

DENTAL LABORATORY SPECIALTY

Volume 5. Medical Material



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

INTRODUCTION

Volume 5, *Medical Material*, Qualification Training Package (QTP) contains modules on issue and turn-in of supplies and equipment, maintaining stock levels, storing dangerous and flammable items, storing and turning-in disposable items for destruction, and aiding in preparation of budget and financial requirements. This QTP is designed to enhance 5- and 7-skill level on-the-job training (OJT) of dental laboratory personnel. Training references listed in each module may be used to compliment training. All QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities as a supervisor/trainer for conducting OJT per AFI 36-2201, Chapter 6, *Air Force Training Program On-The-Job Training Administration*.

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) *General Dental Laboratory Experience*; 2) *Fixed Prosthodontics*; 3) *Treatment and Orthodontic Appliances, Complete and Removable Dental Prostheses*; 4) *Dental Laboratory Administration*; 5) *Medical Material*; and 6) *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 and produce an appliance or prosthesis that meets local requirements and fabrication standards for speed and accuracy. 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.

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.

For effective use of this QTP, conduct training in the following manner:

1. Review the procedures in each module with the trainee.
2. Direct the trainee to review the training references listed to prepare for task performance.
3. Review the steps in task performance with the trainee, allowing enough time to adequately train each step (some modules may take longer to teach).
4. Evaluate the trainee's work at each critical step using the performance checklist at this point will be helpful.
5. Evaluate the trainee's performance and provide feedback on any area for improvement.
6. Finally, when the trainee has successfully completed the task you must document the STS. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381st Training Squadron, Fort Sam Houston TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume. You may choose to call in your recommendations to DSN 420-1950 or FAX DSN/Commercial 420-1950 or (210) 808-1950 or email the author at daniel.stellabotte.mil@mail.mil.

The inclusion of names of any specific commercial product, commodity, or service in this publication is for informational purposes only and does not imply endorsement by the Air Force.

Qualification Training

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MODULE 1: PREPARE REQUEST FOR ISSUE/TURN-IN OF SUPPLIES

STS TASK REFERENCE(S):

11.4 Prepare request for issue/turn-in of supplies

TRAINING REFERENCE(S):

Local Directives and Guidance
4Y072 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to research supplies for procurement. Demonstrate how to prepare request for issue/turn-in of supplies. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Defense Logistics Standard Support System (DMLSS)
DD Form 1348-6, Single Line Item Requisitions System Document
Civilian Catalogs
Using activity list
Computer with CDROM
Computer printer

STEPS IN TASK PERFORMANCE:

DMLSS

NOTE: DMLSS web-based training is required. See your Medical Logistics section for permissions to access online training

Request for Issue:

1. Research needed supplies using DMLSS or available catalogs
2. Follow local directives/guidance for the procedures and forms to use when requesting supplies
3. Maintain a signed copy of the issue listing for your records

Request for Turn-In:

1. It is the responsibility of the issuing activity to coordinate with Medical Material (supplies) when assets need to be turned in
2. Use DD Form 1348-6, Single Line Item Requisitions System Document for turn-ins. Follow local directives and guidance
3. Maintain a signed copy of the turn-in listing for your records

MODULE 1: PREPARE REQUEST FOR ISSUE/TURN-IN OF SUPPLIES

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to prepare requests for issue/turn-in of supplies. Evaluate the trainee's performance using this checklist.

PREPARE REQUEST FOR ISSUE/TURN-IN OF SUPPLIES		
DID THE TRAINEE...?	YES	NO
Issue		
1. Access DMLSS successfully		
2. Provide an accurate printout of the results of the search (as applicable)		
3. Exit the system(s) successfully		
4. Research needed supplies properly		
5. Follow local directives and guidance for the procedures and forms to use when requesting supplies		
6. Maintain a signed copy of the issue listing		
Turn-In		
1. Coordinate with Medical Material (supplies) when assets need to be turned in		
2. Accurately fill out DD Form 1348-6 for turn-in of supplies. Follow local directives and guidance		
3. Maintain a signed copy of the turn-in listing		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the Air Force Training Record (AFTR).

MODULE 2: PREPARE REQUEST FOR ISSUE/TURN-IN OF EQUIPMENT

STS TASK REFERENCE(S):

11.5 Prepare request for issue/turn-in of equipment

TRAINING REFERENCE(S):

Local Directives and Guidance
4Y072 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to research equipment for procurement. Demonstrate how to prepare request for issue/turn-in of equipment. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Defense Medical Logistics Standard Support system (DMLSS)
Federal Supply Catalog
Commercial catalogs
AF IMT 601, Equipment Action Request
TIGERS Automated Request Form (as applicable for Equipment purchases)
Local Directives and Guidance
Computer with CDROM
Computer printer

STEPS IN TASK PERFORMANCE:

DMLSS

NOTE: DMLSS web-based training is required. See your Medical Logistics section for permissions to access online training

Request for Issue:

1. Research needed equipment using DMLSS or available catalogs
2. Follow local directives/guidance for the procedures and forms to use when requesting equipment
3. Maintain a signed copy of the issue listing for your records

Request for Turn-In:

1. It is the responsibility of the issuing activity to coordinate with Medical Equipment Management Office (MEMO) when equipment assets need to be turned in
2. Use AF IMT 601, Equipment Action Request for turn-ins. Follow local directives and guidance
3. Maintain a signed copy of the turn-in listing for your records

MODULE 2: PREPARE REQUEST FOR ISSUE/TURN-IN OF EQUIPMENT

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to prepare requests for issue/turn-in of equipment. Evaluate the trainee's performance using this checklist.

PREPARE REQUEST FOR ISSUE/TURN-IN OF EQUIPMENT		
DID THE TRAINEE...?	YES	NO
Issue		
1. Research needed equipment properly		
2. Follow local directives and guidance for the procedures and forms to use when requesting equipment		
3. Maintain a signed copy of the issue listing		
Turn-In		
1. Coordinate with MEMO when equipment assets need to be turned in		
4. Accurately fill out AF IMT 601 for turn-in of equipment. Follow local directives and guidance		
5. Maintain a signed copy of the turn-in listing		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.

MODULE 3: MANAGE STOCK LEVELS

STS TASK REFERENCE(S):

11.6 Manage stock levels

TRAINING REFERENCE(S):

4Y072 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to manage stock levels of dental supplies. Have the trainee manage stock levels of the dental supplies. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Using Activity Issue/Turn-In Summaries
Using Activity Stock Status Report
Flammable storage cabinet
DMLSS
Vault or Safe for Controlled Items
Computer printer
Computer with CDROM

STEPS IN TASK PERFORMANCE:

1. Maintain a clean and orderly storage area to manage stock levels adequately
2. Store material in stock number sequence or separate into family grouping
3. Stock items so they can be used with first-in/first-out concept; this ensures items are issued 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 barcodes for items ordered on a recurring basis
5. Ensure you store items so they do not interfere with the operation of safety equipment, i.e. fire extinguishers or fire doors
6. All flammable items must be separated and stored in a flammable storage cabinet
7. All controlled medical items such as Controlled Item Inventory Codes (CIIC) "R" (gold, silver, platinum) and "Q" (drugs, or schedule III, IV, or V items) must be signed for and stored in a vault or safe
8. Maintain a stock control level for items that are ordered on a recurring basis, taking into consideration the economic order, safety level, and pipeline time quantities
9. Stocks levels are established for the items used on a recurring basis and maintained on shopping guide
10. Levels are adjusted based on the using activity's ordering history; it is best to keep order quantities consistent.
11. Control levels manually or allow DMLSS to calculate levels. The level is calculated based on the daily demand rate and the number of days between being restocked.
12. Medical Logistics will print a Using Activity Stock Status Report when the account is manually controlled

- a. This report will list how often you ordered items on a recurring basis, show the daily demand rate, and suggested shopping guide level (SGL)
- b. You can choose to use the suggested levels, raise, or lower it; levels will remain the same until you choose to change them. Supply levels should be set based on the usage, available storage space, and the time required for restocking

MODULE 3: MANAGE STOCK LEVELS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to manage stock levels of dental supplies and satisfactorily perform all the parts of the task without assistance. Evaluate the trainee's performance using this checklist.

MANAGE STOCK LEVELS		
DID THE TRAINEE...?	YES	NO
1. Maintain a clean and orderly storage area		
2. Stock items using first-in/first-out; issuing earliest expiration date first		
3. Label shelves and cabinets accurately with required information		
4. Maintain all flammables in a flammable storage cabinet		
5. Ensure all controlled items are secured in a vault or safe		
6. Maintain an accurate, realistic stock level of all items		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.

MODULE 4: STORE HAZARDOUS MATERIALS

STS TASK REFERENCE(S):

11.7.2 Store Hazardous Materials

TRAINING REFERENCE(S):

AFI 91-203, Air Force Consolidated Occupational Safety Instruction
4Y052/72 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to store hazardous materials. Ensure the trainee understands the terminology used concerning safety and health. Have the trainee store hazardous materials. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Flammable/hazardous materials
Flammable Storage Cabinet

STEPS IN TASK PERFORMANCE:

1. Store flammable materials in approved storage cabinet labeled “Flammable- Keep Fire Away”
2. Flammable liquids have a flashpoint below 100° F, 37.7°C or below 73°F, 22.7°C depending on the particular class. Flammable liquids are classified as either Class 1, 1A, 1B, or 1C
3. Combustible liquids have a flashpoint at or above 100° F, 37.7°C, at or above 140°F, 60°C, or at or above 200°F, 93.3°C depending on the particular class. Combustible liquids are classified as either Class II, III, III A, and III B
4. Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured, or applied
5. The storage of any flammable or combustible liquids must not obstruct a means of escape from the building or area
6. Store items so they do not interfere with the operation of safety equipment (i.e fire extinguisher, fire doors, etc.)
7. Laboratories will publish operating instructions identifying working supplies of flammable or combustible liquids
8. Store and return acid(s) IAW AFI 91-203nd local directives

MODULE 4: STORE HAZARDOUS MATERIALS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to store hazardous materials and satisfactorily perform all the parts of the task without assistance. Evaluate the trainee's performance using this checklist.

STORE HAZARDOUS MATERIALS		
DID THE TRAINEE...?	YES	NO
1. Label the outside of an approved flammable cabinet correctly		
2. Ensure all flammable or combustible liquids were sealed appropriately		
3. Store all flammable and combustible supplies without obstructing exits		
4. Publish operating instructions, identifying working supplies of flammables and combustible liquids		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.

MODULE 5: STORE DISPOSABLE ITEMS FOR DESTRUCTION

STS TASK REFERENCE(S):

11.7.3 Store disposable items for destruction

TRAINING REFERENCE(S):

OSHA 3129, *Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry*

AFI 44-108, Infection Prevention and Control Program

USAF Guidelines for Infection Prevention and Control in Dentistry 4Y052/72 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to store disposable items for destruction. Have the trainee store disposable items. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Sharps Container

Used Sharps

STEPS IN TASK PERFORMANCE:

1. Don personal protective equipment when handling contaminated items
2. Discard contaminated needles, disposable sharps, (Such as Bard Parker blades, endodontic files or dental wires with exposed ends) in containers that can be resealed, are puncture-resistant, leak-proof, and colored red or labeled with biohazard symbol
3. Containers must be easily accessible, maintained upright, and not filled over two-thirds capacity
4. Place contaminated, sharp instruments in container that are puncture-resistant, leak-proof, colored red or labeled with biohazard symbol until properly processed
5. Do not recap, bend, or remove contaminated needles from syringes unless required by the dental or medical procedure or not alternative is feasible, in which case, use forceps or the one-handed technique
6. Other regulated waste generated from dental procedures must be contained in resealable bags or containers that prevent leakage and are colored red or labeled
7. Broken glass, that may be contaminated, should be cleaned up with a brush or tongs, but never picked up by hand; even if gloves are worn
8. A secondary container is necessary for containers that are contaminated on the outside

MODULE 5: STORE DISPOSABLE ITEMS FOR DESTRUCTION

PERFORMANCE CHEKLIST

INSTRUCTIONS:

The trainee must be able store disposable items for destruction and satisfactorily perform all the parts of the task without assistance. Evaluate the trainee's performance using this checklist.

STORE DISPOSABLE ITEMS FOR DESTRUCTION		
DID THE TRAINEE...?	YES	NO
1. Discard contaminated needles and disposable sharps in an approved container		
2. Ensure the containers were resealable and properly labeled		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.

MODULE 6: TURN IN DISPOSABLE ITEMS FOR DESTRUCTION

STS TASK REFERENCE(S):

11.8 Turn in disposable items for destruction

TRAINING REFERENCE(S):

USAF Guidelines for Infection Prevention and Control in Dentistry
OSHA 3129, Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry
AFI 48-108, Infection Control Program
Local Directives and Guidance
4Y052/72 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to turn-in disposable items for destruction. Have the trainee store disposable items. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Sharps Container

Used Sharps

Local, State and Federal Laws

STEPS IN TASK PERFORMANCE:

1. Contaminated disposable sharps must be disposed of as soon as feasible. The sharps must be in a container that is closable, puncture resistant, leak-proof, and colored red or labeled "Biohazard" and marked with the biohazard symbol
2. When removing wastes you must comply with all local, state, and federal laws
3. Maintain all turn-in documents and disposed of them in accordance with the AF Records Disposition Schedule

MODULE 6: TURN IN DISPOSABLE ITEMS FOR DESTRUCTION

PERFORMANCE CHEKLIST

INSTRUCTIONS:

The trainee must be able to turn-in disposable items such as needles, blades, and syringes for destruction and satisfactorily perform all the parts of the task without assistance. Evaluate the trainee’s performance using this checklist.

TURN-IN DISPOSABLE ITEMS FOR DESTRUCTION		
DID THE TRAINEE...?	YES	NO
1. Have the sharps in containers closable, puncture resistant, leak-proof, and colored red or labeled “Biohazard” and marked with the biohazard symbol		
2. Turn-in disposable items for destruction IAW local, state and federal policies		
3. Maintain all turn-in documents		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee’s performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.

MODULE 7: AID IN PREPARATION OF BUDGET

STS TASK REFERENCE(S):

11.14 Aid in preparation of budget

TRAINING REFERENCE(S):

AFI 41-120, *Medical Resources Operations*

AFI 41-209, *Medical Logistics Support*

Dental Management Guide

4Y052/72 CDC

EVALUATION INSTRUCTIONS:

Demonstrate how to prepare the budget/financial plan for the following fiscal year. Have the trainee assist in preparing the budget/financial plan for the following fiscal year. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Base Dental Services Report
Cost Center Manager's Guide
Current and Past Budgets

Historical Maintenance Report (HMR)
Three-Year Equipment Requirement List
Resource Center Manager

STEPS IN TASK PERFORMANCE:

1. For budget preparation in general, the following applies:
 - a. Get started early and take notes on factors that will affect your budget
 - b. Develop budget on known rate increases, projected workload, and historical data
 - c. Incorporate into the budget any mission changes, financial analyses, and anticipated changes for the coming year which affects expenses
 - d. Review current budget obligations and analyze cost increases
 - e. Expenditures of section funds are reported by Element of Expenses/Investment code (EEIC)
2. Estimate expenses for temporary duty (TDY)
3. Account for operational TDYs (continuing education (CE), consult visits, symposia attendance, etc.)
4. Estimate expenses for medical/dental supplies
5. Review historical data such as cost per Dental Work Value (DWV) and cost per Composite Laboratory Value (CLV) for estimate of medical/dental supplies
6. Justify requests for increased or decreased funding based on changes in manpower, mission, or known costs; be specific and prepare request in detail
7. Estimate expense for Nonmedical supplies
8. Account for printing costs (resident training materials, patient education handouts, etc.) and purchased maintenance for equipment
9. Estimated expense for medical expense equipment
10. Review three-year equipment replacement plan to ensure all equipment projected to be replaced is included in the budget, also include HMR

11. Estimate expenses for Nonmedical expense equipment
12. Prepare and report estimates of expenses in budget
13. Carefully monitor expenditure rates during the fiscal year
14. Advise the Resource Management Office of any changes increasing fund consumption at any time during the year
15. Prepare justification to support EEIC changes

MODULE 7: AID IN PREPARATION OF BUDGET

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to assist in preparing the budget/financial plan for the following fiscal year. Evaluate the trainee's performance using this checklist.

AID IN PREPARATION OF BUDGET		
DID THE TRAINEE...?	YES	NO
1. Estimate expenses for TDY, considering all operational, CE, and administrative needs		
2. Estimate expenses for Medical/Dental supplies based on known rate increases, projected workload, and historical data		
3. Estimate expenses for nonmedical supplies, accounting for all nonmedical needs		
4. Review three-year equipment replacement plan and HMR to ensure all equipment projected to be replaced is included in the budget		
5. Estimate expenses for medical expenses equipment		
6. Estimate expenses for nonmedical expense equipment		

FEEDBACK:

Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.

Dental Laboratory Qualification Training Process Record

Rank/Name _____

Qualification Upgrade Training to: _____

Volume 5. Medical Material				
<i>Core Task</i>	<i>Module Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
7	1.	Prepare Request for Issue/Turn-In of Supplies		
7	2.	Prepare Request for Issue/Turn-In of Equipment		
7	3.	Manage Stock Levels		
5	4.	Store Hazardous Materials		
7	5.	Store Disposable Items for Destruction		
7	6.	Turn In Disposable Items for Destruction		
7	7.	Aid in Preparation of Budge		

MEMORANDUM FOR 381 TRS/XWAA (CDC Writer)
2931 Harney Road
Fort Sam Houston, TX 78234

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module

Volume # _____

Module # and title _____

2. Identify improvement/correction section(s)

_____ STS Task Reference

_____ Training Reference

_____ Evaluation Instructions

_____ Performance Resources

_____ Steps in Task Performance

_____ Performance Checklist

_____ Feedback

_____ Format

_____ Other

3. Recommended changes--use a continuation sheet if necessary.

4. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position