Odessa College
Dental Assistant Competency Checklist

Initial Date: _____   Completion Date: _____
Student: _____
Evaluator(s): _____   Site(s): _____
Evaluator(s): _____   Site(s): _____

	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				

		Date skills Demonstrated	Skills not passed	Second review date	Evaluator comments
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:**				

		Date skills Demonstrated	Skills not passed	Second review date	Evaluator comments
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				

		Date skills Demonstrated	Skills not passed	Second review date	Evaluator comments
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				

		Date skills Demonstrated	Skills not passed	Second review date	Evaluator comments
	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				

	Routine Procedures	Date skills Demonstrated	Skills not passed	Second review date	Evaluator comments
	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 N_2O, 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				

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:_____