

## Dental Assistant Externship Knowledge & Skills

Learner name: \_\_\_\_\_

When the learner has completed each item, initial and rate the learner's demonstration of knowledge and skill. Feel free to add your observations in the comments section.

### Rating Scale:

- 1 - Not evident
- 2 - Approaching standard
- 3 - Meeting standard
- 4 - Above standard
- 5 - Distinguished
- N/A - Not applicable

Standard 1: Personal/Interpersonal Knowledge and Skills		Rate 1-5 or N/A	Preceptor Initials
1.1	Demonstrates ethical conduct in all job-related activities.		
1.2	Presents an image appropriate for the profession in appearance and behavior.		
1.3	Demonstrates active and engaged listening skills.		
1.4	Communicates clearly when speaking and in writing.		
1.5	Demonstrates a respectful attitude when interacting with diverse patient populations.		
1.6	Applies self-management skills, including time management, stress management, and adapting to change.		
1.7	Applies interpersonal skills, including negotiation skills, conflict resolution, and teamwork.		
1.8	Applies critical thinking skills, creativity, and innovation to solve problems.		
Comments:			

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<b>Standard 2: Office Assisting Skills</b>		<b>Rate 1-5 or N/A</b>	<b>Preceptor Initials</b>
2.1	Uses proper telephone technique and etiquette.		
2.2	Utilizes appointment system and knows function (e.g., call, email, text, message).		
2.3	Utilizes recall/reminder system and knows function (e.g., call, email, text, message).		
2.4	Properly files documents, notes, reports, and patient communication in charts or electronic health record (EHR) systems.		
2.5	Understands basic concepts of third party payments (insurance).		
2.6	Maintains inventory procedures for clinical supplies, and records and inventories items.		
2.7	Recognizes patient fears and observes verbal and nonverbal cues; recognizes indicators of personal stress.		
2.8	Calms and reassures apprehensive patients; establishes and maintains rapport; uses listening skills.		
2.9	Establishes and promotes patient recognition of treatment and prevention.		
2.10	Knows and identifies state and federal regulatory agencies.		
2.11	Recognizes and maintains professional responsibilities.		
2.12	Identifies scope of practice and standard of care.		
2.13	Complies with HIPAA regulations and patient confidentiality.		
Comments:			

<b>Standard 3: Dental Anatomy and Terminology</b>	<b>Rate 1-5</b>	<b>Preceptor</b>
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		or N/A	Initials
3.1	Knows basic dental terminology including suffixes and prefixes.		
3.2	Recognizes permanent and deciduous dentition.		
3.3	Recognizes supporting structures of the teeth and knows their functions.		
3.4	Identifies correct tooth name, location, and function.		
3.5	Names and locates muscles of mastication.		
3.6	Names and locates nerves and blood vessels that supply important dental structures.		
3.7	Knows life cycle of dentition.		
3.8	Knows and recognizes major pathological conditions.		
Comments:			

<b>Standard 4: Patient Education</b>		Rate 1-5 or N/A	Preceptor Initials
4.1	Demonstrates brushing technique to patients.		
4.2	Demonstrates flossing technique to patients.		
4.3	Recognizes plaque formation and its implications.		
4.4	Obtains, reports, and documents medical/dental history.		
Comments:			

<b>Standard 5: Dental Materials, Instruments, and Equipment</b>		Rate 1-5 or N/A	Preceptor Initials
5.1	Identifies and uses restorative materials (cements composites, amalgam, veneers, crown, bridge).		

5.2	Knows care of impression materials and how to assist with impression procedure.		
5.3	Prepares and pours study models.		
5.4	Identifies and uses handpieces, rotary, and power instruments.		
5.5	Maintains handpieces, rotary, and power instruments.		
5.6	Uses and maintains compressor and suction units.		
5.7	Recognizes and prepares procedural trays.		
Comments:			

<b>Standard 6: Medical Emergencies</b>		<b>Rate 1-5 or N/A</b>	<b>Preceptor Initials</b>
6.1	Recognizes situations requiring first aid and assists in administering first aid.		
6.2	Takes and records vital signs.		
6.3	Recognizes medically compromised and high-risk patients.		
6.4	Recognizes signs and symptoms of medical/dental emergencies, including side effects of N <sub>2</sub> O, syncope, chest pain, insulin shock, and allergic reactions.		
6.5	Knows location and availability of emergency equipment.		
6.6	Maintains emergency equipment.		
Comments:			

<b>Standard 7: Infection Control</b>		<b>Rate 1-5 or N/A</b>	<b>Preceptor Initials</b>
7.1	Performs sterilization procedures and aseptic techniques.		

7.2	Understands disposal of contaminated waste, OSHA guidelines, and amalgam disposal.		
7.3	Knows barrier techniques.		
7.4	Demonstrates understanding of how to maintain aseptic conditions to prevent cross contamination for procedures and services.		
7.5	Describes how to protect the patient and the operator by using PPE.		
7.6	Maintains instruments and handpieces.		
7.7	Maintains infection control during radiography procedures.		
7.8	Demonstrates proper hand hygiene.		
7.9	Demonstrates understanding of processing reusable dental instruments and devices.		
Comments:			

<b>Standard 8: Chairside Procedures and Local Anesthesia</b>		<b>Rate 1-5 or N/A</b>	<b>Preceptor Initials</b>
8.1	Knows operating zones.		
8.2	Knows seating for four-handed dentistry.		
8.3	Practices proper evacuation and retraction techniques.		
8.4	Maintains operating field.		
8.5	Performs four-handed instrument transfer.		
8.6	Mixes, prepares, and delivers materials.		
8.7	Records intra- and extraoral charting (electronic and/or paper).		
8.8	Recognizes operatory hazards.		
8.9	Recognizes material hazards/SDS.		
8.10	Practices safety precautions related to chairside materials.		

8.11	Knows and abides by OSHA guidelines regarding the disposal of anesthetic, ampules, and needles.		
8.12	Assists in preparation for, and delivery of, local anesthetic (including topical).		
8.13	Knows contraindications for local anesthesia.		
Comments:			

<b>Standard 9: Dental Specialties</b>		<b>Rate 1-5 or N/A</b>	<b>Preceptor Initials</b>
9.1	Describes how to prepare, mix, deliver, and store restorative materials and set up an armamentarium for dental procedures.		
9.2	Uses correct terminology during procedure.		
9.3	Identifies correct instruments required for each procedure.		
9.4	Demonstrates familiarity with processes and steps of procedures.		
Comments:			

<b>Standard 10: Dental Imaging</b>		<b>Rate 1-5 or N/A</b>	<b>Preceptor Initials</b>
10.1	Knows basic terms, nomenclature, and anatomy.		
10.2	Knows fundamental concepts of analogue (film) radiography handling.		
10.3	Knows fundamental concepts of digital radiography handling.		
10.4	Performs radiographic procedures, and operates equipment using paralleling and bisecting angle techniques.		

10.5	Produces acceptable radiographic images (analogue and digital) including periapical, bitewing, occlusal, panoramic, and cephalograms.		
10.6	Evaluates errors in placement, exposure, and processing for digital and analogue images.		
10.7	Understands manual radiographic processing and associated errors (e.g., reticulation).		
10.8	Performs mounting of radiographs.		
10.9	Identifies anatomical landmarks that aid in mounting.		
10.10	Duplicates radiographs using automatic methods.		
10.11	Follows recommended radiation safety requirements.		
10.12	Addresses patient radiation concerns.		
10.13	Describes methods for operator radiation exposure.		
10.14	Complies with state and federal law concerning dental radiation.		
10.15	Describes how to prepare radiographic images for legal requirements, viewing, duplication and transfer (e.g., HIPAA).		
Comments:			

Site Supervisor or Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor or Preceptor's Title: \_\_\_\_\_

The completed form can be submitted via email to [externships@careerstep.com](mailto:externships@careerstep.com) or fax to (801) 407-1951.