dressing with tongue blade on mixing pad until uniform in color
   b. Scoop up with tongue blade
c. Place in cup of water to cover dressing
d. Check firmness/lack of stickiness every 10 to 15 seconds
e. When properly cured (not sticky but still pliable), roll into stand between gloved hands until about pencil-thickness
f. Dry teeth with gauze
g. Apply dressing to facial and linguals of teeth near gumline
h. Gently push interproximally with Pritchard curette
i. Have patient bite teeth together, remove and dressing near occlusion
j. Trim excess above gingival third of teeth
k. Pull on lips, have patient protrude tongue to prevent tissue impingement
l. Allow to set undisturbed

3. For Barricade®
   a. Dispense Barricade® onto tongue blade
   b. Lightly lubricate gloved finger
c. Dry teeth with gauze
d. Apply Barricade® to facials and linguals of teeth near gumline
e. Gently push interproximally with lubricated finger
f. Check for any dressing near occlusion
g. Pull on lips, have patient protrude tongue
h. Light cure for 40 seconds on each facial and lingual interproximal
i. Trim excess/sharp edges with scalpel or curved scissors

4. Removing dressing
   a. Have patient rinse with chlorhexidine or other mouth rinse
   b. Gently remove dressing with perio probe or cotton forceps
c. Debride surgical area, irrigate with sterile saline
d. Exam site for any remaining foreign debris, if necessary repeat steps

ATTACHMENT: Performance checklist
## PERFORMANCE CHECKLIST

<table>
<thead>
<tr>
<th>PERIODONTAL PROCEDURES</th>
<th>SAT</th>
<th>UNSAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist with periodontic procedures</td>
<td></td>
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</tr>
<tr>
<td>a. Set up a periodontic treatment room with required instruments</td>
<td></td>
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<tr>
<td>b. Prepare materials and medications required for procedure</td>
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</tbody>
</table>
c. Provide and pass materials, medications, instruments, and equipment in proper sequence
d. Complete appropriate patient treatment forms

<table>
<thead>
<tr>
<th>Place and remove dressings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Placement process</strong></td>
</tr>
<tr>
<td>a. Select the correct periodontal dressing material</td>
</tr>
<tr>
<td>b. Dispense lubricant</td>
</tr>
<tr>
<td>c. Prepare curing light for use</td>
</tr>
<tr>
<td>d. Dispense an adequate amount of material on a sterile tongue blade</td>
</tr>
<tr>
<td>e. Lubricate gloves</td>
</tr>
<tr>
<td>f. Dry the teeth with 2x2 gauze</td>
</tr>
<tr>
<td>g. Place the dressing material over the correct site</td>
</tr>
<tr>
<td>h. Push the material into the interproximal areas with lubricated gloves</td>
</tr>
<tr>
<td>i. Remove excess material</td>
</tr>
<tr>
<td>j. Cure the dressing material for 40 seconds on both the facial and lingual</td>
</tr>
<tr>
<td>k. Trim the excess with scissors or a scalpel</td>
</tr>
<tr>
<td><strong>Removal process</strong></td>
</tr>
<tr>
<td>a. Have the patient rinse with appropriate mouth rinse</td>
</tr>
<tr>
<td>b. Remove the material with a periodontal probe or cotton forceps</td>
</tr>
<tr>
<td>c. Debride the area and irrigate with sterile saline</td>
</tr>
<tr>
<td>d. Check the patient for remaining dressing</td>
</tr>
</tbody>
</table>

**FINAL RESULT:**
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH PROSTHODONTIC PROCEDURES

TASK NAME: Assist with prosthodontic procedures

CFETP/STS REFERENCES:
7.4.2.1 Select and arrange instruments
8.4.2 Assist with prosthodontic procedures

EQUIPMENT REQUIRED:
1. Dental health record
2. DD Form 2322, Dental Laboratory Work Authorization
3. Dental instruments, material, and equipment
4. Personal Protective Equipment (PPE)

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate scenario and supplies, demonstrate how to properly assist in prosthodontic procedures.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Review the patient’s dental record an query dentist to determine procedure
2. Coordinate with dental laboratory for receipt of prosthodontic appliance, if required
3. Select and arrange instruments, material, and equipment for designated procedure
4. Position the patient in proper treatment position for the procedure
5. Position the dental treatment light into the patient’s oral cavity
6. Retract, irrigate, and aspirate as needed
7. Assist the dentist with the tooth preparation, if required
8. Upon dentist’s signal, prepare materials for IAW manufacturer’s instructions, if required
9. Used four-handed dentistry throughout the treatment procedures
10. Pass instruments, material, equipment, and appliances as needed
11. Assist dentist with preparation of any impressions
12. Clean, rinse and disinfect impression
13. Complete and forward DD Form 2322 with impressions to dental lab for appliance construction
14. Assist dentist with the preparation of temporary appliance
15. Assist dentist with placement/delivery of any appliance
16. Schedule required follow-up appointments
17. Complete appropriate patient treatment forms
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL PROSTHODONTIC PROCEDURES

TASK NAME: Remove provisional crown

CFETP/STS REFERENCES:
7.4.33 Remove provisional crown
8.4.2 Assist with prosthodontic procedures

EQUIPMENT REQUIRED:
1. Stellite
2. Cotton pellets
3. Cotton forceps
4. Cotton rolls
5. Floss threader or superfloss

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided patient with provisional crown, properly demonstrate how to safely remove provisional from the mouth.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Clean and dry surface
2. Use satellite to loosen temporary cement bond at the margin of the temporary
3. Once temporary removed, clean debris or retained temporary cement using a cotton pellet, cotton rolls, cotton forceps and superfloss
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL PROSTHODONTIC PROCEDURES

TASK NAME: Cement provisional restoration

CFETP/STS REFERENCES:
7.4.35 Cement provisional restoration
8.4.2 Assist with prosthodontic procedures

EQUIPMENT REQUIRED:
1. Cement
2. Cotton pellets
3. Cotton rolls
4. Orangewood stick or plastic mallet
5. Applicable instruments
6. Cotton forceps
7. Floss threader or superfloss
8. Balsa wood

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a provisional restoration and proper materials, properly cement provisional restoration.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Begin the cementation process by isolating the treatment site with clean, dry cotton rolls and drying the prepared tooth or teeth with a gentle blast of warm air or a cotton pellet and cotton forceps
2. Prepare the cement according to the manufacturer’s instructions
3. Place cement into each retainer or crown in a manner that eliminates the possibility of trapped air
4. Seat the prosthesis over the prepared tooth (teeth) and apply firm finger pressure to the occlusal or incisal surface to express the excess cement; the dentist accomplishes the final seating with heavier pressure
5. In anterior areas, the final seating can be accomplished by taping the appliance in place using an orangewood stick or plastic mallet
6. In posterior areas, the orangewood stick and mallet can be used; however the patient is generally instructed to bit into balsa wood or on an orangewood stick that is placed over the prosthesis. In
this manner, the patient is applying biting pressure for the final seating. While the cement is still fluid, use a sharp explorer tip to examine the marginal fit and verify that the restoration is completely seated.

7. To ensure that the area remains dry while the cement sets, place the saliva ejector into the patient’s mouth.

8. Do not attempt to remove excess cement until it has set to the point of being “brittle-hard.” After the cement hardens, use an instrument, such as a periodontal curette, to remove all cement from around the restoration, tooth, and gingival sulcus area.

9. Before dismissing patients with fixed prosthetics, instruct them in the procedures of cleaning the appliances. This is especially necessary if the appliance contains a pontic or is a fixed splint; use the show and tell approach.

10. Show these patients what superfloss or a floss threader is, show and tell them how to use these items and have them do what you have shown them.

11. While patients are performing the cleaning procedures, make corrections to their techniques if necessary.
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: ASSIST WITH PROSTHODONTIC PROCEDURES

TASK NAME: Place retraction cord

CFETP/STS REFERENCES:
7.4.24 Place retraction cord
8.4.2 Assist with prosthodontic procedures

EQUIPMENT REQUIRED:
1. Dental health record
2. Personal protective Equipment (PPE)
3. Hemostatic solution
4. Retraction cord
5. Scissors
6. Packing cord instruments
7. Cotton forceps

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a retraction cord and tooth prep, properly place retraction cord.

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

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

STEPS IN TASK PERFORMANCE:
1. Ask provider/determine retraction cord size to be used
2. Determine the approximate circumference of the gingival cuff, cut the cord to the length needed
3. Completely saturate the cut cord in a hemostatic solution to control hemorrhage
4. Using cotton forceps to hold on to the cord, place it next to prepared tooth
5. Place cord into the gingival crevice with a flat-bladed instrument avoiding any excess trauma to the tissue
6. Leave cord in place for at least 8 minutes to aide with gingival displacement, hemorrhage control and crevicular fluid control
7. Remove cord using cotton forceps

ATTACHMENT: Performance checklist
### PERFORMANCE CHECKLIST

#### PROSTHODONTIC PROCEDURES

**Assist with prosthodontic procedures**

<table>
<thead>
<tr>
<th></th>
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<th>SAT</th>
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<tbody>
<tr>
<td>a.</td>
<td>Set up a prosthodontic treatment room with required instruments</td>
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<tr>
<td>b.</td>
<td>Determine patient treatment and set-up materials</td>
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<tr>
<td>c.</td>
<td>Provide and pass materials, medications, instruments, and equipment in proper sequence</td>
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<tr>
<td>d.</td>
<td>Complete appropriate patient treatment forms and DD form 2322</td>
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**Place retraction cord**

<table>
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<td>b.</td>
<td>Determine the approximate circumference of the gingival cuff, cut the cord to length needed</td>
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<td>c.</td>
<td>Completely saturate the cut cord in a hemostatic solution to control hemorrhage</td>
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<tr>
<td>d.</td>
<td>Using cotton forceps to hold on to the cord, place it next to prepared tooth</td>
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<tr>
<td>e.</td>
<td>Place cord into the gingival crevice with a flat-bladed instrument avoiding any excess trauma to the tissue</td>
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<tr>
<td>f.</td>
<td>Leave cord in place for at least 8 minutes to aide with gingival displacement hemorrhage control and crevicular fluid control</td>
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<td>g.</td>
<td>Remove cord using cotton forceps</td>
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**Remove provisional restoration**

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<thead>
<tr>
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<th>SAT</th>
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<tr>
<td>a.</td>
<td>Clean and dry surface</td>
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<tr>
<td>b.</td>
<td>Loosen temporary cement bond at the margin of the temporary crown</td>
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<tr>
<td>c.</td>
<td>Clean debris or retained temporary cement</td>
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</table>
### PERFORMANCE CHECKLIST

<table>
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<tr>
<th>DENTAL LABORATORY PROCEDURES</th>
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<tbody>
<tr>
<td><strong>Cement provisional restoration</strong></td>
<td></td>
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<tr>
<td>a. Isolate treatment site</td>
<td></td>
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<tr>
<td>b. Prepare the cement IAW manufacturer’s instructions</td>
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<tr>
<td>c. Place cement into each retainer or crown without the possibility of trapped air</td>
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<tr>
<td>d. Seat the prosthesis over the prepared tooth (teeth)</td>
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<tr>
<td>e. Ensure area remains dry while cement sets using saliva ejector</td>
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<tr>
<td>f. Remove cement from around the restoration, tooth, and sulcus areas</td>
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<tr>
<td>g. Instruct the patient on proper cleaning of the appliance</td>
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<tr>
<td>h. Have patient demonstrate technique</td>
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### FINAL RESULT

<table>
<thead>
<tr>
<th>Rank/Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Trainee</td>
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<td>Trainer</td>
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<td>Certifier</td>
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DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Make preliminary impressions

CFETP/STS REFERENCES:
7.2.7 Prepare alginate impression materials
7.4.24 Make preliminary alginate impressions

EQUIPMENT REQUIRED:
1. Alginate impression material
2. DD Form 2322, Dental Laboratory Work Authorization
3. Disinfectant
4. Identification tags
5. Plastic dental bags (2)
6. Saliva Ejector
7. Tray adhesive
8. Rubber mixing bowl
9. Spatula
10. Impression trays (assorted sizes)
11. Water

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided proper materials and patient, demonstrate how to make preliminary alginate impressions.

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

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

STEPS IN TASK PERFORMANCE:
1. Gather required equipment and supplies
2. Annotate identification tags and DD Form 2322 with patient information
3. Instruct patient to remove any removable appliances, if required
4. Place patient in upright position for impression
5. Brief patient on procedures (i.e. breathing, gagging, etc.)
6. Select appropriate size and try-in tray
7. Apply tray adhesive to interior of tray
8. Measure alginate material and room temperature water IAW manufacturer’s instructions.
9. Use water at temperature level inversely related to impression set time (ex: warmer water for shorter set).
10. Mix impression material and water to thickened consistency in rubber mixing bowl.
11. Load impression material into tray from center to outside edges using 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 instructions, 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 clean impression with a sprinkling of dental stone under water.
20. Spray (avoid mist) impression with disinfectant.
22. Forward impressions to dental laboratory with completed DD Form 2322.
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Pour, trim, and polish diagnostic casts

CFETP/STS REFERENCES:
7.4.26 Pour, trim, and polish study casts

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

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided disinfected alginate impressions, demonstrate how to pour, trim, and polish study casts.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Gather necessary materials
2. Suspend impression by handles to prevent distortion
3. Rinse impression under low pressure running tap water
4. Shake excess water off
5. Measure distilled water
6. Weigh stone
7. Incorporate powder into distilled water
8. Vacuum mix dental stone for 30 seconds
9. Vibrate stone into impression
10. Cover all tissue and border areas with stone
11. Place stone nodules 15-19 mm high for retention of second pour
12. Set aside until initial set is reached (8-15 minutes)
13. Weigh stone and measure distilled water for base
14. Trim stone nodules to 15 mm (ensure tray is level)
15. Wet first pour with SDS
16. Vacuum mix dental stone for 30 seconds
17. Vibrate some stone around retention nodules
18. Make stone patty on 4x4 sheet of plastic
19. Invert first pour on stone patty
20. Adapt stone around impression
21. Separate impressions from casts
22. Rinse in SDS
23. Trim bases parallel to ridge of occlusal surface (15mm thick)
24. Trim perimeter of casts following the sulcus
25. Trim land area – 3 mm from the depth of the sulcus
26. Extend 5mm beyond hamular notch/retromolar pad area (most distal landmark)
27. Soak casts for 30-45 minutes in liquid soap
28. Rinse under running water until all excess soap is removed
29. Gently buff surface with dry cloth, paper towels or dry chamois until a high gloss is achieved
30. Write patient’s name on heel of cast in indelible ink
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Construct custom impression trays

CFETP/STS REFERENCES:
7.4.27 Fabricate custom trays

EQUIPMENT REQUIRED:
1. Acrylic bur
2. Bard Parker knife
3. Handpiece or lathe
4. Wax pencil (red and blue)
5. Wax spatula
6. Steam or ultrasonic cleaner
7. Disinfectant solution
8. Acrylic mixing spatula
9. Alginate separating medium
10. Bunsen burner
11. Rubber gloves
12. Artist brush
13. Vaseline or petrolatum
14. Baseplate wax
15. Tray material
16. Mixing cup

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate casts, demonstrate how to properly construct a custom impression tray.

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

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

STEPS IN TASK PERFORMANCE:
1. Identify 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 petrolatum
6. Cut out tissue stops in wax spacer IAW dentist’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 3.0 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
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Occlusal registration

CFETP/STS REFERENCES: 7.4.28  Make occlusal registrations for mounting study casts

EQUIPMENT REQUIRED:
1. Impression material
2. Extruder gun
3. Disinfection solution
4. 4x4 gauze
5. Dental mouth mirror
6. Personal protective equipment (PPE)
7. Patient napkin and clamp

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided a study cast, demonstrate how to properly make occlusal registration impressions for mounting.

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

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

STEPS IN TASK PERFORMANCE:
1. Gather necessary materials
2. Drape patient napkin around patient’s neck and secure with napkin clamps
3. Provide patient with eye protection for all procedures
4. Brief patient of procedure (proper occlusion)
5. Position the patient in the upright position for impression
6. Inform the patient to open their mouth
7. Mix impression material using the extruder gun IAW manufacturer’s instructions
8. Extrude material onto the occlusal surface of the mandibular teeth
9. Instruct the patient to close in proper occlusion
10. Allow impression material to set IAW manufacturer’s instructions
11. After material has set, remove impression material and check for accuracy
12. Rinse and clean impression with sprinkling of dental stone under running water
13. Spray (avoid mist) impression with disinfectant
14. Place in a labeled and sealed plastic dental bag
15. Transport to dental laboratory
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Fabricate provisional stints

CFETP/STS REFERENCES: 7.4.29  Fabricate provisional stints

EQUIPMENT REQUIRED:
1. Acrylic trimming burs
2. Cast trimmer
3. Disinfectant solution
4. Inlay wax
5. Vacuum former
6. Bard parker knife
7. Dental stone
8. Duplicating material
9. Vacuum mixing bowl/vacuum mixer
10. Stint material
11. Mixing container

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate materials, properly fabricate provisional stint.

EVALUATION INSTRUCTIONS:

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

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

STEPs IN TASK PERFORMANCE:
1. 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 dentist for use
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Fabricate interim provisional restorations

CFETP/STS REFERENCES:
7.4.30 Fabricate interim provisional restorations

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

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate materials, properly fabricate provisional restoration.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. 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 one adjacent tooth on each side
6. Remove matrix from diagnostic cast
7. Disinfect impression of prepared teeth received from dentist
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 dentist for placement
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Polish removable appliances

CFETP/STS REFERENCES:
7.4.31 Clean and polish removable appliances

EQUIPMENT REQUIRED:
1. Bench lathe
2. Personal protective equipment (PPE)
3. Polishing lathe
4. Rag wheels
5. Ultrasonic cleaner
6. Disinfectant solution
7. Safety glasses
8. Pumice
9. Polishing compound

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided proper equipment and a removable appliance, properly demonstrate how to clean and polish appliance.

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

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

STEPS IN TASK PERFORMANCE:
1. Disinfect removable appliance IAW dental laboratory procedures
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, store in a humid environment
DENTAL ASSISTANT SPECIALTY QTP

SUBJECT AREA: DENTAL LABORATORY PROCEDURES

TASK NAME: Prepare and ship cases to the ADL

CFETP/STS REFERENCES: 4.7.1 Prepare and ship cases to the ADL

EQUIPMENT REQUIRED:
1. DD Form 2322
2. Casts
3. Sealable bag
4. Permanent marker
5. Shipping box with inserts
6. Brown paper wrap
7. Mailing tape

TRAINING REFERENCES: 1-4

OBJECTIVE: Provided appropriate supplies, properly prepare and ship cases to the ADL.

EVALUATION INSTRUCTIONS:

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

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

STEPS IN TASK PERFORMANCE:
1. Disinfect, dry and all items should be placed in a sealed bag
2. Verify all items shipped are identified with the patient’s name; annotate with a permanent marker/waterproof ink on the back of the cast
3. Verify all items (casts/appliances) are present for shipping. No more than two casts per box
4. Shipping boxes must be crush proof and shock resistant, and must prevent movement of the contents during shipping. The boxes with three foam (polyurethane) inserts are ideal for mailing casts.
5. Place casts in a headrest cover prior or placing them in foam insert
6. Position cast appliance in the center of the box
7. Enclose completed DD Form 2322
   a) Make sure blocks 1 & 2 are completed
   b) Ensure all items sent are listed on DD Form 2322
   c) Ensure provider completed block 26 and signs the form block 28
   d) Ensure DD Form 2322 placed on top of foam in each box to avoid tearing and wrinkling the form
8. Wrap the box with paper and secure it with mailing tape; when you use more than one box on a case, wrap the boxes together as a single unit. Never apply any kind of tape directly to shipping boxes; only tape the wrapping paper in order to avoid damaging the shipping boxes.

9. Log case in shipping log

**ATTACHMENT:** Performance checklist
### PERFORMANCE CHECKLIST

#### DENTAL LABORATORY PROCEDURES

**Make preliminary impressions**
- a. Annotate identification tags and DD Form 2322 with patient information
- b. Instruct patient to remove any removable appliances
- c. Select appropriate size and try in tray and apply tray adhesive
- d. Measure alginate material and water IAW manufacturer’s instructions
- e. Mix impression material and water to correct consistency
- f. Load impression material into tray
- g. Insert impression tray
- h. Allow impression material to set IAW manufacturer’s instructions
- i. Remove tray from patient’s mouth avoiding distortion
- j. Prepare impression to take to Dental lab IAW infection control policies
- k. Forward labeled impressions to Dental Lab with completed DD Form 2322

**Pour, trim, and polish diagnostic casts**
- a. Ensure alginate impressions were disinfected prior to handling
- b. Measure distilled water and weigh stone
- c. Remove excess water from the impressions
- d. Vacuum mix stone for 30 seconds
- e. Place stone retention nodules
- f. Allow first pour to reach initial set
- g. Trim stone nodules to 15mm height
- h. Wet first pour with saturated dihydrate solution
- i. Separate the cast after final set of first pour without fracturing cast
- j. Trim cast correctly
- k. Polish cast correctly
- l. Follow all safety guidelines

**Construct custom impression trays**
- a. Blockout undercuts on casts for custom trays without spacers
- b. Identify border and location of tissue stops
- c. Create wax spacer of the right thickness and properly cut out tissue stops
### PERFORMANCE CHECKLIST

#### DENTAL LABORATORY PROCEDURES

<table>
<thead>
<tr>
<th>Procedure</th>
<th>SAT</th>
<th>UNSAT</th>
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<tbody>
<tr>
<td><strong>Construct custom impression trays</strong></td>
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<tr>
<td>d. Properly mix and handle tray material</td>
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<tr>
<td>e. Adapt tray material to cast so custom tray is not too thick or too thin</td>
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<td>f. Position and shape tray handle/finger rests to dentist’s preference</td>
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<td>g. Remove custom tray from cast without damaging tray or cast</td>
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<td>h. Finish tray borders to the desired outline</td>
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<tr>
<td>i. Clean and disinfect custom tray</td>
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<tr>
<td><strong>Occlusal registration</strong></td>
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<tr>
<td>a. Instruct patient and obtain proper occlusion for study models</td>
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<tr>
<td>b. Mix and use impression materials IAW manufacturer’s instructions</td>
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<tr>
<td>c. Rinse and clean impression materials IAW infection control guidelines</td>
<td></td>
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<tr>
<td>d. Follow all safety guidelines</td>
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<tr>
<td><strong>Fabricate provisional stints</strong></td>
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<tr>
<td>a. Establish desired contours on the cast before fabricating the matrix</td>
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<tr>
<td>b. Fabricate an accurate matrix</td>
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<tr>
<td>c. Trim stint material to proper contour</td>
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<td>d. Ensure stint material is smooth to touch</td>
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<td>e. Ensure material is not distorted</td>
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<tr>
<td>f. Disinfect all materials before returning to dentist</td>
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<tr>
<td><strong>Fabricate interim provisional restorations</strong></td>
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<tr>
<td>a. Establish desired contours on the cast before fabricating the matrix</td>
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<td>b. Fabricate an accurate matrix</td>
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<td>c. Fabricate an accurate working cast of prepared teeth</td>
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<td>d. Process acrylic resin without porosity</td>
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<td>e. Trim and polish restoration to proper contour</td>
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<tr>
<td>f. Disinfect restorat</td>
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<thead>
<tr>
<th>Procedure</th>
<th>SAT</th>
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<tbody>
<tr>
<td><strong>Polish removable appliances</strong></td>
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<td></td>
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<tr>
<td>a. Follow all infection control and safety guidelines</td>
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<td>b. Wear appropriate personal protective equipment</td>
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<td>c. Disinfect appliance before polishing</td>
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<td>d. Polish the appliance, producing a smooth, hygienic surface</td>
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<tr>
<td>e. Clean, disinfect, and store the appliance after polishing</td>
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<tr>
<td>PERFORMANCE CHECKLIST</td>
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<td>UNSAT</td>
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<tr>
<td>DENTAL LABORATORY PROCEDURES</td>
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<tr>
<td>Prepare and ship cases to the ADL</td>
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<tr>
<td>a. Verify all items are present for shipping</td>
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<tr>
<td>b. Use proper shipping box</td>
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<td>c. Ensure all items are sealed in bags and disinfected prior to shipping</td>
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<tr>
<td>d. Properly fill out DD Form 2322 and place in box</td>
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<tr>
<td>e. Use proper mailing address</td>
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<td>f. Document log book</td>
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FINAL RESULT

<table>
<thead>
<tr>
<th>Rank/Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Trainee</td>
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<tr>
<td>Trainer</td>
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<td>Certifier</td>
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<td>1</td>
<td>PERFORM FOUR-HANDED DENTISTRY TECHNIQUES</td>
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<td>Perform four handed dentistry techniques</td>
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<td>2</td>
<td>MAINTAIN A TREATMENT SITE</td>
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<td>Irrigate and aspirate the treatment site</td>
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<td>Retract tissue</td>
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<td>3</td>
<td>BASIC PREPARATION/SET-UP PROCEDURES</td>
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<tr>
<td></td>
<td>Assemble and disassemble anesthetic syringe</td>
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<td>Assist in preparation, placement and removal of the rubber dam</td>
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<td>Place and remove rubber dam</td>
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<td>Assemble and place matrix</td>
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<td>Remove matrix</td>
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<td></td>
<td>Prepare bases, cavity liners, temporary, sedative and cementing</td>
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<td>Prepare dental amalgam</td>
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<td>Prepare light cure composites</td>
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<td>Prepare glass ionomers</td>
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<td>Prepare impression materials</td>
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<td>4</td>
<td>ASSIST EXAMINATION PROCEDURES</td>
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<td>Assist examination process</td>
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<td>GENERAL DENTISTRY PROCEDURES</td>
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<td>Select composite shade</td>
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<td>Apply etch, primer and bond</td>
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<td>6</td>
<td>ENDODONTIC PROCEDURES</td>
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<td>Assist with endodontic procedures</td>
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<td>Place temporary restoration</td>
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<td>Adjust interproximal contacts</td>
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<td>Assist with pulp cold test</td>
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<td>7</td>
<td>ORAL SURGERY PROCEDURES</td>
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<td>Assist with oral surgery procedures</td>
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<td>Perform venipuncture</td>
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<td>Remove sutures</td>
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<td>Place and remove dressings</td>
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<td>Use of emergency kit</td>
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<td>Maintain and operate oxygen equipment</td>
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<td>Measure and record vital signs</td>
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<td>Manage syncope</td>
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<td>PERIODONTAL PROCEDURES</td>
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<td>Assist with periodontic procedures</td>
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<td>Assist surgical periodontic procedures</td>
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<td>PROSTHODONTIC PROCEDURES</td>
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<td>Assist with prosthodontic procedures</td>
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<td>Place retraction cord</td>
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<td>10</td>
<td>DENTAL LABORATORY PROCEDURES</td>
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<td>Make preliminary impression</td>
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<td>Pour, trim and polish diagnostic casts</td>
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<td></td>
<td>Construct custom impression trays</td>
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<td>Occlusal registration</td>
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<td>Fabricate provisional stints</td>
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<td>Polish removable appliances</td>
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<td>Remove provisional restoration</td>
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<td>Cement provisional restoration</td>
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<tr>
<td></td>
<td>Prepare cases to send to the ADL</td>
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</tbody>
</table>

VOLUME 3

RANK/NAME:
DENTAL ASSISTANT SPECIALTY QTP
VOLUME 3
TRAINING REFERENCE LIST

Note: Always refer to current version of the references listed

1. CDC 4Y051B Dental Assistant Journeyman
2. AFI 44-108, Infection Prevention and Control Program
3. USAF Guidelines for Infection Control in Dentistry
4. Manual Modern Dental Assisting, Torres and Ehrlich
5. Manufacturer’s Instructions/Operation Manual
6. Material Safety Data Sheets (MSDS)