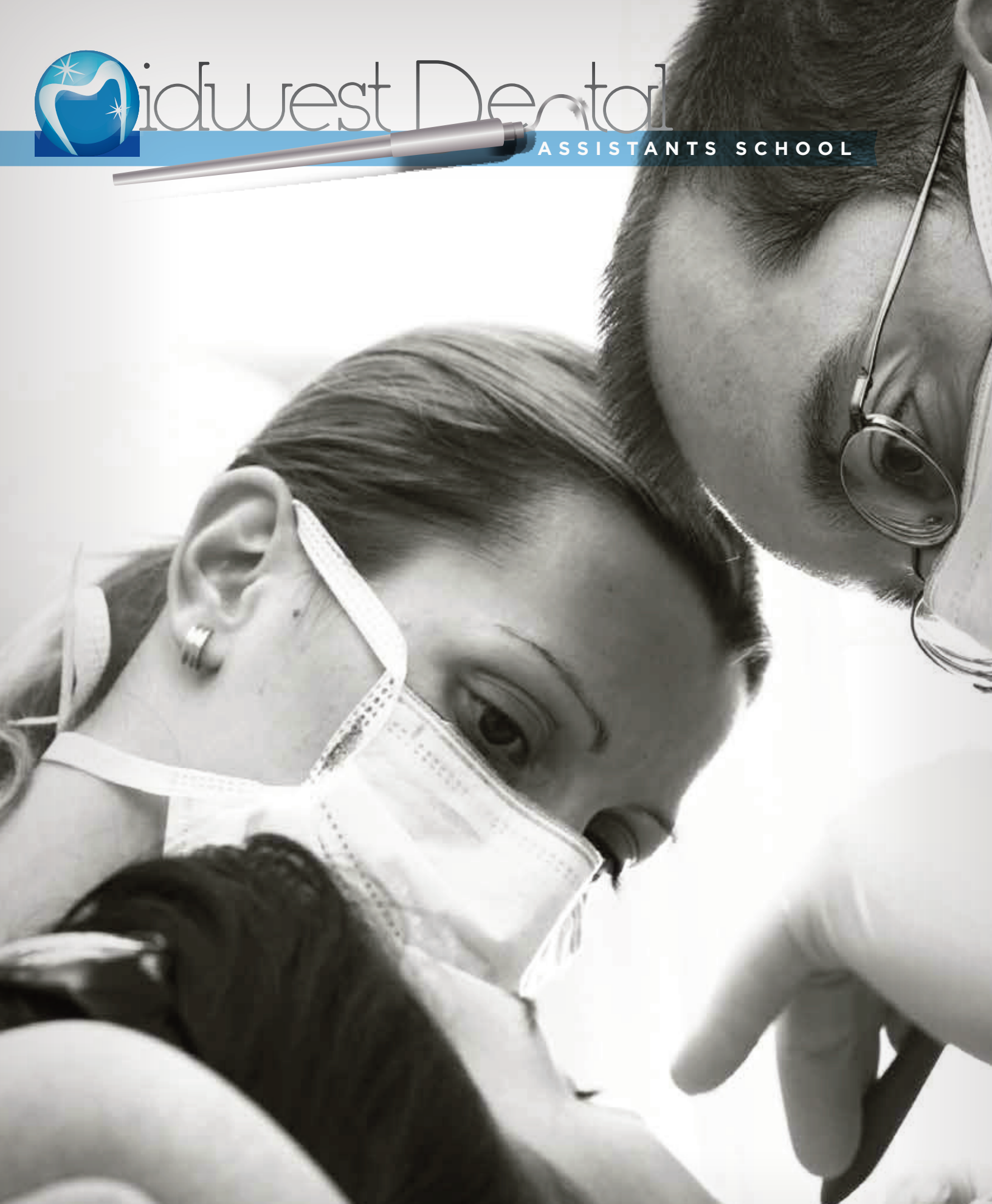




Midwest Dental

ASSISTANTS SCHOOL



Approved By:

Nebraska

Nebraska Department of Education

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Introduction/Ownership/Vision

Introduction:

Midwest Dental Assistants School, Inc. (hereinafter referred to as the School), offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

Ownership:

The School is owned by Jared Derr, Omaha, Nebraska.

Mission:

The mission of the Midwest Dental Assistants School is to train students to become qualified, employable professionals in the fields of dental assisting.

Vision:

Midwest Dental Assistants School offers Dental Assisting courses. Each course is taught in a private, state-of-the-art dental office with the latest in modern dental technology. We put an emphasis on hands-on training with 80 percent of the program devoted to clinical/lab training. Upon graduation, students will have the knowledge and skills to be key players in any dental office.

Faculty Members

Jared Derr, Program Advisor

Joyce Mlynarik, Program Director, Administrator, Solicitor, Instructor

Audrea Williams - Lecturer

Astrid Bueso - Cabellero

Programs/Courses Offered

Certificate Programs:

Dental Assisting Course, 270 hours

Lecture Hours: 45, Clinical Hours: 225

Program Description:

Lecture is based on the dental assisting textbook provided with the course. Approximately 9-12 hours of lecture precede the first opportunity for hands-on experience, but students are encouraged to begin their clinical/lab training very soon after being introduced to the methodology through lecture. Clinical/Lab training can be arranged to fit the student's schedule during normal operating hours of participating clinics. Students will work one on one with current Dental Assistants and Doctors at participating clinics.

Participating clinics are listed in page 23 of this school catalog.

Program Objective:

To be able to perform four-handed dentistry, take impressions, take, develop and mount x-rays, seat and dismiss patients, give oral care instructions, and ensure the comfort of patients.

Occupational Objective:

The graduate will be qualified to acquire an entry-level position in the field of dental assisting.

Course Completion:

The classroom portion of the dental assistant course is 45 hours. Students have 18 months from the date of the first Class meeting in which to complete the extern portion of the course. If students do not complete the extern portion of the course within 18 months and desire to complete the course, they must reenroll and pay a fee of \$500.00. They must again attend the classroom portion and have 18 months in which to complete the extern portion of the course.

Hepatitis B Immunization: Hepatitis B is a liver infection caused by the Hepatitis B virus (HBV). For some people Hepatitis B is an acute, or short-term, illness; but for others, it can become a long-term, chronic infection. Chronic Hepatitis B can lead to serious health issues like cirrhosis or liver cancer. The best way to prevent Hepatitis B is by getting vaccinated. All students must have received the first of a three-injection series that covers a six-month period before beginning their clinical extern work in a dentist's office. If a student received the series more than 10 years prior or did not complete the series, the student must get a titer from his local physician to reveal his immunity to Hepatitis B. For more information, go to <http://www.cdc.gov/hepatitis/HBV/index.htm>

Student - Teacher Ratio: 8 students - 1 Instructor

Programs/Courses Offered

	Tuition	Registration	Books/Modern Dental Assisting/Workbook & Dental Instrument Edition 13	Uniform	X-ray Course Registration- Creighton University or Unme Lincoln	Total
Dental Assisting:	\$3,618	\$150	\$500	\$27	\$500	\$4,795

Class Schedule 2025-2026

2025 - 2026 Class Schedule:

Mar. 24, 2025 - July 7, 2025	July 21, 2025 - Nov. 3, 2025
April 29, 2025 - Aug. 12, 2025	Aug. 26, 2025 - Dec. 9, 2025
May 21, 2025 - Sept. 3, 2025	Sept. 17, 2025 - Dec. 30, 2025
June 26, 2025 - Oct. 9, 2025	Oct. 23, 2025 - Feb. 5, 2026

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone.

Classes are not held on the following holidays:

New Year's Eve	New Year's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day and the Friday following
Christmas Eve	Christmas Day

Lab/Clinical is 225 hours.

A student must receive a 70% on the final examination to pass. The extern program is pass/fail. A student works one on one with a trainer and a must complete a proficiency packet. The student and trainer work together until the trainer is confident the student is proficient in needed skills as outlined in the proficiency packet.

Please refer to the student extern packet for detailed information about the clinicals standards of progress, policy and procedures.

Entrance Requirements/Enrollment

The School does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be 18 years of age or older to be accepted for enrollment. High school diploma, GED or equivalent.

Prospective students may enroll at any time, provided there is space in the program. Late enrollments will be accepted up to one week into the course.

0004.08 A student who has not visited the school facility prior to enrollment will be given an opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

Academic Environment

Midwest Dental Assistant School, LLC, enables our students to:

- a. pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance;
- b. receive fair and impartial academic evaluation;
- c. inquire freely;
- d. access their own personnel and education records and to have the school maintain and protect the confidential status of such records as required by appropriate legal authority;
- e. inhabit an academic environment conducive to intellectual freedom
- f. to experience a fair and orderly disciplinary process; and
- g. have access to accurate information regarding tuition, fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.

Refund Policy

Students not accepted to the school will receive, within 60 days of signing the enrollment agreement, a refund of all monies paid. Students who cancel the enrollment agreement within three (3) business days will receive, within 60 days of signing the enrollment agreement, a refund of all tuition and fees paid. Students who cancel the enrollment agreement after three days of signing but before the commencement of classes will receive, within 60 days of signing the enrollment agreement, a refund of all monies paid less the Registration Fee of \$150.00. The amount of refund is based on the official date of termination or withdrawal, which must be submitted in writing to the Program Director at the address below. If a student does not cancel the enrollment agreement or withdraw from school in writing and does not commence classes, the school will retain all tuition costs and fees. Once the student receives the textbooks and the uniform their costs are not refundable. Once a student has been placed into the x-ray class, the cost of that class is not refundable after commencement of classes at Midwest Dental Assistants school.

Attendance Requirements

Students are expected to arrive at class on time with the proper materials. All students enrolled in the Midwest Dental Assisting School are allotted two absences from classroom lectures per course. If a student accrues more than two absences, the student will be dismissed from school. Tardiness consists of being more than 15 minutes late to a class. Being tardy twice is equivalent to one absence. Lectures cannot be made up. It is the student's responsibility to contact the instructor to set a time to make up missed assignments or labs. A student may have one excused absence during the 15-week course for a medical emergency or death in the family involving a parent, child, spouse, or sibling or for a stepparent, step child, or stepsibling.

If a student needs to take an extended time off for family, medical or any other reason, he need not reapply but must contact the Director to set a new start date. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class, or they may choose to withdraw from school. The student must give a signed and dated statement in writing to the instructor, who will forward it to the main campus. The Program Director will approve or disapprove the request. If the student is not able to return to school, the refund policy will dictate the amount of refund, if any. If the student is able to return to school, he may re-enroll at a later date and complete the curriculum.

Each lecture is three hours long. Students should be prepared to expand at least 6 hours a week on persona review and study after each lecture.

Progress Policy

Students are evaluated by Midwest Dental Assistants School faculty on an on-going basis to determine if they have attained the necessary competence to perform acceptable work. Any deficiencies are thoroughly discussed with the student and further explanation and training are provided. This one-on-one, hands-on process enables both student and instructor immediately and constantly to be aware of the student's level of performance.

The lead dental assistant at the extern student's site will grade the student on each competency area of the extern packet: Evaluation and grading criteria are:

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance in order to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step
- N/A No evaluation of this step.

Please refer to the student extern packet for detailed information about the clinicals standards of progress, policy, and procedures.

Conduct Policy/Dismissal

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Program Director, after consultation with all parties involved, makes the final decision.

The Program Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, will be allowed to resume attendance. The director will review each case and decide upon re-admittance.

The refund policy of Midwest Dental Assistants School is not conditional upon compliance with the school's rules of conduct.

Student Records

Student Records Maintained by the School:

The school maintains records concerning student identification, address, emergency contact information, age, educational experience, tuition payment, attendance, immunizations, x-ray training, CPR training, testing, and graduation. Student financial records will be kept for 8 years. Student Transcripts will be maintained permanently.

Confidentiality of Student Records:

Student records are maintained at the main campus in Omaha, Nebraska. Records are not shared with any other entity for any purpose except for required state inspections. Prospective employers may be given access to student transcripts upon the student's written, dated consent to such action.

Facilities

The address of the current location is:

Main Campus:

6606 South 168th Street, Suite 100

Omaha NE 68135

Phone: 402-932-1690

Fax: 402-505-9704

Our classrooms are equipped with modern equipment to enhance learning. Computer programs, charts, diagrams, and videos enhance classroom activities.

Other Institutions

The school does not grant advanced status based on credits from other institutions. The school does not guarantee transferability of our coursework to another institution unless there is a written agreement with that institution.

Grievance Procedure

The school will make every attempt to address concerns and to reach a satisfactory resolution with the student. If a student shall have a grievance with the school which they feel has not been resolved by the instructors, they may address their concerns in writing to:

Joyce Mlynarik,
Program Director
Midwest Dental Assistants School,
6606 South 168th Street, Suite 100,
Omaha NE 68135
Telephone 402-932-1690
Fax 402-505-9704

Student Complaints

Student complaints should be brought to the attention of the Program Director to attempt resolution. If a satisfactory resolution cannot be reached between the student and the school, the student may contact the Program Director of Postsecondary Career Schools at the Nebraska Department of Education.

All student complaints submitted must be in writing and shall be filed within two years after the student discontinues training at the school.

Nebraska Department of Education - Attention to Director of PPCS-VE

P.O. Box 94987

Lincoln, NE 68509

Physical Address:

500 So. 84th St., 2nd Floor

Lincoln, NE 68510-2611

<https://www.education.ne.gov/ppcs/contact-us/>

Employment Advisory Services

Midwest Dental Assistants School, LLC, offers employment advisory services consisting of job lead referrals to graduates. The school website invites dental offices to list job openings for which the students may apply. Students are encouraged to take their resumes in person to different offices to apply for positions. Students may find employment with the dentist they complete their externship with, if they present themselves professionally and the dentist has an opening. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. While we will advise you in your job search, we make no guarantee, expressed or implied, of future employment.



Midwest Dental Assistants School, LLC, 6606 S. 168th Street, Suite 100, Omaha, Nebraska 68135

Syllabus - Dental Assistant

Course Description: Lecture 40 hours; Laboratory 5 hours. This course is designed to give you the tools to secure an entry-level position as a dental assistant in a dental office. All textbooks and materials will be provided.

Method of Instruction: This course will be taught in a classroom over a 15-week period with labs throughout. You will also complete 225 hours of hands-on training (externship). See externship packet.

Week 1

Description: This week you will receive instruction in what it is to be a dental assistant. You will learn the duties and responsibilities of a dental assistant. You will begin to learn dentitions and positions and names of teeth and other facial features. You will learn about causes and treatment of dental caries.

Objectives:

The student will be able to:

1. Pronounce, define, and spell the key terms.
2. Describe and demonstrate the characteristics of a professional dental assistant, including why confidentiality is very important in a dental office
3. Identify the purpose of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
4. Identify the educational requirements and career opportunities for the educationally qualified dental student.
5. Explain the role and purpose of the American Dental Assistants Association (ADAA) and the Dental Assisting National Board (DANB), including benefits of membership and certification.

Lecture: Chapter 3 - The Professional Dental Assistant. Chapter 11 - Overview of the Dentitions. Chapter 12 - Tooth Morphology. Chapter 13 - Dental Caries.

1. Discuss radiology course
2. Review Requirements for homework and reading assignments
3. Homework chapters to read:
 - a. Chapter 11 – Overview of the Dentitions.
 - b. Chapter 12 – Tooth Morphology.
 - c. Chapter 13 – Dental Caries.
 - d. Chapter 19: Disease Transmission and Infection Prevention

Week 2 (99-106, 111-114)

Three hours. Occupational Safety and Health Act (OSHA) training.

Description: This week you will study disease and infection prevention in the dental office and at home. The OSHA training will concentrate on the prevention of transmission of blood-borne pathogens in the dental environment and how to treat occurrences. You will begin to learn dentitions. You will study dental caries.

Objectives: The student will be able to:

Disease Transmission and Infection Prevention:

1. Name the links in the chain of infection
2. Describe the four types of infections
3. Describe the modes of disease transmission
4. Describe the types of immunity and give examples of each.
5. Describe the five ways disease can be transmitted in a dental office.
6. Describe the roles of the CDC and OHA in infection control.
7. Explain the importance of infection control practices for dental assistants.
8. Give examples of the infection control considerations needed to protect high-tech equipment in the dental office.
9. Explain the types and symptoms of latex reactions.
10. Describe waste management in the dental office, including the proper handling and disposal methods for contaminated waste, biohazard waste, and extracted teeth.
11. Discuss additional infection control practices in the dental office.

Lecture: Chapter 19 - Disease Transmission and Infection Prevention. Chapter 20 - Principles and Techniques of Disinfection. Chapter 21 - Principles and Techniques of Instrument Processing and Sterilization

Homework: Chapter 13 – Impact of Oral Public Health. Chapter 15 – Dental Caries. Chapter 16 - Periodontal Disease. Chapter 28 - Oral Diagnosis and Treatment Planning

Week 3

Description: This week you will study periodontal diseases and their treatment, preventive dentistry in the office and at home, and oral diagnosis and treatment planning.

Objectives: The student will be able to:

Dental Caries:

1. Classify dental caries as an infectious disease, and name the two types of bacteria that cause dental caries.
2. Explain the caries process.
3. Discuss early childhood caries.
4. Explain the importance of saliva related to tooth decay.
5. Describe the advantages and disadvantages of each method of detecting dental caries.
6. List the methods of caries intervention.

Periodontal Disease:

1. Discuss the periodontium
2. Identify systemic factors that may cause periodontal disease.
3. Discuss the causes of and risk factors for periodontal disease.
4. Identify and describe the two basic types of periodontal disease and explain the significance of plaque and calculus in periodontal disease.
5. List the seven basic case types and signs and symptoms of periodontal disease.

Preventive Dentistry:

1. Discuss preventive dentistry.
2. Discuss the benefits of early dental care.
3. Describe age-related changes in oral health.
4. Describe the effects of water fluoridation on the teeth.
5. Describe the relationship between nutrition and dental caries.
6. List the oral hygiene products available to aid in a plaque control program.

Lecture: Chapter 13 – Impact of Oral Public Health. Chapter 15 – Dental Caries. Chapter 16 - Periodontal Disease. Chapter 28 - Oral Diagnosis and Treatment Planning

Homework: Chapter 33 – Delivering Dental Care. Chapter 34 – Dental Hand Instruments. Chapter 35 – Dental handpieces and Accessories. Chapter 37 – Anesthesia and Pain Control

Week 4 (251-252, 271-272)

Lecture: Chapter 33 – Delivering Dental Care. Chapter 34 – Dental Hand Instruments. Chapter 35 – Dental handpieces and Accessories. Chapter 37 – Anesthesia and Pain Control.

Description: This week you will study periodontal diseases and their treatment, preventive dentistry in the office and at home, and oral diagnosis and treatment planning. Role play patient care, take blood pressures, look at handpieces, burs, and restorative tray setup.

Objectives: The student will be able to:

Delivering Dental Care:

1. Discuss how to prepare for a patient appointment.
2. Discuss the concept of team dentistry and the principles of team positioning.
3. Explain the classification of motions.
4. Define each of the operating zones.
5. Explain instrument transfer

Dental Hand Instruments:

1. Explain how to identify hand instruments. Chapter 34 and 35.
2. Discuss the classification of instruments.

Dental Handpieces and Accessories:

1. Discuss the use of dental handpieces.
2. Describe rotary instruments and how they are used.
3. List the types of abrasive rotary instruments.
4. Explain the difference between laboratory burs and dental burs.
5. List the differences between finishing bur and a cutting bur.

Anesthesia and Pain Control:

1. Discuss the importance of pain control in dentistry

2. Describe the composition and application of topical anesthetics
3. Discuss local anesthesia
4. Discuss inhalation sedation
5. List situations where anti-anxiety drugs may be utilized
6. Discuss intravenous sedation and its use in dentistry

Homework: Chapter 38 - Foundations of Radiography, Radiographic Equipment, and Radiation Safety. Chapter 39 – Dental Imaging, Dental Film, and Processing Radiographs. Chapter 41 – Intraoral Imaging. Chapter 42 – Extraoral Imaging.

Week 5 (333-336, 353-358)

Three contact hours. Lab – Introduction to Radiation.

Description: This week you will receive instruction on radiation used in patient x-rays. You will learn dental assistant and patient safety during radiation procedures.

Objectives: The student will be able to:

Intraoral Imaging:

1. Seat patients in proximity to the x-ray equipment.
2. Insert bite wings properly.
3. Correctly position x-ray equipment relative to patient.

Foundations of Radiography:

1. Describe uses of dental imaging.
2. Explain how x-rays are produced.
3. Identify parts of the dental x-ray machine and the x-ray tube.
4. Identify the types of radiation.
5. Discuss the effects of radiation.
6. Discuss radiation safety.

Homework: Chapter 43 - Restorative and Esthetic Dental Material. Chapter 46 - Impression Materials. Chapter 48 - General Dentistry. Chapter 49 - Matrix Systems for Restorative Dentistry.

Week 6 (465-466) - Quiz 1

Three hours. Lecture: Chapter 43 - Restorative and Esthetic Dental Material. Chapter 46 - Impression Materials. Chapter 48 - General Dentistry. Chapter 49 - Matrix Systems for Restorative Dentistry.

Quiz #1

Description: This week you will become familiar with the uses of restorative and esthetic dental materials and impression materials. You will study laboratory materials and procedures. You will become familiar with many of the concepts and actions involved in general dentistry.

Objectives: ¹ the student will be able to:

Restorative and Esthetic Materials:

1. Discuss how a dental material is evaluated before it is marketed to the profession.
2. Discuss the properties of dental materials.
3. Discuss direct restorative and esthetic materials.
4. Describe the properties of temporary restorative materials and their applications in restoring teeth.
5. Discuss the use of tooth-whitening products.
6. Discuss indirect restorative materials

Impression Materials:

1. List the three types of impressions taken in a dental office.
2. Describe the types of impression trays and their characteristics of use.

Laboratory Materials and Procedures:

1. Discuss the safety precautions that should be taken in the dental laboratory.
2. List the types of equipment found in a dental laboratory and describe their uses.
3. Discuss dental models
4. List the three types of custom impression trays and describe their use in dentistry.
5. Identify the types of dental waxes and describe their use in dentistry.

General Dentistry:

1. Describe the process and principles of cavity preparation.
2. Discuss the differences in assisting with the different classes of permanent restorations.
3. Discuss why retention pins would be selected for a complex restorative procedure.
4. Describe the need for placement of an intermediate restoration.
5. Describe the procedure of applying composite veneers
6. Describe tooth-whitening procedures and explain the role of the dental assistant.

Homework: Chapter 46 – Impression Materials. Chapter 47 – Laboratory Materials and Procedures. Chapter 48 – General Dentistry.

Week 7 (407-412)

Clinical Only: Students take and pour up impression on each other.

Description: You will learn to make, pour, and trim impressions.

Objectives: ¹ the student will be able to:

1. List the three types of impressions taken in a dental office.
2. Describe the types of impression trays and their characteristics of use.
3. Discuss hydrocolloid impression materials and their uses, mixing techniques, and application.
4. Discuss elastomeric impression materials and their uses, mixing techniques, and applications.
5. Explain the importance of an occlusal registration and describe its use in a procedure

Homework: Chapter 58 – Coronal Polishing. Chapter 26 – The Patient's Dental Record.

Week 8 (167) - Quiz 2

Three hours. Lecture. Chapter 26 – The Patient’s Dental Record.

Description: This week you will become familiar with the origination and use of the patient record. You will learn about the importance of the patient record in litigation, body identification, and management of patient treatment.

Quiz #2

Objectives: The student will be able to:

1. Explain the importance of a patient record, its legal significance, and how the dentist uses the record to manage patient treatment.
2. Discuss HIPPA.
3. Discuss patient record forms including:
 - a. Discuss the rationale for using electronic records.
 - b. Describe each form in the patient record.
 - c. Discuss the importance of the patient’s medical-dental health history and explain its relevance to dental treatment.
 - d. Explain the standards and criteria for data entered into a clinical record.

Homework: Chapter 50 – Fixed Prosthesis. Chapter 51 – Provisional Coverage.

Week 9 (489-490)

Description: This chapter reviews the preparation, construction, and placement of veneers, single crowns, and bridges.

Objectives: The student will be able to:

1. List indications for and against a fixed prosthesis.
2. Discuss indirect restorations.
3. Identify the role of lab technician and the steps for a diagnostic workup.
4. Explain a crown procedure.
5. Explain a bridge procedure.

Lecture: Chapter 50 – Fixed Prosthodontics. Chapter 51 – Provisional Coverage.

Clinical: Instructor demonstration of how to make a provisional crown.

Homework: Chapter 54 – Endodontics. Chapter 56 – Oral and Maxillofacial Surgery. Chapter 57 – Pediatric Dentistry.

Week 10

Lecture: Chapter 54 – Endodontics. Chapter 56 – Oral and Maxillofacial Surgery. Chapter 57 – Pediatric Dentistry.

Description: You will learn about endodontic (root canal) treatments, diagnosis and surgical treatment of diseases, injuries, and defects affecting the hard and soft tissue, and providing oral health care to infants, children, and adolescents.

Objectives: The student will be able to:

Endodontics:

1. List the causes and symptoms of pulpal damage.
2. Describe the diagnostic testing performed for endodontic diagnosis.
3. List the type of endodontic procedures.
4. Identify the instruments and accessories used in endodontics.

Surgery:

1. Describe the specialty of oral and maxillofacial surgery and the roles of the oral surgeon and surgical assistant.
2. Describe possible surgical settings.
3. Identify specialized instruments used for basic surgical procedures.
4. Describe surgical procedures typically performed in a general practice.
5. Describe postoperative care given to a patient after a surgical procedure.

Pediatric Dentistry:

1. Discuss the pediatric dental team and the appearance and setting of a pediatric dental office.
2. Discuss the pediatric patient.
3. Explain why children and adults with special needs are treated in a pediatric practice.
4. Discuss the importance of preventive dentistry in pediatrics.
5. Discuss the types of procedures that are performed for the pediatric patient compared with those performed to treat patients with permanent teeth.
6. Discuss types of pediatric dental trauma and their treatments.
7. Discuss how to handle suspected child abuse.

Homework: Chapter 64: Marketing Your Skills. Put together a rough draft of your résumé.

Week 11

Lecture: Chapter 64 – Marketing Your Skills. Clinical: Résumés.

Description: This week students will formalize a personal résumé, practice interviewing, and learn about the dental professional environment.

Objectives: The student will be able to:

1. Discuss aspects of a professional career.
2. List the eight steps to follow when seeking employment.
3. Identify potential career opportunities.
4. Discuss strategies for seeking employment and résumé preparation.

- 5 Discuss factors that should be considered in salary negotiation.
- 6 Discuss the elements of an employment agreement.
- 7 Explain the importance of the Americans with Disabilities Act.
- 8 Describe the steps of job termination.
- 9 Describe the attributes necessary for achieving career objectives.

Homework: Chapter 31 – Assisting in a Medical Emergency

Week 12

Lecture: Basic Life Support. CPR

Description: The class will view the American Heart Association CPR video course and take the CPR examination. Students will practice performing CPR on a dummy and be evaluated by the instructor. CPR cards active for two years will be issued students upon successful completion.

Objectives: Students will qualify to competently perform cardiopulmonary resuscitation.

Homework: Chapter 52 – Removable Prosthodontics.

Week 13

Lecture: Chapter 52 - Removable Prosthesis. Bleach trays.

Description: This week the student will become familiar with partial and full dentures.

Objectives: The student will be able to:

1. Differentiate between a removable partial and a full denture.
2. Identify factors that influence the choice for removable partial and full dentures.
3. Discuss removable partial dentures.
4. Discuss removable full dentures.
5. Discuss the construction, surgical template, and placement of an immediate denture.
6. Discuss the process of constructing overdentures.
7. Discuss the process of denture adjustment and relining.
8. Discuss denture repair and duplication.

Homework: Chapter 60 – Orthodontics

Week 14- Quiz 3

Lecture: Chapter 60 – Orthodontics.

Description: This week the student will learn about the diagnosis, prevention, and treatment of dental and facial irregularities. The instructor will conduct limited review in preparation for the final examination. Students will learn to prepare bleach trays.

Quiz #3

Objectives: The student will be able to:

1. List the benefits of orthodontic treatment.
2. Explain the roles of the orthodontist and orthodontic assistant, and describe the environment of an orthodontic practice.
3. List the causes and habits that can affect occlusion
4. Describe the types of malocclusion.
5. Discuss corrective orthodontics and describe what type of treatment is involved.
6. List the types of records that are used to assess orthodontic problems and put together treatment plans.
7. Name the specialized instruments and accessories used in orthodontics.
8. Explain the importance of an adjustment visit.

Week 15

Final Lecture Examination/Instrument Final Exam. Students will take a written final examination consisting of multiple choice questions and an instrument identification examination.

Clinical Affiliation Agreements	Address	phone Number	Dedicated Person
Fremont Family Dental	710 E. 22nd Street Fremont NE 68025	402-721-0488	Corrinne/Caitlin
MCaAllister Orthodontics	18009 Oak Street STE A Omaha NE 68130	402-200-3305	Kelsey
Lincoln Pediatric Dentistry	4301 S. 80th Street Lincoln NE 68516	402-476-1500	EJ
Ponca Hills	2602 J Street Omaha NE 68107	402-733-1325	Karen
Mendlik Orthodontist	17775 Mason Street Omaha NE 68118	402-334-2000	Lisa
Tomorrow's Dentistry Today	11229 West Dodge Road Omaha NE 68154	402-593-9911	Laura/Wayde

CLINICAL AFFILIATION AGREEMENT BY AND BETWEEN

Midwest Dental Assistants School and

This Clinical Affiliation Agreement (hereafter referred to as “**Agreement**”) is effective as of

April 6, 2023, by (**Midwest Dental Assistants School**) located at

6606 South 168th Street Omaha NE 68135 **(402) 932-1690**

RECITALS

- A.** School was established and sponsors certain accredited medical education programs, including a program providing education and training in the field of **Dental Assisting** and is recognized as the **Sponsoring School** for this program, including the Program, subject to applicable accreditation standards and regulations;
- B.** Institution operates a Dental Office licensed in the State of Nebraska;
- C.** The program requires the fulfillment of certain externship experiences for completion of the training obtained therein;
- D.** It has been determined that it is in the best interest of School’s students that the facilities of Institutions be used to provide the requisite externship experience for the students education;
- E.** Institution has agreed to provide the students with the required externship experience at its facilities, subject to the terms and conditions of this agreement;
- F.** This Agreement is intended, in part, to satisfy the standards set forth in applicable accreditation and other regulatory requirements.

Now, therefore, in consideration of the terms and conditions herein contained, and for other good and valuable consideration, the parties agree as follows:

I. RESPONSIBILITY OF SCHOOL. As the sponsoring Institution of the Program, School shall be responsible for the overall direction of the Program and for enforcement of all applicable requirements of any governmental authority or applicable accreditation body (collectively, the “**Requirements**”). School shall retain ultimate authority with respect to all educational aspects of the Program and shall be responsible for the development and implementation of the educational curriculum for the Program. School’s specific responsibilities shall include:

- A.** Overall orientation of Students to the Program and the Externship requirements and expectations;

- B. Provision of classroom theory and practical instruction to Students prior to their assignment to Institution for the Externship;
- C. Continuing oral and written communication with Institution regarding Students performance and evaluation absences and assignments of Students;
- D. Subject to Paragraph I below, assigning Students to the Program and to Externships at Institution;
- E. If required by the Requirements, ensuring that all Students assigned to Institution are properly licensed and provide documentation of licensure to Institution;
- F. At the reasonable request of Institution, removing a Student whose behavior is a threat or danger to Institution's personnel or patients or for exhibiting unprofessional behavior, as further outlined below in Section II.E. of this agreement;
- G. Advising all Students that while participation in the Externship at Institution's facilities, they must comply with the policies, rules, regulations and procedures of the Institution;
- H. Advising all Students that they must be prepared to provide Institution with written verification of the immunization and diagnostic tests conducted in compliance with institution's health policy and an overall health status report listing physical limitations, If any, and any other pertinent information in order to participate in the Externship;
- I. The number and level of training of Students initially to be assigned to Institution are set forth in **Exhibit I.I**. Additional Students may be assigned only with the agreement of each of the parties hereto; and
- J. Defend, indemnify and hold Institution, its directors, officers, agents and employees harmless from and against ant and all damages, claims, demands, suits, judgments, penalties, settlements, and costs (including reasonable attorney's fees and expenses) and liability imposed by law ("**Damages**") to the extent arising from or in connection with (i) any action taken by the School or its agents solely as a function of the educational aspects of the Program (ii) the negligent acts or omissions of Students (unless taken at the direction of Institution or its agents) and (iii) any breach by School of any provision of this Agreement. This indemnification obligation shall survive any termination of this Agreement. As used throughout this Agreement, the term "Damages" shall mean direct Damages and shall exclude consequential punitive, exemplary or other indirect Damages.

II. RESPONSIBILITY OF INSTITUTION. Institution shall have the following responsibilities.

- A. Provide an orientation to Institution for each Student assigned which instructs each Student with regard to his/her institutional

- responsibilities while assigned to Institution for the Externship, including the rules, regulations and policies of Institution;
- B. Provide a reasonable number of qualified medical professionals to supervise the Students Externship experience while assigned to Institution and retain ultimate control and decision making authority with respect to patient care;
 - C. Provide each Student with a mentor who shall have the responsibility to serve as an additional resource to the Student with respect to the Student's clinical education;
 - D. Provide all reasonable accommodations necessary for the Externship of Students to satisfy the requirements and to supervise the Externship component of the student's education, subject to review and approval as to educational issues by School.
 - E. If the performance of a Student is at any time considered to be unsatisfactory or unprofessional, immediately notify and provide documentation of such performance to School. A plan for corrective action will be determined by the School, in consultation with Institution. In addition, Institution may remove any Student from Externship if Institution determines in its reasonable discretion that such removal is reasonably necessary for patient and/or Institution staff safety, or to comply with any applicable Requirements;
 - F. Maintain all necessary licenses for the operation of Institution and notify School of the results of any accreditation, licensing or certification which is probationary or in which approval is denied or removed;
 - G. Defend, indemnify and hold harmless School and its affiliates and their respective directors, officers, agents, students and employees from and against any and all damages to the extent arising from or in connection with (i) the negligent acts or omissions of Institution, including its staff, employees and agents, (ii) the negligent acts or omissions of Students taken at the direction of Institution or its agents and (iii) any breach by Institution of any provision of this Agreement. This indemnification obligation shall survive any termination of this Agreement.

III. HIPAA REGULATION. The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. 1320d (“HIPAA”) and any current and future regulations promulgated there under, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (“**Federal Privacy Regulations**”), the federal security standards contained in 45 C.F.R. Part 142 (“**Federal Security Regulations**”) and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as “**HIPAA Requirements**”. The parties agree not to

use or further disclose and Protected Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books, and recordings relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations. In addition the parties agree to comply with any states laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients. The parties hereby acknowledge that the services being provided to the Institution by the School pursuant to this Agreement are not intended to create a "Business Associate" relationship as that term is defined in 45 C.F.R. § 160.103.

School shall direct Students to comply with the policies and procedures of Institution, including those governing the use and disclosure of individually identifiable health information under federal law. Solely for the purpose of defining Students' role in relation to the use and disclosure of Institution's protected health information, Students shall be deemed members of Institution's workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. Students are not, however, and shall not, for any purpose, be considered employees of Institution or School.

IV. PERFORMANCE OF SERVICES. All Students participating in Externship at Institution shall be, at all times, unpaid externs without the expectation of or entitlement to compensation or benefits from either party.

V. OSHA COMPLIANCE. School shall be responsible for instructing Students participating in any Externship at Institution to comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to blood borne pathogens in the workplace under Section VI (b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992, and as may be amended or superseded from time to time. School shall provide all Students with (1) information and training about the hazards associated with blood and other potentially infectious materials, (2) information and training about the protective measures to be taken to minimize the risk of occupational exposure to blood borne pathogens, (3) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (4) information as to the reasons the Student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.

VI. BACKGROUND CHECKS. If required by applicable accreditation organizations, state or federal law, or Institutions' request, School shall conduct a background check on each Student assigned to an Externship, prior to participation in the Externship. To the extent permitted by law, School

provided Institution with applicable documentation certifying that a Participant has completed the applicable background check. Background check will include, at a minimum, all the following elements: (1) 7 year criminal background check in current and previous counties of residence and employment, (2) a check of the national sex offender registry and (3) evidence that the Student is not ineligible to participate in all federal and state health programs and verification that the Student is not on the OIG or GSA exclusion list.

VII. CLINICAL SUPERVISION. All clinical aspects of a Student's Externship at Institution will be under the direction and supervision of a member of Institution's staff. Although School is responsible for the overall direction and administration of the Program, School does not provide patient care and, as such, shall have no responsibility or liability for patient care.

VIII. INSURANCE. School and Institution shall secure and maintain at all times during the Term (as defined in **Section XI** below), at their respective sole expense, commercial general liability insurance covering themselves and their respective agents and employees. Such coverage provided by School and Institution may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days prior written notice to the other party. Such coverage shall be primary and non-contributory, upon either party's reasonable request, the other party shall provide a certificate of insurance evidencing such coverage.

To the extent required by law, School and Institution shall each secure and maintain at all times during the Term, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective agents and employees. Such coverage provided by School and Institution may be afforded via commercial insurance or self-insurance.

School and Institution shall secure and maintain at all times during the Term, at their respective sole expense, professional liability insurance (medical malpractice) covering their respective employees and agents. Each of School and Institution's professional liability insurance shall provide for coverage of Students providing services to Institution pursuant to this Agreement. If the actions taken or omissions by Students leading to a claim of professional liability are taken at the direction of Institution, Institution's coverage shall be primary. If the actions taken or omissions by Students leading to a claim of professional liability are not taken at the direction of Institution, School's coverage shall be primary. Such coverage may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence and \$3,000,000 aggregate.

Upon either party's reasonable request, the other party shall provide a certificate of insurance evidencing such coverage.

IX. RECORDS. All records pertaining to professional services rendered by Students to Institution patients or clients shall remain the sole property, and in the custody, of Institution.

X. COMPLIANCE WITH GOVERNMENTAL REQUIREMENTS.

- A.** In performing its respective obligations under this Agreement and the activities contemplated hereby, each party and its respective officers, directors, employees, agents, subcontractors and independent contractors will comply fully with all applicable federal and state laws, rules and regulations.
- B.** In the events of a change in applicable federal and state statutes, case law, regulations to federal instructions, the interpretation of any of the foregoing or the adoption of new federal or state legislations, any of which are reasonably likely to materially and adversely affect the manner in which either Party may perform its services under this Agreement, or which shall make this Agreement unlawful, the Parties shall immediately enter into good faith negotiations regarding a new arrangement that complies with such changed or adopted law, regulation or policy in a manner which approximates, as closely as possible, the position of the Parties prior to the change. If the Parties hereto acting in good faith are unable to mutually agree upon and make amendments or alterations to this Agreement to meet the requirements in question, or alternatively, the parties mutually determine in good faith that compliance with such requirements is impossible or unfeasible, then this Agreement shall be terminated without penalty, charge or continuing liability upon the earlier of the following: the date sixty days (60) subsequent to the date upon which any Party gives written notice to the other Party, or the effective date upon with the legislature, regulatory or administrative change prohibits the relationship of the Parties pursuant to this Agreement.

XI. TERM AND TERMINATION. This Agreement shall commence on the Effective Date and shall continue for a period of one year (the "**Term**"), and automatically renew for successive one year periods, unless earlier terminated as follows:

- A.** The parties may terminate this Agreement at any time by mutual written consent and such termination shall be effective upon the data stated in the consent.

- B. Either party may terminate this Agreement without cause at any time upon not less than 90 days prior written notice.
- C. This Agreement may be immediately terminated if (i) School's licenses, accreditations or certifications required to operate the Program are terminated or revoked or any material disciplinary action is taken against School by an accreditation or regulator agency or (ii) Institution's licenses, accreditations or certifications required to operate Institution's are terminated or revoked or any material disciplinary action is taken against Institution's by an accreditation or regulatory agency.
- D. Either party shall have the right to terminated this Agreement for cause, upon not less than thirty (30) days notice upon the violation by another party of any material provision of this Agreement provided that, following receipt of written notice by the other party specifying such violation with reasonable particularity, such violation is not cured prior to the effective date of termination stated in such notice.
- E. Notwithstanding anything contained herein to the contrary, other than pursuant to XI(C) above, the termination of this Agreement shall not be effective with regard to Students participating, at the time of such termination, in an Externship until all such Students have completed or otherwise discontinued participation in such Externship.

XII. CONFIDENTIALITY. Each party hereto recognizes and acknowledges that, by virtue of entering of entering into this Agreement and fulfilling the terms of this Agreement, such party may have access to certain information of the other party that is confidential and constitutes valuable, special and unique property of such other party ("**Confidential Information**"). Each party agrees that it will not, and it shall instructs its respective employees and agents to not, at any time (either during or subsequent to the term of this Agreement), disclose to others, use, copy or permit to be copied, without the express prior written consent of the other party, except in connection with the performance of duties hereunder, any Confidential Information, including, without limitation, information which concerns patients, Students, costs, or treatment methods and which is not otherwise available to the public.

Except for disclosure to their respective legal counsel, accountant or financial advisors, neither party shall, and each party shall instruct its respective employees and agents to not disclose the terms of this Agreement to any person, unless disclosure thereof is required by Requirements or otherwise authorized by this Agreement or consented to by the parties in writing.

As used throughout this Agreement, the term "Confidential Information" shall not include any information which is or becomes part of the public

domain other than due to a breach of this Agreement by the party obligation hereunder to maintain its confidentiality.

XIII. NOTICES. All notices and other communications required hereunder by either party to the other shall be in writing delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when using overnight courier or three business days after being deposited in the United States mail, postage prepaid addressed as follows:

If to School:

Attn:

If to Institution:

Attn:

With a copy to:

Attn:

Or to such other persons or places as wither party may from time to time designate by written notice to the other.

XIV. INDEPENDENT CONTRACTOR RELATIONSHIP. No party hereto shall have the right to bind the other, to transact ant business in any other party's name, or to make any promises or representations on behalf of any other party. The parties expressly agree that the nature of their relationship is that of independent contractors, and not that of employer and employee, partners, joint venturers, or any other relationship. In not event shall any party be liable for the debts or obligations of any other party hereto.

XV. NON-DISCRIMINATION. There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, sexual orientation, veteran status, disability or other legally protected classification in either the selection of Students, or as to any aspect of the Externship training; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude a Student's effective participation in the Externship.

XVI. ASSIGNMENT. No party may assign this Agreement or any interest herein or subcontract its obligations hereunder, without the prior written consent of the other party.

XVII. AMENDMENTS. This Agreement may be amended only by written agreement of each of the parties hereto.

XVIII. ENTIRE AGREEMENT; THIRD PARTY BENEFICIARIES. This agreement constitutes the entire agreement of the parties with respect to the

subject matter hereof, and supersedes all proposals or prior agreements, oral or written communications, oral or written. No third parties shall be deemed to be beneficiaries of any provisions of this Agreement.

XIX. BINDING EFFECT. This agreement shall be binding upon the parties hereto and their respective successors and permitted assigns.

XX. DESCRIPTIVE HEADINGS. The descriptive headings in this Agreement are inserted for convenience of reference only and do not constitute a part of this Agreement.

XXI. SEVERABILITY. If any part of this Agreement should be held to be void or unenforceable, such part will be treated as severable, leaving valid the remainder of this Agreement notwithstanding the part or parts found void or unenforceable. In such event, the parties hereto agree that the court or other authorized entity in the proceeding in which any such provision hereof is determined to be void or unenforceable shall reform the offending provision in such a manner as to cause it, if at all possible, to be valid and enforceable while at the same time accomplishing, as nearly as possible, the parties' original intent in including such provision in this Agreement.

XXII. CONSTRUCTION OF AMBIGUITIES. The general rule that ambiguities are to be construed against the drafter shall not apply to this Agreement. In the event that any provision of this Agreement is found to be ambiguous, each Party shall have an opportunity to present evidence as to the actual intent of the Parties with respect to such ambiguous provision.

XXIII. SURVIVAL. The provisions of Articles I.J., II.G. VIII, XXIII and XXV shall survive the termination or expiration of this Agreement for any reason.

XXIV. GOVERNING LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the state where the School is located, except to the extent its principles of conflicts of law would result in the application of the law of another jurisdiction.

XXV. DISPUTE RESOLUTION. The Parties acknowledge and expressly agree to waive any and all rights to a trial by jury for all claims and disputes arising under this Agreement. In the event that the governing law does not allow for a jury waiver, any dispute or controversy arising under, out of or in connection with, or in relation to this Agreement, or any amendment hereof, or the breach hereof shall be determined and settled by arbitration in the County in which the School is located, in accordance with the American Health Lawyers Association Alternative Dispute Resolution Service Rules of Procedure for Arbitration and applying the laws of the State. Any Award rendered by the arbitrator shall not be final and binding upon each of the Parties, and not similar, nor shall any waiver constitute a continuing waiver. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach.

XXVI. FORCE MAJEURE. Neither Party shall be liable to the other party for any interruption, failure inability, or delay to perform hereunder, if such failure,

inability, or delay is due to any cause beyond the reasonable control of the party so failing, including without limitation, acts of God, acts of any government, war or other hostility, civil disorder, the elements, fire, explosion, power failure, telecommunications service failure or interruption, equipment failure, industrial or labor dispute, or inability to access necessary supplies, and due diligence is used in curing such cause and in resuming performance.

XXVII. EXCLUSIVITY. This Agreement is nonexclusive and does not affect either party's ability to contract with other entities.

XXVIII. IN WITNESS WHEREOF, the parties hereto, duly authorized, will indicate their acceptance of this Agreement by affixing their signatures to this Agreement.

SCHOOL –

By: Joyce Mlynarik

Title: Director

INSTITUTION –

By: _____

Name:

Title:

EXHIBIT I.I

[To be completed]

The maximum number of students at any one time and the level of training / type of training

Dental Assistant

If more than one program fills this in for each program.

COMPETENCY 19.2: HANDWASHING

Performance Objective

The student will demonstrate the proper technique for handwashing before gloving.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Removed all jewelry, including watch and rings.					
2. Used the foot or electronic control to regulate the flow of water to wet hands. (If such a control was not available, used a paper towel to grasp the faucets to turn them on and off. Discarded the towel after use.)					
3. Dispensed enough soap to cover the hand surface, using a foot-activated or electronic device.					
4. Vigorously rubbed the lathered hands together in <ul style="list-style-type: none">• Circular movement• Palm on top of the other palm• In between fingers• Thumbs and nails					
5. Rinsed the hands with cool water.					
6. Used a paper towel to thoroughly dry the hands and then the forearms. (use a paper towel to turn off the faucet if foot control is not available)					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 19.3: APPLYING ALCOHOL-BASED HAND RUBS

Performance Objective

The student will demonstrate the proper technique for applying an alcohol-based hand rub.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Used enough sanitizer to cover all surfaces of hands.					
2. Rubbed the palms, in between fingers and over back of hands.					
3. Hands remained wet for minimum of 20 seconds					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 19.4: DONNING: PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)**Performance Objective**

The student will demonstrate the proper technique for putting on personal protective equipment prior to providing patient care.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
Gown					
1. Fully covered torso from the neck to knees, arms to end of wrists, and wrap around the back.					
2. Fasten in back of the neck and waist					
Mask					
3. Secured ties or elastic bands at the middle of the head and neck or around the ears.					
4. Fit flexible band to nose bridge.					
5. Fit snug to the face and below the chin.					
6. Fit-check respirator.					
Goggles or Face Shield					
7. Placed over the face and eyes and adjusted to fit over the mask.					

Continued

Gloves					
8. Thoroughly washed and dried the hands. (If hands were not visibly soiled, used an alcohol-based hand rub.)					
9. Extended to cover wrist of isolation gown.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 19.5: DOFFING: REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)**Performance Objective**

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for removing personal protective equipment.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
Gloves					
1. Using a gloved hand, grasped the palm area of the other gloved hand and peeled off the first glove					
2. Held the removed glove in the gloved hand, slid the fingers of the ungloved hand under the remaining glove at the wrist and peeled off the second glove over the first glove.					
3. Discarded the gloves in the appropriate waste container.					
4. Washed and thoroughly dried hands.					
Note: If no visible contamination exists and if gloves have not been torn or punctured during the procedure, an alcohol-based hand rub may be used in place of handwashing.					
Goggles Or Face Shield					
5. Removed the eyewear by touching it only on the ear rests.					
6. Placed the eyewear on a disposable towel for proper cleaning and disinfection.					

Continued

Gown					
7. Unfastened the gown ties, taking care that the sleeves don't contact the body when reaching for the ties					
8. Pulled the gown away from the neck and shoulders, touching inside of the gown only					
9. Turned the gown inside out					
10. Folded or rolled into a bundle and discarded in a waste container					
Mask					
11. Grasped the bottom ties or elastics of the mask/respirator, then the ones at the top, and removed without touching the front					
12. Discard in a waste container					
Wash Hands					
13. Washed hands after removing the PPE					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 20.1: PLACING AND REMOVING SURFACE BARRIERS

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for placing and removing surface barriers.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
Placement of Surface Barriers					
1. Washed and dried hands.					
2. Assembled the appropriate setup.					
3. Placed personal protective equipment according to the procedure.					
4. Selected the appropriate surface barriers.					
5. Placed each barrier over the entire surface to be protected.					
Removal of Surface Barriers					
6. Wore utility gloves to remove contaminated surface barriers.					
7. Very carefully removed each cover.					
8. Discarded the used covers into the regular waste receptacle.					
9. Washed, disinfected, and removed the utility gloves.					
10. Washed and dried hands.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 20.2: PERFORMING TREATMENT ROOM CLEANING AND DISINFECTION

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for pre-cleaning and disinfecting a dental treatment room and equipment surfaces.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Assembled the appropriate setup.					
2. Placed personal protective equipment according to the procedure.					
3. Checked to see that the precleaning and disinfecting product had been prepared correctly and was fresh. Read and followed the manufacturer's instructions.					
4. Sprayed the paper towel or gauze pad with the product and vigorously wiped the surface.					
5. Sprayed a fresh paper towel or gauze pad with the product.					
6. Allowed the surface to remain moist for the manufacturer's recommended time.					

Continued

7. Wiped off any excess moisture from disinfectant before seating next patient.					
8. Used water to rinse any residual disinfectant from surfaces that could come in contact with the patient's skin or mouth.					
ADDITIONAL COMMENTS 					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 21.1: OPERATING THE ULTRASONIC CLEANER

Performance Objective

By following a routine procedure that meets stated protocols, when provided with the appropriate materials, the student will demonstrate the proper technique for precleaning instruments before sterilization using the ultrasonic cleaner.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Placed personal protective equipment according to the procedure.					
2. Removed the lid from the container and checked the level of solution.					
3. Placed instruments or cassette into the basket.					
4. Replaced the lid and turned the cycle to ON.					
5. After the cleaning cycle, removed the basket and rinsed the instruments.					
6. Emptied the basket onto the towel.					
7. Replaced the lid on the ultrasonic cleaner.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 21.2: AUTOCLAVING INSTRUMENTS

Performance Objective

By following a routine procedure that meets stated protocols, when provided with the appropriate materials, the student will demonstrate the proper technique for preparing and autoclaving instruments.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Placed personal protective equipment according to the procedure.					
2. Properly cleaned and prepared the instruments for autoclaving.					
3. Placed the process integrator into the package.					
4. Packaged, sealed, and labeled the instruments.					
5. Placed the bagged and sealed items in the autoclave.					
6. Tilted glass or metal canisters at an angle.					
7. Placed larger packs at the bottom of the chamber.					
8. Did not overload the autoclave.					
9. Followed the manufacturer's instructions.					
10. Checked the level of water. (If necessary, added more distilled water.)					
11. Set the autoclave controls for the appropriate time, temperature, and pressure.					
12. At the end of the sterilization cycle, vented the steam into the room and allowed the contents of the autoclave to dry and cool.					

Continued

13. Checked the external process indicator for color change.					
14. Removed the instruments when they were cool and dry.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 21.7: PERFORMING BIOLOGIC MONITORING

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for performing biologic monitoring.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Placed personal protective equipment according to the procedure.					
2. Placed the biologic indicator (BI) strip in the bundle of instruments and sealed the package.					
3. Placed the pack with the BI strip in the center of the sterilizer load.					
4. Placed the remainder of the packaged instruments into the sterilizer and processed the load through a normal sterilization cycle.					
5. Removed the utility gloves, mask, and eyewear. Washed and dried hands.					
6. Recorded the date of the test; the type of sterilizer; the cycle, temperature, and time; and the name of the person operating the sterilizer.					

Continued

7. Removed and processed the BI strip after the load was sterilized.					
8. Mailed the processed spore test strips and the control BI strip to the monitoring service.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 21.8: STERILIZING THE DENTAL HANDPIECE

Performance Objective

By following a routine procedure that meets stated protocols, when provided with the appropriate materials, the student will demonstrate the proper technique for preparing, cleaning, and sterilizing the dental handpiece.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Placed personal protective equipment according to the procedure.					
2. With the bur still in the chuck, wiped any visible debris from the handpiece. Operated the handpiece for approximately 10 to 20 seconds.					
3. Removed the bur from the handpiece and then removed the handpiece from the hose.					
4. Used a handpiece cleaner recommended by the manufacturer to remove internal debris and lubricated the handpiece according to the manufacturer's recommendations.					
5. Reattached the handpiece to an air hose, inserted a bur, and operated the handpiece to blow out the excess lubricant from the rotating parts.					

Continued

6. Used a cotton-tipped applicator dampened with isopropyl alcohol to remove all excess lubricant from the fiber-optic interfaces and exposed optical surfaces.					
7. Dried the handpiece and packaged it for sterilization.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 26.3: ENTERING TREATMENT IN A PATIENT RECORD

Performance Objective

By following a routine procedure that meets stated protocols, the student will record dental treatment and services accurately, completely, and legibly.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Completed all entries in black ink.					
2. Entered date.					
3. Completed progress notes in detail: tooth number and surface, type of dental procedure, anesthetic used, and type of dental materials used.					
4. Noted how the patient tolerated the procedure.					
5. Noted what procedure is scheduled for next appointment.					
6. Signature/initials entered by dentist and dental assistant.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 28.4: PERIODONTAL SCREENING: EXAMINATION OF THE GINGIVAL TISSUES

Performance Objective

By following a routine procedure that meets stated protocols, the student will assist the dentist or the dental hygienist in the examination and charting of gingival tissues.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Obtained the equipment and supplies required for the procedure.					
2. Placed personal protective equipment according to the procedure.					
3. Seated the patient in the dental chair in a supine position and draped him/her with a patient napkin.					
4. Provided air from the air-water syringe on the mirror during the examination.					
5. Transferred the instruments as needed.					
6. Recorded probing depths correctly on the examination form.					
7. Charted bleeding.					
8. Noted sensitivity, calculus, mobility, saliva changes, and furcation involvement.					

Continued

9. Documented the procedure in the patient record.					
10. Accurately read back the operator's findings.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 32.1: PERFORMING THE MORNING ROUTINE (OPENING THE OFFICE)**Performance Objective**

By following a routine procedure that meets stated protocols, the student will open and prepare the dental office for patients.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Conveyed that staff arrive 30 minutes before the first scheduled patient.					
2. Turned on the master switches for the central air compressor and vacuum units.					
3. Turned on the master switches for the dental and radiographic units.					
4. Confirmed that the dental treatment area is ready for patient care.					
5. Checked the appointment schedule.					
6. Laid out the setup in the treatment room for the first patient.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 32.2: PERFORMING THE EVENING ROUTINE (CLOSING THE OFFICE)**Performance Objective**

By following a routine procedure that meets stated protocols, the student will close the dental office at the end of the day.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Completed the treatment room exposure control cleanup and preparation protocols.					
2. Turned off all equipment.					
3. Restocked the treatment rooms.					
4. Posted appointment schedules for the next day.					
5. Checked the appointment schedules to ensure that instruments, patient records, and laboratory work were ready for the next day.					
6. Ensured that all contaminated instruments had been processed and sterilized.					
7. Ensured that the treatment rooms were ready for use.					
8. Placed any soiled PPE in the appropriate container.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 33.2 AND 33.3: TRANSFERRING INSTRUMENTS WITH SINGLE-HANDED AND TWO-HANDED TECHNIQUES

Performance Objective

By following a routine procedure that meets stated protocols, the student will perform single-handed and specialized instrument transfer in a safe and efficient manner.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
Single-Handed Transfer and Exchange					
1. Placed personal protective equipment according to the procedure.					
2. Retrieved the instrument from the instrument tray using the left hand, grasping the instrument with the thumb and index and middle fingers, opposite the working end.					
3. Held the instrument in the transfer zone, in a ready position 8 to 10 inches away from the dentist.					
4. Anticipated the dentist's transfer signal and positioned the new instrument parallel to the instrument in the dentist's hand.					
5. Retrieved the used instrument using the last two fingers, tucking it into the palm.					
6. Delivered the new instrument to the dentist.					
7. Maintained safety throughout the transfer.					

Continued

Non-locking Cotton Pliers Transfer					
1. Placed personal protective equipment according to the procedure.					
2. Retrieved the cotton pliers, grasping a cotton pellet securely by pinching the beaks together.					
3. Delivered the instrument to the transfer zone and positioned the pliers for transfer.					
4. Delivered the pliers so the dentist could grasp it correctly and hold the beaks together.					
5. Retrieved the pliers without dropping the cotton pellet.					
Forceps Transfer					
1. Placed personal protective equipment according to the procedure.					
2. Used the right hand to retrieve the forceps from the tray. Carried the forceps to the transfer zone in the position of use.					
3. Used the left hand to retrieve the used instrument from the dentist.					
4. Delivered the new instrument to the dentist in a palm grasp in the appropriate position of use.					
5. Returned the used instrument to its proper position on the tray.					
Handpiece Exchange					
1. Placed personal protective equipment according to the procedure.					
2. Used the left hand to retrieve the handpiece, holding it for delivery in the position of use in the transfer zone.					
3. Used the right hand to take the used instrument from the dentist.					
4. Delivered the handpiece to the dentist in the appropriate position.					
5. When exchanging two handpieces, did not tangle the cords.					

Air-Water Syringe Transfer					
1. Placed personal protective equipment according to the procedure.					
2. Held the nozzle of the air-water syringe in the delivery position, holding the tip in between the fingers.					
3. Retrieved the instrument the dentist was using, and then delivered the syringe.					
Scissors Transfer					
1. Placed personal protective equipment according to the procedure.					
2. Retrieved the scissors from the tray, holding them near the working end with the beaks slightly open.					
3. Positioned the handle of the scissors over the dentist's fingers.					
4. Retrieved the used instrument with the right hand.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 33.4: USING THE DENTAL MIRROR INTRAORALLY

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for using the dental mirror intraorally.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Placed personal protective equipment according to the procedure.					
2. Placed the patient in a supine position.					
3. Positioned self as the operator.					
4. Used patient light and illuminated the oral cavity.					
5. Asked the patient to position the head with mandibular incisors vertical to the floor.					
6. Grasped the dental mirror in the left hand using a pen grasp.					
7. Positioned the dental mirror for indirect vision of the lingual surfaces of the maxillary anterior.					
8. Positioned the dental mirror for light illumination on the lingual aspects of the mandibular anterior.					

Continued

9. Positioned the dental mirror for retraction.					
10. Maintained patient comfort throughout these steps.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 34.1 THROUGH 34.4: IDENTIFYING DENTAL INSTRUMENTS FOR A RESTORATIVE PROCEDURE

Performance Objective

By following a routine procedure that meets stated protocols, the student will retrieve and organize the appropriate examination, hand cutting, restorative, and accessory instruments and supplies for a specified restorative procedure.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Reviewed the patient record and determined the type of procedure and setup.					
2. Selected correct instruments for the procedure.					
3. Placed the instruments in the appropriate order of use on the tray.					
4. Stated verbally or recorded the use for each instrument and item placed on the tray setup.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 35.1 AND 35.2: IDENTIFYING AND ATTACHING HANDPIECES AND ROTARY INSTRUMENTS

Performance Objective

By following a routine procedure that meets stated protocols, given instructions for which size or type to select, the student will place and remove burs in high-speed and low-speed handpieces.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Note: The student is provided with an appropriate assortment of burs and handpieces with which to work.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Attached the high-speed hand-piece to the correct receptor on the dental unit.					
2. Attached the low-speed hand-piece to the correct receptor on the dental unit.					
3. Attached the straight attachment, contra-angle attachment, and prophylaxis angle to the low-speed handpiece.					
4. Identified varying shapes of burs for the low-speed and high-speed handpieces.					
5. Selected the specified size and type of bur for the high-speed handpiece.					
6. Placed burs in the handpiece in accordance with the manufacturer's instructions.					
7. Removed burs from the hand-piece in accordance with the manufacturer's instructions.					
8. Selected the specified size and type of bur for the low-speed handpiece.					

Continued

9. Placed the bur in the handpiece in accordance with the manufacturer's instructions.					
10. Removed the bur from the handpiece in accordance with the manufacturer's instructions.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 36.1: POSITIONING THE HIGH-VOLUME EVACUATOR DURING A PROCEDURE**Performance Objective**

By following a routine procedure that meets stated protocols, the student will maintain moisture control, access, and visibility during patient care by appropriately positioning the high-volume oral evacuator (HVE).

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Placed personal protective equipment according to the procedure.					
2. Attached the HVE tip and air-water syringe tip on the correct receptacle and readied them for the procedure.					
3. Assumed the correct seated position to accommodate a left-handed or a right-handed dentist.					
4. Used the proper grasp when holding the HVE.					
5. Grasped the air-water syringe in the left hand during HVE placement.					
6. Positioned the HVE correctly for the maxillary left posterior treatment.					
7. Positioned the HVE correctly for the maxillary right posterior treatment.					
8. Positioned the HVE correctly for the mandibular left posterior treatment.					
9. Positioned the HVE correctly for the mandibular right posterior treatment.					

Continued

10. Positioned the HVE correctly for the anterior treatment with lingual access.					
11. Positioned the HVE correctly for the anterior treatment with facial access.					
12. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 36.2: PERFORMING A MOUTH RINSE

Performance Objective

By following a routine procedure that meets stated protocols, the student will perform a limited-area rinse and a complete mouth rinse using the high-volume oral evacuator (HVE) and air-water syringe.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
Limited-Area Rinse					
1. Placed personal protective equipment according to the procedure.					
2. Grasped the air-water syringe with the left hand.					
3. Grasped the HVE in the right hand using the pen or thumb-to-nose grasp.					
4. Correctly positioned the HVE on the tooth/teeth being worked on, and maintained a clean and visible environment for the dentist.					
5. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
Complete Mouth Rinse					
1. Held the air-water syringe in the left hand.					
2. Held the HVE in the right hand using a proper grasp.					
3. Instructed the patient to turn toward assistant.					

Continued

4. Positioned the HVE in the vestibule of the mouth and, starting at one area, rinsed the mouth thoroughly, suctioning the accumulated water and debris.					
5. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 37.1: APPLYING A TOPICAL ANESTHETIC

Performance Objective

By following a routine procedure that meets stated protocols, the student will select the necessary setup, identify the injection site, and apply topical anesthetic.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Placed personal protective equipment according to the procedure.					
2. Gathered the appropriate setup.					
3. Used a sterile cotton-tipped applicator to remove a small amount of topical anesthetic ointment from the container; replaced the cover immediately.					
4. Explained the procedure to the patient.					
5. Determined the injection site.					
6. Wiped the injection site dry using a sterile 2 × 2-inch gauze pad.					
7. Applied topical anesthetic ointment to the injection site only.					
8. Left the topical anesthetic ointment in contact with the oral tissues for 2 to 5 minutes.					
9. Removed the cotton-tipped applicator just before the injection was made by the dentist.					

Continued

10. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
11. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 37.2 AND 37.3: ASSISTING IN THE ASSEMBLY AND ADMINISTRATION OF LOCAL ANESTHETIC INJECTION

Performance Objective

By following a routine procedure that meets stated protocols, the student will select the necessary setup, prepare an aspirating-type syringe for local anesthetic injection, and assist in its administration.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Placed personal protective equipment according to the procedure.					
2. Gathered the necessary instruments and supplies.					
3. Inspected the syringe, needle, and anesthetic cartridge, and prepared the syringe out of the patient's sight.					
4. Double-checked the anesthetic cartridge to confirm that the anesthetic was the type the dentist had indicated.					
5. Retracted the piston using the thumb ring, and inserted the anesthetic cartridge with the rubber stopper end first.					
6. Released the piston and gently engaged the harpoon.					
7. Gently pulled back on the thumb ring to confirm the harpoon was securely in place.					
8. Removed the plastic cap from the syringe end of the needle, and screwed the needle onto the syringe.					

Continued

9. Loosened the colored plastic cap from the injection end of the needle.					
10. Transferred the syringe below the patient's chin or behind the patient's head as instructed.					
11. Took appropriate safety precaution measures while transferring the syringe.					
12. When disassembling the syringe, retracted the piston of the syringe by pulling back on the thumb ring.					
13. While still retracting the piston, removed the anesthetic cartridge from the syringe.					
14. Unscrewed and removed the needle from the syringe.					
15. Disposed of the needle in an appropriate sharps container.					
16. Disposed of the used cartridge in the appropriate waste container.					
17. Followed appropriate infection control measures throughout the procedure.					
18. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 40.4: PRACTICING INFECTION CONTROL WITH DIGITAL SENSORS**Performance Objective**

By following a routine procedure that meets stated protocols, the student will demonstrate all infection control practices using digital sensors.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Washed and dried hands and then placed surface barriers on equipment, computer keyboard and mouse, and work area.					
2. Set out the packaged positioning device, barriers for the sensor and cable, and a paper towel or gauze squares.					
3. Secured the barrier around the digital sensor.					
4. Seated the patient and positioned the lead apron.					
5. Washed and dried the hands and donned gloves.					
6. After all exposures were complete, removed the lead apron using appropriate aseptic techniques and dismissed the patient.					
7. Put on utility gloves and removed barriers from the x-ray equipment, keyboard, and mouse, taking care not to touch the surfaces underneath.					
8. Disposed the barriers and paper towels.					
9. Placed the positioning device on a tray to be returned to the instrument processing area.					

Continued

10. Disinfected the lead apron and any surfaces that may have become contaminated during the removal of surface barriers.					
11. Washed and dried the hands.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 41.1: PREPARING THE PATIENT FOR DENTAL IMAGING**Performance Objective**

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for preparing a patient for intraoral x-ray imaging procedures.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Explained the procedure to the patient and asked if they have any questions.					
2. Adjusted the chair with the patient positioned upright. Adjusted the level of the chair to a comfortable working height for the operator.					
3. Adjusted the headrest to support and position the patient's head so that the upper arch was parallel to the floor and the midsagittal (midline) plane was perpendicular to the floor.					
4. Placed and secured the lead apron with thyroid collar on the patient. If needed, asked the patient to remove eyeglasses or bulky earrings.					
5. Asked the patient to remove all objects from the mouth, including dentures, retainers, chewing gum, and pierced tongue or pierced lip objects. Placed any objects into the plastic container.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 41.2: PRODUCING FULL-MOUTH RADIOGRAPHIC SURVEY USING PARALLELING TECHNIQUE**Performance Objective**

By following a routine procedure that meets stated protocols, the student will produce a full-mouth radiographic survey using the proper paralleling technique.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
Preparation					
1. Placed personal protective equipment according to the procedure.					
2. Determined the numbers and types of images to be exposed.					
3. Labeled a paper cup, plastic bag, or transfer box, and placed it outside the room where the x-ray machine was used.					
4. Turned on the x-ray machine and checked the basic settings.					
5. Washed hands.					
6. If using conventional film or PSPs, dispensed the desired number of films and stored them outside the room where the x-ray machine was used.					
7. Placed all necessary barriers.					
8. Adjusted the chair with the patient positioned upright. Adjusted the level of the chair to a comfortable working height for the operator.					
9. Adjusted the headrest to support and position the patient's head so that the upper arch was parallel to the floor and the midsagittal (midline) plane was perpendicular to the floor.					

Continued

10. Asked the patient to remove eye-glasses or bulky earrings.					
11. Draped the patient with a lead apron and thyroid collar.					
12. Washed the hands and put on clean examination gloves.					
13. Asked the patient to remove any removable prosthetic appliances from his or her mouth; placed objects in a plastic container.					
14. Opened the package and assembled the sterile film or sensor-holding instruments.					
15. Used a mouth mirror to inspect the oral cavity.					
Maxillary Central or Lateral Incisor Region					
16. Inserted the film packet or sensor vertically into the anterior block.					
17. Positioned the film or sensor.					
18. Instructed the patient to close the mouth slowly but firmly.					
19. Positioned the localizing ring and the position indicator device (PID), and then exposed the film or sensor.					
Maxillary Canine Region					
20. Inserted the film packet or sensor vertically into the anterior bite-block.					
21. Positioned the film packet or sensor with the canine and first premolar centered.					
22. Instructed the patient to close the mouth slowly but firmly.					
23. Positioned the localizing ring and the PID, and then exposed the film or sensor.					
Maxillary Premolar Region					
24. Inserted the film packet or sensor horizontally into the posterior bite-block.					
25. Centered the film packet or sensor on the second premolar.					
26. With the instrument and film or sensor in place, instructed the patient to close the mouth slowly but firmly.					

27. Positioned the localizing ring and PID, and then exposed the film or sensor.					
Maxillary Molar Region					
28. Inserted the film packet or sensor horizontally into the posterior bite-block.					
29. Centered the film packet or sensor on the second molar.					
30. With the instrument and film or sensor in place, instructed the patient to close the mouth slowly but firmly.					
31. Positioned the localizing ring and PID and then exposed the film or sensor.					
Mandibular Incisor Region					
32. Inserted the film packet or sensor vertically into the anterior bite-block.					
33. Centered the film packet or sensor between the central incisors.					
34. With the instrument and film or sensor in place, instructed the patient to close the mouth slowly but firmly.					
35. Positioned the localizing ring and PID and then exposed the film or sensor.					
Mandibular Canine Region					
36. Inserted the film packet or sensor vertically into the anterior bite-block.					
37. Centered the film or sensor on the canine.					
38. Used a cotton roll between the maxillary teeth and the bite-block, if necessary.					
39. With the instrument and film or sensor in place, instructed the patient to close the mouth slowly but firmly.					
40. Positioned the localizing ring and PID and then exposed the film or sensor.					

Continued

Mandibular Premolar Region					
41. Inserted the film or sensor horizontally into the posterior bite-block.					
42. Centered the film or sensor on the contact point between the second premolar and the first molar.					
43. With the instrument and film or sensor in place, instructed the patient to close the mouth slowly but firmly.					
44. Positioned the localizing ring and PID and then exposed the film or sensor.					
Mandibular Molar Region					
45. Inserted the film or sensor horizontally into the posterior bite-block.					
46. Centered the film or sensor on the second molar.					
47. With the instrument and film in place, instructed the patient to close slowly but firmly.					
48. Positioned the localizing ring and PID and then exposed the film or sensor.					
49. Accurately documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 42.1: PREPARING EQUIPMENT FOR PANORAMIC IMAGING

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for preparing equipment for a panoramic radiograph.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Placed personal protective equipment according to the procedure.					
2. Loaded the panoramic cassette in the darkroom under safelight conditions. Handled the film only by its edges to avoid fingerprints.					
3. Placed all infection control barriers and containers.					
4. Covered the bite-block with a disposable plastic barrier. If the bite-block was not covered, sterilized it before using it on the next patient.					
5. Covered or disinfected (or both) any part of the machine that came in contact with the patient.					
6. Set the exposure factors (kilovoltage, milliamperage) according to the manufacturer's recommendations.					

Continued

7. Adjusted the machine to accommodate the height of the patient and aligned all movable parts properly.					
8. Loaded the cassette into the carrier of the panoramic unit.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 42.2: PREPARING THE PATIENT FOR PANORAMIC IMAGING**Performance Objective**

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for preparing a patient for panoramic imaging.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Explained the procedure to the patient. Gave the patient the opportunity to ask questions.					
2. Placed personal protective equipment according to the procedure.					
3. Asked the patient to remove all objects from the head and neck area, including eyeglasses, earrings, lip piercing and tongue piercing objects, necklaces, napkin chains, hearing aids, hairpins, and complete and partial dentures. Placed the objects in separate containers.					
4. Placed a double-sided (for protecting the front and back of the patient) lead apron on the patient, or used the style of lead apron recommended by the manufacturer.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____



COMPETENCY 42.3: POSITIONING THE PATIENT FOR PANORAMIC IMAGING

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for positioning a patient for panoramic imaging.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Placed personal protective equipment according to the procedure.					
2. Instructed the patient to sit or stand "as tall as possible" with the back straight and erect.					
3. Instructed the patient to bite on the plastic bite-block and slide the upper and lower teeth into the notch (groove) on the end of the bite-block.					
4. Positioned the midsagittal plane perpendicular to the floor.					
5. Positioned the Frankfort plane parallel to the floor.					
6. Instructed the patient to position the tongue on the roof of the mouth and then to close the lips around the bite-block.					
7. After the patient was positioned, instructed him or her to remain still while the machine rotated during exposure.					

Continued

8. Exposed the film and proceeded with film processing.					
9. Accurately documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 43.2: PREPARING COMPOSITE RESIN MATERIALS

Performance Objective

By following a routine procedure that meets stated protocols, the student will assemble the necessary supplies and then prepare composite resin for a restorative procedure.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Selected the proper equipment and supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Shade selected with the use of a shade guide and natural light at the beginning of the procedure.					
4. Readied the composite material either from syringe, treatment pad or light protected well.					
5. Transferred the composite instrument and material to the dentist in the transfer zone.					
6. Made gauze available for the dentist to clean the composite instrument.					
7. Readied curing light or positioned light correctly on the tooth.					
8. When finished, cared for the supplies and materials appropriately.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 46.1: MIXING ALGINATE IMPRESSION MATERIAL

Performance Objective

By following a routine procedure that meets stated protocols, the student will mix alginate impression material.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered appropriate supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Placed the appropriate amount of water into the bowl using the calibrated measure.					
4. Shook the can of alginate to "fluff" the contents. After fluffing, carefully lifted the lid to prevent the particles from flying into the air.					
5. Using the correct scoop, sifted the powder into the water.					
6. Used the spatula to mix with a stirring action to wet the powder until it was all moistened.					
7. Firmly spread the alginate between the spatula and the side of the rubber bowl.					

Continued

8. Spatulated the material for the appropriate length of time, until the mixture appeared smooth and creamy.					
9. Wiped the alginate mix into one mass on the inside edge of the bowl.					
10. When finished, cared for supplies and materials appropriately.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 46.2 AND 46.3: TAKING A MANDIBULAR AND/OR MAXILLARY PRELIMINARY IMPRESSION (EXPANDED FUNCTION)

Performance Objective

By following a routine procedure that meets stated protocols, the student will take mandibular and maxillary alginate impressions of diagnostic quality.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered all necessary supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Seated and prepared the patient.					
4. Explained the procedure to the patient.					
Taking the Mandibular Impression					
1. Selected and prepared the mandibular impression tray.					
2. Obtained 2 measures of room temperature water with 2 scoops of alginate and mixed the material.					
3. Gathered half the alginate in the bowl onto the spatula, and then wiped the alginate into one side of the tray from the lingual side. Quickly pressed the material down to the base of the tray.					
4. Gathered the remaining half of the alginate in the bowl onto the spatula, and then loaded the other side of the tray in the same way.					
5. Smoothed the surface of the alginate by wiping a moistened finger along the surface.					

Continued

6. Placed the additional material over the occlusal surfaces of the mandibular teeth.					
7. Retracted the patient's cheek with the index finger.					
8. Turned the tray slightly sideways when placing it into the mouth.					
9. Centered the tray over the teeth.					
10. Seated the tray from the posterior border first.					
11. Instructed the patient to breathe normally while the material set.					
12. Observed the alginate around the tray to determine when the material had set.					
13. Placed fingers on top of the impression tray, and gently broke the seal between the impression and the peripheral tissues by moving the inside of the patient's cheeks or lips with the finger.					
14. Grasped the handle of the tray with the thumb and index finger, and used a firm lifting motion to break the seal.					
15. Snapped up the tray and impression from the dentition.					
16. Instructed the patient to rinse with water to remove the excess alginate material.					
17. Evaluated the impression for accuracy.					
18. Documented the procedure in the patient record.					
Taking the Maxillary Impression					
1. For a maxillary impression, mixed 3 measures of water and 3 scoops of powder.					
2. Loaded the maxillary tray in one large increment and used a wiping motion to fill the tray from the posterior end.					
3. Placed the bulk of the material toward the anterior palatal area of the tray.					

4. Moistened the fingertips with tap water and smoothed the surface of the alginate.					
5. Used the index finger to retract the patient's cheek.					
6. Turned the tray slightly sideways to position the tray into the mouth.					
7. Centered the tray over the patient's teeth.					
8. Seated the posterior border (back) of the tray up against the posterior border of the hard palate to form a seal.					
9. Directed the anterior portion of the tray upward over the teeth.					
10. Gently lifted the patient's lips out of the way as the tray was seated and instructed the patient to tilt their head forward.					
11. Checked the posterior border of the tray to ensure that no material was flowing into the patient's throat. If necessary, wiped the excess material away with a cotton-tipped applicator.					
12. Held the tray firmly in place while the alginate set.					
13. To avoid injury to the impression and the patient's teeth, placed a finger along the lateral borders of the tray to push down and break the palatal seal.					
14. Used a straight, downward snapping motion to remove the tray from the teeth.					
15. Instructed the patient to rinse with water to remove any excess alginate impression material.					
16. Gently rinsed the impression under cold tap water to remove any blood or saliva.					
17. Sprayed the impression with an approved disinfectant.					

Continued

18. Wrapped the impression in a damp paper towel and stored it in a covered container or a plastic biohazard bag labeled with the patient's name.					
19. Examined the patient's mouth for any remaining fragments of alginate and removed them using an explorer and dental floss.					
20. Used a moist facial tissue to remove any alginate from the patient's face and lips.					
21. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 46.6: MIXING POLYSILOXANE MATERIAL FOR A BITE REGISTRATION

Performance Objective

By following a routine procedure that meets stated protocols, the student will mix and prepare a polysiloxane material for a bite registration.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Note: Mandibular and maxillary impressions have already been taken for this patient.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered appropriate supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Mixed the material and dispensed it using an extruder.					
4. Extruded the material directly onto the tray, making sure to fill both sides of the tray.					
5. Instructed the patient to close in proper occlusion.					
6. After the material was set (about 1 minute), removed the impression and had dentist check it for accuracy.					
7. Rinsed, disinfected, and dried the impression and sent it to the laboratory with the written prescription and other impressions.					

Continued

8. When finished, cared for supplies and materials appropriately.					
9. Documented the procedure in the patient record.					

ADDITIONAL COMMENTS

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 47.3: POURING DENTAL MODELS USING THE INVERTED-POUR METHOD**Performance Objective**

By following a routine procedure that meets stated protocols, the student will pour a maxillary and mandibular dental model using the inverted-pour method.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered the appropriate supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Used air to remove excess moisture from the impression.					
4. Used a laboratory knife or laboratory cutters to remove any excess impression material that would interfere with pouring of the model.					
5. Mixed the plaster, and then set the vibrator at a low to medium speed.					
Pouring the Mandibular Cast					
1. Held the impression tray by the handle and placed the edge of the tray onto the vibrator.					
2. Placed small increments of plaster in the impression near the most posterior tooth.					
3. Continued to place small increments in the same area as the first increment and allowed the plaster to flow toward the anterior teeth.					
4. Turned the tray on its side to provide a continuous flow of the material forward into each tooth impression.					

Continued

5. When all teeth in the impression were covered, added larger increments until the entire impression was filled.					
6. Placed the additional material onto a glass slab (or tile) and shaped the base to approximately 2 × 2 inches and 1 inch thick.					
7. Inverted the impression onto the new mix without pushing the impression into the base.					
8. Used a spatula to smooth the plaster base mix up onto the margins of the initial pour.					
Pouring the Maxillary Cast					
1. Repeated steps 3 to 5 above, using clean equipment for the fresh mix of plaster.					
2. Placed a small increment of plaster at the posterior area of the impression. Guided the material as it flowed down into the impression of the most posterior tooth.					
3. Continued to place small increments in the same area as the first increment and allowed the plaster to flow toward the anterior teeth.					
4. Turned the tray on its side to provide a continuous flow of the material into each tooth impression.					
5. When all teeth in the impression were covered, added larger increments until the entire impression was filled.					
6. Placed the mix onto a glass slab (or tile) and shaped the base to approximately 2 × 2 inches and 1 inch thick.					
7. Inverted the impression onto the new mix.					
8. Used a spatula to smooth the stone base mix up onto the margins of the initial pour.					
9. Placed the impression tray on the base so the handle and the occlusal plane of the teeth on the cast were parallel with the surface of the glass slab (or tile).					

Separating the Casts from the Impression					
1. Waited 45 to 60 minutes after the base was poured before separating the impression from the model.					
2. Used the laboratory knife to gently separate the margins of the tray.					
3. Applied firm, straight, upward pressure on the handle of the tray to remove the impression.					
4. Pulled the tray handle straight up from the model.					
5. The models were ready for trimming and polishing.					
6. When finished, cared for supplies and materials appropriately.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 47.4: TRIMMING AND FINISHING DENTAL MODELS

Performance Objective

By following a routine procedure that meets stated protocols, the student will trim and finish a set of dental models to be used for diagnostic purposes.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered appropriate supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Soaked the art portion of the model in a bowl of water for at least 5 minutes.					
4. Placed the maxillary model on a flat countertop with the teeth resting on the table.					
5. Measured up 1¼ inches from the counter and drew a line around the model.					
6. Turned on the trimmer, held the model firmly against the trimmer, and trimmed the bottom of the base to the line drawn.					
7. Drew a line ¼ inch behind the maxillary tuberosities. With the base flat on the trimmer, removed excess plaster in the posterior area of the model to the marked line.					
8. Drew a line through the center of the occlusal ridges on one side of the model. Measured out ¼ inch from the line and drew a line parallel to the line drawn.					
9. Repeated these measurements on the other side of the model.					

Continued

10. Trimmed the sides of the cast to the lines drawn.					
11. Trimmed the maxillary heel cuts by drawing a line behind the tuberosity that was perpendicular to the opposite canine.					
12. Made the final cut by drawing a line from the canine to the midline at an angle (completed this step on both sides) and trimmed to the line.					
13. Occluded the mandibular model with the maxillary model using the wax bite.					
14. With the mandibular base on the trimmer, trimmed the posterior portion of the mandibular model until it was even with the maxillary model.					
15. Placed the models upside down (maxillary base on the table), measured 3 inches from the surface up, and marked a line around the base of the mandibular model.					
16. Trimmed the mandibular model base to the line drawn.					
17. With the models in occlusion with the wax bite, placed the mandibular model on the trimmer and trimmed the lateral cuts to match the maxillary lateral cuts.					
18. Trimmed the back and heel cuts to match the maxillary heel cuts.					
19. Checked that the mandibular anterior cut was a rounded circle from mandibular canine to mandibular canine.					
20. Mixed a slurry of gypsum and filled any voids.					

21. Used a laboratory knife to remove any extra gypsum that appeared as beads on the occlusion or model.					
22. When finished, cared for supplies and materials appropriately.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 47.7: CONSTRUCTING A VACUUM-FORMED CUSTOM TRAY**Performance Objective**

By following a routine procedure that meets stated protocols, the student will construct a vacuum-formed custom tray.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered appropriate supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Readied a set of completed models.					
4. Trimmed the model so it extended 3 to 4 mm past the gingival border.					
5. To extend the tray from the teeth for the purpose of holding the bleaching solution, placed a spacer material on the facial surfaces of the teeth on the model.					
6. Using a vacuum former, heated a tray sheet until it sagged ½ to 1 inch.					
7. Lowered the sheet over the model and turned on the vacuum for 10 seconds.					
8. Removed the sheet after allowing it to cool completely.					
9. Using scissors, cut the excess material from the tray.					
10. Used small, sharp scissors to trim the tray approximately 0.5 mm away from the gingival margin.					

Continued

11. Placed the tray onto the original model and checked gingival extensions.					
12. If necessary, applied a thin coat of petroleum jelly to the facial surface. Using a low flame, gently heated and readapted the margins on the model so that all of the teeth were covered, taking care to avoid overlapping onto the gingiva.					
13. After re-adapting the margins, retrimmed the excess material.					
14. Left the tray on the model until the delivery appointment, at which time it was washed in cold, soapy water and then cold-sterilized.					
15. When finished, cared for supplies and materials appropriately.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 48.3 AND 48.4: ASSISTING IN A COMPOSITE RESTORATION

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper techniques when assisting with the preparation, placement, and finishing of a composite restoration.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Gathered the appropriate setup.					
2. Placed personal protective equipment according to the procedure.					
3. Ensured that the dental materials were placed and readied.					
4. Assisted during administration of the topical and local anesthetic solutions.					
5. Assisted in selection of the shade of the composite material.					
6. Assisted in the placement of the dental dam or other moisture control devices.					
Preparing the Tooth					
1. Transferred the mirror and explorer.					
2. During cavity preparation, used the HVE and air-water syringe, adjusted the light, and retracted as necessary to maintain a clear field.					
3. Transferred the explorer, excavators, and hand cutting instruments as needed throughout cavity preparation.					

Continued

Placing the Matrix Band and Wedge (If Required)					
1. Prepared a clear strip and wedge according to the preparation.					
2. Assisted in the placement or performed complete placement of the matrix band.					
3. Assisted in the insertion or performed complete insertion of the wedges using #110 pliers.					
Placing Dental Materials					
1. Rinsed and dried the preparation for evaluation.					
2. Mixed and transferred the base, liner, sealer, etchant, and bonding materials in proper sequence.					
Preparing the Composite					
1. Dispensed the composite material on the paper pad and transferred it to the dentist.					
2. Transferred the restorative instruments to the dentist as needed.					
3. Assisted in light-curing of the material.					
Finishing the Restoration					
1. Assisted with the transfer of burs or diamonds for the high-speed handpiece.					
2. Transferred the finishing strips.					
3. Assisted with removal of the wedge, matrix band, and dental dam.					
4. Assisted during final polishing and occlusal adjustment.					
5. Gave postoperative instructions to the patient.					

COMPETENCY 49.1: ASSEMBLING A MATRIX BAND AND TOFFLEMIRE RETAINER

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for assembling a matrix band and Tofflemire retainer for each quadrant of the dental arch.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENTS
1. Gathered the appropriate supplies.					
2. Placed personal protective equipment according to the procedure.					
3. Stated which guide slot would be used for each quadrant.					
4. Determined the tooth to be treated and selected the appropriate band.					
5. Placed the middle of the band on the paper pad and burnished the band with a ball burnisher.					
6. Held the retainer so that the diagonal slot was visible and turned the outer knob clockwise until the end of the spindle was visible in the diagonal slot in the vise.					
7. Turned the inner knob counter-clockwise until the vise moved next to the guide slots and the retainer was ready to receive the matrix band.					
8. Identified the occlusal and gingival aspects of the matrix band and brought the ends of the band together to form a loop.					

Continued

9. Placed the occlusal edge of the band into the retainer first, and then guided the band between the correct guide slots.					
10. Locked the band in the vise.					
11. Used the handle end of the mouth mirror to open and round the loop of the band.					
12. Adjusted the size of the loop to fit the selected tooth.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 50.2: ASSISTING IN A CROWN OR BRIDGE PREPARATION

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique when assisting with the preparation for a crown and bridge restoration.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Gathered the appropriate setup.					
2. Placed personal protective equipment according to the procedure.					
3. Assisted during administration of topical and local anesthetic solutions.					
4. Took a preliminary impression for making the provisional coverage.					
5. Throughout the preparation, maintained a clear, well-lighted operating field.					
6. Anticipated the dentist's needs. Transferred instruments and changed burs as necessary.					
7. Assisted in the placement of or placed the gingival retraction cord.					
8. Assisted in mixing the impression material and taking the final impression.					
9. Assisted in the fabrication of or fabricated the provisional coverage.					

Continued

10. Temporarily cemented the provisional coverage.					
11. Provided full mouth rinse.					
12. Documented the procedure in the patient record.					
13. Prepared the laboratory prescription to be sent with impression.					
14. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 50.3: ASSISTING IN THE DELIVERY AND CEMENTATION OF A CAST RESTORATION**Performance Objective**

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique when assisting during the cementation of a crown and bridge restoration.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Determined in advance that the cast had been returned from the laboratory.					
2. Gathered the appropriate setup.					
3. Placed personal protective equipment according to the procedure.					
4. Assisted during administration of topical and local anesthetic solutions.					
5. Assisted during the removal of provisional coverage. (In a state where it is legal, removed the provisional coverage.)					
6. Anticipated the dentist's needs while the casting was tried and adjusted.					
7. Assisted with the placement of or placed cotton rolls to isolate the quadrant and keep the area dry.					
8. Assisted during the placement of cavity varnish or desensitizer.					
9. At a signal from the dentist, mixed the cement, lined the internal surface of the casting with a thin coating of cement, and transferred the prepared crown to the dentist.					

Continued

10. Instructed the patient to bite down on the cotton rolls while the cement hardened.					
11. Removed the excess cement using an explorer, floss, and air/water to clean around the crown.					
12. Provided home care instructions to the patient.					
13. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
14. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 51.1 AND 51.2: FABRICATING AND CEMENTING A CUSTOM ACRYLIC PROVISIONAL CROWN OR BRIDGE

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique for preparing and placing temporary coverage for a tooth prepared to receive a crown.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
Preliminary Impression					
1. Gathered the appropriate setup.					
2. Placed personal protective equipment according to the procedure.					
3. Obtained the preliminary impression.					
4. Isolated and dried the prepared tooth.					
5. If using a separating medium, placed a thin layer on the tooth.					
6. Prepared provisional material according to the manufacturer's directions.					
7. Placed the material in the impression in the area of the tooth. Returned the impression to the mouth and allowed it to set for a minimum of 3 minutes.					
8. Removed the impression from the patient's mouth and removed the provisional from the impression.					
9. Located the interproximal contact point and margin of the provisional, and marked these areas with a pencil.					
10. After the setting or curing of the material, trimmed the provisional with an acrylic bur outside of the mouth.					

Continued

11. Replaced the provisional and checked the occlusion with articulating paper.					
12. Made adjustment on the occlusion using the laboratory burs and discs on the provisional outside the mouth.					
13. Completed final polishing using rubber discs and polishing lathe and pumice.					
Cementation					
1. Cleaned and dried the prepared tooth, making sure isolation is maintained.					
2. Mixed the temporary cement and filled the crown.					
3. Seated the provisional coverage and instructed the patient to bite down on cotton roll and allowed the cement to set.					
4. Using an explorer, tested the material for setting, and removed the excess cement using a horizontal movement with the explorer. Passed floss through both contacts, making sure to slide the floss out from the facial side.					
5. Checked the occlusion with articulating paper.					
6. Had the dentist check and evaluate the procedure.					
7. Provided the patient with home care instructions.					
8. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
9. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 52.1 TO 52.3: ASSISTING IN THE DELIVERY OF A PARTIAL AND/OR COMPLETE DENTURE**Performance Objective**

By following a routine procedure that meets stated protocols, the student will demonstrate the proper technique when assisting with the preparation and placement of a complete and/or partial denture.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
2 Student required assistance in order to meet the stated criteria.
1 Student showed uncertainty when performing the stated criteria.
0 Student was not prepared and needs to repeat the step.
N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
Preliminary Visits					
1. Exposed radiographs as requested.					
2. Prepared diagnostic cast.					
3. Prepared custom tray.					
Preparation Visit					
1. Gathered the appropriate setup.					
2. Placed personal protective equipment according to the procedure.					
3. Assisted during preparation of the teeth.					
4. Assisted in obtaining the final impression, opposing arch impression, and intraoral occlusal registration.					
5. Disinfected the completed impressions.					
6. Recorded the shade and type of artificial teeth in the patient's record.					
7. Prepared the case for shipment to the commercial laboratory.					

Continued

Try-in Visit(s)					
1. Before the patient's appointment, determined that the case had been returned from the laboratory.					
2. Assisted the dentist during try-in and adjustment of the appliance.					
3. When the appliance was removed, disinfected it and prepared the case to be returned to the laboratory for completion.					
Delivery Visit					
1. Before the patient's appointment, determined that the completed case had been returned from the laboratory.					
2. Gathered the appropriate setup.					
3. Assisted in making any necessary adjustments.					
4. Provided the patient with home care instructions.					
5. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 54.2: ASSISTING IN ROOT CANAL THERAPY

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper procedure for making pretreatment preparations and assisting in root canal therapy.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Prepared the appropriate setup.					
2. Placed personal protective equipment according to the procedure.					
3. Assisted with the administration of a local anesthetic and with placing and disinfecting the dental dam.					
4. Anticipated the dentist's needs.					
5. Maintained moisture control and a clear operating field throughout the procedure.					
6. Exchanged instruments as necessary.					
7. On request, irrigated the canals gently with a solution of sodium hypochlorite and used the HVE tip to remove excess solution.					
8. On request, placed a rubber stop at the desired working length for that canal.					
9. Assisted in preparation of the trial-point radiograph.					
10. Exposed and processed the trial-point radiograph.					
11. At a signal from the endodontist, prepared the endodontic sealer.					

Continued

12. Dipped a file or Lentulo spiral into the material, and transferred it to the endodontist.					
13. Dipped the tip of the gutta-percha point into the sealer and transferred it to the endodontist.					
14. Transferred the hand instruments and additional gutta-percha points to the endodontist.					
15. Continued the instrument exchange until the procedure was complete and the tooth was sealed with temporary cement.					
16. Exposed and processed a post-treatment radiograph.					
17. Gave the patient posttreatment instructions.					
18. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
19. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 55.1: ASSISTING WITH A DENTAL PROPHYLAXIS

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper procedure for assisting with a dental prophylaxis.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Placed personal protective equipment according to the procedure.					
2. Adjusted the light as necessary and was prepared to dry the teeth with air when requested to do so.					
3. Provided retraction of the lips, tongue, and cheeks.					
4. Rinsed and evacuated the fluid from the patient's mouth.					
5. Exchanged instruments with the operator.					
6. Passed the dental floss and/or tape.					
7. Reinforced oral hygiene instructions when requested to do so.					
8. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
9. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCY 56.1: PREPARING A STERILE FIELD FOR INSTRUMENTS AND SUPPLIES

Performance Objective

By following a routine procedure that meets stated protocols, the student will demonstrate the proper procedure for preparing a sterile field for instruments and supplies.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
1. Washed and dried hands.					
2. Positioned the surgical tray and placed the sterile pack.					
3. Opened the outer wrapping in a direction away from the assistant.					
4. Held the outside flaps open and allowed the sterile contents to fall on the tray.					
5. Added items to the field.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____

COMPETENCIES 56.4 TO 56.6: ASSISTING IN SURGICAL EXTRACTION

Performance Objective

By following a routine procedure that meets stated protocols, when provided with information concerning the type of surgery, the tooth, and the anesthetics to be used, the student will prepare the setup, prepare the patient, and assist in a surgical procedure.

Evaluation and Grading Criteria

- 3 Student competently met the stated criteria without assistance.
- 2 Student required assistance in order to meet the stated criteria.
- 1 Student showed uncertainty when performing the stated criteria.
- 0 Student was not prepared and needs to repeat the step.
- N/A No evaluation of this step.

Instructor shall define grades for each point range earned on completion of each performance-evaluated task.

Performance Standards

The minimum number of satisfactory performances required before final evaluation is _____.

Instructor shall identify by * those steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated.

PERFORMANCE CRITERIA	*	SELF	PEER	INSTRUCTOR	COMMENT
Preparing the Treatment Room					
1. Prepared the treatment room.					
2. Kept instruments in their sterile wraps until ready for use; if a surgical tray was preset, opened the tray and placed a sterile towel over the instruments.					
3. Placed the appropriate local anesthetic on the tray.					
4. Placed the appropriate forceps on the tray.					
Preparing the Patient					
1. Seated the patient and positioned a sterile patient drape or towel.					
2. Took the patient's vital signs and recorded them in the patient record.					
3. Adjusted the dental chair to the proper position.					
4. Stayed with the patient until the dentist entered the treatment room.					

Continued

During the Surgical Procedure					
1. Placed personal protective equipment according to the procedure.					
2. Maintained the chain of asepsis.					
3. Monitored vital signs.					
4. Aspirated and retracted as needed.					
5. Transferred and received instruments as needed.					
6. Assisted in suture placement as needed.					
7. Maintained a clear operating field with adequate light and irrigation.					
8. Steadied the patient's head and mandible if necessary.					
9. Observed the patient's condition and anticipated the dentist's needs.					
10. Provided postoperative instructions for the patient.					
11. Maintained patient comfort and followed appropriate infection control measures throughout the procedure.					
12. Documented the procedure in the patient record.					
ADDITIONAL COMMENTS					

Total number of points earned _____

Grade _____ Instructor's initials _____



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