

**QTP 4Y0X1-3**  
**June 2003**

# **DENTAL ASSISTANT SPECIALTY**

## **Volume 3. Clinical Skills - Chairside Assisting**



**381 Training Squadron**  
**917 Missile Road**  
**Sheppard AFB TX 76311-2246**

**Qualification Training**

**Package Author:** MSgt Michelle S. Keehnen  
DSN: 736-7722

**Supervisory Training**

**Specialist:** Virgil Watson

**Office of Primary** HQ/USAF SGWD

**Responsibility:** Certified By: CMSgt Terry Harford  
Pages: 69

Volume 3, *Clinical Skills - Chairside Assisting*, Qualification Training Package (QTP) contains modules on the preparation of restorative materials and the performance of chairside assisting duties with general dentistry, oral surgery, prosthodontic, endodontic, periodontic, prosthodontic, and examination procedures. This QTP is designed to enhance 3-, 5-, and 7-skill level OJT of dental assistant personnel. All eight volumes are intended to be used by trainees, trainers, supervisors, and task certifiers. 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're 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.

<b>Module 1</b>	<b>Perform Four-handed Dentistry Techniques.....</b>	<b>1</b>
<b>Module 2</b>	<b>Maintaining a Treatment Site.....</b>	<b>3</b>
<b>Module 3</b>	<b>Assemble and Disassemble an Anesthetic Syringe .....</b>	<b>6</b>
<b>Module 4</b>	<b>Prepare, Place and Remove the Rubber Dam.....</b>	<b>9</b>
<b>Module 5</b>	<b>Prepare a Matrix.....</b>	<b>12</b>
<b>Module 6</b>	<b>Prepare Bases, Cavity Liners, Temporary, Sedative, and Cementing Materials.....</b>	<b>14</b>
<b>Module 7</b>	<b>Prepare Dental Amalgam .....</b>	<b>16</b>
<b>Module 8</b>	<b>Prepare Composite Materials .....</b>	<b>18</b>
<b>Module 9</b>	<b>Prepare Glass Ionomer Materials .....</b>	<b>20</b>
<b>Module 10</b>	<b>Prepare Elastomeric Impression Materials.....</b>	<b>22</b>
<b>Module 11</b>	<b>Assist Examination Procedures .....</b>	<b>24</b>
<b>Module 12</b>	<b>Assist Restorative Dentistry Procedures.....</b>	<b>26</b>
<b>Module 13</b>	<b>Assist Endodontic Procedures.....</b>	<b>28</b>
<b>Module 14</b>	<b>Assist Periodontal Procedures .....</b>	<b>31</b>
<b>Module 14A</b>	<b>Assist Routine Periodontal Procedures.....</b>	<b>31</b>
<b>Module 14B</b>	<b>Assist Surgical Periodontal Procedures .....</b>	<b>33</b>
<b>Module 15</b>	<b>Assist Prosthodontic Procedures .....</b>	<b>36</b>
<b>Module 16</b>	<b>Laboratory Procedures .....</b>	<b>39</b>
<b>Module 16A</b>	<b>Make Preliminary Impressions .....</b>	<b>39</b>

**Module 16B** Pour, Trim, and Polish Study Casts ..... 42

**Module 16C** Construct Custom Impression Trays ..... 45

**Module 16D** Occlusal Registration ..... 48

**Module 16E** Fabricate Interim Crowns and Fixed Partial Dentures..... 50

**Module 16F** Polish Removable Appliances ..... 53

**Module 17** Clinical Oral Surgery Procedures..... 55

**Module 17A** Assist Clinical Oral Surgery Procedures..... 55

**Module 17B** Assist Post-Surgical Procedures ..... 58

**Qualification Training Progress Record**.....*Appendix A*

**Corrections/Improvements Letter**.....*Appendix B*



## MODULE 3-1 PERFORM FOUR-HANDED DENTISTRY TECHNIQUES

### STS TASK REFERENCE:

- 7.3.7. Perform four-handed dentistry techniques

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

DTR  
Instrument  
Provider

### STEPS IN TASK PERFORMANCE:

1. Gather required materials
2. Grasp instrument at end of handle or opposite of working end; use thumb, index and middle fingers
3. Anticipate and recognize transfer signal; hold instrument 8-10 inches away from dentist in transfer zone
4. Pass and receive instrument in the transfer zone; position instrument firmly into the operator's grasp
5. Place instrument in working position
6. Retrieve instrument from provider by extending last two fingers grasping instrument near the end opposite to the working end being exchanged
7. When suction is necessary, grasp suction tip with "thumb to nose" or "modified pen" grasp
8. Place suction tip adjacent to tooth being treated



## MODULE 3-1 PERFORM FOUR-HANDED DENTISTRY TECHNIQUES

### 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. Grasp instrument opposite of working end		
2. Anticipate and recognize signal from provider for exchange		
3. Pass and receive instrument from provider firmly, observe safety practices		
4. Place instrument in provider's hand in working position		
5. Grasp suction tip with "thumb to nose" or "modified pen" grasp		
6. Place suction tip adjacent to tooth being treated		

#### FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-2 MAINTAINING THE TREATMENT SITE

### STS TASK REFERENCES:

- 7.3.9. Retract tissue
- 7.3.10. Irrigate and aspirate the treatment site

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

30 cc Syringe  
Basin  
Blunt-Tip Needle  
Cup  
High-Volume Suction Tip  
High-Volume Suction Unit  
Mouth Mirror  
Personal Protective Equipment (PPE)  
Retractor  
Saliva Ejector  
Sterile Saline Solution  
Three-way (Water/Air) Syringe

**STEPS IN TASK PERFORMANCE:**

1. Gather equipment and supplies
2. Prepare three-way syringe (water/air); 30cc syringe with blunt tip bent at forty-five (45) degree angle filled with sterile saline solution for surgical procedures
3. Place reload basin or cup and extra bottle of sterile saline solution adjacent to dental chair
4. Use appropriate instruments to retract tissue for an unobstructed view of treatment site; do not allow suction apparatus to interfere with view
5. Carefully retract tissue to prevent injuring patient
6. Place saliva ejector or high-volume suction tip approximately one tooth-length from irrigation site
7. Hold suction tip with “thumb to nose” or “modified pen” grasp
8. Direct air/water or 30cc syringe tip toward treatment area
9. Hold syringe one-half inch from treatment site and suction
10. Maintain clear field of operation by irrigating and aspirating fluids and debris
11. Reload 30cc syringe immediately from sterile basin or cup, if required
12. Repeat irrigation and aspiration procedures, as needed



**MODULE 3-2 MAINTAINING THE TREATMENT SITE**

**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. Retract tissue with appropriate instrument		
2. Retract tissue to maintain a clear field without injuring patient		
3. Provide an unobstructed view of the treatment site		
4. Direct the air/water tip towards the treatment area		
5. Repeat irrigation and aspiration procedures, as needed		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 3-3 ASSEMBLE AND DISASSEMBLE THE ANESTHETIC SYRINGE****STS TASK REFERENCE:**

7.3.2.2. Assemble/disassemble anesthetic syringe

**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:**

Anesthetic Carpule

Sterile Aspirating Syringe

Sealed Disposable Needle

Personal Protective Equipment (PPE)

Sharps Container

Towel



## **STEPS IN TASK PERFORMANCE:**

### **ASSEMBLING THE SYRINGE**

1. Gather required equipment and supplies
2. Don PPE
3. Remove syringe from sterile packaging without contaminating
4. Inspect anesthetic carpule for cracks or suspended particles, and expiration date, replace if needed
5. Hold syringe in one hand, and use the thumb ring to pull back the plunger
6. Insert carpule (rubber stopper end first) into syringe chamber with the other hand
7. Release the thumb ring to allow the harpoon to engage into the stopper
8. Use other hand to apply firm pressure (tapping the plunger handle if needed) until the harpoon is engaged into the stopper (Face syringe away from face when engaging harpoon)
9. Ensure harpoon is engaged securely by gently pulling harpoon
10. Remove protective cap from needle base
11. Screw the needle into position on the syringe; ensure needle is straight and securely attached
12. Place syringe on work surface
13. Cover syringe to restrict patient view

### **DISASSEMBLING THE SYRINGE**

1. Ensure dentist has securely recapped needle before attempting disassembly
2. Disassemble in a non-traffic area
3. Pull back syringe plunger until carpule is released from harpoon
4. Hold plunger in place using one hand
5. Carefully remove carpule from syringe
6. Use cotton forceps or hemostat to remove rubber stopper, if required
7. Discard carpule in sharps container
8. Grasp needle base firmly with thumb and index finger
9. Grasp syringe body firmly at syringe head
10. Unscrew needle until loose from syringe body
11. If cap separates from needle before fully removed, recap using the one-handed scoop technique or a recapping device
12. Separate needle and syringe slowly with outward motion away from body
13. Discard needle assembly in sharps container; if the needle get stuck at the top, use cotton pliers to push into the container



### MODULE 3-3 ASSEMBLE AND DISASSEMBLE THE ANESTHETIC SYRINGE

#### 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
<b>Assembling the syringe</b>		
1. Inspect carpule and place in syringe chamber		
2. Seat harpoon into rubber stopper		
3. Attach sterile needle to syringe safely		
<b>Disassembling the syringe</b>		
1. Remove carpule from syringe safely		
2. Remove needle assembly from syringe safely		
3. Dispose of carpule and needle assembly in sharps container		

#### FEEDBACK

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 3-4 PREPARE, PLACE AND REMOVE THE RUBBER DAM**

**STS TASK REFERENCES:**

- 7.3.8.1. Prepare
- 7.3.8.2. Assist in placement
- 7.3.8.4. Assist in removal

**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:**

Dental Floss  
Patient Napkin  
Personal Protective Equipment (PPE)  
Plastic Bag or Wrapping  
Rubber Dam  
Rubber Dam Clamp Forceps  
Rubber Dam Clamps  
Rubber Dam Frame  
Rubber Dam Lubricant  
Rubber Dam Punch  
Scissors

**STEPS IN TASK PERFORMANCE:****PREPARE AND PLACE RUBBER DAM**

1. Consult with provider or review dental record for location of teeth to be treated
2. Pass floss to provider to check contact areas to be isolated
3. Select appropriate clamp
4. Attach a floss ligature to bow of the clamp
5. Place the clamp on rubber dam forceps with the bow outward
6. Apply slight tension to forceps handles to lock in open position
7. Place forceps treatment tray
8. Punch correlating holes for teeth to be treated
9. Place lubricant on rubber dam, if requested by the dentist
10. Place rubber dam on frame
11. Pass forceps with clamp opening pointed toward teeth to be isolated
12. Hold ligature securely until the clamp has been placed and stabilized
13. Place rubber dam over clamp, if requested
14. Retrieve another piece of floss to invert dam between contacts of exposed teeth
15. Secure the ligature to the rubber dam frame

**REMOVE THE RUBBER DAM**

1. Release floss from rubber dam frame
2. Pass scissors to provider
3. While provider cuts septa, assistant holds margins of the dam
4. Retrieve scissors from provider
5. Transfer clamp forceps to provider for clamp removal
6. Retrieve clamp forceps from provider
7. Retrieve rubber dam and frame from provider
8. Wipe patient's mouth, lips, and chin free of moisture
9. Inspect rubber dam to ensure entire rubber dam has been removed
10. Notify provider of missing pieces, and pass floss for removal
11. Pass explorer for provider to perform an inspection of oral cavity

**MODULE 3-4 PREPARING, PLACING AND REMOVING THE RUBBER DAM****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
<b>Prepare and place Rubber Dam</b>		
1. Select and place appropriate clamp on forceps		
2. Attach ligature to clamp prior to passing		
3. Punch correlating holes for teeth to be treated		
4. Place the rubber dam on the frame		
5. Assist the provider in placing the clamp		
6. Floss between contacts of exposed teeth		
<b>Remove the Rubber Dam</b>		
1. Assist in removal of the rubber dam frame and clamp		
2. Cut the rubber dam between contacts		
3. Inspect for any missing pieces from rubber dam		

**FEEDBACK**

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-5 PREPARE A MATRIX

### STS TASK REFERENCE:

7.3.2.3. Assemble matrix

### TRAINING REFERENCES:

CDC 4Y051A

*The Dental Assistant*

*Modern Dental Assisting*

*Essentials of Clinical Dental Assisting*

Manufacturer's Instructions

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

Matrix Band

Personal Protective Equipment (PPE)

Tofflemire Retainer

### STEPS IN TASK PERFORMANCE:

1. Gather required equipment and supplies
2. Turn retainer's outer knob until end of spindle is visible and away from the diagonal slot in the vise
3. Turn inner knob until the vise moves next to the guide slots
4. Bring ends of the band together to identify the occlusal and gingival aspects of the matrix band (occlusal has larger circumference)
5. With the diagonal slot facing toward you, slide joined ends, occlusal edge of band first, into the diagonal slot on the vice. Avoid creasing the band
6. Guide the band between the correct guide slots
7. Turn outer knob clockwise to tighten the band in the vise
8. Turning the inner knob will adjust the size (diameter) of the loop
9. Place assembled retainer on treatment tray



**MODULE 3-5 PREPARE A MATRIX**

**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 matrix band in tofflemire retainer		
2. Adjust band on retainer to match specified tooth location		
3. Secure matrix band in place		

**FEEDBACK**

Provide trainee with appropriate feedback. (Refer to Introduction)



## **MODULE 3-6 PREPARE BASES, CAVITY LINERS, TEMPORARY, SEDATIVE AND CEMENTING MATERIALS**

### **STS TASK REFERENCES:**

- 7.2.4. Prepare bases and cavity liners
- 7.2.5. Prepare temporary/sedative materials
- 7.2.6. Prepare cementing materials

### **TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
Manufacturer's Instructions

### **EVALUATION INSTRUCTIONS:**

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

### **PERFORMANCE RESOURCES:**

Amalgamator  
Base, Cavity Liner, Temporary, Sedative, or  
Cement Material Powder  
Mixing Fluid/Liquid  
Mixing Pad or Glass Slab  
Personal Protective Equipment  
Spatula  
2x2 Gauze

### **STEPS IN TASK PERFORMANCE:**

1. Measure material IAW manufacturer's instructions, if required
2. Wait for signal from dentist to begin mixing
3. Mix material, as required, IAW manufacturer's instructions
4. Pass filling mixture and placement instrument(s) to dentist for application
5. Remove excess material from instrument(s) as needed with gauze
6. Immediately clean spatula and glass slab, if used
7. Provide light curing, placement and finishing instrument(s), if required

**MODULE 3-6 PREPARE BASES, CAVITY LINERS, TEMPORARY, SEDATIVE  
AND CEMENTING MATERIALS****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
<b>Bases</b>		
1. Dispense equal amounts of base and catalyst		
2. Mix material IAW manufacturer's instructions		
<b>Cavity Liners</b> – Dispense using cotton pellet and pass without cross contamination		
<b>Temporary Materials</b>		
1. Dispense proper ratio of powder and liquid		
2. Mix material IAW manufacturer's instructions		
<b>Sedative Materials</b>		
1. Dispense proper ratio of powder and liquid		
2. Mix material IAW manufacturer's instructions		
<b>Cementing Materials</b>		
1. Dispense proper ratio of powder and liquid		
2. Mix material IAW manufacturer's instructions		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-7 PREPARE DENTAL AMALGAM

### STS TASK REFERENCE:

- 7.2.1. Prepare amalgam

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
Manufacturer's Instructions

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

Amalgam Well  
Amalgamator  
Personal Protective Equipment  
Placement and Finishing Instruments  
Scrap Amalgam Container  
Silver Alloy Capsule

### STEPS IN TASK PERFORMANCE:

1. Adjust amalgamator speed and time setting according to manufacturer's instructions
2. Activate silver alloy capsule for amalgamator mixing, if required
3. Place capsule in amalgamator
4. Initiate amalgamator mixing sequence when signaled by dentist
5. Remove mixed silver alloy capsule from amalgamator upon cycle completion
6. Place mixed amalgam into amalgam well
7. Load amalgam carrier with alloy mixture and pass to dentist, as required
8. Pass the condenser and reloaded amalgam carrier, as required
9. Pass finishing instruments as required
10. When amalgam is no longer needed, remove excess amalgam from instruments
11. Dispose of excess alloy mixture and used capsule IAW local requirements



**MODULE 3-7 PREPARE DENTAL AMALGAM**

**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. Set proper speed and time for mixing amalgam		
2. Begin mixing when signaled from dentist		
3. Load the amalgam carrier		
4. Remove excess amalgam from instruments		
5. Dispose of excess amalgam and used capsule IAW local requirements		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-8 PREPARE COMPOSITE MATERIALS

### STS TASK REFERENCE:

- 7.2.2. Prepare light cure composites

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
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 Handpiece and Attachments, if required  
Finishing instrument(s)  
High Volume Suction and Suction Tip  
Light Cure Composite Kit  
Light Cure Unit  
Light Cure Shade Paddle, if required  
Personal Protective Equipment

### STEPS IN TASK PERFORMANCE:

1. Pass composite shade guide to select corresponding tooth shade
2. Dispense and pass acid etch without cross-contamination
3. Rinse and dry cavity prep, as required
4. Pass bonding agent(s) and light cure observing safety guidelines and IAW manufacturer's instructions
5. Load selected shade capsule into dispenser and pass to dentist
6. Pass hand instrument(s) to place and shape composite material
7. Remove excess composite from dentist's instrument(s) as needed
8. Light cure composite material observing safety guidelines and IAW manufacturer's instructions
9. Pass finishing instrument(s) and/or materials



**MODULE 3-8 PREPARE COMPOSITE MATERIALS**

**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. Pass composite shade guide to select corresponding tooth shade		
2. Pass acid etch		
3. Rinse and dry cavity prep		
4. Pass bonding agent and light cure observing safety guidelines and IAW manufacturer's instructions		
5. Pass selected shade and hand instrument to dentist		
6. Pass finishing instrument(s)		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-9 PREPARE GLASS IONOMER MATERIALS

### STS TASK REFERENCE:

- 7.2.3. Prepare glass ionomers

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
Manufacturer's Instructions

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

Activator and Applicator Instruments  
Amalgamator  
Glass Ionomer Kit  
Glass Slab or appropriate Mixing Pad  
Light Cure Shade Paddle, if required  
Light Cure Unit, if required  
Mixing Spatula  
Personal Protective Equipment  
Placing and Finishing Instrument(s), as needed

### STEPS IN TASK PERFORMANCE:

1. Fluff ionomer powder, if required
2. Measure powder/liquid IAW manufacturer's instructions or activate capsulated material
3. Begin mixing when signaled by dentist
4. Mix material to desired consistency by hand or amalgamator IAW manufacturer's instructions
5. Provide material to dentist with requested application instrument(s)
6. Light cure, if required
7. Pass necessary finishing/shaping instruments to dentist
8. Assist dentist with acid etch, bond, if required.
9. Glaze and light cure IAW manufacturer's instructions



**MODULE 3-9 PREPARE GLASS IONOMER MATERIALS**

**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. Measure powder/liquid or activate capsulated material IAW manufacturer's guidance		
2. Prepare material to desired consistency IAW manufacturer's instructions		
3. Pass material to dentist with requested applicator instrument(s)		
4. Pass necessary finishing/shaping instrument(s) or material(s) to dentist		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-10 PREPARE ELASTOMERIC IMPRESSION MATERIALS

### STS TASK REFERENCE:

- 7.2.8. Prepare other impression materials

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
Manufacturer's Instructions

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

Disposable Mixing Instrument (Tongue  
Depressor)  
Impression Material  
Impression Tray  
Masking Tape or similar  
Mixing Pad or Appropriate Mixing Surface  
(Tray Cover)  
Personal Protective Equipment  
Tray Adhesive

### STEPS IN TASK PERFORMANCE:

1. Tape mixing pad or tray cover to work surface
2. Paint impression tray with tray adhesive, if required, IAW manufacturer's instructions
3. Measure impression material IAW manufacturer's instructions
4. Wait for signal from dentist to begin mixing
5. Mix impression material IAW manufacturer's instructions
6. Place impression material into impression tray, as required
7. Provide, assist, and receive impression tray from dentist, as required



**MODULE 3-10 PREPARE ELASTOMERIC IMPRESSION MATERIALS**

**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. Tape mixing pad or tray cover to work surface		
2. Measure impression material IAW manufacturer's instructions		
3. Mix impression material IAW manufacturer's instructions		
4. Provide,assist, and receive impression tray from dentist		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



## MODULE 3-11 ASSIST EXAMINATION PROCEDURES

### STS TASK REFERENCES:

- 7.3.2.1. Select and arrange instruments
- 8.6.2. Assist with examination, screening and preliminary diagnosis procedures

### TRAINING REFERENCES:

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
*Comprehensive Dental Hygiene Care*  
*Essentials of Clinical Dental Assisting*

### EVALUATION INSTRUCTIONS:

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

### PERFORMANCE RESOURCES:

AF Forms 644	Dental Treatment Room (DTR) Schedule
BP Cuff or automatic blood pressure machine and stethoscope	Instrument Packs
Dental Record	SF Form 513, Consultation Sheet
Dental Treatment Room	

### STEPS IN TASK PERFORMANCE:

1. Select and arrange instruments for dental examination
2. Determine reason for examination--review the patient's dental record
  - a. Periodic Dental Examination
  - b. Dental Sick Call
  - c. Special Examination (exams required for commissioning, isolated duty, enlistment, food handler, etc.)
3. Take and record the patient's blood pressure on appropriate forms
4. Refer patient for medical consult on the direction of attending dentist, if required
5. Provide the patient's current x-rays to dentist
6. Refer patient to dental radiology if the dentist orders x-rays
7. Pass required instruments
8. Chart AF Form 603/603A as required
9. Complete other forms, if required
10. Refer patient to appointment desk with required forms to schedule follow-up appointments



**MODULE 3-11 ASSIST EXAMINATION 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. Set up the examination room with required instruments		
2. Take blood pressure and annotate on appropriate forms		
3. Chart AF Form 603/603A		
4. Complete appropriate paperwork		
5. Refer patient to appointment desk with required forms		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 3-12 ASSIST RESTORATIVE DENTISTRY PROCEDURES****STS TASK REFERENCES:**

- 7.3.2.1. Select and arrange instruments
- 8.1.2. Assist with restorative dentistry procedures

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

AF Form 490, Medical/Dental Appointment  
AF Form 644, Record of Dental Attendance  
Dental Health Record  
Dental Instruments, Materials, and Equipment  
Dental Treatment Room  
Personal Protective Equipment

**STEPS IN TASK PERFORMANCE:**

1. Review the patient's dental record and query dentist to determine type of procedure required
2. Select and arrange instruments, materials, and equipment/for designated procedure
3. Position the patient in proper treatment position for the procedure
4. Position the dental treatment light beam into the patient's oral cavity
5. Prepare, provide, and pass materials, medications, instruments, and equipment, as required
6. Retract, irrigate, and aspirate as needed
7. Dismiss and reappoint patient, as required
8. Complete appropriate paperwork (SF 603/SF603A, AF Form 644, AF Form 490)
9. Dispose of excess materials, medications, and sharps IAW safety and infection control standards, as required



**MODULE 3-12 ASSIST RESTORATIVE DENTISTRY 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. Set up a Restorative Assisting room with required instruments		
2. Prepare materials and medications IAW manufacturer's instructions		
3. Provide and pass materials, medications, instruments, and equipment in proper sequence		
4. Use four-handed dentistry techniques to pass and receive instruments		
5. Handle contaminated instruments and materials IAW safety and infection control standards		
6. Complete appropriate paperwork		
7. Dispose of excess materials, medications, and sharps IAW safety and infection control standards		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 3-13 ASSIST ENDODONTIC PROCEDURES****STS TASK REFERENCES:**

- 7.3.2.1. Select and arrange instruments
- 8.4.2. Endodontic treatment procedures

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

AF Form 644, Record of Dental Attendance  
Dental/Endodontic Instruments  
Dental Health Record  
Dental Treatment Room  
Irrigation Solution  
Irrigation Syringe  
Periapical Film  
Personal Protective Equipment  
Portable Manual Developer/Processor  
Portable X-ray Unit  
Root Canal Filling Materials/Cement  
Snap-a-ray or Endodontic XCP



**STEPS IN TASK PERFORMANCE:**

1. Review the patient's dental record and query dentist to determine procedure
2. Select and arrange instruments, materials, and equipment/for designated procedure
3. Position the patient in proper treatment position for the procedure
4. Position the dental treatment light into the patient's oral cavity
5. Assist in placement of rubber dam
6. Prepare irrigation syringe and solution
7. Retract, irrigate, and aspirate as needed
8. Assist and/or take necessary diagnostic radiographs
9. Annotate canal measurements on appropriate forms
10. Prepare and assist in placing root canal filling materials/cements and restorative materials
11. Schedule follow-up appointments

**MODULE 3-13 ASSIST ENDODONTIC 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. Set up a Endodontic treatment room with required instruments		
2. Prepare materials and medications IAW manufacturer's instructions		
3. Provide and pass materials, medications, instruments, and equipment in proper sequence		
4. Complete patient treatment forms		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 3-14 ASSIST PERIODONTAL PROCEDURES**

**MODULE 3-14A ASSIST ROUTINE PERIODONTAL PROCEDURES**

**STS TASK REFERENCES:**

- 7.3.2.1. Select and arrange instruments
- 8.5.2. Periodontic treatment procedures

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*The Dental Assistant*  
*Comprehensive Dental Hygiene Care*  
*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

AF Form 490, Medical/Dental Appointment  
AF Form 644, Record of Dental Attendance  
AF Form 935, Periodontal Diagnosis and  
Treatment Plan  
Dental Instruments  
Dental Materials  
Dental Treatment Room  
Full Mouth Radiographs (FMXRs)  
Personal Protective Equipment

**STEPS IN TASK PERFORMANCE:**

1. Review the patient's dental record and query dentist to determine procedure
2. Select and arrange instruments, materials, and equipment for designated procedure
3. Provide patient's FMXRs and previously charted AF Form 935 series to the dentist as required
4. Position the patient in proper treatment position for the procedure
5. Position the dental treatment light into the patient's oral cavity
6. Retract, irrigate, and aspirate as required
7. Prepare and/or pass instruments and materials as required
8. Chart AF Form 935 series
9. Schedule any requested follow-up appointments

**MODULE 3-14A ASSIST ROUTINE PERIODONTAL 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. Set up a Periodontal treatment room with required instruments		
2. Prepare materials and medications required for procedure		
3. Provide and pass materials, medications, instruments, and equipment in proper sequence		
4. Complete appropriate patient treatment forms		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 3-14B ASSIST SURGICAL PERIODONTAL PROCEDURES**

**STS TASK REFERENCE:**

- 7.3.2.1. Select and arrange instruments
- 8.5.2. Periodontic treatment procedures

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*The Dental Assistant*  
*Comprehensive Dental Hygiene Care*  
*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

AF Form 490, Medical/Dental Appointment  
AF Form 644, Record of Dental Attendance  
AF Form 935, Periodontal Diagnosis and  
Treatment Plan  
Dental Instruments  
Dental Materials  
Dental Treatment Room  
Full Mouth Radiographs (FMXR's)  
Personal Protective Equipment

**STEPS IN TASK PERFORMANCE:**

1. Prepare appropriate forms
2. Prepare IV materials, as required
3. Drop sterile suture, anesthetic carpules, blades, irrigating syringe, suction tubing, and cup onto tray without contamination
4. Perform surgical scrub and put on sterile gloves
5. Set up instrument tray for procedure
6. Prepare sterile saline without contamination—pour into sterile cup without touching bottle
7. Ensure patient followed pre-operative instructions completely
8. Position the patient in proper treatment position for the procedure
9. Place one sterile towel and drape over patient's chest
10. Provide the patient with eye protection
11. Position the dental treatment light(s) into the patient's oral cavity
12. Prepare anesthetic syringes
13. Prepare irrigation syringe
14. Pass instruments, aspirate/irrigate and tissue retraction as needed
15. Prepare suture materials (place needle on needle holder) and assist in the placement of suture material (retract tissue and cut sutures as needed)
16. Wipe patient's mouth
17. Remove patient drapes and cover surgical tray
18. Take post-op vital signs, as required
19. Raise patient slowly to prevent syncope
20. Provide the patient and escort with written post-operative instructions
21. Schedule post operative appointment
22. Dismiss patient to escort, if required



**MODULE 3-14B ASSIST SURGICAL PERIODONTAL 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. Set up a Periodontal Surgical treatment room with required instruments		
2. Prepare materials and medications IAW manufacturer's instructions		
3. Perform surgical scrub and put on appropriate Personal Protective Equipment		
4. Drape patient correctly for procedure		
5. Provide and pass materials, medications, instruments, and equipment in proper sequence		
6. Use proper techniques to pass and receive surgical instruments		
7. Prepare and assist in placement of suture material		
8. Provide post-operative instructions to the patient and escort		
9. Complete appropriate patient treatment forms		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 3-15 ASSIST PROSTHODONTIC PROCEDURES****STS TASK REFERENCES:**

- 7.3.2.1. Select and arrange instruments
- 8.3.2. Prosthodontic treatment procedures
- 8.3.3. Coordinate cases with dental laboratory

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

After ensuring the trainee has received proper supervised training, experience, and exposure to several types of prosthodontic procedures, evaluate the trainee's abilities using the performance checklist

**PERFORMANCE RESOURCES:**

AF Form 644, Record of Dental Attendance  
Dental Health Record  
Dental Treatment Room  
DD Form 2322, Dental Laboratory Work Authorization  
Dental Instruments, Materials, and Equipment  
Personal Protective Equipment



**STEPS IN TASK PERFORMANCE:**

1. Review the patient's dental record and query dentist to determine procedure
2. Coordinate with dental laboratory for receipt of prosthodontic appliance, if required
3. Select and arrange instruments, materials, and equipment/for designated procedure
4. Position the patient in proper treatment position for the procedure
5. Position the dental treatment light into the patient's oral cavity
6. Retract, irrigate, and aspirate as needed
7. Assist the dentist with the tooth preparation, if required
8. Upon dentist's signal, prepare materials for IAW manufacturer's instructions, if required
9. Use four-handed dentistry throughout the treatment procedures
10. Pass instruments, materials, equipment, and appliances as needed
11. Assist dentist with preparation of any impressions
12. Clean, rinse and disinfect impression
13. Complete and forward DD Form 2322 with impressions to dental lab for appliance construction
14. Assist dentist with the preparation of temporary appliance
15. Assist dentist with placement/delivery of any appliance
16. Schedule required follow-up appointments
17. Complete appropriate patient treatment forms

**MODULE 3-15 ASSIST PROSTHODONTIC 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. Set up a Prosthodontic treatment room with required instruments		
2. Determine patient treatment and set-up materials		
3. Provide and pass materials, medications, instruments, and equipment in proper sequence		
4. Complete appropriate patient treatment forms and DD Form 2322		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 3-16 LABORATORY PROCEDURES**  
**MODULE 3-16A MAKE PRELIMINARY IMPRESSIONS**

**STS TASK REFERENCES:**

- 7.2.7. Prepare alginate impression materials
- 7.3.14. Make preliminary alginate impressions

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*  
Manufacturer's Instructions  
Year 2000 USAF Infection Control Guidelines

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

Alginate Impression Material  
DD Form 2322, Dental Laboratory Work  
Authorization  
Disinfectant  
Identification tags  
Impression Trays (assorted sizes)  
Plastic Dental Bags (2)  
Rubber Mixing Bowl  
Saliva Ejector  
Spatula  
Tray Adhesive  
Water

**STEPS IN TASK PERFORMANCE:**

1. Gather required equipment and supplies
2. Annotate identification tags and DD Form 2322 with patient information
3. Instruct patient to remove any removable appliances, if required
4. Place patient in upright position for impression
5. Brief patient on procedure, i.e. breathing, gagging, etc.
6. Select appropriate size and try-in tray
7. Apply tray adhesive to interior of tray
8. Measure alginate material and room temperature water IAW manufacturer's instructions
9. Use water at temperature level inversely related to impression set time (example: warmer water for shorter set)
10. Mix impression material and water to thickened consistency in rubber mixing bowl
11. Load impression material into tray from center to outside edges using spatula
12. Remove excess material from tray using spatula
13. Center front of tray on patient's anterior teeth
14. Seat tray by applying equal pressure
15. Hold tray in place by hand
16. Allow impression material to set IAW manufacturer's instructions, test by depressing material with finger
17. Place saliva ejector in patient's mouth to suction out excess saliva
18. Remove tray from patient's mouth avoiding distortion (pull down front, then rear of tray)
19. Rinse and clean impression with a sprinkling of dental stone under water
20. Spray (avoid mist) impression with disinfectant
21. Place in plastic dental bag with identification tag
22. Forward impressions to dental laboratory with completed DD Form 2322
23. Inform lab of disinfectant time

**MODULE 3-16A MAKE PRELIMINARY IMPRESSIONS****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. Annotate identification tags and DD Form 2322 with patient information		
2. Instruct patient to remove any removable appliances		
3. Select appropriate size and try-in tray		
4. Apply tray adhesive to interior of tray		
5. Measure alginate material and water IAW manufacturer's instructions		
6. Mix impression material and water to correct consistency		
7. Load impression material into tray		
8. Insert impression tray		
9. Allow impression material to set IAW manufacturer's instructions		
10. Remove tray from patient's mouth avoiding distortion		
11. Prepare impression to take to lab IAW infection control policies		
12. Forward labeled impressions to dental laboratory with completed DD Form 2322		
13. Notify dental laboratory personnel of disinfection start time		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 3-16B POUR, TRIM AND POLISH DIAGNOSTIC CASTS****STS TASK REFERENCES:**

7.3.15. Pour, trim and polish study casts

**TRAINING REFERENCES:**

CDC 4Y051A

*Modern Dental Assistant*

AFP 162-6, Vols 2 & 3 *Dental Laboratory Technology* (AFPAM 41-104, pending)

**EVALUATION INSTRUCTIONS:**

Demonstrate how to pour, trim and polish diagnostic a maxillary and mandibular cast using the two-step method. Have the trainee pour, trim diagnostic casts, and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate their abilities using the performance checklist.

**PERFORMANCE RESOURCES:**

Disinfected Alginate Impressions

Balance Scale

Model Trimmer

Vac-U-Vestor

Vibrator

Disinfection Solution

Personal Protective Equipment

Distilled Water

Dry Cloth, Paper Towels or Chamois

Type III Dental Stone

Graduated cylinder

Saturated dihydrate solution (SDS)

Spatula

Towel or oil-free Air Source

4x4 Sheet of Plastic

Indelible Ink Marker

Mixing Bowl

Liquid Soap

**STEPS IN TASK PERFORMANCE:**

1. Gather necessary materials
2. Suspend impressions by handles to prevent distortion
3. Rinse impression under low pressure running tap water
4. Shake excess water off
5. Measure distilled water
6. Weigh stone
7. Incorporate powder into distilled water
8. Vacuum mix dental stone for 30 seconds
9. Vibrate stone into impression
10. Cover all tissue and border areas with stone
11. Place stone nodules 15-19 mm high for retention of second pour
12. Set aside until initial set is reached (8-15 minutes)
13. Weigh stone and measure distilled water for base
14. Trim stone nodules to 15 mm (ensure tray is level)
15. Wet first pour with SDS
16. Vacuum mix dental stone for 30 seconds



17. Vibrate some stone around retention nodules
18. Make stone patty on 4x4 sheet of plastic
19. Invert first pour on stone patty
20. Adapt stone around impression
21. Separate impressions from casts
22. Rinse in SDS
23. Trim bases parallel to ridge or occlusal surface (15mm thick)
24. Trim perimeter of casts following the sulcus
25. Trim land area – 3 mm from the depth of the sulcus
26. Extend 5mm beyond hamular notch/retromolar pad area (most distal landmark)
27. Soak casts for 30-45 minutes in liquid soap
28. Rinse under running water until all excess soap is removed
29. Gently buff surface with dry cloth, paper towels or dry chamois until a high gloss is achieved
30. Write patient's name on heel of cast in indelible ink



## MODULE 3-16B POUR, TRIM AND POLISH DIAGNOSTIC CASTS

### PERFORMANCE CHECKLIST

#### INSTRUCTIONS:

The trainee must be able to pour, trim and polish a maxillary and mandibular cast and satisfactorily perform all tasks without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Ensure alginate impressions were disinfected prior to handling		
2. Measure distilled water and weigh stone		
3. Remove excess water from the impressions		
4. Vacuum mix stone for 30 seconds		
5. Place stone retention nodules		
6. Allow first pour to reach initial set		
7. Trim stone nodules to 15 mm height		
8. Wet first pour with SDS		
9. Separate the cast after final set of first pour without fracturing cast		
10. Trim cast correctly		
11. Polish cast correctly		
12. Follow all safety guidelines		

#### FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

**MODULE 3-16C CONSTRUCT CUSTOM IMPRESSION TRAYS****STS TASK REFERENCE(S):**

7.3.16. Fabricate custom trays

**TRAINING REFERENCE(S):**

AFP 162-6, Vols. 2 & 3, *Dental Laboratory Technology* (AFPAM 47-103, pending)  
*Modern Dental Assistant*

**EVALUATION INSTRUCTIONS:**

Demonstrate how to construct maxillary and mandibular custom impression trays for complete denture and fixed prosthodontic casts. Stress the importance of strength, accuracy, and appearance of the final products. Have the trainee construct impression trays and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

**PERFORMANCE RESOURCES:**

Acrylic Bur  
Alginate Separating Medium  
Bard Parker Knife  
Bunsen Burner  
Handpiece or Lathe  
Rubber Gloves  
Tray Material  
Wax Pencil (Red and Blue)  
Acrylic Mixing Spatula  
Artist Brush  
Baseplate Wax  
Disinfectant Solution  
Mixing Cup  
Steam or Ultrasonic Cleaner  
Vaseline or Petrolatum  
Wax Spatula

**STEPS IN TASK PERFORMANCE:**

1. Identify and mark borders of tray on cast
2. If tray will be made without a spacer, blockout undercuts on cast
3. Heat baseplate wax sheet until softened
4. Form softened wax over cast to create spacer
5. Trim excess wax to specified tray design and apply petrolatum
6. Cut out tissue stops in wax spacer IAW dentist's directions
7. Apply separating medium to cast
8. Mix tray material to dough-like consistency
9. Do not handle resin with ungloved hands
10. Form tray material to 3.0 mm thickness on cast
11. Put excess tray material in bowl of cold water
12. Form handle/finger rests from excess tray material
13. Dampen attachment site with monomer and promptly attach handle/finger rests to tray
14. When impression tray reaches initial set and still warm, remove tray from cast
15. Remove wax from tray and cast, as prescribed
16. Finish tray with bur
17. Clean and disinfect tray

**MODULE 3-16C CONSTRUCT CUSTOM IMPRESSION TRAYS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to construct maxillary and mandibular custom impression trays for complete denture and fixed prosthodontic casts and satisfactorily perform all parts of the task without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Blockout undercuts on casts for custom trays without spacers		
2. Identify border and location of tissue stops		
3. Create wax spacer of the right thickness and properly cut out tissue stops		
4. Properly mix and handle tray material		
5. Adapt tray material to cast so custom tray is not too thick or too thin		
6. Position and shape tray handle/finger rests to the dentist's preference		
7. Remove custom tray from cast without damaging tray or cast		
8. Finish tray borders to the desired outline		
9. Clean and disinfect custom tray		

**FEEDBACK:**

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



## MODULE 3-16D OCCLUSAL REGISTRATION

### STS TASK REFERENCE:

7.3.17 Make occlusal registrations for mounting study casts

### TRAINING REFERENCES:

CDC 4Y051A

*Modern Dental Assistant*

Year 2000 USAF Infection Control Guidelines

### EVALUATION INSTRUCTIONS:

Demonstrate how to make an occlusal registration for study models. Have the trainee take an occlusal registration, and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

### PERFORMANCE RESOURCES:

Impression Material

Extruder Gun

Disinfection Solution

4x4 Gauze

Dental Mouth Mirror

Personal Protective Equipment (PPE)

Patient Napkin and Clamp

### STEPS IN TASK PERFORMANCE:

1. Gather necessary materials.
2. Drape patient napkin around patient's neck and secure with napkin clamps
3. Provide patient with eye protection for all procedures
4. Brief patient of procedure (proper occlusion)
5. Position the patient in the upright position for impression
6. Inform the patient to open their mouth
7. Mix impression material using the extruder gun IAW manufacturer's instructions
8. Extrude material onto the occlusal surface of the mandibular teeth
9. Instruct the patient to close in proper occlusion
10. Allow impression material to set IAW manufacturer's instructions
11. After material has set, remove impression material and check for accuracy
12. Rinse and clean impression with sprinkling of dental stone under running water
13. Spray (avoid mist) impression with disinfectant
14. Place in a labeled, and sealed plastic dental bag
15. Transport to dental laboratory

**MODULE 3-16D OCCLUSAL REGISTRATION****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to make an occlusal registration, and satisfactorily perform all tasks without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Instruct patient and obtain proper occlusion for study models		
2. Mix and use impression materials properly		
3. Rinse and clean impression materials IAW infection control guidelines		
4. Follow all safety guidelines		

**FEEDBACK:**

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



## MODULE 3-16E FABRICATE INTERIM CROWNS AND FIXED PARTIAL DENTURES

### STS TASK REFERENCE:

7.3.19. Fabricate interim restorations

### TRAINING REFERENCES:

AFP 162-6, Vol. 3, *Dental Laboratory Technology* (AFPAM 47-103, pending)  
*Modern Dental Assistant*

### EVALUATION INSTRUCTIONS:

Typically, when dental laboratory personnel fabricate interim restorations, they only make the stent and process the acrylic resin. The restoration is then completed chairside by the dentist. Demonstrate how to construct a stent and process the resin for interim crowns and fixed partial dentures. Ensure tooth contours are corrected and edentulous spaces are filled before fabricating a matrix. Have the trainee construct a stent and process the resin for interim crowns and fixed partial dentures and suggest ways to improve performance. After the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

### PERFORMANCE RESOURCES:

Acrylic Resin  
Cast Trimmer  
Disinfectant Solution  
Inlay Wax  
Pencil  
Pressure Pot  
Separating Medium  
Spatula  
Tooth-Shade Acrylic  
Vacuum Mixer

Bard Parker  
Dental Stone  
Duplicating Material  
Mixing Container  
Polishing Compound  
Rubber Bands  
Small Artist Brush  
Stent Material  
Vacuum Former  
Vacuum Mixing Bowl



**STEPS IN TASK PERFORMANCE:**

1. If cast has an edentulous area in the area to be restored, fit denture tooth into occlusion
2. If tooth to be restored has abnormality (fractured cusp), build up to normal contours with wax or acrylic resin
3. Duplicate master cast for vacuum forming the stent material, if needed
4. Fabricate matrix on cast using stent material and vacuum former unit
5. Cut stent material to include tooth to be restored and one adjacent tooth on each side
6. Remove matrix from diagnostic cast
7. Disinfect impression of prepared teeth received from dentist
8. Fabricate working cast
9. Apply separating medium to working cast
10. Mix appropriate tooth-shaded acrylic in dappen dish
11. Pour thin stream of tooth-shaded acrylic into matrix with no bubbles
12. Invert matrix onto working cast
13. Secure matrix gently to cast using rubber band
14. Cure restoration in pressure pot filled with 115 °F water for 30 minutes at 20 psi
15. Remove matrix and separate restoration from cast
16. Remove excess acrylic from adjacent teeth using Bard Parker
17. Finish and polish axial contours, avoid over-finishing interproximal contact areas
18. Disinfect restoration and return to dentist for placement



## MODULE 3-16E FABRICATE INTERIM CROWNS AND FIXED PARTIAL DENTURES

### PERFORMANCE CHECKLIST

#### INSTRUCTIONS:

The trainee must be able to fabricate interim restorations and satisfactorily perform all parts of the task without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Establish desired contours on the cast before fabricating the matrix		
2. Fabricate an accurate matrix		
3. Fabricate an accurate working cast of prepared teeth		
4. Process acrylic resin without porosity		
5. Trim and polish restoration to proper contour		
6. Disinfect restoration		

#### FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



## MODULE 3-16F POLISH REMOVABLE APPLIANCES

### STS TASK REFERENCE:

7.3.18. Clean and polish removable appliances

### TRAINING REFERENCES:

CDC 4Y051A

AFP 162-6, Vol 2, *Dental Laboratory Technology* (AFPAM 47-103, pending)

### EVALUATION INSTRUCTIONS:

Demonstrate how to polish a removable appliance. Have the trainee polish a removable appliance, and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

### PERFORMANCE RESOURCES:

Bench Lathe

Personal Protective Equipment

Polishing Lathe

Rag Wheels

Ultrasonic Cleaner

Disinfectant Solution

Polishing Compound

Pumice

Safety Glasses

### STEPS IN TASK PERFORMANCE:

31. Disinfect a removable appliance IAW dental laboratory procedures
32. Remove scratches using polishing lathe with wet rag wheel and pumice
33. Rinse appliance under running water to remove excess pumice
34. Polish appliance with polishing compound using rag wheel
35. Place appliance in ultrasonic cleaner after polishing to remove polishing compound
36. Disinfect appliance, store in a humid environment

**MODULE 3-16F POLISH REMOVABLE APPLIANCES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to polish a removable appliance and satisfactorily perform all tasks without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Follow all infection control and safety guidelines		
2. Wear appropriate personal protective equipment		
3. Disinfect appliance before polishing		
4. Polish the appliance, producing a smooth, hygienic surface		
5. Clean, disinfect, and store the appliance after polishing		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 3-17 CLINICAL ORAL SURGERY PROCEDURES**

**MODULE 3-17A ASSIST CLINICAL ORAL SURGERY PROCEDURES**

**STS TASK REFERENCE:**

8.2.2. Assist with clinical oral surgery procedures

**TRAINING REFERENCES:**

CDC 4Y051A

*The Dental Assistant*

*Modern Dental Assisting*

*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

AF Form 1417, Sedation Clinical Record  
AF Form 490, Medical/Dental Appointment  
AF Form 644, Record of Dental Attendance  
Band-Aids  
Bite Block  
Dental Handpieces  
Dental Health Record  
Dental Treatment Room  
Disposable syringes  
Emergency Kit  
Gauze Pads  
Head/shoe covers  
Irrigation Syringe  
IV Catheter  
IV Logbook, if Required  
IV Solution Bags  
IV Stand/Rack  
IV Vent Kit or Set  
Local Anesthetics

Oxygen Source with Nasal Cannula  
Personal Protective Equipment  
Post-op instructions  
Prep Pads  
Safety Glasses  
Scrub Solution  
Silk/paper tape  
Sterile Drape  
Sterile Gloves  
Sterile Saline  
Sterile Towel  
Suction Tubing  
Surgical Gowns  
Surgical Instrument Kit  
Surgical tray stand, if required  
Suture material  
Tourniquet  
Towel Clamp  
Vital Sign Monitors

**STEPS IN TASK PERFORMANCE:**

1. Prepare appropriate forms, review AF Form 696, consult with dentist as needed
2. Prepare I.V. materials, as required
3. Drop sterile suture, anesthetic carpules, blades, irrigating syringe, suction tubing, and cup onto tray without contamination
4. Perform surgical scrub and put on sterile gloves
5. Set up instrument tray for procedure
6. Prepare sterile saline without contamination—pour into sterile cup without touching bottle
7. Ensure patient followed pre-operative instructions completely
8. Position the patient in proper treatment position for the procedure
9. Prepare vital sign monitors/oxygen, if required
10. Assist provider in starting I.V. connections, if required
11. Place sterile drape over patient's chest
12. Place sterile towel over patient's eyes and secure with towel clamp or use safety glasses
13. Shine the dental treatment light into the patient's oral cavity
14. Prepare anesthetic syringes
15. Prepare irrigation syringe (remove tip from irrigation needle and draw up saline)
16. Pass appropriate instruments as needed
17. Aspirate/irrigate as requested/needed
18. Provide tissue retraction as needed
19. Prepare suture materials (place needle on needle holder)
20. Assist in the placement of suture material (retract tissue and cut sutures as needed)
21. Clean patient's mouth, if required
22. Remove patient drapes and cover surgical tray
23. Take post-op vital signs, as required
24. Raise patient slowly to prevent syncope
25. Provide patient and escort with written post-operative instructions
26. Schedule post operative appointment, if required
27. Dismiss patient to escort, if required
28. Dispose of excess materials, medications, and sharps, extracted teeth, etc., IAW safety and infection control standards, as required
29. Witness destruction of remaining controlled medications



**MODULE 3-17A ASSIST CLINICAL ORAL SURGERY 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. Set up a oral surgery treatment room with required instruments		
2. Prepare materials and medications IAW manufacturer's instructions		
3. Perform surgical scrub and don appropriate personal protective equipment		
4. Attach vital sign monitor and oxygen equipment to patient		
5. Drape patient correctly for procedure		
6. Provide and pass materials, medications, instruments, and equipment in proper sequence		
7. Use proper techniques to pass and receive surgical instruments		
8. Prepare and assist in the placement of suture material		
9. Provide post-operative instructions to the patient		
10. Handle contaminated instruments and materials IAW safety and infection control standards		
11. Complete appropriate paperwork		
12. Dispose of excess materials, medications, and sharps IAW safety and infection control standards		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 3-17B ASSIST POST-SURGICAL PROCEDURES****STS TASK REFERENCE:**

- 8.2.2. Assist with clinical oral surgery procedures

**TRAINING REFERENCES:**

CDC 4Y051A  
*The Dental Assistant*  
*Modern Dental Assisting*  
*Essentials of Clinical Dental Assisting*

**EVALUATION INSTRUCTIONS:**

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

**PERFORMANCE RESOURCES:**

AF Form 644, Record of Dental Attendance  
Dental Treatment Room  
Dental Health Record  
Irrigation solution  
Monoject Syringe  
Mouth Mirror/Explorer  
Personal Protective Equipment  
Suture scissors  
Tissue retractor, if required

**STEPS IN TASK PERFORMANCE:**

1. Prepare instruments and materials as required
2. Assist removal of suture material as directed, if required
3. Irrigate and suction as needed or instructed
4. Consult dentist as needed
5. Annotate treatment on appropriate forms
6. Schedule follow-up appointment, if required



**MODULE 3-17B ASSIST POST-SURGICAL 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. Set up a Post surgical treatment room with required instruments		
2. Prepare materials and medications IAW manufacturer's instructions		
3. Assist in the removal of suture material		
4. Annotate treatment on appropriate forms		

**FEEDBACK:**

Provide trainee with appropriate feedback. (Refer to Introduction)



This page left intentionally left blank.

**Dental Assistant Qualification Training Progress Record**

Rank/Name \_\_\_\_\_

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

<i>Volume 3. Clinical Skills-Chairside Assisting</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	Perform Four-handed Dentistry Techniques		
⑤	2	3	Maintaining the Treatment Site		
⑤	3	6	Assemble and Disassemble an Anesthetic Syringe		
⑤	4	9	Prepare, Place and Remove the Rubber Dam		
⑤	5	12	Prepare a Matrix		
⑤	6	14	Prepare Bases, Cavity Liners, Temporary, Sedative, and Cementing Materials		
⑤	7	16	Prepare Dental Amalgam		
⑤	8	18	Prepare Composite Materials		
⑤	9	20	Prepare Glass Ionomer Materials		
⑤	10	22	Prepare Elastomeric Impression Materials		
⑤	11	24	Assist Examination Procedures		
⑤	12	26	Assist Restorative Dentistry Procedures		
⑤	13	28	Assist Endodontic Procedures		
⑤	14	31	Assist Periodontal Procedures		
⑤	15	36	Assist Prosthodontic Procedures		
⑤	16	39	Laboratory Procedures		
⑤	17	55	Clinical Oral Surgery Procedures		



This page intentionally left blank.

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) 676-2781.

5. Thank you for your time and interest.

YOUR NAME, RANK, USAF  
Title/Position