

DENTAL ASSISTANT STUDENT INTERNSHIP SKILLS LIST PROVO SCHOOL DISTRICT

Assists dentist during examination and treatment of patients: Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures. Takes and records medical and dental histories and vital signs of patient. Exposes dental diagnostic x-rays. Makes preliminary impressions for study casts and occlusal registrations for mounting study casts. Pours, trims, and polishes study casts, fabricates temporary restorations. Assists dentist in management of medical and dental emergencies. Instructs patients in oral hygiene and plaque control programs. Provides postoperative instructions prescribed by dentist. Records treatment information in patient records. Schedules appointments, prepares bills and receives payment for dental services, completes insurance forms, and maintains clerical records, manually or using computer. May clean teeth, using dental instruments. May apply protective coating of fluoride to teeth.

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship. When you have observed a procedure, record the date and have your mentor or sponsor initial the block. There is a lot to see and learn. Be sure to ask your mentor to show you as much as he/she can.

SKILLS AND PROCEDURES	DATE INITIAL	DATE INITIAL	DATE INITIAL
1. Ethics and personal appearance (proper vocabulary-grammar)			
2. Care of dental equipment and office (order supplies, cleaning, lubricating, maintenance, sterilization of fixed equipment)			
CHAIR-SIDE ASSISTING			
3. Seat and prepare patients			
4. Arrange instruments			
5. Dental charting			
6. Dental history			
7. Instrument passing			
8. Assist with high velocity suction			
9. Passing medication prior to filling			
10. Mixing filling material			
11. Releasing patient			
12. Clean-up after patient leaves			
13. Set up for new patient			
14. Greeting new patient			
DENTAL OFFICE MANAGEMENT			
15. Good organization			

16. Orderliness			
17. No idle gossip or distracting talk - must include patient in conversation			
18. Making appointments over telephone			
19. Use of pegboard bookkeeping			
20. Operation of telephone recorder			
21. Maintain professional dignity.			
DENTAL ANATOMY			
22. Tooth eruption			
23. Proper identification			
24. Know abbreviations for charting			
25. Know dental anatomy pathology			
DENTAL PATHOLOGY			
26. Includes all soft tissue intra and extra-oral			
27. Observe all external face features			
28. Note swellings			
29. Note scars			
30. Note pupils of eyes			
31. Note fingernail beds			
32. Note distended vessels			
33. Note blood pressure			
34. Note texture and color of skin			
BACTERIOLOGY AND STERILIZATION			
35. Autoclave procedure			
36. Cold sterilization			
37. Cleaning of instruments			
38. Use of special chemicals			

ANESTHESIA			
39. Preparation of syringe-local			
40. Correct temperature			
41. Advice to patient to prevent self injury			
42. Observe for any hyper-reactions			
DENTAL ROENTGENOLOGY			
43. Periapical film procedure			
44. Panolipse film procedure			
45. Developing film procedure			
46. Proper mounting of film			
47. Basic X-ray interpretation - able to recognize and correct mistakes			
ORAL HYGIENE OF PEDIADONTRA			
48. Tooth brush instructions			
49. Communications and psychological entertainment of patient			
50. Demonstration of instruments			
DIET AND NUTRITION			
51. Be able to supply patients with diet information			
52. Know carbohydrate chemistry and explain			
ORTHODONTIA			
53. Recognize predisposing factors			
54. Suggest corrections			
55. Inform and illustrate			
PHARMACOLOGY			
56. Recognize basic dental drugs			
57. Know side effects			
TREATMENT OF EMERGENCIES			
58. Acquire professional assistance			
59. Know basic life support systems			
60. Know CPR basics			

IMPRESSION MATERIAL AND MODELS			
61. Assist in impression taking			
62. Mix all impression material			
63. Pour models			
RELATED INSTRUCTION			
63. Sterilization procedures, Sanitation, and Personal hygiene			
64. Care of dental equipment			
65. Record keeping and Charting			
66. X-ray Technique and Safety			
67. Dental prophylaxis and Oral Health			
68. Periodontics			
69. Care of dental equipment and supplies			
70. Use of equipment			
71. Operative dentistry			
72. Diagnosis and armamentarium			
73. Dental specialties and instruments			