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DENTAL ASSISTANT SPECIALTY

Volume 1. Basic Skills



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Qualification Training

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Volume 1, *Basic Skills*, Qualification Training Package (QTP) contains modules on performing equipment user maintenance, clinical hygiene, sterilization procedures, evaluating patients for contraindications, maintaining material and instruments, and storage and disposal of dangerous/flammable materials. The QTPs are designed to enhance the 3-, 5- and 7-skill level OJT of dental assistant personnel. Trainees, trainers, supervisors, and task certifiers will all use the eight volumes. Before initiating any training you should review your responsibilities--as a supervisor/trainer--for conducting on-the-job training (OJT) per AFI 36-2201, *Air Force Training Program*.

QTPs are designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *Basic Skills*; 2) *Clinical Skills - Radiology*; 3) *Clinical Skills - Chairside Assisting*; 4) *Clinical Skills - Preventive Dentistry*; 5) *Patient Administration – Procedures and Programs*; 6) *Logistics Management*; 7) *Clinic Management*; and 8) *Supervision and Training*. The QTP modules were written to assist you in preparing for and conducting training. You *must* use the QTP modules for training when either: 1) the STS task is a core task (minimum qualification for the specialty); or 2) you have identified the STS task as a requirement of the trainee's job. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance, while meeting local requirements for speed and accuracy. QTPs also aid OJT task certifiers in evaluating the trainees demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" that support and standardize those tasks.

Accompanying each volume of QTPs is a *qualification training progress record*. This QTP record serves as a document to record the date the trainee completes each module. Individuals in qualification/upgrade training must have this QTP progress record filed in their OJT folder. Use and annotation of this progress record are similar to current OJT documentation. When *you* are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, *you* must document and initial each task completion date in column 2B of the Specialty Training Standard (STS) and the "date completed" column in the QTP progress record. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

Typically, you will manage each module by first, training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e., steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

When beginning any training process you should first, review the procedures in each module with the trainee. Second, direct the trainee to review the training references listed to prepare for task performance. Third, go through the steps in task performance with the trainee, allowing enough time to adequately train each step (some modules may take longer to teach). Fourth, evaluate the trainees work at each critical step--using the performance checklist at this point will be helpful. Fifth, evaluate the trainee's performance and provide feedback on any areas for improvement. Finally, when the trainee has successfully completed the task you must document and initial both the STS and the QTP progress record. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381 TRS/XWAA, Sheppard AFB TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume.

The inclusion of names of any specific commercial product, commodity, or service in this publication is for informational purposes only and does not imply endorsement by the Air Force.

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MODULE 1-1 DENTAL EQUIPMENT USER MAINTENANCE

MODULE 1-1A CLEANING AMALGAM TRAPS

STS TASK REFERENCE:

- 1.4.1. Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Manufacturer's Instructions/Operation Manual
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Cotton-Tipped Applicator
Dental Unit
Hazardous Waste Bag
Oral Evacuator Flushing Solution
Personal Protective Equipment (PPE)

STEPS IN TASK PERFORMANCE:

1. Don full PPE (gloves, safety glasses, and mask)
2. Flush oral evacuation system with approved solution
3. Remove cap from dental unit outlet port
4. Inspect amalgam trap for potentially infectious materials
5. Re-accomplish oral evacuator system flushing, if infectious materials are present
6. Remove amalgam trap
7. Remove excessive residue from trap walls using cotton-tipped applicators or spray from a 3-way syringe tip
8. Dispose of contaminated cleaning supplies IAW safety and infection control guidelines
9. Replace amalgam trap
10. Replace outlet port cap
11. Clean work area IAW infection control standards
12. Remove PPE to wash and dry hands

**MODULE 1-1A CLEANING AMALGAM TRAPS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Flush oral evacuation system prior to cleaning amalgam trap		
2. Inspect amalgam trap for potentially infectious materials		
3. Remove excess residue from trap		
4. Dispose of residue following safety and infection control procedures		
5. Clean work area IAW infection control guidelines		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1B CLEANING STERILIZERS

STS TASK REFERENCE:

- 1.4.1. Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Cleaning Solvent
Metal Polish
Non-abrasive Pad
Paper Towel
Personal Protective Equipment (PPE)
Sterilizer
Sterilizer Solution

STEPS IN TASK PERFORMANCE:

1. Inspect sterilizer housing, electrical cord, door, gaskets and hinges for disrepair
2. Initiate three (3) minute warming cycle, if sterilizer has not been operated
3. Remove all trays and racks to be cleaned individually
4. Allow previously operated sterilizer to cool until warm to the touch
5. Don PPE (gloves, mask, and safety glasses)
6. Use cleaning solvent IAW manufacturer's instructions
7. Clean sterilizer interior/door using non-abrasive pad until all surfaces are smooth to touch
8. Wipe all surfaces to remove residue
9. Leave sterilizer door slightly ajar
10. Allow sterilizer to air dry
11. Apply metal polish with unused paper towel
12. Wipe exterior of sterilizer thoroughly with metal polish
13. Secure sterilizer door after drying
14. Turn on sterilizer
15. Clean work area IAW infection control standards

**MODULE 1-1B CLEANING STERILIZERS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Inspect sterilizer for hazards and prepare unit for cleaning		
2. Clean interior and door using non-abrasive pad		
3. Clean exterior of sterilizer and work area IAW manufacturer's instructions		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1C PERFORMING DAILY SAFETY AND OPERATIONS CHECK OF DENTAL UNIT

STS TASK REFERENCE:

- 1.4.1. Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

- CDC 4Y051A
- Manufacturer's Instruction/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

- Dental Unit Operating Manual
- Dental Unit

STEPS IN TASK PERFORMANCE:

1. Check for leaking fluids
2. Inspect upholstery for tears or rips
3. Inspect electrical (cord) connections
4. Inspect air and water connections
5. Inspect all cords, cables, and hoses for cracks or crimped areas
6. Connect instruments or handpieces to dental equipment, as needed
7. Turn equipment power on
8. Compress button(s) and rheostat, to activate equipment, as required
9. Observe air pressure gauge
10. Observe water pressure gauge
11. Activate vacuum/suction functions
12. Activate light/illumination functions
13. Turn equipment power off
14. Report defective dental equipment to property custodian



**MODULE 1-1C PERFORMING DAILY SAFETY AND OPERATIONS CHECK OF
DENTAL UNIT**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Check unit for defects and safety hazards		
2. Connect instruments or handpieces to dental equipment		
3. Activate chair movement, suction, and light functions		
4. Activate handpiece with rheostat		
5. Identify where to report defective equipment		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1D REMOVING AND REPLACING THE DENTAL UNIT LIGHT BULB

STS TASK REFERENCE:

- 1.4.1. Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A
Manufacturer's Instruction/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Unit
Dental Unit Operating Manual
Light Bulb

STEPS IN TASK PERFORMANCE:

1. Ensure dental light power is off and bulb is not hot
2. Remove lens cover and grasp bulb with napkin or towel
3. Remove replacement bulb from package; leave covering intact
4. Open covering to expose bulb prongs
5. Grasp bulb by covered glass end; do not touch glass with bare hands
6. Align bulb prongs with unit and place in receptacle
7. Remove remaining protective covering
8. Replace lens cover
9. Turn on light to test
10. Turn power off
11. Report to property custodian if light fails to work

**MODULE 1-1D REMOVING AND REPLACING THE DENTAL UNIT LIGHT BULB****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Ensure power to dental light is off		
2. Safely remove lens cover and defective bulb		
3. Place new bulb following manufacturer's instructions		
4. Replace lens cover before testing bulb		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1E PERFORMING HANDPIECE USER MAINTENANCE

STS TASK REFERENCE:

- 1.4.1. Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A
Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Bur
Dental Handpiece
Handpiece Lubricant
Manufacturer's Instructions
Prophy Cup
Prophylaxis Attachment

STEPS IN TASK PERFORMANCE:

1. Review equipment operating manual prior to lubricating the handpiece
2. Disassemble slow speed handpiece with prophy angle; lubricate IAW manufacturer's guidance
3. Reassemble handpiece and prophy angle after lubrication
4. Attach handpiece to proper airline
5. Put handpiece in forward rotation, if required
6. Load bur or prophy cup onto handpiece
7. Depress rheostat, run handpiece IAW manufacturer's instructions
8. Remove excess lubricant with a paper towel
9. Remove bur or prophy cup from handpiece(s)
10. Prepare handpiece for sterilization



MODULE 1-1E PERFORMING HANDPIECE USER MAINTENANCE

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Disassemble handpiece and prophyl angle IAW manufacturer's instructions		
2. Lubricate handpiece IAW manufacturer's directions		
3. Assemble handpiece and attach to proper airline		
4. Place bur or prophyl cup in handpiece(s)		
5. Depress rheostat, run handpiece IAW manufacturer's instructions, remove excess lubricant		
6. Remove bur or prophyl cup from handpiece(s)		
7. Prepare handpiece for sterilization		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 1-1F PERFORMING AUTOMATIC FILM PROCESSOR USER
MAINTENANCE**

STS TASK REFERENCE:

- 1.4.1. Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

- CDC 4Y051B
Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

- Automatic Film Processor
Chemical Developer & Fixer Cleaner
Chemical Starter (if required)
Damp Cloth
Developing Solution
Fixing Solution
Manufacturer's Instructions
Operating Manual
Panographic Film
Reservoir
Personal Protective Equipment (PPE):
Heavy Duty Utility Gloves
Apron (Impervious to fluids)
Eye Protection
Soft Bristle Brush
Step Wedge or Sensitometer
Towels

**STEPS IN TASK PERFORMANCE:**

1. Review manufacturer's instructions/operating manuals
2. Don PPE (gloves, glasses, and apron)
3. Turn power off to processor
4. Drain fixer, developer, and water from unit
5. After draining the processor, fill all reservoirs with water
6. Close the unit and turn the power on
7. Run the unit for 10 minutes (or IAW manufacturer's instruction)
8. Turn power off
9. Drain the water from the processor
10. Remove all rollers; place in separate sinks/tubs filled with water and recommended cleaning solution
11. Clean rollers with a soft bristled brush (use one brush for developer tank and another for fixer tank)
12. Rinse rollers with water to remove any cleaning solution
13. Place rollers on clean towels to dry
14. Place rollers in correct reservoirs of the processor; ensure they're seated properly
15. Fill the processor with chemicals IAW manufacturer's instructions
16. Turn on the power
17. Process an exposed extraoral film/roller transport clean-up sheet twice to remove remaining residue
18. Clean external surfaces of the processor with a damp towel
19. Perform a quality control check (stepwedge/sensitometer)
20. **DO NOT** develop patient xrays unless the processor is functioning properly

**MODULE 1-1F PERFORMING AUTOMATIC FILM PROCESSOR USER MAINTENANCE****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Wear appropriate PPE		
2. Perform draining and rinsing procedures		
3. Clean rollers IAW manufacturer's instructions		
4. Place rollers back into processor		
5. Correctly replace processor chemicals		
6. Clean work area IAW safety guidelines		
7. Perform quality control check		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-2 CLINICAL HYGIENE****MODULE 1-2A DISINFECTING, PLACING, AND REMOVING INFECTION CONTROL BARRIERS****STS TASK REFERENCES:**

- 5.4.1. Practice aseptic techniques
- 5.4.2.1. DTR setup
- 5.4.2.2. DTR breakdown
- 5.6.2. Perform disinfection procedures

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Disinfectant Solution
Infection Control Barrier Materials
Personal Protective Equipment (PPE)

STEPS IN TASK PERFORMANCE:**PRE-OP SET-UP**

1. Put on appropriate Personal Protective Equipment (mask, gloves, safety glasses)
2. Prepare disinfectant IAW manufacturer's instructions
3. Apply disinfectant to potentially contaminated area(s); ensure compliance with manufacturer recommended contact time
4. Avoid the use of spray bottles that generate mists or aerosols; dispensers generating streams or droplets reduce risks to eyes, skin, and respiratory system
5. Dry disinfected area thoroughly following contact time
6. Protect areas from blood contamination by placing barriers, i.e. light handles, x-ray tubeheads

POST-OP BREAK DOWN

1. Remove contaminated barrier material while gloved
2. Discard contaminated barrier materials in appropriate Biohazard waste container
3. Inspect equipment surface for visible contaminants
4. Disinfect surfaces between patients when the integrity of physical barriers has been compromised
5. Take off and discard contaminated gloves in appropriate Biohazard waste container

**MODULE 1-2A DISINFECTING, PLACING, AND REMOVING INFECTION CONTROL BARRIERS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
Pre-op set-up		
1. Put on appropriate PPE		
2. Prepare disinfectant IAW manufacturer's instructions		
3. Apply disinfectant to potentially contaminated areas		
4. Dry areas thoroughly after contact time		
5. Place barrier on appropriate equipment/areas		
Post-op procedure		
1. Remove and dispose of contaminated barrier IAW infection control standards		
2. Inspect surfaces for contaminants and disinfect those areas		
3. Remove and dispose of contaminated gloves IAW infection control standards		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-2B FLUSHING ORAL EVACUATOR SYSTEMS****STS TASK REFERENCE:**

- 5.4.2.2. DTR breakdown
- 5.6.3. Perform disinfection of water lines

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Cleaning Solution with Manufacturer's Instructions
High-pressure Hoses
Paper Towels
Saliva Ejector
Sink or Reservoir

STEPS IN TASK PERFORMANCE:

1. Ensure all dental procedures have been completed for the day
2. Fill dental treatment room (DTR) sink or reservoir with warm water
3. Add evacuator system cleaning solution IAW manufacturer's instructions
4. Place saliva ejector and high-pressure hoses in prepared solution
5. Use hoses with the saliva ejector and high volume evacuation to drain the sink
6. Wipe hoses dry with paper towel
7. Rinse sink or reservoir with water to remove cleaner residue



MODULE 1-2B FLUSHING ORAL EVACUATOR SYSTEMS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Obtain solution for cleaning evacuation system		
2. Drain solution from sink with saliva ejector and high volume evacuation hoses		
3. Wipe hoses dry with paper towel		
4. Clean work area when finished		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-2C DISINFECTING DENTAL UNIT WATERLINES

STS TASK REFERENCE:

- 5.6.3. Perform disinfection of water lines

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Manufacturer Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Unit with Independent Reservoir or Dental Unit Using Municipal Water
1:10 bleach solution (1 part bleach to 10 parts water)
Examination gloves

STEPS IN TASK PERFORMANCE:

All Dental Units (daily)

1. Flush all water-carrying lines for 2-3 minutes at the beginning of the day
2. Flush waterlines for 20-30 seconds between patients
3. Flush waterlines for 3 minutes at the end of the clinical day

Dental Unit with Independent Water Reservoir (weekly)

Follow this protocol if the manufacturer of the dental unit does not provide guidance

1. Prepare fresh 1:10 bleach solution
2. Remove water reservoir and discard residual water
3. Replace water reservoir and air purge all waterlines
4. Fill water reservoir to the top with bleach solution
5. Run bleach through all lines capable of carrying water
6. Allow bleach solution to stand for 10 minutes
7. Remove water reservoir and discard bleach into sink
8. Rinse sink with copious amounts of water
9. Replace water reservoir and air purge to remove residual bleach
10. Flush all lines with 750ml of clean* water, sterile**water, or tap water with 1 drop of bleach
11. Don examination gloves to handle disinfected water tube
12. Air purge and leave lines dry until next clinical use
13. Refill only with clean*water, sterile** water, or tap water with 1 drop of bleach

* Freshly boiled water or water prepared by heat distillation; store in containers that have been disinfected at least once per week

**Sterile bottled water or water prepared by autoclaving

**MODULE 1-2C DISINFECTING DENTAL UNIT WATERLINES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
All dental units (daily)		
1. Flush all water-carrying lines for 2-3 minutes at the beginning of the day		
2. Flush waterlines for 20-30 seconds between patients		
3. Flush waterlines for 3 minutes at the end of the clinical day		
Dental unit with independent water reservoir (weekly)		
1. Prepare fresh 1:10 bleach solution		
2. Remove water reservoir and discard residual water		
3. Fill water reservoir to the top with bleach solution		
4. Run bleach through all lines capable of carrying water		
5. Allow bleach to stand for 10 minutes		
6. Remove water reservoir and discard bleach into sink		
7. Replace water reservoir and air purge to remove residual bleach		
8. Flush all lines with 750ml clean*, sterile* or bleach diluted tap water		
9. Air purge and leave lines dry until next clinical use		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 1-2D PERFORMING HANDWASHING TECHNIQUES IN PREPARATION FOR
NON-SURGICAL DENTAL PROCEDURES**

STS TASK REFERENCE:

5.4.1. Practice aseptic techniques

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 Dental Infection Control Guidelines

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Anti-Microbial Soap

Paper Towel

Water

STEPS IN TASK PERFORMANCE:

1. Remove jewelry and clean fingernails
2. Wet hands under running water
3. Apply anti-microbial soap
4. Lather hands IAW manufacturer recommended time
5. Rinse hands under running water
6. Dry hands and work towards forearms using paper towels
7. Turn water supply off using paper towel or other barrier



MODULE 1-2D PERFORMING HANDWASHING TECHNIQUES IN PREPARATION FOR NON-SURGICAL DENTAL PROCEDURES

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Remove jewelry and clean fingernails		
2. Wash hands thoroughly IAW infection control guidelines		
3. Continue washing for recommended time IAW manufacturer's guidelines		
4. Rinse and dry hands thoroughly		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-3 STERILIZATION PROCEDURES****MODULE 1-3A CLEANING AND PREPARING INSTRUMENTS FOR STERILIZATION****MODULE 1-3A1 DECONTAMINATING INSTRUMENTS MANUALLY****STS TASK REFERENCE:**

5.5.2. Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Disinfectant Solution or Enzyme Cleaner

Heavy Rubber Gloves

Instruments

Personal Protective Equipment (PPE)

Long Handled Scrub Brush

Sink

Storage Container

Hand Towels (clean)

Transport Container



STEPS IN TASK PERFORMANCE:

1. Wear personal protective equipment when handling contaminated equipment
2. Place contaminated instruments that cannot be immediately decontaminated in storage container filled with enough disinfectant solution or enzyme cleaner to cover instruments
3. Perform manual instrument decontamination in a sink outside of the DTR, if no other alternative exists
4. Place contaminated instruments into transport container
5. Transport contaminated instruments to substerile processing area
6. Fill the sink with enough warm water to allow the manual scrubbing to be accomplished under water; this will eliminate the generation of contaminated spatter
7. Put on heavy rubber gloves
8. Place contaminated instruments into the sink
9. Scrub and rinse 1-2 instruments at a time
10. Place instruments on a clean towel
11. Remove PPE, disinfect heavy rubber gloves
12. Inspect instruments for residual debris, repeat Step 9 if necessary
13. Allow instruments to air dry or pat with a thick layer of towels

**MODULE 1-3A1 DECONTAMINATING INSTRUMENTS MANUALLY****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Store or transport contaminated instruments in appropriate container		
2. Wear required PPE during manual scrubbing (heavy rubber gloves, mask, glasses)		
3. Perform manual scrubbing		
4. Inspect instruments for cleanliness		
5. Air dry or pat instruments with a thick layer of towels		
6. Remove PPE and disinfect heavy rubber gloves		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-3A2 DECONTAMINATING INSTRUMENTS USING THE ULTRASONIC CLEANER

STS TASK REFERENCE:

5.5.2. Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Disinfectant Solution or Enzyme Cleaner

Heavy Rubber Gloves

Instruments

Manufacturer's Instructions

Personal Protective Equipment (PPE)

Storage Container - Rigid & Leakproof

Towels (clean)

Transport Container - Rigid, Leakproof, red in color or affixed with a biohazard label

Ultrasonic Cleaner

Ultrasonic Cleaner Solution

**STEPS IN TASK PERFORMANCE:**

1. Wear PPE and heavy rubber gloves when handling contaminated instruments
2. Place contaminated instruments that cannot be immediately decontaminated in storage container filled with enough disinfectant solution or enzyme cleaner to cover instruments
3. Locate ultrasonic cleaners outside of the DTR, if possible
4. If decontamination must be performed within the DTR, use a covered ultrasonic cleaner
5. Place contaminated instruments into transport container
6. Transport contaminated instruments to substerile processing area
7. Review manufacturer's instructions for ultrasonic cleaner operation
8. Fill cleaner IAW manufacturer's instructions
9. Place instruments in ultrasonic cleaner basket within tank
 - a. Never place instruments directly on the bottom of the tank
 - b. Change cleaning solutions daily or when visibly contaminated
 - c. Avoid using plain water, disinfectants, nonultrasonic soaps or detergents
10. Clean instruments for five minutes in ultrasonic cleaner (unless a longer time is specified by the manufacturer)
11. Remove basket from ultrasonic cleaner, rinse instruments in basket under running water
12. Empty instruments onto a towel (**DO NOT** reach into the ultrasonic to retrieve instruments)
13. Air dry or pat instruments dry with a thick layer of towels
14. Inspect instruments for residual debris, repeat Steps 9-12 as needed



MODULE 1-3A2 DECONTAMINATING INSTRUMENTS USING THE ULTRASONIC CLEANER

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Store or transport contaminated instruments in appropriate container		
2. Fill ultrasonic cleaner IAW manufacturer's instruction		
3. Place instruments in ultrasonic cleaner, and run IAW manufacturer's instructions		
4. Remove instruments from ultrasonic cleaner and rinse IAW clinic infection control policies		
5. Dry instruments IAW clinic infection control policies		
6. Inspect instruments for cleanliness		
7. Identify steps for removal of residual debris on instruments		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-3A3 PREPARING INSTRUMENTS FOR STERILIZATION

STS TASK REFERENCE:

- 5.5.2. Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Instruments
Heat Sealing Unit
Personal Protective Equipment
Sterilization Bags
Sterilization Indicator Device
Sterilizer
Sterilizer Solution
Wrapping Material

STEPS IN TASK PERFORMANCE:

1. Ensure instruments are clean and dry
2. Determine type or size of wrapping material for specific instruments (wraps, sterilization bags)
3. Select sterilization process indicator specifically designed for the sterilization process that will be used
4. Open or disassemble hinged/complex instruments to permit exposure to sterilizing agents
5. Wrap or bag instruments (double wrap trays, heat seal sterilization bag)
6. Write sterilization information in pencil on external indicator (tape/seal)
 - a. Sterilizer identification number
 - b. Load number, if applicable
 - c. Contents of package (i.e., perio or endo)
 - d. Initials of packer
 - e. Date of expiration when using date-related packaging or
 - f. Date sterilized when using event-related sterilization



MODULE 1-3A3 PREPARING INSTRUMENTS FOR STERILIZATION

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Verify instruments were clean and dry prior to packaging		
2. Select packaging material appropriate to size and shape of instruments		
3. Open or disassemble hinged/complex instruments		
4. Select and place internal sterilization indicator		
5. Wrap or bag instruments IAW infection control standards		
6. Annotate required information on exterior of package with pencil		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-3B PERFORMING STERILIZATION PROCEDURES****STS TASK REFERENCE:**

- 5.5.2. Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Sterilization Indicator Device
Sterilizer
Sterilizer Solution

STEPS IN TASK PERFORMANCE:

1. Select the method of sterilization compatible with the items to be sterilized. Some items that will tolerate steam sterilization may be damaged by dry heat or chemical vapor
2. Ensure sterilization process indicators are visible on each package
3. Load packages loosely in sterilization tray. **DO NOT OVERLOAD**
4. Place tray into sterilizer chamber and latch chamber door
5. Initiate sterilization procedure IAW manufacturer's instructions
6. Remove sterilization tray immediately upon completion of sterilization cycle
7. Allow sterilization tray to cool to room temperature
8. Inspect sterilization process indicators and sterilization pack integrity
9. Place sterile dental instruments in a covered storage area

**MODULE 1-3B PERFORMING STERILIZATION PROCEDURES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Ensure sterilization process indicators are visible on each package		
2. Load packages loosely in sterilization tray		
3. Sterilize packages IAW manufacturer's instructions		
4. Remove sterilization tray upon completion of sterilization cycle		
5. Inspect sterilization process indicators and sterilization pack integrity		
6. Identify procedure if indicator is invalid or pack integrity is compromised		
7. Place sterilized dental instruments in storage area		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-3C PERFORMING STERILIZATION TESTING PROCEDURES

STS TASK REFERENCE:

- 5.5.3. Perform sterilizer monitoring

TRAINING REFERENCE(S):

CDC 4Y051A
AFI 44-108, *Infection Control Program*
AFI 47-101, *Managing Air Force Dental Services*
Year 2000 USAF Dental Infection Control Guidelines
Manufacturer's Instructions
Local Instructions
Dental Investigative Service (DIS)

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Biological Spore Monitors
Incubator
Sterilization log book
Sterilizer

STEPS IN TASK PERFORMANCE:

1. Select biological spore monitor (indicator) appropriate for the sterilization process being monitored
2. Ensure sterilizer reaches operating temperature
3. Prepare the indicator prior to placement
4. Place indicator inside sterilizer where it will be least accessible to the sterilizing agent, usually within an instrument pack located in the **lower front** of the sterilization chamber in sterilizers using steam generators (larger capacity built-in equipment) **or** the **center of the load** for table top devices
5. Initiate sterilization cycle
6. Remove test pack upon completion of cycle, prepare indicator for incubation
7. Incubate test pack IAW manufacturer's instructions
8. Record incubation results in sterilization log
9. Notify infection control officer of any positive (non-sterile) readings
10. Recall all instrument packs sterilized in suspect sterilizer since last negative reading
11. Remove suspect sterilizer from use
12. Turn in faulty sterilizer to dental logistics



MODULE 1-3C PERFORMING STERILIZATION TESTING PROCEDURES

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Prepare test control indicator prior to placement		
2. Place the indicator in the proper position within the sterilizer		
3. Remove test pack upon completion of cycle, prepare indicator for incubation		
4. Incubate test pack IAW manufacturer's instructions		
5. Record incubation results in sterilization log		
6. Identity steps if there are positive (non-sterile) readings		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-4 EVALUATING PATIENTS FOR CONTRAINDICATIONS

STS TASK REFERENCES:

- 7.3.1. Review patient record
- 7.3.3 Establish rapport with patient
- 7.3.5.1. Perform hypertension screening
- 7.3.5.2. Interview patient

TRAINING REFERENCES:

CDC 4Y051A
The Dental Assistant
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Essentials of Clinical Dental Assisting
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Alcohol Pads
AF Form 644, Record of Dental Attendance
Current and Past AF Forms 696, Dental Patient
Medical History
Dental Health Record
Ink Pen
Sphygmomanometer with gauge (BP Cuff)
Stethoscope



STEPS IN TASK PERFORMANCE:

1. Retrieve patient's dental health record
2. Review patient's current and past AF Forms 696 for positive entries
3. Take and record patient's blood pressure on appropriate forms
4. If patient's blood pressure is above the normal range (140/90), retake after 5 to 10 minutes
5. If the patient's final reading is abnormal, consult with a dentist
6. Establish rapport with patient while reviewing and discussing the current AF Form 696 with the patient
7. Ask patient if there are any changes to their health history
8. Develop all "yes" answers from AF Form 696 to full clarification
9. Review conditions requiring special attention (cardiac, diabetes, kidney/liver disease, rheumatic fever, etc.)
10. Review conditions requiring pre-medication
11. Verify pre-medication and annotate on AF Form 644, if required
12. Question patient on location of emergency medication, if required
13. Advise dentist prior to treatment of any positive entries or changes to the patient's medical health history



MODULE 1-4 EVALUATING PATIENTS FOR CONTRAINDICATIONS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Review past and current AF Form 696s for positive entries		
2. Take and record (on AF Form 696 and 644) the patient's blood pressure		
3. Identify steps for patient with abnormal blood pressure readings		
4. Identify items that should be discussed with patient on the AF Form 696		
5. Identify steps for patient's requiring pre-medication		
6. Identify conditions requiring patient access to emergency medication and where medications should be placed		
7. Advise dentist of positive entries or changes to the patient's medical health history prior to treatment		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-5 MAINTAINING MATERIALS AND INSTRUMENTS IN THE DTR

MODULE 1-5A ENSURING CURRENCY OF DATED ITEMS

STS TASK REFERENCES:

- 7.3.12. Maintain DTR supply levels
- 7.3.13. Ensure currency of dated items

TRAINING REFERENCES:

CDC 4Y051A
AFI 47-101, *Managing Air Force Dental Services*
AFM 67-1, Vol 5, *Air Force Medical Materiel Management System -- General*
AFM 167-230, *Medical Logistics System (MEDLOG); I008/AJ Users Manual*
Manufacturer's Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Instruments/Materials
Inspection Schedule

STEPS IN TASK PERFORMANCE:

1. Inspect items to determine expiration dates
2. Discard or recycle all items that will expire prior to next scheduled inspection date
3. Discard or recycle all items with expired dates
4. Collate all items by ascending expiration date

**MODULE 1-5A ENSURING CURRENCY OF DATED ITEMS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Identify location of expiration dates on sterile instruments and materials		
2. Identify procedures to follow when expired items are found		
3. Arrange instruments/materials by ascending expiration date		
4. Identify local policies for discarding expired medications		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 1-5B MAINTAINING SUPPLY LEVELS OF MATERIALS AND INSTRUMENTS
IN THE DTR**

STS TASK REFERENCE:

7.3.12. Maintain DTR supply levels

TRAINING REFERENCES:

CDC 4Y051A

Clinic Operating Instruction

Dental Management Guide

AFI 47-101, *Managing Air Force Dental Services*

AFM 67-1, Vol 5, *Air Force Medical Materiel Management System -- General*

AFM 167-230, *Medical Logistics System (MEDLOG); I008/AJ Users Manual*

Manufacturer's Instructions

Medical Logistics Customer Guide

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Local Supply Request Form

STEPS IN TASK PERFORMANCE:

1. Establish dentist utilization levels
2. Inventory DTR supplies
3. Ensure adequate supply level for one-week operation
4. Complete local supply request form
5. Forward completed order forms to dental supply
6. Pick up or receive requested supplies
7. Review returned supply listing to confirm supply receipt or backorder status
8. Pick up or receive backordered supplies from dental supply upon notification



**MODULE 1-5B MAINTAINING SUPPLY LEVELS OF MATERIALS AND INSTRUMENTS
IN THE DTR**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Inventory DTR supplies for current supply levels		
2. Establish supply level IAW clinic policies		
3. Complete and turn in local supply request form		
4. Pick up or receive supplies and inventory supplies received		
5. Annotate backordered supply items on request form		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-6 STORING DANGEROUS/FLAMMABLE MATERIALS IN THE DTR

STS TASK REFERENCE:

11.6.2.3. Storage of dangerous/flammable materials

TRAINING REFERENCES:

CDC 4Y051A

Manufacturer's Instructions

Material Safety Data Sheets (MSDS)

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Operating Instructions

Dangerous/Flammable Items and Materials

STEPS IN TASK PERFORMANCE:

1. Store flammable materials away from heat sources/open flames
2. Turn in unused flammable items to dental supply for proper storage in flammable cabinet

**MODULE 1-6 STORING DANGEROUS/FLAMMABLE MATERIALS IN THE DTR****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Store flammable materials away from heat sources/open flames		
2. Turn in unused flammable items to dental supply		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-7 STORING AND DISCARDING DISPOSABLE “SHARPS” AND TURN-IN TO SUPPLY

STS TASK REFERENCE:

- 11.6.2.4. Store disposable items for destruction
- 11.6.3. Turn-in disposable items such as needles, blades and syringes for destruction

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
AFI 47-101, *Managing Air Force Dental Services*
Year 2000 USAF Infection Control Guidelines
Local Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee’s abilities using the performance checklist

PERFORMANCE RESOURCES:

Sharps Container

STEPS IN TASK PERFORMANCE:

1. Identify potential sharps during procedure, including ortho wires, endodontic files, carpules, and removed retainers
2. Place all disposable sharps in plastic sharps container located in DTR
3. Fill sharps container to no more than two-thirds capacity
4. Inspect sharps container to ensure no sharps' edges or surfaces protrude from container
5. Seal sharps container prior to transfer to disposal area
6. Transport to authorized sharps disposal area



**MODULE 1-7 STORING AND DISCARDING DISPOSABLE “SHARPS” AND TURN-IN
TO SUPPLY**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee’s performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Place all disposable sharps into sharps container within DTR in sharps		
2. Prepare container for turn-in when filled to 2/3 capacity		
3. Seal sharps container prior to transfer to disposal area		
4. Turn-in sharps container to designated authority		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

Dental Assistant Qualification Training Progress Record

Rank/Name _____

(Circle One)

Qualification Upgrade Training to: 5-Skill Level 7-Skill Level

<i>Volume 1. Basic Skills</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑤	1	1	Performing Dental Equipment User Maintenance		
⑤	2	14	Practicing Clinical Hygiene		
⑤	3	22	Sterilization Procedures		
⑤⑦	3C	32	Performing Sterilization Testing Procedures		
⑤	4	34	Evaluating Patients for Contraindications		
⑤	5	37	Maintaining Materials and Instruments in the DTR		
⑤⑦	6	41	Storing Dangerous/Flammable Materials in the DTR		
⑤⑦	7	43	Storing and Discarding Disposable "Sharps" and Turn-In to Supply		



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MEMORANDUM FOR 381 TRS/XWAA (CDC Manager)
917 Missile Rd
Sheppard AFB TX 76311-2246

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module.

Volume # _____

Module # and title _____

2. Identify improvement/correction section(s)

- | | |
|---------------------------------|-----------------------------|
| _____ STS Task Reference | _____ Performance Checklist |
| _____ Training Reference | _____ Feedback |
| _____ Evaluation Instructions | _____ Format |
| _____ Performance Resources | _____ Other |
| _____ Steps in Task Performance | |

3. Recommended changes--use a continuation sheet if necessary.

4. You may choose to call in your recommendations to DSN 736-7722 or FAX DSN/Commercial 736-2781 or (940) 676-7722.

5. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position