Initial Date:

Student:

Odessa College

**Dental Assistant Competency Checklist** Completion Date:

Evaluator(s): Evaluator(s):

Site(s):

Site(s):

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|  | **Routine Procedures** | **Date skills**  **Demonstrated** | **Skills not**  **passed** | **Second review**  **date** | **Evaluator comments** |
| 1 | **Operatory set up**:  DA is able to prepare operatory for routine dental procedures specified by provider |  |  |  |  |
| 2 | **Amalgam set up:**  DA is able to correctly set up for amalgam procedures |  |  |  |  |
| 3 | **Composite set up:**  DA is able to correctly set up for composite procedures |  |  |  |  |
| 4 | **RCT set up:**  DA is able to correctly set up for RCT procedures |  |  |  |  |
| 5 | **Crown/Bridge set up:**  DA is able to correctly set up for crown/bridge procedures |  |  |  |  |
| 6 | **Oral Surgery set up:**  DA is able to correctly set up for routine and complex oral surgery procedures |  |  |  |  |
| 7 | **Observation:**  DA is able to anticipate Dentist's needs during the procedure |  |  |  |  |
| 8 | **Radiology**: |  |  |  |  |
| 8-a | DA has completed training tapes, passed exam, and is 18 years or older |  |  |  |  |
| 8-b | DA uses safe radiation exposure practices |  |  |  |  |
| 8-c | DA uses lead apron appropriately |  |  |  |  |
| 8-d | DA wears personal safety radiation badge consistently |  |  |  |  |

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| 8-e | DA uses correct exposure setting for patients size |  |  |  |  |
| 8-f | DA knows pregnancy radiation protocols and procedures |  |  |  |  |
|  | **Routine Procedures** | **Date skills Demonstrated** | **Skills not passed** | **Second review date** | **Evaluator comments** |
| 8-g | DA chooses the correct Kodak mount for the radiographic exam being performed |  |  |  |  |
| 8-h | DA accurately fills Kodak mounts with x- rays in the correct orientation |  |  |  |  |
| 8-i | DA labels x-rays with correct tooth numbers in Kodak |  |  |  |  |
| 8-j | DA knows how to create a Context in Kodak |  |  |  |  |
| 8-k | DA can complete an FMX series in 30 minutes or less including panorex |  |  |  |  |
| 8-l | DA must achieve good diagnostic quality with accuracy of 90% on digital x-rays |  |  |  |  |
| 9 | **Panorex:** |  |  |  |  |
| 9-a | DA is able to correctly follow opening and closing procedures with the panorex and its software |  |  |  |  |
| 9-b | DA can correctly position patient in panorex |  |  |  |  |
| 9-c | DA uses correct infection control technique between patients |  |  |  |  |
| 9-d | DA can correctly apply software settings according to the patient’s body type and produce a diagnostic quality panorex film |  |  |  |  |
| 10 | **Sterilization:** |  |  |  |  |

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| 10-a | DA is able to demonstrate correct procedures required to handle both non- sterile and sterilized instruments |  |  |  |  |
| 10-b | DA is able to remove Blood and debris  from instruments prior to bagging or wrapping |  |  |  |  |
|  | **Routine Procedures** | **Date skills**  **Demonstrated** | **Skills not**  **passed** | **Second review**  **date** | **Evaluator comments** |
| 10-c | DA demonstrates the correct use of personal protective equipment |  |  |  |  |
| 10-d | DA is aware of cross contamination potential |  |  |  |  |
| 10-e | DA demonstrates pre-autoclave instrument preparation: bags, dates, wrap |  |  |  |  |
| 10-f | DA knows the correct autoclave setting to be used |  |  |  |  |
| 10-g | DA is able to recognize  non-sterile vs. sterilized instruments |  |  |  |  |
| 10-h | DA follows the guidelines in the Dental Sterilization SOP |  |  |  |  |
| 10-i | DA is able to demonstrate  correct procedures to complete spore testing for heat sterilizers (Autoclave/Statim) |  |  |  |  |
| 10-j | DA demonstrates correct documentation  procedures for heat sterilizers (Autoclave/Statim) |  |  |  |  |
| 11 | **Operatory, Disinfection, Maintenance:** |  |  |  |  |
| 11-a | DA demonstrates correct Operatory Opening Procedures |  |  |  |  |
| 11-b | DA demonstrates correct Operatory closing procedures |  |  |  |  |

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| 11-c | DA correctly disinfects the operatory between patients |  |  |  |  |
| 11-d | DA follows the guidelines in the Dental Room Turn Around SOP |  |  |  |  |
|  | **Routine Procedures** | **Date skills**  **Demonstrated** | **Skills not**  **passed** | **Second review**  **date** | **Evaluator comments** |
| 12 | **Scheduling**: |  |  |  |  |
| 12-a | DA can schedule appointments in eCW |  |  |  |  |
| 12-b | DA can modify eCW appointment statuses (cancel, No Show, ready, rescheduled, confirmed, and refuse/unable) |  |  |  |  |
| 12-c | DA Correctly records Dentist/Hygienist next visit instructions in eCW |  |  |  |  |
| 12-d | DA demonstrates appropriate phone etiquette |  |  |  |  |
| 13 | **eCW Record Maintenance** |  |  |  |  |
| 13-a | DA Understands and Observes HIPAA Regulations |  |  |  |  |
| 13-b | DA understands the eCW schedule and all color tracking in eCW |  |  |  |  |
| 13-c | DA is able to update the following categories in eCW progress notes: Medications, Medical History, Allergies,  Surgical History, Hospitalization History, Social History, and Vitals |  |  |  |  |
| 13-d | DA correctly answers patient smoking, chewing tobacco, and alcohol screening  questions in Social History section of eCW 90% of the time |  |  |  |  |
| 13-e | DA is able to check patient’s pain level and blood pressure. These need to be correctly |  |  |  |  |

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|  | entered in the Vitals section of eCW 90% of the time |  |  |  |  |
| 13-f | DA understands which eCW template to use for the HPI section of the eCW progress note |  |  |  |  |
|  | **Routine Procedures** | **Date skills**  **Demonstrated** | **Skills not**  **passed** | **Second review**  **date** | **Evaluator comments** |
| 13-g | DA understands how to print patient education through eCW and does this for 90% of initial and periodic exam appointments |  |  |  |  |
| 13-h | DA is able to assign eCW note to a provider |  |  |  |  |
| 13-g | DA is able to switch appointment from one provider to another when moving an  appointment in eCW |  |  |  |  |
| 14 | **Open Dental Charting**: |  |  |  |  |
| 14-a | DA is able to accurately chart in Open Dental from Dentist /Hygienist dictation |  |  |  |  |
| 14-b | DA is able to use all of the charting tools in Open Dental (chart restorations, missing teeth, primary teeth, move teeth, and draw  on tooth chart) |  |  |  |  |
| 14-c | DA is able to correctly write a complete group note in Open Dental for a procedure that they performed (such as impressions) |  |  |  |  |
| 14-d | DA should be able to save the tooth chart to  images in Open Dental for 90% of exam appointments |  |  |  |  |
| 14-e | DA needs to sign the Open Dental “Prevention Counseling” procedure code 90% of all appointments |  |  |  |  |
| 14-f | DA can create an Open Dental CommLog and Popup |  |  |  |  |
| 14-g | DA can set complete Open Dental appointment card with correct procedures |  |  |  |  |

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|  | and provider (who completed the procedures) for 90% of appointments |  |  |  |  |
| 14-h | DA is able to accurately transfer procedure codes from Open Dental to eCW and  complete all sections of the eCW “Procedure Codes” section |  |  |  |  |
|  | **Routine Procedures** | **Date skills**  **Demonstrated** | **Skills not**  **passed** | **Second review**  **date** | **Evaluator comments** |
| 14-i | DA can navigate eCW enough to find: Past encounters, Patient Discount, last Health HX, Insurance, Patient Documents |  |  |  |  |
| 15 | **Consent Forms**: |  |  |  |  |
| 15-a | DA is able to correctly complete  consent forms for N2O, extractions and RCT TX in Open Dental. Consents must be  signed and printed |  |  |  |  |
| 16 | **Price Quotes**: |  |  |  |  |
| 16-a | DA is able to correctly complete quote for RCT, crown/bridge, endo, partials/dentures, operative, and oral surgery treatment |  |  |  |  |
| 17 | **Lab:** |  |  |  |  |
| 17-a | DA is able to take impressions while following cross-contamination protocols |  |  |  |  |
| 17-b | DA is able to pour clinically acceptable models without air bubbles |  |  |  |  |
| 17-c | DA is able to complete lab slip in Open Dental |  |  |  |  |
| 17-d | DA can explain steps and time involved in partial/denture process |  |  |  |  |

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| 17-e | DA can take a blood sugar level and correctly enter the information into eCW so that it counts for Meaningful Use |  |  |  |  |

Clinical Site Evaluator Signature: Date:

Health Careers Director Signature: Date: