

DACUM Research Chart for Dental Assistant

DACUM Panel

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Produced for



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Developed by



February 22-23, 2001

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Duties

Tasks

A	Set-Up Operatory	A-1 Place barrier protection (e.g., headrest, plastic wrap)		A-2 Review patient dental chart	A-3 Review dental treatment procedures	A-4 Check dental equipment
		B	Prepare The Patient	B-1 Seat patient (e.g., place bib, pre-rinse, greet, walk to room)	B-2 Update patient medical/dental history	B-3 Take patient vital signs (e.g., pulse, respiration, & blood pressure)
C	Assist with Dental Procedures			C-1 Take (expose) dental radiograph (X-ray)	C-2 Develop dental radiograph (X-ray)	C-3 Mount dental radiograph (X-ray)
		C-12 Retract tongue and cheek	C-13 Rinse mouth with water	C-14 Dry tooth with air	C-15 Place rubber dam	C-16 Place matrix band
		C-24 Clean denture	C-25 Assess patient's comfort	C-26 Record treatment procedures on chart		
		D	Maintain Infection Control	D-1 Maintain personal vaccinations (e.g., hep. A & B, TB tine)		D-2 Change barrier protection
D-9 Disinfect lab cases/models	D-10 Maintain evacuation systems (e.g., change traps, run solutions)			D-11 Maintain clean work environment (e.g., sweep, mop, & dust)		
E	Perform Lab Tasks	E-1 Adjust prosthetic devices	E-2 Re-line dentures	E-3 Pour impressions study & diagnostic models		E-4 Trim models (e.g., study & diagnostic)
		E-10 Prepare wax tray-ins (e.g., partials & dentures)	E-11 Create orthodontic appliances	E-12 Create customer impressions tray	E-13 Disinfect dental lab	E-14 Prepare cast crowns
F	Provide Patient Support	F-1 Comfort patient (e.g., hold hand, tissue, converse)	F-2 Notify patient of recall appointment	F-3 Assist in patient referral (e.g., endodontist, oral surgeon)		F-4 Instruct patient on pre/post OP care
G	Assist with Front Office Functions	G-1 Assist in maintaining patient charts	G-2 Maintain recall card system	G-3 Assist with filing dental insurance	G-4 Assist with dental appointments (schedule, confirm)	G-5 Assist in processing billing statements
H	Maintain Office Supplies	H-1 Inventory dental supplies	H-2 Order dental supplies	H-3 Check-in dental supplies	H-4 Organize dental supplies	H-5 Restock OP/office with dental supplies

A-5 Arrange dental materials for procedure	A-6 Arrange dental instrument tray for procedure	A-7 Sharpen dental instruments				
B-5 Respond to patient questions and concerns						
C-6 Take impressions (e.g., bleaching tray, mouth guards, crowns, study models, temporaries)		C-7 Select tooth color shade	C-8 Adjust operatory light (e.g., position, dim)	C-9 Place topical anesthetic	C-10 Pass instruments (e.g., 4-handed dentistry)	C-11 Evacuate oral cavity
C-17 Change dental hand piece burs	C-18 Place (pack) retraction cord	C-19 Mix material for procedure (e.g., cement, impression, filling)		C-20 Light cure materials	C-21 Adjust occlusion	C-23 Seat temporary crown
D-4 Dispose of biohazard	D-5 Sterilize dental instruments	D-6 Disinfect operatory	D-7 Prevent cross-contamination (e.g., PPE, disposable materials)		D-8 Change solutions (e.g., cold sterile, autoclave, ultrasonic)	
D-12 Monitor autoclave operation (e.g., test strips)						
E-5 Create stints from models (e.g., bleaching trays, mouth guards, FL2, & traps)		E-6 Prepare lab prescriptions	E-7 Create temporary crowns	E-8 Replenish lab materials	E-9 Adjust dental appliances (e.g., retainer, space maintainer)	
E-15 Change plasters trap	E-16 Maintain dental lathe	E-17 Maintain model trimmer	E-18 Clean alginate trays	E-19 Pumice finished product		
F-5 Instruct on pre & post treatment medications	F-6 Provide oral hygiene instructions (e.g., brush, floss, disclosing solutions)		F-7 Provide patient education (e.g., explain crown, root canal, RCT, perio disease)		F-8 Inform patient on continuing care	F-9 Show image of teeth (e.g., intra-oral, digital, X-ray camera)
G-6 Assist with patient treatment & cost estimates	G-7 Confirm cases with lab (e.g., partials, crowns)	G-8 Process patient payment transactions	G-9 Organize bills to be paid by doctor (e.g., lab, dental supply)		G-10 Assist with incoming calls	G-11 Call-in patient prescriptions

Duties

Tasks

I

Participate in Continuing Education

I-1 Participate in community service	I-2 Maintain CPR certification	I-3 Obtain radiology certification	I-4 Obtain N2O certification	I-5 Complete C.E. courses	I-6 Attend dental seminars
I-7 Participate in dental workshops	I-8 Attend staff meetings	I-9 Network with colleagues	I-10 Review dental literature	I-11 Participate in O.J.T.	

General Knowledge and Skills

Worker Behaviors

Math skills	Knowledge of dental materials	Positive	Honest	Careful
ADA codes	Knowledge of dental insurance plans	Loyal	Outgoing	Reliable
Phone skills	Knowledge of drug interaction	Patient	Sympathetic	Flexible
Computer skills	Diet and dental health	Assertive	Persuasive	Ethical
Teamwork skills	Pathology and airborne diseases	Cheerful	Knowledgeable	Independent
Organization skills	Emergency procedures	Detail oriented	Pro-active	People oriented
Communication skills	Head and neck anatomy	Team player	Sensitive	Able to handle stress
Dental terminology	Four-handed dentistry	Task oriented	Responsible	Caring
Dental radiology	Use of dental instruments and equipment	Respectful	Dependable	Alert
OSHA guidelines		Empathetic	Responsible	
CDC guidelines				

Tools, Equipment, Supplies and Materials

Future Trends and Concerns

Compressor	ADA code book	Panoramic machine
Dental instruments	Copy machine	Air-water syringe
Oxygen	Lead apron	Vacuum former
First-aid kit	Microwave	Poly ether mixing machine
Auto clamp/sterilizers	Micro-etcher	Dental vibrator
X-ray equipment/solution	Sharp containers	Dental software
Dental materials	Lathe	Filing cabinets
Office supplies	Blood pressure cuff	Operator stool
Computer	Nitrogen bottle	Dental asst. stool
Hand pieces	Oxygen bottle	Shade guides
Operatory light	Model trimmer	Cavitron/ultrasonic scaler
Ultrasonic	Evacuation system	Refrigerator/dental materials
Curing light	Operatory chair	Lab materials (stone, plaster)
Amalgamator	KCP equipment	Emergency equipment
Tray set-ups	View box	Cold-sterile solution/container
PDS	Mercury spill kit	X-ray duplicating machine
MSDS	Casting oven	Office policy manual
OSHA	Toys	Intra-oral/digital camera
PPE	Honing machine	Patient brochures
Magazines	Tool Box	TV and VCR videos

Acronyms

FL2 =	fluoride treatment
N2O =	nitrous oxide
MSDS =	Material Safety Data Sheets
PPE =	Personal Protective Equipment
OSHA =	Occupational Safety Health Administration
CDC =	Center for Disease Control
ADA =	American Dental Association
KCP =	Kinetic Cavity Preparation
PDR =	Physician's Desk Reference
CE =	Continuing Education
OJT =	On the Job Training
CPR =	Cardio Pulmonary Resuscitation