

Job Ready Assessment Blueprint

Dental Assisting



Test Code: 4126 / Version: 01

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## General Assessment Information

### Blueprint Contents

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Specific Competencies Covered in the Test	Sample Performance Job

**Test Type:** The Dental Assisting industry-based credential is included in NOCTI's Job Ready assessment battery. Job Ready assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. Job Ready assessments typically offer both a written and performance component and can be used at the secondary and post-secondary levels. Job Ready assessments can be delivered in an online or paper/pencil format.

**Revision Team:** The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Michigan, New Jersey, Florida, West Virginia, and Pennsylvania.



51.0601- Dental Assisting/Assistant



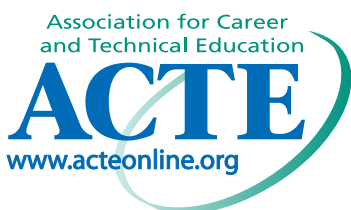
Career Cluster 8 - Health Science



31-9091.00  
Dental Assistants



The American Medical Certification Association (AMCA) offers 14 certification exams for the allied healthcare field. AMCA supports NOCTI's Health Science assessments which are aligned to industry standards. This assessment is an excellent training instrument, in both content and test-mode preparation. Students passing both the NOCTI assessment and AMCA's national certification exam are demonstrating superior knowledge in their field and are outstanding candidates for entry-level positions in the allied healthcare field.



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!



In the lower division  
baccalaureate/associate degree  
category, 3 semester hours in  
Dental Assisting.

## Written Assessment

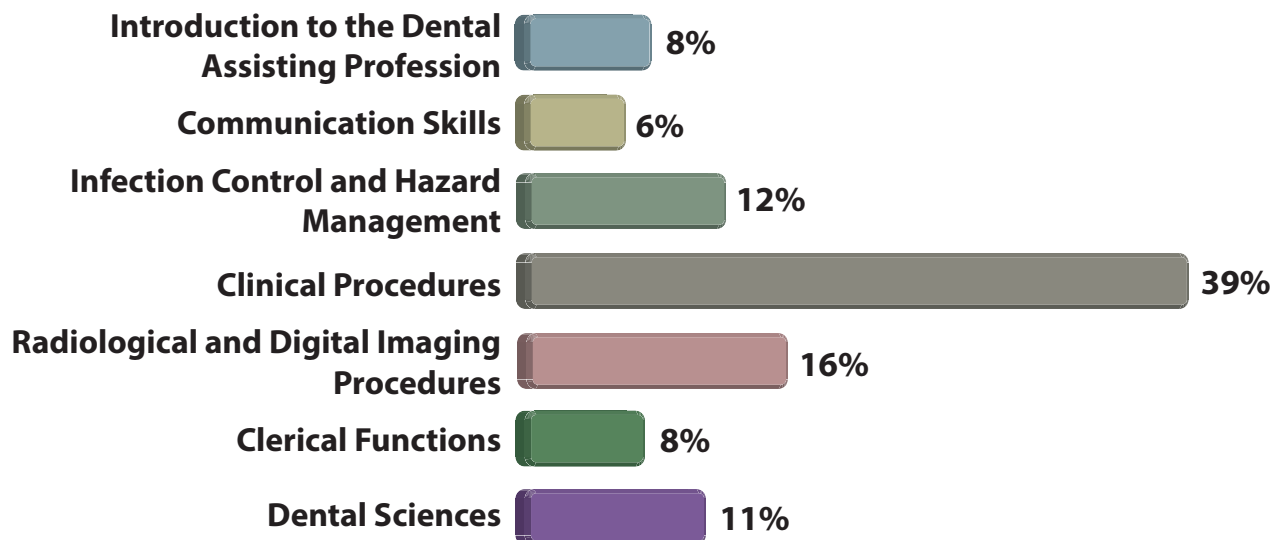
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 3 hours

**Number of Questions:** 206

**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered



## Specific Standards and Competencies Included in this Assessment

### **Introduction to the Dental Assisting Profession**

- Identify career roles, functions, obligations, and limitations of a dental assistant
- Identify professional organizations within the dental community
- Describe ethics and jurisprudence as they relate to the dental profession
- Identify the roles of the dental health care team
- Identify the major dental specialties

### **Communication Skills**

- Communicate with patients, dental team members, other health professionals, and the public
- Create business documentation such as messages, letters, marketing, and patient education materials
- Obtain, update, and maintain current documentation of patient record, status, and treatment
- Maintain procedures for legal access to patient records according to HIPAA standards

### **Infection Control and Hazard Management**

- Demonstrate basic first aid with regards to a hazardous/infectious exposure
- Dispose of waste and hazardous materials in compliance with federal regulations
- Maintain personal safety and hygiene according to CDC, EPA, and OSHA guidelines
- Demonstrate infection control procedures in the dental laboratory, clinic, and darkroom
- Maintain dental equipment, supplies, and work area according to federal guidelines
- Describe and maintain SDS manuals according to federal regulations

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## Specific Standards and Competencies (continued)

### Clinical Procedures

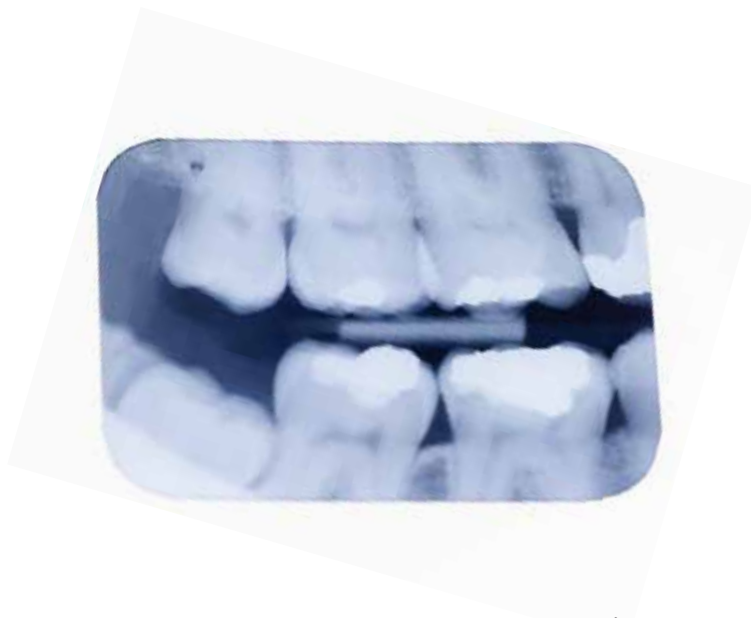
- Take alginate impressions
- Pour impressions; trim and articulate cast and models
- Seat and dismiss patient
- Obtain, measure, and record vital signs
- Chart oral condition as dictated by the dentist
- Instruct patient and family in oral health techniques and nutrition
- Maintain a clear field of vision for dental procedures
- Prepare and assist with armamentarium relating to composite resin and amalgam restorations
- Prepare and assist with application and removal of dental dam
- Prepare various temporary and permanent dental cements
- Describe procedures for chair side assisting in various dental specialties
- Prepare and assist with preventive procedures including fluorides and sealants
- Demonstrate instrument and material transfer
- Prepare and assist with administration of local and topical anesthesia
- Fabricate provisional coverage for crown and bridge (C&B)
- Prepare and mix various elastomeric impression materials for fixed and removable prosthetics
- Identify various dental instruments and tray set-ups
- Identify various hand pieces and associated rotary instruments
- Identify and assist with various types of medical and dental emergencies
- Demonstrate ergonomic positioning of the patient, dental team, and dental unit
- Provide patients with pre-treatment and post-treatment instruction and management

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## Specific Standards and Competencies (continued)

### Radiological and Digital Imaging Procedures

- Mount and label dental radiograph
- Practice patient and operator safety measures for radiation
- Demonstrate infection control protocol specific to radiologic procedures
- Maintain quality assurance specific to radiologic procedures, solutions, film, and equipment
- Demonstrate appropriate techniques for film and/or digital imagery placement and exposure
- Expose diagnostic quality intraoral radiograph using parallel or bisecting techniques
- Identify, select, and assemble radiographic equipment used in extraoral and intraoral procedures
- Differentiate between the normal and abnormal appearance of tooth structure, and supporting structures
- Identify function and appropriate use of intraoral cameras



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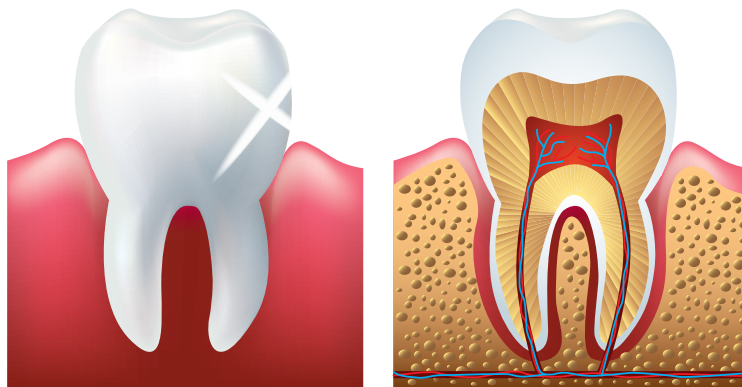
## Specific Standards and Competencies (continued)

### Clerical Functions

- Schedule and maintain appointment book, utilizing an active recall system
- File and maintain charting system
- Maintain patient financial records and accounts receivable and payable
- Identify components of dental insurance claim forms
- Process and maintain inventory control systems
- Demonstrate basic computer skills appropriate to a dental office

### Dental Sciences

- Describe major components of general human anatomy
- Describe head and neck anatomy (muscles, cranial nerves, facial and cranial bones)
- Name and identify the location of teeth and their surfaces
- Describe the tissues of the tooth, functions, and landmarks of the oral cavity
- Describe oral health and nutrition
- Define numbering systems of permanent and primary dentitions



## Sample Questions

**A patient's medical history is updated**

- A. at every visit
- B. as needed
- C. every six months
- D. annually

**The preferred reliable method of sterilization is**

- A. dry heat
- B. autoclave
- C. bleach solution
- D. chemical heat

**To prevent air bubbles in a model or cast, use**

- A. a higher water/powder ratio
- B. warm water
- C. boxing techniques
- D. a laboratory vibrator

**The tissues most sensitive to radiation are**

- A. kidneys and nerves
- B. bone and salivary glands
- C. skin and oral mucosa
- D. thyroid and reproductive cells

**Dental ethics are standards that influence**

- A. economics
- B. obligation
- C. punishment
- D. behavior

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## Sample Questions (continued)

**Consumable dental supplies are the supplies that**

- A. must be reordered regularly
- B. are used occasionally throughout the year
- C. wear out through use
- D. must be autoclaved

**Skin is part of the body's \_\_\_\_\_ system.**

- A. digestive
- B. endocrine
- C. integumentary
- D. lymphatic

**To examine the apex of a tooth, use which type of x-ray film?**

- A. periapical
- B. panoramic
- C. occlusal
- D. bitewing

**After use, place disposable needles in a/an**

- A. general waste container
- B. biohazard trash bag
- C. approved sharps container
- D. autoclave

**An error in charting should be corrected by**

- A. blocking the error out with white out
- B. erasing the error
- C. using double lines and red pen
- D. lining through the error and rewriting a correction

## Performance Assessment

NOCTI performance assessments allow individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.

**Administration Time:** 1 hour and 40 minutes

**Number of Jobs:** 6

### Areas Covered:

#### 19% Procedure 1 – Prepare Instruments for Autoclaving

Participants will assemble materials and equipment necessary to prepare instruments for autoclaving following the correct safety and sanitation procedures.

#### 12% Procedure 2 – Assemble Equipment to Expose Radiographic Film

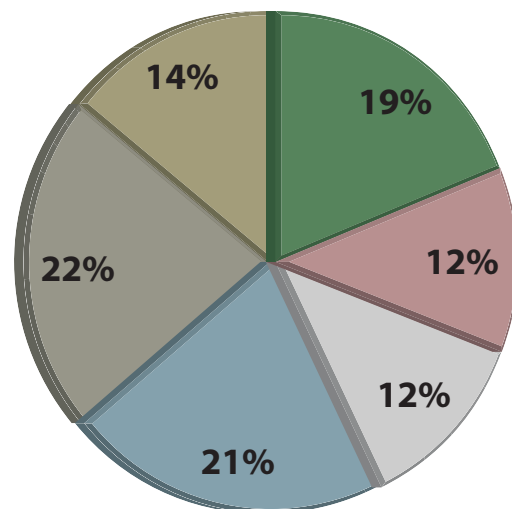
Participants will assemble radiographic equipment in order to ensure accurate film and tube placement when exposing x-rays.

#### 12% Procedure 3 – Mount Full Series Radiographs

Participants will be given a full series of radiographs and will be required to mount the radiographs for viewing from the labial view.

#### 21% Procedure 4 – Assemble and Disassemble Aspirating Syringe

Participants will properly assemble and disassemble an aspirating syringe in preparation for injection following the correct safety and sanitation procedures. Participants will remove and properly dispose of the needle and cartridge.



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### Areas Covered (continued)

#### **22% Procedure 5 – Take a Single Mandibular Alginate Impression**

Participants will properly assemble the appropriate armamentarium and make the impression following the correct safety and sanitation procedures.

#### **14% Procedure 6 – Prepare Class III (Anterior) Composite Instrument Tray**

Participants will choose the appropriate instruments and armamentarium for a composite restoration following the correct safety and sanitation procedures.



## Sample Job

### Procedure 1 – Prepare Instruments for Autoclaving

**Maximum Time:** 15 minutes

**Participant Activity:** The test participant will assemble materials and equipment necessary to prepare instruments for autoclaving following the steps provided.



## Notes