



National Guidelines for Apprenticeship Standards
Dental Assistant



District 1199C Training & Upgrading Fund
One South Broad Street, 6th Floor, Philadelphia, PA 19107
Tel: 215-568-2220
www.1199ctraining.org

©1199C Training and Upgrading Fund 2024. All rights reserved.

Dental Assistant

Job Description:

Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

Appendix A-1: Work Process Schedule

O*NET-SOC CODE: 31-9091.00 RAPIDS CODE: 0101HY

1. Assist practitioners to perform medical procedures.		Approximate Hours
A. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.		125 - 200
B. Assist dentist in management of medical or dental emergencies.		125 - 200
Total Hours		250 - 400
2. Prepare medical instruments or equipment for use.		Approximate Hours
A. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.		75 - 100
Total Hours		75 - 100
3. Explain technical medical information to patients.		Approximate Hours
A. Provide postoperative instructions prescribed by dentist.		75 - 100
Total Hours		75 - 100
4. Clean medical equipment.		Approximate Hours
A. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.		100 - 200
B. Clean and polish removable appliances.		100 - 200
Total Hours		200 - 400

5. Maintain medical records.	Approximate Hours
A. Record treatment information in patient records.	175 - 200
B. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.	175 - 200
Total Hours	350 - 400

6. Inventory medical supplies or equipment.	Approximate Hours
A. Order and monitor dental supplies and equipment inventory.	75 - 100
Total Hours	75 - 100

7. Operate medical equipment.	Approximate Hours
A. Expose dental diagnostic x-rays.	150 - 200
Total Hours	150 - 200

8. Teach medical procedures or medical equipment use to patients.	Approximate Hours
A. Instruct patients in oral hygiene and plaque control programs.	100 - 200
Total Hours	100 - 200

9. Interview patients to gather medical information.	Approximate Hours
A. Take and record medical and dental histories and vital signs of patients.	75 - 100
Total Hours	75 - 100

10. Administer basic health care or medical treatments.	Approximate Hours
A. Apply protective coating of fluoride to teeth.	200 - 250
B. Clean teeth, using dental instruments.	200 - 250
Total Hours	400 - 500

11. Process medical billing information.	Approximate Hours
A. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.	200 - 250
Total Hours	200 - 250

12. Schedule patient procedures or appointments.	Approximate Hours
A. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.	200 - 250
Total Hours	200 - 250
13. Make patient-assistive devices or device models.	Approximate Hours
A. Make preliminary impressions for study casts and occlusal registrations for mounting study casts.	75 - 100
B. Pour, trim, and polish study casts.	75 - 100
C. Fabricate temporary restorations or custom impressions from preliminary impressions.	175 - 200
D. Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.	75 - 100
Total Hours	400 - 500
14. Fit patients for assistive devices.	Approximate Hours
A. Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.	200 - 250
Total Hours	200 - 250
15. Record vital statistics or other health information.	Approximate Hours
A. Take and record medical and dental histories and vital signs of patients.	200 - 250
Total Hours	200 - 250
Grand Total Hours	2,000 - 4,000

Appendix A-2: Related Technical Instruction

O*NET-SOC CODE : 31-9091.00 RAPIDS CODE : 0101HY

Class Number	Class Name	Credits	Hours
DENT104	<p>INFECTION CONTROL AND DENTAL EMERGENCIES In this course, you'll learn about disease transmission, pathology, and dental emergencies. You'll also learn how to control infection in dentistry.</p> <p>COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Identify common bloodborne pathogens, their paths of transmissions, and symptoms of the disease • Describe an exposure control plan • Recognize tasks which may lead to exposure of bloodborne pathogens and describe the measures to take for protection • Outline the steps to take following an exposure incident • Detail post-exposure evaluation and follow-up • Define the color coding and symbols used for biohazards • Delineate the basics of infection control, aseptic techniques and prevention of disease 	2	30
DENT181	<p>DENTAL ANATOMY In this course, you'll analyze varying dental terminology, including the oral cavity, dental anatomy, and tooth morphology. You'll learn how dental charts are created and read. You'll also review preventative dentistry and how nutrition impacts</p> <p>COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Use the correct terminology when identifying the landmarks and features of the teeth and surrounding structures. • Explain the differences among primary, permanent, and mixed dentitions and describe the general and specific features of each. • Demonstrate the location of each primary and permanent tooth. • Designate teeth using the Universal system, Palmer Notation system, and the ISO/FDI system. 	3	45

Class Number	Class Name	Credits	Hours
DENT183	<p>DENTALASSISTANT PROCEDURES</p> <p>This course introduces you to healthcare and the roles in that industry, including dentistry, dental assisting, and being a part of the dental team. You'll learn some of the history of dentistry and read about the origins of inventions and the predecessors of modern equipment. You'll also learn to identify the members of the dental team and their duties. The different types of dental offices and their separate areas will be described. The professional qualifications and responsibilities of a dental assistant will be addressed, along with a look at how licensure is managed.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Explain the responsibilities of the dental health team • Describe the safety features of the dental lab • Identify the components of a modern dental office • Discuss care and operation of dental equipment • Apply infection control protocols in the dental setting according to OSHA guidelines • Obtain medical/dental history including vital signs • Demonstrate the proper seating and dismissal of the patient • Identify the various hand and rotary dental instruments and their functions • Discuss and apply the concepts of 4 handed dentistry • Describe various isolation techniques including intraoral mouth mirror • Record and chart the oral examination finding including restorations and missing teeth • Describe the composition and application of topical and local anesthetics • Load and unload an anesthetic syringe following proper precautions for protection of the dental team • Become familiar with assembly of matrix band and wedges • Articulate dental terminology 	5	75
DENT184	<p>FRONT OFFICE BASICS</p> <p>In this course, you'll learn professional communication skills such as interpersonal communication, the eight levels of relating to others, conflict resolution, and how to greet patients. You'll learn the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, charge masters, coding, and the internal audit process. This course will also discuss how to maintain the reception area and professional skills needed for business administration for the dental assistant.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Identify daily, weekly, and monthly activities required for general office procedures. • Define requirements for managing a dental front office. • Effectively convey information for the proper completion of dental insurance filing, coding, and billing. • Identify proper finance and accounting procedures for the dental front office. • Demonstrate a high standard of professional ethics. 	5	75

Class Number	Class Name	Credits	Hours
DENT210	<p>DENTAL SPECIALTIES</p> <p>In this course, you'll learn about endodontics and periodontics, the fields of dentistry that deal with the tissues that surround the teeth. You'll be introduced to the specialties of pediatric dentistry and orthodontics and the specialties of prosthodontics and oral and maxillofacial surgery</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Describe and discuss endodontic therapy. • List the facets of a complete periodontal examination and the role of the dental assistant. • Describe the specialty of oral and maxillofacial surgery and the role of the dental assistant. • Define the role of the dental assistant in a pediatric dental practice. • Define coronal polishing, fluoride application and the role of the dental assistant (expanded function). • Discuss dental sealant placement and the role of the dental assistant (expanded function). • Define the role of the dental 	3	45
DENT212	<p>DENTAL RECORDS</p> <p>In this course, you'll learn how to use appointment modules, account modules, chart and image modules, and how to manage employee information. You'll learn the importance of maintaining a professional appearance and continuing professional development.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Define the dental record. • Describe how to change the dental record. • List items in the dental record. • Describe how HIPPA, confidentiality and security effect handling of the dental record. 	2	30
DENT282	<p>DENTAL RADIOGRAPHY</p> <p>Students develop skill in operation of X-ray units and in exposing bitewing, periapical, extra oral and occlusal radiographs. Emphasis is placed on protection against X-ray hazards. Students also will process, mount and evaluate radiographs for diagnostic value. In this course, students demonstrate competency on a mannequin. In addition, students will expose bitewing radiographs on an adult patient.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Describe the theoretical and practical aspects of dental radiology. • Demonstrate proficiency in the areas of exposing, processing and mounting radiographs. • Identify and describe the radiographic appearance of normal anatomy as well as abnormal structures and pathology. • Demonstrate current acceptable radiation safety practices, infection control protocols and quality assurance procedures in both clinical and laboratory settings. 	3	45

Class Number	Class Name	Credits	Hours
DENT285	<p>DENTAL LAW, ETHICS, AND PROFESSIONALISM</p> <p>This course examines how law affects medical and dental offices, the origin of law that affects all medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies. You'll also learn about OSHA regulations and how they're applied in the dental office.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Identify historical events in dentistry. • Identify the role of the professional dental assistant. • Identify the roles, responsibilities, and the education requirement of the dental health care team members. • Describe the ethical aspects of dentistry. • Define dentistry and the law. 	2	30
	TOTAL	25	375



District 1199C Training & Upgrading Fund

One South Broad Street, 6th Floor, Philadelphia, PA 19107

Tel: 215-568-2220

www.1199ctraining.org



This project has been funded, either wholly or in part, with Federal funds from the Department of Labor, Employment & Training Administration under Contract number, 1605C2-22-C-0007, the contents of this publication do not necessarily reflect the views or policies of the Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. Government.