DENTAL ASSISTANT SPECIALTY

Logistics Management

Volume 6

381st Training Squadron
2931 Harney Road
Fort Sam Houston, TX 78234

QTP 4Y0X1-6

DENTAL ASSISTANT SPECIALTY

Volume 6: Logistics Management

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INTRODUCTION

1. Volume 6, *Logistics Management*, Qualification Training Package (QTP) contains modules on Medical and Dental Materiel procedures, to include dental equipment custodian responsibilities. This QTP enhances the 7-skill level on-the-job training (OJT) for a dental assistant craftsman. Trainers and trainees may use the training references listed in each module to compliment training. Trainees, trainers, supervisors, and task certifiers must use all QTPs to conduct upgrade training. Before initiating any training, review your responsibilities as a supervisor/trainer for conducting OJT   per AFI 36-2201, Chapter 6, *Air Force Training Program On-The-Job Training Administration*.

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

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

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

> 4Y0X1, Dental Assistant CDC Writer
> 381st Training Squadron
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MODULE 1: MEDICAL MATERIEL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Order Supplies, Equipment and Devices

OBJECTIVE: Provided all equipment and documents, order supplies, equipment and devices IAW the performance checklist.

CFETP/STS REFERENCES:
11.2   Order supplies, equipment and devices

EQUIPMENT REQUIRED:
1. AF Form 601, *Equipment Action Request*
2. Civilian dental equipment/supplies catalogs (as available and approved for government purchasing)
3. Computer with Medical Logistics online system applications (e.g., Defense Medical Logistics Standard Support [DMLSS] application and Turbo TIGERS [The Integrated Global Equipment Request System-as applicable for equipment purchases])
4. Computer printer
5. DD Form 1348-6, *Single Line Item Requisition System Document*
6. Using Activity Backorder Report

TRAINING REFERENCES:
1. AFI 41-209, *Medical Logistics Support*
2. AFMAN 41-120, *Medical Resource Management Operations*
3. AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*
4. AFMAN 47-101, *Managing Dental Services*
5. Air Force Dental Service (AFDS) Dental Management Guide (DMG)
6. CDC 4Y071N Volume 1*, Dental Assistant Craftsman*
7. Local Directives and Guidelines

PERFORMANCE CHECKLIST TASK: Order Supplies, Equipment and Devices

EVALUATION INSTRUCTIONS:

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

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

Step-by-step procedures	GO	NO GO	NOTES
Ordering Supplies/Devices:			
1. Perform supply inventory checks based on realistic working level of materiel			
2. Log into computer and DMLSS			
3. Use DMLSS to order supply items			
4. Stock levels are established for items used on a recurring basis; they are normally listed on the shopping guide			
5. Levels are adjusted based on the using activity's ordering history; it is best to keep order quantities consistent			
6. Control levels manually or let DMLSS control them; the level is calculated based on the daily demand rate and the number of days between restocking			

7. Medical Logistics will print a using activity stock status report when the account is manually controlled
   a. This report lists items ordered on a recurring basis and shows daily demand rate
   b. This report will also display a suggested shopping guide level (SGL)			

8. You can choose to use the suggested level, raise or lower it; levels will remain the same until you choose to change them			
9. Prepare New Item Request (NIR) for new acquisition requests			
10. Review Using Activity Backorder Report in DMLSS (notify Medical Logistics when backordered items can cause work stoppage)			
11. Assist Medical Logistics in finding substitute items (conduct research) no longer needed on the backorder report			

12. Review DMLSS Delivery List and ensure accountability on all items received from Medical Logistics			
FINAL RESULT			
Ordering Equipment:			
1. Review five-year plan for clinic upgrades/tracking equipment life expectancy/Historical Maintenance Reports (HMR)			
2. Conduct research on equipment (to include non-medical equipment) replacement (e.g., consult with DECS and AFMOA/SGDS for purchasing High Cost or Investment Medical Equipment, AFMOA/SGD for additional digital radiology systems [DDRS], etc.)			
3. Prepare AF Form 601 for equipment request			
4. Prepare Turbo TIGERS form as applicable for equipment purchase and local Equipment Review Authorization Authority (ERAA) approval			
FINAL RESULT			

MODULE 1: MEDICAL MATERIEL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Request for Issue of Supplies, Equipment and Devices

OBJECTIVE: Provided all equipment and supplies, request for issue of supplies, equipment and devices IAW the performance checklist.

CFETP/STS REFERENCES:
11.3   Request for issue of supplies, equipment and devices

EQUIPMENT REQUIRED:
1. AF Form 601, *Equipment Action Request*
2. Civilian dental equipment/supplies catalogs (as available and approved for government purchasing)
3. Computer with Medical Logistics online system applications (e.g., Defense Medical Logistics Standard Support [DMLSS] application and Turbo TIGERS [The Integrated Global Equipment Request System])
4. Computer printer
5. Custodial Action List (CAL)
6. Custody Receipt/Locator List (CRLL)
7. DD Form 1348-6, *Single Line Item Requisition System Document*
8. Using Activity Backorder Report

TRAINING REFERENCES:
1. AFI 41-209, *Medical Logistics Support*
2. AFMAN 41-120, *Medical Resource Management Operations*
3. AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*
4. AFMAN 47-101, *Managing Dental Services*
5. Air Force Dental Service (AFDS) Dental Management Guide (DMG)
6. CDC 4Y071N Volume 1, *Dental Assistant Craftsman*
7. Local Directives and Guidelines

PERFORMANCE CHECKLIST TASK: Request for Issue of Supplies, Equipment and Devices

EVALUATION INSTRUCTIONS:

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

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

Step-by-step procedures	GO	NO GO	NOTES
Supply/Device Issue:			
1. Log into computer and DMLSS			
2. Use DMLSS to request supply items/devices			
3. Use DMLSS to update supply list			
FINAL RESULT			
Equipment Issue:			
1. Prepare AF Form 601 for equipment request (follow local procedures, if any)			
2. Maintain CRLL until superseded			
3. Maintain CAL until verified against the CRLL			
FINAL RESULT			

MODULE 1: MEDICAL MATERIEL

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Turn-in Supplies, Equipment and Devices

OBJECTIVE: Provided all equipment and supplies, turn-in supplies, equipment and devices IAW the performance checklist.

CFETP/STS REFERENCES:
11.4   Turn-in supplies, equipment and devices

EQUIPMENT REQUIRED:
1. AF Form 601, *Equipment Action Request*
2. Civilian dental equipment/supplies catalogs (as available and approved for government purchasing)
3. Computer with Medical Logistics online system application (e.g., Defense Medical Logistics Standard Support [DMLSS] application)
4. Computer printer
5. Custodial Action List (CAL)
6. Custody Receipt/Locator List (CRLL)
7. DD Form 1348-6, *Single Line Item Requisition System Document*
8. Using Activity List

TRAINING REFERENCES:
1. AFI 41-209, *Medical Logistics Support*
2. AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*
3. AFMAN 47-101, *Managing Dental Services*
4. Air Force Dental Service (AFDS) Dental Management Guide (DMG)
5. CDC 4Y071N Volume 1, *Dental Assistant Craftsman*
6. Local Directives and Guidelines

PERFORMANCE CHECKLIST TASK: Turn-in Supplies, Equipment and Devices
EVALUATION INSTRUCTIONS:

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

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

Step-by-step procedures	GO	NO GO	NOTES
NOTE: Acceptable turn-in items consist of unserviceable, overstocked and suspended items identified as "other than serviceable"; and serviceable items no longer fit your requirements.			
1. Prepare request for turn-in of supplies or equipment as a result of reduced workload, a change in procedure/s or mission, or overstocking			

2. Prepare appropriate form using the following:
    a. DD 1348-6 for supply items/devices
    b. AF 601 for equipment			

3. Coordinate turn-in items and forms to Medical Logistics (Medical Equipment Management Office [MEMO] for equipment turn-ins, Medical Materiel for supplies/devices)			
4. Obtain/maintain a signed copy of turn-in document for recordkeeping until receipt of a copy of the completed issue/turn-in listing (maintain copy for records)			
5. Use DMLSS to update and/or reduce demand on supply list of the/those item/s turn-in			
FINAL RESULT			

MODULE 2: DENTAL MATERIEL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Store Materials

OBJECTIVE: Provided all supplies and equipment, store dental materials IAW the performance checklist.

CFETP/STS REFERENCES:
11.5.1   Store materials

EQUIPMENT REQUIRED:
1. AF Form 601, *Equipment Action Request*
2. Civilian dental equipment/supplies catalogs (as available and approved for government purchasing)
3. Computer with CDROM and Medical Logistics online system application (e.g., Defense Medical Logistics Standard Support [DMLSS] application)
4. Computer printer
5. Guide Using Activity List
6. Status report vault or safe

TRAINING REFERENCES:
1. AFI 32-7086, *Hazardous Waste Management*
2. AFI 41-209, *Medical Logistics Support*
3. AFI 44-108, *Infection Prevention and Control Program*
4. AFI 91-203, *Air Force Consolidated Safety Instruction*
5. AFMAN 47-101, *Managing Dental Services*
6. Air Force Dental Service (AFDS) Dental Management Guide (DMG)
7. CDC 4Y071N Volume 1, *Dental Assistant Craftsman*
8. DoDI 6055-01, *Department of Defense (DoD) Safety and Occupational Health*
9. Manufacturer's Safety Data Sheets (SDS)
10. National Fire Protection Association (NFPA) 101, *Code for Safety from Fire in Buildings and Structures*
11. National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*
12. Local Directives and Guidelines

PERFORMANCE CHECKLIST TASK: Store Materials

EVALUATION INSTRUCTIONS:

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

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

Step-by-step procedures	GO	NO GO	NOTES
NOTE: Consider directives and regulations for storing materials at your clinic location. Per AFOSH guidance in AFI 91-203, *Air Force activities must comply with OSHA requirements at all times, unless the military-unique exemption/exception applies IAW DoDI 6055-1, DoD Safety and Occupational Health Program.* When AFOSH guidance or safety criteria does not cover a situation, use non-AF standards. These supplemental non–AF standards such as directives/regulations (e.g., state/federal, OSHA standards, job-specific, and/or nonmilitary-unique workplace or host nation requirements) may have exceptions and/or may contain more stringent standard requirements other than AFOSH.			
1. Maintain a clean and orderly storage area to manage stock levels adequately			
2. Store material in stock number sequence or separate by family grouping, NFPA (e.g., 8-10 inches above the floor, 18-20 inches below the ceiling, flammable and combustibles IAW SDS/HAZMAT recommendations) and infection control requirements (e.g., sterile with sterile and clean with clean)			
3. Stock items so they can be issued with first-in/first-out concept; this ensures items issued are by earliest expiration date first			
4. Label shelves with the stock number, item name, maximum level, reorder point and unit of issue; facilities with established Stock in Forward Areas (SIFA) shelves must be labeled with barcode labels from medical logistics (applies to items ordered on a recurring basis)			
5. Maintain a stock control level for items ordered on a recurring basis; take into consideration the economic order, safety level, and pipeline time quantities			
FINAL RESULT			

MODULE 2: DENTAL MATERIEL PROCEDURES

DENTAL ASSISTANT SPECIALTY QTP

TASK NAME: Conduct Equipment Inventories

OBJECTIVE: Provided the dental equipment and supplies, conduct equipment inventories IAW the performance checklist.

CFETP/STS REFERENCES:
11.6   Conduct equipment inventories

EQUIPMENT REQUIRED:
1. AF Form 601, *Equipment Action Request*
2. Civilian dental equipment/supplies catalogs (as available and approved for government purchasing)
3. Computer with Medical Logistics online system application (e.g., Defense Medical Logistics Standard Support [DMLSS] application)
4. Custodial Action List (CAL)
5. Custody Receipt/Locator List (CRLL)
6. DD Form 200, *Financial Liability Investigation of Property Loss*

TRAINING REFERENCES:
1. AFI 41-209, *Medical Logistics Support*
2. AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*
3. AFMAN 47-101, *Managing Dental Services*
4. Air Force Dental Service (AFDS) Dental Management Guide (DMG)
5. CDC 4Y071N Volume 1, *Dental Assistant Craftsman*
6. Local Directives and Guidelines

PERFORMANCE CHECKLIST TASK: Conduct Equipment Inventories

EVALUATION INSTRUCTIONS:
1. After the trainee has received instruction and allowed sufficient supervised practice, evaluate the trainee's abilities using this performance checklist.
2. The trainee must perform all parts of the task *without* assistance.
3. The evaluator will evaluate the trainee's performance using this checklist.
4. Once completed, the supervisor must certify performance in the member's AFTR.

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

Step-by-step procedures	GO	NO GO	NOTES
1. Obtain a current listing of CRLL from MEMO/DMLSS			
2. Conduct hands-on inventory of each accountable equipment listed on the CRLL every 12 months or more frequent if required by local policy			
3. If all equipment is accounted for, sign the CRLL and give a copy to MEMO and maintain a 2nd copy in your equipment folder/binder			
4. MEMO will process gains and losses in CRLL (if any) and give updated copy for custodian to sign/date			
5. Initiate a Report of Survey (ROS) using DD Form 200 for all validated equipment loss and submit form to Medical Logistics			
6. Medical Logistics will forward information required of DD Form 200 to MTF ROS Monitor within 10 days of loss validation			
7. Retain all inventory documents for two years (e.g., ROS and all source documents for adjustment of equipment records such as losses, gains and disposition of equipment IAW AFI 41-209			
FINAL RESULT			