



Job Ready Assessment Blueprint

Dental Assisting



Test Code: 4026 / Version: 01

“Measuring What Matters”

Specific Competencies and Skills Tested in this Assessment:

Introduction to the Dental Assisting Profession

- Identify career roles, functions, obligations, and limitations of a dental assistant
- Identify professional organizations within the dental community
- Describe ethics and jurisprudence as they relate to the dental profession
- Identify the roles of the dental health care team

Communication

- Demonstrate the ability to communicate with dental patients using various communication techniques
- Write business documentation such as messages, letters, marketing, and patient education information, and maintain accurate record keeping
- Obtain, update, and maintain current documentation of patient history, status, and care
- Maintain procedures for legal access to patient records according to HIPAA standards



Infection Control and Hazards Management

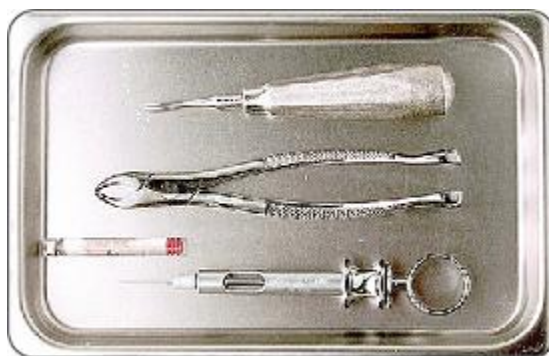
- Demonstrate basic first aid with regards to a hazardous/infectious exposure
- Maintain dental equipment, supplies, and work area according to federal guidelines
- Maintain personal safety and hygiene according to CDC and OSHA guidelines

Specific Competencies and Skills continued:

- Demonstrate the ability to monitor and process infection control transmission in the dental laboratory, clinic, darkroom, and sterilization area
- Dispose of waste and hazardous materials in compliance with federal regulations
- Describe and maintain MSDS manuals according to federal regulations

Clinical Procedures

- Take alginate impressions
- Pour impressions; trim, mount, and articulate cast and models
- Seat and dismiss patient
- Measure and record vital signs
- Chart oral condition as dictated by dentist
- Instruct patient and family in oral health techniques and nutrition
- Maintain clear field of vision for dental procedures
- Prepare and assist with all materials relating to composite resin and amalgam restorations
- Prepare and assist with application and removal of rubber dam
- Prepare various temporary and permanent dental cements
- Apply and communicate the principles of chairside assisting to oral surgery, orthodontics, pedodontics, periodontics, prosthodontics, and endodontics
- Prepare and assist with preventive procedures including fluoride and sealants
- Demonstrate instrument and material transfer
- Prepare and assist with administration of local and topical anesthesia
- Fabricate provisionals/temporaries for crown and bridge (C&B)
- Prepare and mix various elastomeric impression materials for fixed and removable prosthetics



Specific Competencies and Skills continued:

- Identify various handpieces and associated rotary instruments
- Identify and react appropriately to various types of medical and dental emergencies
- Demonstrate ergonomic positioning of the patient, dental team, and dental unit

Radiological and Digital Imagery Procedures

- Mount and label dental radiograph
- Practice patient and operator safety measures for radiation
- Maintain radiographic processing equipment, solutions, and film
- Demonstrate appropriate techniques for film and/or digital imagery placement and exposure
- Expose diagnostic quality intraoral radiograph using parallel or bisecting techniques
- Describe purposes and equipment used in extraoral radiography
- Differentiate between the normal and abnormal appearance of tooth structure, supporting structures, and anatomic landmarks on patient radiographs
- Identify function and appropriate use of intraoral cameras



Performing Clerical Functions

- Schedule and maintain appointment book, utilizing an active recall system
- File and maintain charting system
- Maintain patient financial records and accounts receivable
- Demonstrate knowledge of dental insurance
- Demonstrate knowledge of an inventory control system
- Demonstrate basic computer skills appropriate to a dental office

Specific Competencies and Skills continued:

Sciences of Dental Assisting

- Describe signs and functions of healthy periodontium
- Describe the nature and formation of dental plaque
- Describe the current treatment modalities of periodontitis
- Describe the parts of the tooth, functions, and landmarks
- Name the functions of the salivary glands
- Demonstrate knowledge of the blood supply of the head and neck
- Demonstrate knowledge of the landmarks of the face and oral cavity
- Name and identify the location of teeth and their surfaces
- Define numbering systems of permanent and primary dentitions

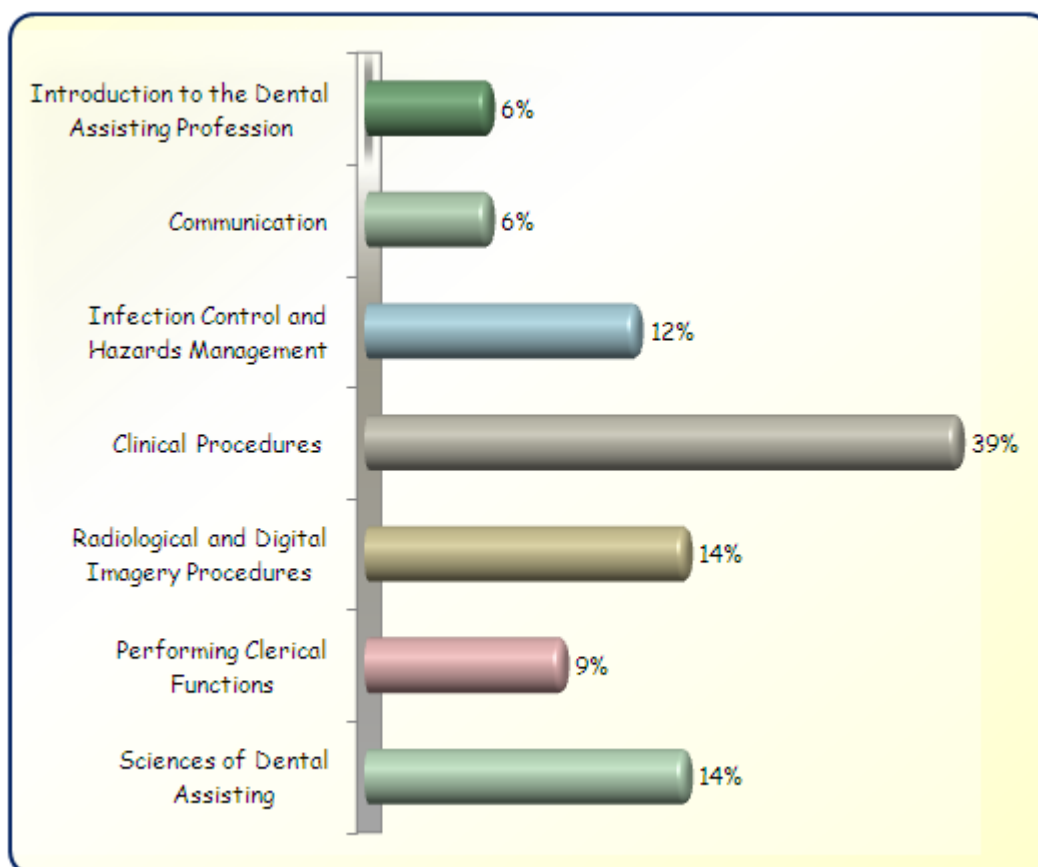


Written Assessment:

Administration Time: 3 hours

Number of Questions: 207

Areas Covered:



Sample Questions:

Patient records are

- A. public information
- B. available to relatives only
- C. strictly confidential
- D. released at the assistant's discretion

The most reliable method of sterilization is

- A. dry heat
- B. autoclave
- C. chemiclave
- D. microwave

Study models are used to

- A. show shape, size, and position of teeth
- B. determine the shade of prosthetic teeth
- C. identify the patient
- D. produce metallic oxide paste

The cingulum is found on the

- A. lingual surface of posterior teeth
- B. lingual surface of the lingual teeth
- C. buccal surface of the posterior teeth
- D. buccal surface of the lingual teeth

Incorrect horizontal angulation will cause

- A. foreshortening
- B. elongation
- C. overlapping
- D. herringbone appearance



Performance Assessment:

Administration Time: 1 hour and 45 minutes

Number of Jobs: 7

Areas Covered:

19% Chart Oral Conditions

Charting teeth and charting procedures.

15% Assemble and Disassemble Aspirating Syringe

Handwashing technique, assembling materials, selecting syringe, disinfection, placement of anesthetic in syringe, placement of needle on syringe, engagement of harpoon/test for operability, recapping, removal and disposal of needle, and removal and disposal of cartridge.

10% Assemble Radiographic Equipment with Film

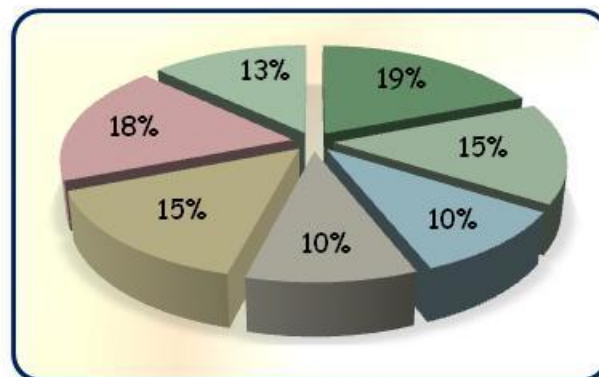
Assembling equipment and assembling radiographic equipment for anterior exposure, posterior exposure and bitewing exposure.

10% Mount Full Series Radiographs

Mounting and placement of films.

15% Prepare Instruments for Autoclaving

Handwashing technique, rinsing and draining instruments, wrapping instruments, cleaning and disinfection, washing hands, and preparing instruments for autoclaving.



Performance Assessment, continued:

18% Appointment Scheduling

Placement of heading date, opening and closing times, lunch, morning and afternoon emergency buffer, patient appointments, and recording of appointments.

13% Prepare Amalgam Tray

Choosing instruments, placement of instruments and armamentarium, assembly of tofflemire retainer, and preparation of tray.



- Sample Job:** Assemble and Disassemble Aspirating Syringe
- Maximum Time:** 5 minutes
- Participant Activity:** The participant will properly assemble and disassemble an aspirating syringe in preparation for an injection.



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career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!