

Dental Assistant Competency Test

Dental Assistant Name:		Reviewer's Name:		Date:
	Demonstrated Initials and Date	Training Needed and Date of Training	Review Requested	Reviewer's comments
Routine Procedures:				
Set up: Dental Assistant is able to prepare operatory and instruments for routine general dentistry procedures.				
Practice: Dental Assistant is able to anticipate dentist's needs during the procedure.				
Radiology:				
Safety: Dental Assistant uses safe radiation exposure practices. (Lead apron, personal safety, correct exposure parameters)				
Accuracy: Dental assistant is able to expose radiographs of good diagnostic quality at least 90% of the time.				
Sterilization:				
Laboratory: Dental Assistant is able to demonstrate correct procedures for cleaning and sterilizing dental instruments. (Cleaning, preparation, and use of autoclave and dry heat methods).				

<p>Testing: Dental Assistant is able to demonstrate correct procedure for testing sterilization equipment for adequate sterilization. Able to demonstrate correct documentation procedures.</p>				
<p>Operatory, Disinfection, and Maintenance:</p>				
<p>Opening Procedure: Dental Assistant is able to prepare dental operatory at start of day.</p>				
<p>Closing Procedure: Dental Assistant is able to describe correct dental clinic area closing procedure.</p>				
<p>Disinfection: Dental Assistant is able to correctly disinfect the operatory between patients.</p>				
<p>Scheduling:</p>				
<p>Dental assistant is able to demonstrate correct routine scheduling procedures. Demonstrates appropriate phone techniques.</p>				
<p>Record Maintenance:</p>				
<p>Charting: Dental Assistant is able to accurately chart patients dental condition from doctors dictation.</p>				

<p>Forms: Dental Assistant prepares appropriate form as indicated by patient treatment. Charting is accurate.</p>				
<p>Encounters: Dental Assistant is able to accurately complete encounter form based on procedures completed.</p>				
<p>Insurance:</p>				
<p>(Reception Assistant – Optional for others) Dental Assistant is able to accurately complete insurance forms based on information from the encounter or procedure notes.</p>				
<p>Supplies</p>				
<p>(Supply or front desk assistant) Dental Assistant is able to correctly order inventory and distribute supplies and do so in a timely fashion.</p>				