



PERSONNEL QUALIFICATION STANDARD

FOR

BASIC DENTAL ASSISTANT

NAME (Rate/Rank) _____

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Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

APPLICABILITY

This PQS is applicable to all Hospital Corpsman holding NEC 8701 (Dental Assistant) or Hospital Corpsman (0000) assigned to a Dental Treatment Facility.

MODEL MANAGER

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

INTRODUCTION (CONT'D)

QUALIFIER

Responsibility for management of PQS within the workcenter/watchstation should remain at the LCPO/LPO level if the work center supervisor is not a designated qualifier. The qualifier is the acknowledged expert in a specified area of qualification. The responsibilities attached to this title of "qualifier" are significant. The individual must be totally up-to-date in the technical and safety requirements of their assigned area and also be aware of the problems that face a trainee. Some trainees learn rapidly and must be allowed to progress at their own rate of speed. For those who may be somewhat slower, patience is recommended. Most trainees will be somewhat apprehensive. A relaxed environment, where practicable, will help overcome anxieties in the initial stages of qualification.

The qualifier must keep in mind that consistency is the cornerstone of the PQS Program. The qualifier should also be totally familiar with all reference material and, when necessary, guide the trainees to this material. Keep in mind, the ultimate goal of the PQS Program is to develop adequate numbers of qualified watchstanders/operators/ maintenance personnel to do the job. Help your shipmate, but **DON'T EVER GIVE THAT SIGNATURE AWAY**. The qualifier must never relax on safety. The trainee must be totally knowledgeable of safety procedures and requirements prior to the operation of any equipment or system.

As the most likely individual to discover discrepancies or inconsistencies in a standard, the qualifier should bring such matters to the attention of the supervisor. Qualifiers should:

1. Keep abreast of revisions/changes to equipment, systems, and policies that affect assigned areas of responsibilities.
2. Notify the supervisor of changes to standards.
3. Be available for sign-offs and assist trainees as needed.
4. Maintain program integrity.

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Unit Coordinator's Guide.

INTRODUCTION (CONT'D)

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier.

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title NA	Action NA	Comment UPDATE
System Title NA	Action NA	Comment UPDATE
Watchstation Title NA	Action NA	Comment UPDATE

WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43100-1 (Series), PQS Unit Coordinator's Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

None

ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

ALARA	As Low As Reasonably Achievable
AM	Amalgam
ANES	Anesthetic
B	Buccal
BWX	Bite-Wing Radiographs
CC	Chief Complaint
CD	Complete Denture
CHCS	Composite Health Care System
CR	Crown
CUR	Curettage
DTF	Dental Treatment Facility
DTR	Dental Treatment Room
ENDO	Endodontic
F	Facial
FL	Flouride
FPD	Fixed Partial Denture
FX	Fracture
GI	Glass Ionomer
GP	Gutta Percha
HAIPC	Healthcare Associated Infection Prevention and Control Program
HIPAA	Health Insurance Portability And Accountability Act
HQR	Health Questionnaire Review
HX	History
I	Incisal
IP/C	Infection Prevention and Control Program
IRM	Intermediate Restorative Material
L	Lingual
MAN	Mandibular
MAX	Maxillar
M	Mesial
O	Occlusal
OHI	Oral Hygiene Instruction
OPIM	Other Potential Infectious Material
ORM	Operational Risk Management
PA	Periapical Radiograph
PANO	Panoramic Image
PD	Preventive Dentistry
PPE	Personal Protective Equipment
PID	Position Indicator Device

PROPHY
PROS
REST
SDS
TEMP

Prophylaxis
Prosthodontics
Restoration
Safety Data Sheet
Temporary

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.

101 SAFETY FUNDAMENTALS

References:

- [a] OPNAVINST 3500.39 series, Operational Risk Management
 - [b] OPNAVINST 5100.23 series, Navy Safety and Occupational Health (SOH) Program Manual
 - [c] BUMEDINST 6260.30 series, Mercury Control Program for Dental Treatment Spaces
 - [d] Modern Dental Assisting, 11th Edition, Chapters 38-39, and 41-42
 - [e] NAVEDTRA 14295 series, Hospital Corpsman Rate Training Manual, Chapter 17
 - [f] NAVMED P-5055 Radiation Health Protection Manual
 - [g] BUMEDINST 6280.1 series, Management of Regulated Medical Waste
 - [h] Eliminating Wrong Site Surgery and Procedure Events: A Guidebook for Inpatient and Ambulatory Facilities
-

101.1 Discuss the concept of ORM. [ref. a]

(Signature and Date)

.2 What are the three levels of ORM? [ref. a]

(Signature and Date)

.3 What are the four principles of ORM? [ref. a]

(Signature and Date)

.4 Explain the following steps of the ORM process: [ref. a]

- .a Identifying hazards
- .b Assessing hazards
- .c Making risk decisions
- .d Implementing controls
- .e Supervising

(Signature and Date)

.5 Discuss ergonomic safety hazards. [ref. b, ch. 23, appendix 23B]

(Signature and Date)

101 SAFETY FUNDAMENTALS (CONT'D)

101.6 Complete the Computer Workstation Checklist. [ref. b, ch. 23, appendix 23, pp. 23-B-4 to 23-B-6]

(Signature and Date)

.7 Name the four steps of the TCRM mnemonic and discuss how they relate to dental assistant operations. [ref. a]

(Signature and Date)

.8 Discuss the safety precautions that must be observed by all personnel working in an area where X-rays are being generated. [ref. c, d, e, f]

(Signature and Date)

.9 State the safety precautions for the following conditions that could affect dental equipment: [ref. c, d, e, f]

- .a Frayed cords
- .b Defective plugs
- .c Defective cord outlets

(Signature and Date)

.10 State the safety precautions for dental treatment room (DTR). [ref. c, d, e, f]

- .a Clutter free
- .b Clean floor

(Signature and Date)

.11 Discuss the safety precautions associated with handling SHARPS. [ref. g]

- .a Needle stick
- .b Disposal procedures

(Signature and Date)

101 SAFETY FUNDAMENTALS (CONT'D)

101.12 State the protection provided by the following safety equipment, including examples of dental procedures that require their use: [ref. c, d, e, f]

- .a Lead apron
- .b Goggles/eye protections
- .c Latex gloves
- .d Scrubs/smocks
- .e Face mask
- .f Hair net
- .g Clinical footwear

(Signature and Date)

.13 Describe the goal of ergonomics. [ref. b, ch. 23, appendix 23B]

(Signature and Date)

.14 Describe the risk factors for Carpal Tunnel Syndrome. [ref. b, ch. 23]

(Signature and Date)

.15 Describe the process of Universal Protocol. [ref. h]

(Signature and Date)

.16 Explain the process of pre-procedure verification. [ref. h]

(Signature and Date)

.17 Explain the following steps of performing a time out procedure: [ref. h]

- .a Patient
- .b Treatment site
- .c Treatment procedure

(Signature and Date)

102 INFECTION PREVENTION FUNDAMENTALS

References:

- [a] Modern Dental Assisting, 11th Edition, Chapter 19
- [b] Healthcare-Associated Infection Prevention and Control, BUMEDINST 6620.9 series
- [c] NAVEDTRA 14295 Series, Hospital Corpsman Rate Training Manual, Chapter 9
- [d] Management of Regulated Medical Waste, BUMEDINST 6280.1 series
- [e] AAMI, Chemical Sterilization and High Level Disinfection in Health Care Facilities, 2013
- [f] AAMI, Comprehensive Guide to Steam Sterilization and Sterility Assurance in Health Care Facilities, SDT-79, 2013.
- [g] Centers for Disease Control, Guideline for Disinfection and Sterilization in Health Care Facilities, 2008.
- [h] Centers for Disease Control, Infection Control Guidelines for the Dental Setting, 2003.
- [i] Centers for Disease Control, Summary of Infection Prevention Practices in Dental Settings; Basic Expectations for Safe Care, March, 2016.
- [j] OSHA Blood Borne Pathogens Ruling, 2001, 2011 29 CFR 1910.1030.
- [k] Local Command Policy
- [l] Manufacturer's Instruction

102.1 Define the following terms associated with infection control: [ref. a ch. 19; ref. b; ref. c ch. 9]

- .a Infection control
- .b Chain of infection
- .c Virulence
- .d Reservoir
- .e Latent infection
- .f Infectious disease
- .g Direct contact
- .h Droplet infection
- .i Indirect contact
- .j Immunity
- .k Universal precautions
- .l Standard precautions
- .m Blood-borne disease
- .n Occupational exposure
- .o Percutaneous
- .p Per mucosal
- .q Personal protective equipment (PPE)
- .r Antiseptic handwash
- .s Alcohol-based hand rub
- .t Processing personnel

102 INFECTION PREVENTION FUNDAMENTALS (CONT'D)

- 102.1
- .u Single-Use devices
 - .v Biofilm
 - .w Enzymatic foam/gel cleaner
 - .x Bioburden
 - .y Indelible markers
 - .z Bowie-Dick Test
 - .aa Low level disinfection
 - .bb Intermediate level disinfection
 - .cc High level disinfection
 - .dd Sterilization
 - .ee Tuberculocidal
 - .ff Bacteriostatic
 - .gg Bactericidal
 - .hh Shelf Life

(Signature and Date)

- .2 What is the purpose of the Healthcare-Associated Infection Prevention and Control Program (HAIPC)? [ref. b]

(Signature and Date)

- .3 Discuss the HAIPC program components. [ref. b]

(Signature and Date)

- .4 Who is responsible for establishing the Infection Prevention and Control Program (IP/C) at your Dental Treatment Facility? [ref. b]

(Signature and Date)

- .5 Explain the responsibilities of the following for an effective IP/C: [ref. b]

- .a BUMED Infection Control Consultant (BUMED-M3/5)
- .b Naval MTF and DTFs
- .c NAVMED Regions
- .d Commanders, COs, OICs, and Senior Medical and Dental Department Representatives of MTFs and DTFs

(Signature and Date)

102 INFECTION PREVENTION FUNDAMENTALS (CONT'D)

102.6 What are the links in the chain of infection? [ref. a ch. 19; ref. c ch. 9]

(Signature and Date)

.7 Describe the four types of infections. [ref. a ch. 19]

(Signature and Date)

.8 Describe the modes of disease transmission. [ref. a ch. 19]

(Signature and Date)

.9 Describe the types of disease immunity. [ref. a ch. 19]

(Signature and Date)

.10 Describe five ways disease can be transmitted in a dental office. [ref. a ch. 19]

(Signature and Date)

.11 Explain the importance of infection control practices for dental assistants. [ref. a ch. 19]

(Signature and Date)

.12 Explain the proper personal hygiene for dental assistants. [ref. a ch. 19; ref. b; ref. c ch. 9]

(Signature and Date)

102 INFECTION PREVENTION FUNDAMENTALS (CONT'D)

102.13 Discuss the following PPE associated with a dental clinic: [ref. a ch.19; ref. b; ref. c ch. 9]

- .a Clothing
- .b Masks
- .c Eyewear
- .d Gloves
- .e Sequence for donning
- .f Sequence for removing

(Signature and Date)

.14 Describe the following methods associated with waste management in the dental clinic: [ref. a ch. 19]

- .a Handling methods for contaminated waste
- .b Disposal methods for contaminated waste
- .c Handling methods for biohazard waste
- .d Disposal methods for biohazard waste
- .e Handling methods for extracted teeth
- .f Disposal methods for extracted teeth

(Signature and Date)

.15 Describe the symptoms of latex allergic reactions. [ref. a ch. 19]

(Signature and Date)

.16 Describe the Barrier technique. [ref. a ch. 19 and 20; ref. b]

(Signature and Date)

.17 Describe ways to prevent needle sticks injuries. [ref. a ch. 19; ref. c ch. 16]

(Signature and Date)

102 INFECTION PREVENTION FUNDAMENTALS (CONT'D)

102.18 Describe the Spray-Wipe-Spray disinfection technique. [ref. a ch. 19 and 20; ref. c ch. 9]

(Signature and Date)

.19 Describe the procedures to prevent cross-contamination in a dental clinic. [ref. a ch. 19; ref. b; ref. c ch. 9]

(Signature and Date)

.20 Explain the DTR infection control procedures and considerations. [ref. b]

(Signature and Date)

.21 Describe the infection control in dental radiology. [ref a ch. 40; ref. b]

(Signature and Date)

.22 Discuss hand washing technique. [ref. a, b, c, d, h]

(Signature and Date)

.23 Discuss sterilization procedures. [ref. a, b, e, f, g, j]

(Signature and Date)

.24 Discuss the procedures for transporting contaminated instruments to the sterilization room. [ref. a, b, d, e, f, g, k]

(Signature and Date)

.25 Discuss the procedures for processing instruments for sterilization. [ref. a, b, e, f, g, h, i]

(Signature and Date)

.26 Discuss automated washer operating procedures. [ref. a, k, l]

(Signature and Date)

102 INFECTION PREVENTION FUNDAMENTALS (CONT'D)

102.27 Discuss ultrasonic washer operating procedures. [ref. a, k, l]

(Signature and Date)

.28 Discuss pre-vacuum sterilizer operating procedures. [ref. a, k, l]

(Signature and Date)

.29 Discuss gravity displacement sterilizer operating procedures. [ref. a, k, l]

(Signature and Date)

.30 Discuss dry heat sterilizer operating procedures. [ref. a, k, l]

(Signature and Date)

.31 Describe the importance of documenting sterilization operations. [ref. a, b, e, f, g, i, k]

(Signature and Date)

.32 Discuss the use of the following sterilization monitors: [ref. a, b, e, f, g, i, k]

- .a Physical
- .b Chemical
- .c Biological

(Signature and Date)

.33 Explain the following steps for instrument processing: [ref. a]

- .a Transport
- .b Cleaning
- .c Packaging
- .d Sterilization
- .e Storage
- .f Delivery
- .g Quality

(Signature and Date)

102 INFECTION PREVENTION FUNDAMENTALS (CONT'D)

102.34 Discuss the following instrument packaging procedures: [ref. a, b, e, i]

- .a Inspection
- .b Assembly
- .c Wrapped/Packaged
- .d Package area
- .e Supplies

(Signature and Date)

.35 Discuss the following step of a linen report: [ref. c]

- .a Preparation
- .b Submission

(Signature and Date)

103 DENTAL RADIOLOGY FUNDAMENTALS

References:

- [a] Modern Dental Assisting, 11th Edition, Chapters 38-39 and 41-42
 [b] NAVEDTRA 14295 series, Hospital Corpsman Rate Training Manual
 [c] NAVMED P-5055 Radiation Health Protection Manual

103.1 Define the following radiology terms: [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

- .a Image Receptor
- .b Radiation
- .c Atoms
- .d Nucleus
- .e Electron
- .f Photon
- .g Ion
- .h Ionization
- .i Cathode
- .j Anode
- .k Parallelling
- .l Bisecting angle
- .m Periapical image (PA)
- .n Bitewing image (BW)

(Signature and Date)

.2 Discuss radiation physics. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.3 Explain ionization. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.4 Describe the properties of X-ray. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

103 DENTAL RADIOLOGY FUNDAMENTALS (CONT'D)

103.5 Explain X-rays production. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.6 Describe the types of radiation. [ref. a ch. 38, 39, 41 and 42]

(Signature and Date)

.7 Describe the three characteristics of the X-ray beam. [ref. a ch. 38, 39, 41 and 42]

(Signature and Date)

.8 Explain how kilo-voltage, milli-amperage and exposure time affects the quality of the X-ray beam. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.9 Discuss the biologic effects of radiation exposure on the human body. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.10 State the possible sequela to long term radiation overexposure. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.11 Discuss how radiation exposure is measured. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.12 Explain the as low as reasonably achievable (ALARA) concept. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

103 DENTAL RADIOLOGY FUNDAMENTALS (CONT'D)

- 103.13 Explain the fundamental systems of digital radiography. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

- .14 Describe the methods/measures utilized to protect the following individuals: [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

- .a Patient
.b Operator

(Signature and Date)

- .15 Describe the equipment necessary for digital radiography. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

- .16 Describe the advantages and disadvantage of digital radiography. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

- .17 Discuss the paralleling technique. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

- .18 Explain why a positioning holding device is necessary with the paralleling technique. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

- .19 Describe the sequence of exposure for anterior and posterior teeth. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17; ref. c]

(Signature and Date)

103 DENTAL RADIOLOGY FUNDAMENTALS (CONT'D)

103.20 Discuss the bisecting technique. [ref. a ch. 38, 39 and 41; ref. b ch. 17]

(Signature and Date)

.21 Describe techniques for managing patients with hypersensitive gag reflex. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.22 Discuss the following items associated with bisecting technique: [ref. a ch. 38, 39 and 41; ref. b ch. 17]

- .a Positioning holding device
- .b Angulation of the positioning indicator device
- .c Incorrect horizontal angulation
- .d Incorrect vertical angulation

(Signature and Date)

.23 Describe the appearance of the most common dental image technique errors. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.24 Describe the purpose and uses of panoramic imaging. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.25 Describe the equipment used in panoramic imaging. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

.26 Describe the steps for the patient preparation and positioning in panoramic imaging. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

103 DENTAL RADIOLOGY FUNDAMENTALS (CONT'D)

103.27 Describe the errors that may occur during patient preparation and positioning during panoramic imaging. [ref. a ch. 38, 39, 41 and 42; ref. b ch. 17]

(Signature and Date)

104 ORAL DIAGNOSIS FUNDAMENTALS

References:

- [a] Modern Dental Assisting, 11th Edition
- [b] BUMEDINST 6600.19, NAVMED 6600/13, Dental Examination Form; NAVMED 6600/14, Dental Treatment Form; NAVMED 6600/15, Current Status Form
- [c] BUMEDINST 6620.9 (Series), Healthcare-Associated Infection Prevention and Control
- [d] BUMEDINST 6280.1(Series), Management of Regulated Medical Waste
- [e] BUMEDINST 6320.82 (Series), Department of the Navy Standards of Oral healthcare

104.1 Define the following terms associated with oral diagnosis: [ref. a ch. 12; ref. b ch. 15]

- .a Intermediate Restorative Material (IRM)
- .b Amalgam (Am)
- .c Anesthetic (Anes)
- .d Asepsis
- .e Basic Diagnostic Set-up (BDS)
- .f Bite-Wing Radiographs (BWX)
- .g Buccal (B)
- .h Chief Complaint ("cc")
- .i Crown (Cr)
- .j Curettage (Cur)
- .k Eugenol (Eug)
- .l Fixed Partial Denture (FPD)
- .m Denture (CD)
- .n Distal (D)
- .o Endodontic (Endo)
- .p Facial (F)
- .q Fluoride (FI)
- .r Fracture (Fx)
- .s Glass Ionomer (GI)
- .t Gutta Percha (GP)
- .u Health Questionnaire Reviewed (HQR)
- .v History (Hx)
- .w Incisal (I)
- .x Lingual (L)
- .y Mandibular (Man)
- .z Maxillary (Max)
- .aa Mesial (M)
- .bb Nosocomial infection
- .cc Occlusal (O)
- .dd Other Potential Infectious Material (OPIM)
- .ee Oral pathology
- .ff Periapical Radiograph (PA)

104 ORAL DIAGNOSIS FUNDAMENTALS (CONT'D)

- 104.1 .gg Preventive Dentistry (PD)
.hh Prophylaxis (Prophy)
.ii Prosthodontics (Pros)
.jj Removable partial denture (RPD)
.kk Restoration (Rest)
.ll Scaled(ing) (Scl)
.mm Temporaty (Temp)
.nn Zinc oxide eugenol (ZOE)

(Signature and Date)

- .2 Define the following terms associated with dental anatomy: [ref. a ch. 8, ch. 9; ref. b ch. 7]

- .a Enamel
.b Clinical crown
.c Anatomical crown
.d Dentin
.e Pulp
.f Cementum
.g Apex
.h Periodontium
.i Tongue

(Signature and Date)

- .3 Describe the basic instruments used in dental examinations. [ref. a ch. 34]

(Signature and Date)

- .4 Describe the following major salivary glands: [ref. a ch. 9; ref. b ch. 6]

- .a Parotid
.b Submandibular
.c Sublingual

(Signature and Date)

104 ORAL DIAGNOSIS FUNDAMENTALS (CONT'D)

104.5 Describe the following oral mucosa found in the oral cavity: [ref. a ch. 8; ref. b ch. 7]

- .a Lining mucosa
- .b Masticatory mucosa
- .c Specialized mucosa

(Signature and Date)

.6 Discuss the oral pathology for the following diagnosis: [ref. a ch. 13, 14 and 17; ref. b ch. 8 and 24]

- .a Dental Caries
- .b Gingivitis
- .c Periodontitis
- .d Apical abscess
- .e Pulpitis periodontal abscess
- .f Oral cancer – carcinoma
- .g Oral cancer – sarcoma
- .h Types of teeth fractures

(Signature and Date)

.7 Explain the scope of care for a Dental Assistant. [ref. a ch. 5; ref. b ch. 18, ref. e]

(Signature and Date)

.8 Describe dental care item classifications. [ref. a ch. 21, ref. c, ref d]

(Signature and Date)

.9 Describe the following items associated with obtaining vital signs: [ref. a ch. 27; ref. b. ch. 6]

- .a Temperature
- .b Pulse
- .c Respiration
- .d Blood pressure

(Signature and Date)

104 ORAL DIAGNOSIS FUNDAMENTALS (CONT'D)

104.10 Describe the following Universal Tooth Numbering System components. [ref. a]

- .a Primary dentition
- .b Permanent dentition
- .c Quadrant
- .d Sextant

(Signature and Date)

.11 Discuss the following oral finding associated with dental charting: [ref. a ch. 11, 28; ref. b ch.7, 15]

- .a Amalgam restoration
- .b Composite restoration
- .c Tooth recommended for extraction
- .d Missing tooth
- .e Partially erupted tooth
- .f Impacted tooth
- .g Edentulous arch/mouth
- .h Removable partial denture
- .i Fixed partial denture/bridge
- .j Porcelain fused to metal crown
- .k Full gold crown
- .l Full porcelain crown
- .m Root canal filling
- .n Temporary restoration
- .o Drifting tooth
- .p Fracture tooth or root
- .q Pit and fissure sealant
- .r Apicoectomy
- .s Facial veneer
- .t Deciduous tooth
- .u Supernumerary tooth
- .v Retained root
- .w Periapical abscess
- .x Cyst

(Signature and Date)

104 ORAL DIAGNOSIS FUNDAMENTALS (CONT'D)

102.12 Discuss set-up procedures for Type 2 dental examination. [ref. a ch. 28; ref. b ch. 15]

(Signature and Date)

.13 Discuss set-up procedures for Type 3 dental examination. [ref. a ch. 28; ref. b ch. 15]

(Signature and Date)

.14 Discuss the important of verifying patient's dental health questionnaire. [ref. b ch. 4 and 15]

(Signature and Date)

.15 Discuss set-up procedures for an endodontic evaluation. [ref. a ch. 54; ref. b ch. 15, ref. e]

(Signature and Date)

.16 Discuss set-up procedures for a pulpectomy. [ref. a ch. 54, ref. e]

(Signature and Date)

.17 Discuss set-up procedures for an alveolar osteitis/dry socket. [ref. a ch. 56; ref. b ch. 24]

(Signature and Date)

.18 Discuss the importance of educating patient on oral hygiene instruction. [ref. a ch.15 and 16]

(Signature and Date)

105 OPERATIVE DENTISTRY FUNDAMENTALS

References:

- [a] Modern Dental Assisting, 11th Edition
- [b] NAVEDTRA 14295 Series, Hospital Corpsman Rate Training Manual
- [c] BUMEDINST 6600.19, NAVMED 6600/13, Dental Examination Form;
NAVME6600/14, Dental Treatment Form; NAVMED 6600/15, Current Status Form
- [d] BUMEDINST 6220.9 Series, Healthcare Associated Infection Prevention and Control
- [e] BUMEDINST 6280.1 Series, Management of Regulated Medical Waste
- [f] BUMEDINST 6320.82 Series, Department of the Navy Standards of Oral Healthcare
- [g] BUMEDINST 6010.13 Series, Quality Assurance (QA) Program
- [h] Product Manual
- [i] Hall's Critical Decisions in Periodontology and Dental Implantology - 5th Ed.

105.1 Define the following terms associated with operative dentistry: [ref. a ch. 23, 34, 36, 37, 43, 48, and 58; ref. b ch 12, 16, and 18]

- .a Anesthesia
- .b Aspirate
- .c Base
- .d Bow (clamp)
- .e Cavity preparation
- .f Cure
- .g Dental restoration
- .h Dental unit waterlines (DUWL)
- .i Etching
- .j Fissure
- .k Fulcrum
- .l Galvanic
- .m Isolation
- .n Implant
- .o Malleability
- .p Micro leakage
- .q Operative dentistry
- .r Oral hygiene instruction (OHI)
- .s Overhang
- .t Pit
- .u Polymerization
- .v Preventive dentistry
- .w Safety data sheet (SDS)
- .x Triturate
- .y Vasoconstrictor
- .z Viscosity

(Signature and Date)

105 OPERATIVE DENTISTRY FUNDAMENTALS (CONT'D)

105.2 Discuss the following items associated with ergonomics in a DTF: [ref. a ch. 25]

- .a Posture
- .b Neutral working position
- .c Guidelines for reaching movements

(Signature and Date)

.3 Describe the following operating zones: [ref. a ch. 33; ref b ch. 16]

- .a Transfer
- .b Static
- .c Operator
- .d Assistant

(Signature and Date)

.4 Explain the objectives of efficient instrument transfer. [ref. a ch. 25 and 33; ref b ch. 16]

(Signature and Date)

.5 Discuss the following instrument grasping techniques: [ref. a ch. 33; ref b ch. 16]

- .a Pen Grasp
- .b Palm Grasp
- .c Palm Thumb Grasp

(Signature and Date)

.6 Explain four handed dentistry. [ref. a ch. 33]

(Signature and Date)

105 OPERATIVE DENTISTRY FUNDAMENTALS (CONT'D)

105.7 Discuss the following items associated with four handed dentistry: [ref. a ch. 33; ref b ch. 16]

- .a Instrument exchange
- .b Oral cavity evacuation
- .c Irrigation and drying techniques

(Signature and Date)

.8 Describe the following items as applied to a DTR: [ref. a ch. 25]

- .a Inventory/restocking
- .b Expiration check of medication/anesthesia

(Signature and Date)

.9 Describe what initial DTR checks need to be performed prior to an operative procedure. [ref. a ch. 20; ref. b. ch. 9, ref. h]

(Signature and Date)

.10 Discuss dental chair operational readiness check. [ref. a ch. 24 and 32; ref. b ch. 9, ref. h]

(Signature and Date)

.11 Describe dental chair water lines flushing/purging procedures. [ref. a ch. 24; ref. b ch. 9, ref. d, ref. h]

(Signature and Date)

.12 Explain the procedures for greeting and preparing a patient for a procedure. [ref. b ch. 15, ref. h]

(Signature and Date)

105 OPERATIVE DENTISTRY FUNDAMENTALS (CONT'D)

105.13 Discuss the following items as applied to patient identification check: [ref. a ch. 18, ref. c, ref. h]

- .a Full name
- .b SSN/ DOD number
- .c Date of birth

(Signature and Date)

.14 Discuss procedure time out. [ref. g]

(Signature and Date)

.15 Discuss the following items as applied to assisting during an amalgam procedure: [ref. a ch. 43, 44, 48 and 49; ref. b ch. 15 and 16; ref. f]

- .a Set-up operative pack
- .b Assemble tofflemire retainer/matrix band and wooden wedges
- .c Triturate amalgam
- .d Amalgam with amalgam carrier
- .e Mix base and liner materials
- .f Articulating paper forceps and articulating paper
- .g OHI
- .h Patient dismissal

(Signature and Date)

.16 Discuss the following items as applied to assisting during a composite procedure: [ref. a ch. 43, 44, 48 and 49; ref. b ch. 15 and 16; ref. f]

- .a Set-up operative pack
- .b Mylar/celluloid strip
- .c Match patient tooth shade with shade guide and composite
- .d Assist with etching, bonding, and composite placement
- .e Set-up abrasive disk and mandrel
- .f Assemble articulating paper forceps and articulating paper
- .g OHI
- .h Patient dismissal

(Signature and Date)

105 OPERATIVE DENTISTRY FUNDAMENTALS (CONT'D)

105.17 Discuss the following items as applied to assisting during a crown prep procedure:
[ref. a ch. 45, 50, and 51; ref. b ch. 15 and 16; ref. f]

- .a Set-up operative pack with additional crown prep instruments
- .b Set-up impression material
- .c Assist with placement/removal of gingival retraction cord
- .d Assist with provisional crown
- .e Mix temporary cement
- .f OHI
- .g Patient dismissal

(Signature and Date)

.18 Discuss the following items as applied to assisting during a crown delivery procedure: [ref. a ch. 45, 50, and 51; ref. b ch. 15 and 16; ref. f]

- .a Set-up operative pack with additional crown prep instruments
- .b Assist with removal of provisional crown
- .c Assist with permanent crown delivery
- .d Mix cement
- .e OHI
- .f Patient dismissal

(Signature and Date)

.19 Discuss the following items as applied to assisting during implant restoration delivery: [ref. a ch. 43, 44, 45, 50, and 53; ref. c, ref. f, ref. i]

- .a Set-up operative pack with additional implant restoration instruments
- .b Assist with permanent crown delivery
- .c CAD/CAM
- .d Mix cement
- .e Screw torques
- .f OHI
- .g Patient dismissal

.20 Discuss the following items as applied to assisting during a preventive dentistry procedure: [ref. a ch. 13,14,15,16, 43 and 59; ref. b ch. 16; ref. f]

- .a Set-up basic diagnostic set-up
- .b Assist with pit and fissure sealant application
- .c Disclosing agent application
- .d Fluoride application

105 OPERATIVE DENTISTRY FUNDAMENTALS (CONT'D)

- 105.20 .e OHI
- .f Patient dismissal

(Signature and Date)

- .21 Discuss the following items associated with Isolation and patient comfort: [ref. a ch. 36; ref. b ch. 16; ref. f; ref. g]

- .a Placement and removal of dental dam
- .b Placement and removal of isolation/vacuum system
- .c Placement and removal of bite block

(Signature and Date)

- .22 Remove and replace amalgam trap. [ref. a ch. 23 and 32; ref. b ch.15]

(Signature and Date)

- .23 Flush vacuum lines. [ref. a ch. 20 and 24; ref. b ch. 9; ref. d; ref. e]

(Signature and Date)

- .24 Describe central vacuum compressor and central air compressor start-up and shutdown procedures. [ref. a ch. 32; ref. h]

(Signature and Date)

- .25 Explain post-operative sharps and scrap amalgam disposal procedures. [ref. a ch. 19 and 23; ref. b ch. 9 and 16; ref. d; ref. e]

(Signature and Date)

- .26 Discuss DTR securing procedures. [ref. a. ch. 20; ref. b ch. 9; ref. d; ref. e]

(Signature and Date)

106 FRONT DESK FUNDAMENTALS

References:

- [a] Modern Dental Assisting, 11th Edition,
- [b] NAVEDTRA 14295 Series, Hospital Corpsman Rate Training Manual
- [c] BUMEDINST 6600.19, NAVMED 6600/13, Dental Examination Form; NAVMED 6600/14, Dental Treatment Form; NAVMED 6600/15, Current Status Form
- [d] Assistant Secretary of Defense Memorandum, TRICARE Policy for Access to Care, dtg Feb 23 2011
- [e] BUMED INSTRUCTION 6110.14, Documenting and Reporting Individual Medical Readiness Data
- [f] MANMED, NAVMED P-117, Health Records (CH16)
- [g] NAVMEDCOMINST 6320.16 (series), Informed consent for Medical and Dental Treatment
- [h] Local Command Policy

106.1 Discuss the following items associated with front desk operations: [ref. a, ch. 5, 28, 6 and 62; ref. b ch. 3]

- .a Health Insurance Portability and Accountability Act (HIPAA)
- .b Composite Health Care System (CHCS)
- .c Electronic scheduling system
- .d Patient check-in
- .e Patient check-out
- .f Patient Privacy Act Statement (DD 2005)
- .g Scheduling appointment
- .h Provider schedule
- .i Patient appointment confirmation
- .j Patient failure/no show and rescheduling
- .k Patient triage

(Signature and Date)

.2 Discuss the following items associated with the communication pathways: [ref. a ch. 32 and 61; ref. b ch. 11]

- .a Verbal communications
- .b Appropriate and inappropriate words
- .c Voice quality
- .d Open-ended questions
- .e Nonverbal communications

106 FRONT DESK FUNDAMENTALS (CONT'D)

- 106.2 .f Listening skills
.g Taking a message

(Signature and Date)

- .3 State the purpose of terminal digit filing system. (TDFS) [ref. f, g]

(Signature and Date)

- .4 Explain the health records annual verification process. [ref. f, g, h]

(Signature and Date)

- .5 Discuss the following items associated with communicating with patients: [ref. a ch. 32 and 61; ref. b ch. 11]

- .a Patient needs
.b Psychological needs
.c Odontophobic patient
.d Difficult callers
.e Difficult patient
.f Dental treatment plan

(Signature and Date)

- .6 Discuss the following type of dental examinations: [ref. b ch.15]

- .a Type 1 examination
.b Type 2 examination
.c Type 3 examination
.d Type 4 examination

(Signature and Date)

106 FRONT DESK FUNDAMENTALS (CONT'D)

106.7 Discuss the following dental classifications: [ref. b ch.15; ref. e]

- .a Class 1
- .b Class 2
- .c Class 3
- .d Class 4

(Signature and Date)

.8 Explain the difference between acute and chronic dental inflammation. [ref. a ch. 17; ref. b ch. 8]

(Signature and Date)

.9 Discuss the following priorities associated with access to care in a DTF: [ref. b. ch. 3; ref d]

- .a Priority 1
- .b Priority 2
- .c Priority 3
- .d Priority 4
- .e Priority 5
- .f Priority exceptions

(Signature and Date)

.10 Discuss the following items as applied to the health record classification system: [ref. b ch. 4]

- .a Color and Numbering Filing System
- .b Family Member Prefix Code

(Signature and Date)

106 FRONT DESK FUNDAMENTALS (CONT'D)

106.11 Discuss the following items as applied to preparing a dental record for a dental examination: [ref. b ch. 15 and 17; ref. c]

- .a Verify patient contact information (pencil entries)
- .b Verify Dental Health Questionnaire (NAVMED 6600/3)
- .c Verify Dental Exam Form (NAVMED 6600/13)
- .d Review BWX date
- .e Review PANO date

(Signature and Date)

.12 Explain the procedures for creating a dental record. [ref. b ch. 4; ref. c]

(Signature and Date)

.13 Explain the procedures for closing a dental record. [ref. b ch. 4; ref. c]

(Signature and Date)

107 INSTRUMENT IDENTIFICATION FUNDAMENTALS (CONT'D)

References:

- [a] Modern Dental Assisting, 11th Edition,
[b] NAVEDTRA 14295 Series, Hospital Corpsman Rate Training Manual
-

107.1 Define the following terms associated with dental hand instruments: [ref. a, ch. 34; ref. b ch. 16]

- .a Burnisher
- .b Carvers
- .c Condensers
- .d Composite (resin) instruments
- .e Serrated

(Signature and Date)

.2 Explain the following parts of dental hand instrument design: [ref. a, ch. 34]

- .a Handle
- .b Shank
- .c Working end

(Signature and Date)

.3 Explain the following types of working ends: [ref. a, ch. 34]

- .a Point
- .b Blade
- .c Nib

(Signature and Date)

107 INSTRUMENT IDENTIFICATION FUNDAMENTALS (CONT'D)

107.4 Explain the following types of nib working ends: [ref. a, ch. 34]

- .a Smooth
- .b Serrated

(Signature and Date)

.5 Explain the following dental instrument classification categories: [ref. a, ch. 34; ref. b ch. 16]

- .a Examination
- .b Hand cutting
- .c Restorative
- .d Accessory

(Signature and Date)

.6 Discuss instrument sequencing of a dental procedure tray set up. [ref. a, ch. 34; ref. b ch. 16]

(Signature and Date)

.7 Explain the basic set up of the following dental examination instruments: [ref. a, ch. 34; ref. b ch. 15, 16]

- .a Mouth mirror
- .b Explorer
- .c Cotton forceps (pliers)
- .d Periodontal probe

(Signature and Date)

.8 Explain the use of the following dental instruments associated with a general operative dental procedure: [ref. a, ch. 34; ref. b ch. 16]

- .a Excavators
- .b Hoes
- .c Chisels
- .d Hatchets
- .e Gingival marginal trimmers
- .f Amalgam carriers
- .g Condensers

107 INSTRUMENT IDENTIFICATION FUNDAMENTALS (CONT'D)

- 107.8 .h Carvers
- .i Burnishers
- .j Assorted burs
- .k Handpieces
- .l Composite (resin) instruments

(Signature and Date)

- .9 Describe the following burnishers: [ref. a, ch. 34; ref. b ch. 16]

- .a Ball
- .b Acorn
- .c Football

(Signature and Date)

- .10 Describe the following composite (resin) instruments: [ref. a, ch. 34; ref. b ch. 16]

- .a Woodson
- .b W3
- .c Stellite (#11)

(Signature and Date)

- .11 Explain the use of the following accessory instruments and items associated with dental care: [ref. a, ch. 34; ref. b ch. 16]

- .a Spatula
- .b Scissors
- .c Amalgam well
- .d Articulating paper holder
- .e Aspirating syringe
- .f Matrix retainer
- .g Rubber dam clamp
- .h Rubber dam punch
- .i Rubber dam forceps
- .j Dappen dish
- .k Burs
- .l Handpieces
- .m Rubber dam frame
- .n Materials activator
- .o Composite syringe

107 INSTRUMENT IDENTIFICATION FUNDAMENTALS (CONT'D)

107.11 .p Shade guide

(Signature and Date)

.12 Explain the following instruments and materials associated with a crown preparation procedure: [ref. a, ch. 50]

- .a Mouth mirror
- .b Explorer
- .c Cotton forceps (pliers)
- .d Periodontal probe
- .e Aspirating syringe
- .f Spoon excavator
- .d Articulating paper holder
- .e Spatula
- .f Hemostat
- .g Anesthetic needle and carpule
- .h Paired GMT
- .i Scissors
- .j Gingival retraction cord
- .k Dappen dish
- .l Cord packing instrument
- .m Impression trays
- .n Shade guide
- .o Handpieces

(Signature and Date)

.13 Explain the following instruments and materials used for a crown delivery procedure: [ref. a, ch. 51]

- .a Mouth mirror
- .b Explorer
- .c Cotton forceps (pliers)
- .d Periodontal probe
- .e Aspirating syringe
- .f Spoon excavator
- .d Articulating paper holder
- .e Spatula
- .f Hemostat
- .g Burnisher
- .h Assorted burs

107 Instrument Identification Fundamentals (CONT'D)

- 107.14
- .i Scissors
 - .j Cotton rolls
 - .k Polishing discs
 - .l Finishing diamonds
 - .m Handpieces
 - .n Rubber dam
 - .o Rubber dam clamp
 - .p Rubber dam punch
 - .q Rubber dam forceps

(Signature and Date)

- .15 Explain the use of the following instruments associated with a preventive dentistry procedure: [ref. a, ch. 58]

- .a Mouth mirror
- .b Explorer
- .c Periodontal probe
- .d Prophy angle, disposable preferred
- .e Polishing cup accessory
- .f Prophy paste
- .g Saliva ejector
- .h Disclosing tablet
- .i Cotton tip applicator
- .j Dental floss/tape
- .k Floss threader
- .l Air-water tip
- .m Periodontal instruments

(Signature and Date)

- .16 Describe the following preventive dentistry instruments: [ref. a, ch. 55]

- .a Sickle scaler
- .b Chisel scaler
- .c Universal currettes
- .d Gracey currettes
- .e Ultrasonic scaler

(Signature and Date)

108 Dental Material Fundamentals

References:

- [a] Modern Dental Assisting, 11th Edition
[b] BUMEDINST 6620.9 Series, Healthcare Associated Infection Prevention and Control
[c] Hall's Critical Decisions in Periodontology and Dental Implantology, 5th Ed.
-

108.1 Define the following terms associated with dental materials: [ref. a, ch. 43-46, 51]

- .a Adhere
- .b Alloy
- .c Alginate
- .d Amalgam
- .e Auto-cured
- .f Base
- .g Catalyst
- .h Ceramic
- .i Desiccate
- .j Dual-cured
- .k Etchant
- .l Eugenol
- .m Esthetic
- .n Exothermic
- .o Filler
- .p Gold
- .q Hybrid
- .r Insulating
- .s Malleability
- .t Matrix
- .u Microleakage
- .v Polymerization
- .w Provisional
- .x Porcelain
- .y Restorative
- .z Retention
- .aa Tarnish
- .bb Thermal
- .cc Trituration

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.2 Describe the following types of materials associated with restorative dental: [ref. a, ch. 43]

- .a Amalgam
- .b Composite resin
- .c Glass ionomers
- .d Temporary restorative materials
- .e Rubber dam

(Signature and Date)

.3 Explain the procedural steps for mixing amalgam. [ref. a, ch. 43]

(Signature and Date)

.4 Discuss transferring amalgam procedures. [ref. a, ch. 43]

(Signature and Date)

.5 Explain the process of composite shade selection. [ref. a, ch. 43]

(Signature and Date)

.6 Describe the materials used to finish and polish composite resin. [ref. a, ch. 43]

(Signature and Date)

.7 Explain the use of glass ionomer. [ref. a, ch. 43]

(Signature and Date)

.8 Explain the steps used to mix glass ionomer. [ref. a, ch. 43]

(Signature and Date)

.9 Describe the use of temporary restorative materials. [ref. a, ch. 43]

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.10 Explain the use of dental liners. [ref. a, ch. 44]

(Signature and Date)

.11 Discuss the use of dental varnish. [ref. a, ch. 44]

(Signature and Date)

.12 Describe the supplies needed for dental varnish placement. [ref. a, ch. 44]

(Signature and Date)

.13 Explain the use of dental etchant. [ref. a, ch. 44]

(Signature and Date)

.14 Explain the use of primer. [ref. a, ch. 44]

(Signature and Date)

.15 Discuss the use of bonding agent. [ref. a, ch. 44]

(Signature and Date)

.16 Describe the supplies needed to prepare calcium hydroxide. [ref. a, ch. 44]

(Signature and Date)

.17 Describe the steps the mixing calcium hydroxide. [ref. a, ch. 44]

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.18 Describe the following types of dental cements: [ref. a, ch. 45]

- .a Glass ionomer
- .b Composite resin
- .c Zinc Oxide Eugenol

(Signature and Date)

.19 Explain the following classifications of impressions: [ref. a, ch. 46]

- .a Preliminary
- .b Final
- .c Occlusal (Bite)

(Signature and Date)

.20 Explain the use of impression trays. [ref. a, ch. 44]

(Signature and Date)

.21 Describe the following types of impression trays: [ref. a, ch. 46]

- .a Stock
- .b Custom

(Signature and Date)

.22 Describe the following styles of stock impression trays: [ref. a, ch. 46]

- .a Metal perforated
- .b Metal non-perforated
- .c Plastic perforated
- .d Bite
- .e Triple tray

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.23 Describe the following materials used to set up for alginate impressions: [ref. a, ch. 46]

- .a Alginate
- .b Powder measure
- .c Medium size rubber bowl
- .d Wide blade spatula
- .e Room temperature water
- .f Sterile or disposable impression trays
- .g Tray adhesive
- .h Utility wax (if needed)
- .i Saliva ejector
- .j Biohazard bag
- .k Water measure (provided by manufacturer)

(Signature and Date)

.24 Describe the two settings available for alginate material. [ref. a, ch. 46]

(Signature and Date)

.25 Explain the water-to-powder ratio of the following impressions associated with preparing alginate material for a specified dental arch: [ref. a, ch. 46]

- .a Maxillary
- .b Mandibular

(Signature and Date)

.26 Discuss the following procedural steps for taking a preliminary maxillary alginate impression: [ref. a, ch. 46]

- .a Preparation
- .b Loading the tray
- .c Seating the tray
- .d Removing the tray

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.27 Discuss the following procedural steps for taking a preliminary mandibular alginate impression: [ref. a, ch. 46]

- .a Preparation
- .b Loading the tray
- .c Seating the tray
- .d Removing the tray

(Signature and Date)

.28 Explain the following forms of elastomeric impression material: [ref. a, ch. 46]

- .a Light-bodied
- .b Regular-bodied
- .c Heavy-bodied

(Signature and Date)

.29 Explain Polysiloxane (Polyvinyl siloxane) also known as PVS elastomeric impression material. [ref. a, ch. 46]

(Signature and Date)

.30 Describe the following materials used to set up for PVS impressions: [ref. a, ch. 46]

- .a Extruder units
- .b Extruder mixing tips
- .c Light-bodied mixing tips
- .d Cartridge of light-bodied material
- .e Cartridge of heavy-bodied material
- .f Impression tray
- .g Tray adhesive
- .h Gauze
- .i Saliva ejector
- .j Biohazard bag

(Signature and Date)

.31 Explain the purpose occlusal (Bite) registration. [ref. a, ch. 46]

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.32 Describe the following materials used for bite registration: [ref. a, ch. 46]

- .a Polysiloxane paste
- .b ZOE paste

(Signature and Date)

.33 Explain the purpose of utility wax when taking impressions. [ref. a, ch. 47]

(Signature and Date)

.34 Describe the following types of provisional crowns: [ref. a, ch. 51]

- .a Custom
- .b Prefabricated

(Signature and Date)

.35 Describe the following types of materials associated with provisional crown: [ref. a, ch. 51]

- .a Acrylic
- .b Composite
- .c Cements

(Signature and Date)

.36 Explain the following types of indirect restorations associated with CAD/CAM. [ref. a, ch. 50, ref. c]

- .a Screw retained crown
- .b Cement retained crown
- .c Custom abutment

(Signature and Date)

.37 Explain the use of articulating paper. [ref. a]

(Signature and Date)

108 Dental Material Fundamentals (CONT'D)

108.37 Explain the use of occlusal foil (Shimstock). [ref. a]

(Signature and Date)

.38 Discuss disinfecting procedure for laboratory-related patient care items. [ref. b, ch. 2]

(Signature and Date)

.39 Explain the purpose of documenting disinfected laboratory-related patient care items on DD Form 2322, Dental Laboratory Work Authorization. [ref. b, ch. 2]

(Signature and Date)

200 INTRODUCTION TO SYSTEMS

200.1 BASIC BUILDING BLOCKS

In this section, the equipment is broken down into smaller, more comprehensible, functional systems as basic building blocks in the learning process. Each system is written to reflect specific watchstation requirements by identifying the equipment most relevant to one or more designated watchstanders. The less complex systems may be identified and covered quickly or relegated to a lower priority to permit greater emphasis on more significant or complex systems.

200.2 COMPONENTS AND COMPONENT PARTS

For learning purposes each system is disassembled into two levels. Systems have components and components have parts. Do not expect to see every item which appears on a parts list to be in the PQS. Only those items which must be understood for operation/maintenance are listed. Normally a number of very broad (overview) systems are disassembled into their components or parts with the big picture as the learning goal. Items listed as components in such a system may then be analyzed as separate systems and broken down into components and parts. Example: the turbogenerators may be listed as a component of the Ship's Service Electrical Distribution system and then later detailed as an individual system for closer study.

200.3 FORMAT

Each system is organized within the following format:

- It lists the references to be used for study and asks you to explain the function of each system.
- It asks for the static facts of what or where the components and component parts are in relation to the system.
- It directs attention to the dynamics of how the component and component parts operate to make the system function.
- It specifies the parameters that must be immediately recalled.
- It requires study of the relationship between the system being studied and other systems or areas.

200.4 HOW TO COMPLETE

The systems you must complete are listed in the Prerequisites section of each watchstation. When you have mastered one or more systems, contact your Qualifier. The Qualifier will give you an oral examination on each system and, if satisfied you have sufficient knowledge of the system, will sign the appropriate system line items. You will be expected to demonstrate through oral or written examination a thorough understanding of each system required for your watchstation.

201 DENTAL RADIOLOGY SYSTEM

References:

- [a] Modern Dental Assisting, 11th Edition, Chapters 38-39, and 41-42
- [b] NAVEDTRA 14295 Series, Hospital Corpsman Rate Training Manual
- [c] Dental Instruments, 5th Edition Chapter 20
- [d] NAVMED P-5055 Radiation Health Protection Manual
- [e] Product Manual

201.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. Where is it located?
- C. What are the safety/protective devices for this component/component part?
- D. What protection is provided by this component/component part?
- E. What are the probable indications if this component fails or is improperly used?
- F. What is the function of each position?

.1 Intraoral X-ray Machine [ref. a ch. 41; ref. b ch. 17]

Questions
A B C D E F

- .a X-ray Tubehead [ref. a ch. 41; ref. b ch. 17]
- .b Extension Cone Paralleling Device (XCP) [ref. a ch. 41; ref. b ch. 17; ref. c]
- .c Position Indicator Device (PID) [ref. a ch. 41; ref. b ch. 17]
- .d Extension arm [ref. a ch. 41; ref. b ch. 17]
- .e Control panel [ref. a ch. 41; ref. b ch. 17]
- .f Dental digital imaging sensor [ref. a ch. 41; ref. e]

(Signature and Date)

201 DENTAL RADIOLOGY SYSTEM (CONT'D)

201.1.2 Extraoral (Panoramic) X-ray machine. A B C D E F

- .a Panoramic X-Ray tubehead [ref. a ch. 41]
- .b Head positioner [ref. a ch. 41]
- .c Exposure controls [ref. a ch. 41]]

(Signature and Date)

201.2 PRINCIPLES OF OPERATION

- .1 How do the Intraoral X-ray Machine components work together to achieve the system's function? [ref. a ch. 41; ref. b ch. 17]

(Signature and Date)

- .2 How do the Extraoral (Panoramic) X-ray machine components work together to achieve the system's function? [ref. a ch. 41; ref. b ch. 17]

(Signature and Date)

- .3 What indications are received if the Intraoral X-ray machine is malfunctioning? [ref. e]

(Signature and Date)

- .4 What indications are received if the extraoral (panoramic) X-ray machine is malfunctioning? [ref. e]

(Signature and Date)

- .5 What are the sequence of steps to perform an operational readiness check? [ref. e]

(Signature and Date)

201 DENTAL RADIOLOGY SYSTEM (CONT'D)

201.2.6 What are the sequence of steps to operate the following:

- .a Extra oral (Panoramic) X-ray machine [ref. a ch. 41; ref. b ch. 17; ref. e]
- .b Intraoral X-ray machine [ref. a ch. 41; ref. b ch. 17; ref. e]

(Signature and Date)

201.3 PARAMETERS/OPERATING LIMITS - None to be discussed.

201.4 SYSTEM INTERFACE

.1 How do the following outside influences affect the operation of this system:

- .a Lack of maintenance [ref. b, ch. 5]
- .b Loss of electrical power [ref. e]

(Signature and Date)

201.5 SAFETY PRECAUTIONS

.1 What special safety precautions apply to the following:

- .a Patient [ref: a, ref. e]
- .b Operator
- .c XCP [ref. a ch. 41; ref. b ch. 17]
- .d Dental digital imaging sensor [ref. a ch. 41; ref. e]
- .e Intraoral X-ray machine [ref. e]
- .f Extraoral (Panoramic) X-ray machine [ref. e]

(Signature and Date)

.2 What is the maximum permissible dose of radiation level for the following: [ref. a ch. 41; ref. b ch. 17; ref. d]

- .a Patients
- .b Operator

(Signature and Date)

201 DENTAL RADIOLOGY SYSTEM (CONT'D)

201.5.3 Where is the parameters sensed or monitored? [ref. a ch. 41; ref. b ch. 17; ref. d]

(Signature and Date)

.4 What is the location of the safety indicators? [ref. a ch. 41; ref. b ch. 17; ref. d]

(Signature and Date)

202 STERILIZATION SYSTEM

References:

- [a] AAMI, Chemical Sterilization and High Level Disinfection in Health Care Facilities, 2013
- [b] AAMI, Comprehensive Guide to Steam Sterilization and Sterility Assurance in Health Care Facilities, SDT-79, 2013.
- [d] Centers for Disease Control, Guideline for Disinfection and Sterilization in Health Care Facilities, 2008.
- [e] Centers for Disease Control, Infection Control Guidelines for the Dental Setting, 2003.
- [g] Centers for Disease Control, Summary of Infection Prevention Practices in Dental Settings; Basic Expectations for Safe Care, March, 2016.
- [h] OSHA Blood Borne Pathogens Ruling, 2001, 2011 29 CFR 1910.1030.
- [i] Local Command Policy
- [j] Manufacturer's Instruction

202.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. Where is it located?
- C. What are the safety/protective devices for this component/component part?
- D. What protection is provided by this component/component part?
- E. What are the probable indications if this component fails or is improperly used?

.1 Automated Washer [ref. a, b, d, e, g, h, i, j]

Questions
A B C D E

(Signature and Date)

.2 Ultrasonic Cleaner [ref. a, b, d, e, g, h, i, j]

A B C D E

(Signature and Date)

202 STERILIZATION SYSTEM (CONT'D)

202.2.4 What indications are received if the Pre-Vacuum Steam Sterilizer is malfunctioning? [ref. a, b, d, e, g, h, i, j]

(Signature and Date)

.5 What indications are received if the Gravity Displacement Sterilizer is malfunctioning? [ref. a, b, d, e, g, h, i, j]

(Signature and Date)

.6 What indications are received if the Dry Heat Sterilizer is malfunctioning? [ref. a, b, d, e, g, h, i, j]

(Signature and Date)

.7 What is the sequence of steps to operate the following: [ref. a, b, d, e, g, h, i, j]

- .a Automated Washer Processer
- .b Ultrasonic Cleaning machine
- .c Pre-Vacuum Steam Sterilizer
- .d Gravity Displacement Sterilizer
- .e Dry Heat Sterilizer

(Signature and Date)

202.3 PARAMETERS/OPERATING LIMITS - None to be discussed.

202.4 SYSTEM INTERFACE

.1 How do the following outside influences affect the operation of the systems: [ref. a, b, d, e, g, h, i, j]

- .a Lack of maintenance
- .b Loss of electrical power

(Signature and Date)

202 STERILIZATION SYSTEM (CONT'D)

202.5 SAFETY PRECAUTIONS

- .1 What special safety precautions apply to operating the following: [ref. a, b, d, e, g, h, i, j]
- .a Automated Washer Processer
 - .b Ultrasonic Cleaning machine
 - .c Manual Scrubbing
 - .d Pre-Vacuum Steam Sterilizer
 - .e Gravity Displacement Sterilizer
 - .f Dry Heat Sterilizer
 - .g Sterilization Monitoring

(Signature and Date)

- .2 What is the location of the safety indicators on the following sterilization equipment? [ref. a, b, d, e, g, h, i, j]
- .a Automated Washer Processer
 - .b Ultrasonic Cleaning machine
 - .c Pre-Vacuum Steam Sterilizer
 - .d Gravity Displacement Sterilizer
 - .e Dry Heat Sterilizer

(Signature and Date)

203 DENTAL DELIVERY SYSTEMS

References:

- [a] Modern Dental Assisting, 11th Edition
- [b] BUMEDINST 6220.9 Series, Healthcare Associated Infection Prevention and Control
- [c] BUMEDINST 6280.1 Series, Management of Regulated Medical Waste
- [d] Local Command Policy
- [e] Manufacturer's Instruction

203.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. Where is it located?
- C. What are the safety/protective devices for this component/component part?
- D. What protection is provided by this component/component part?
- E. What are the probable indications if this component fails or is improperly used?

.1 Amalgamator [ref. a, b, c, d, e]

Questions
A B C D E

(Signature and Date)

.2 Curing light [ref. a, b, c, d, e]

A B C D E

(Signature and Date)

.3 Dental treatment unit [ref. a, b, c, d, e]

A B C D

- .a Operating light
- .b Air-water syringe
- .c Rheostat
- .d Waterlines

(Signature and Date)

203 DENTAL DELIVERY SYSTEMS (CONT'D)

203.1.4 Oral evacuation system [ref. a, b, c, d, e] A B C D

(Signature and Date)

.5 Computer assisted restoration device (CAD/CAM) [ref. a, e] A B C D

(Signature and Date)

203.2 PRINCIPLES OF OPERATION

.1 How do the dental delivery system components work together to achieve the system's function? [ref. a, b, c, d, e]

(Signature and Date)

.2 What indications are received if the amalgamator is malfunctioning? [ref. e]

(Signature and Date)

.3 What indications are received if the curing light is malfunctioning? [ref. e]

(Signature and Date)

.4 What indications are received if the dental treatment unit is malfunctioning? [ref. e]

(Signature and Date)

.5 What indications are received if the oral evacuation system is malfunctioning? [ref. e]

(Signature and Date)

.6 What indications are received if the CAD/CAM device is malfunctioning? [ref. a, e]

(Signature and Date)

203 DENTAL DELIVERY SYSTEMS (CONT'D)

203.2.7 What is the sequence of steps to operate the following: [ref. a, b, c, d, e]

- .a Amalgamator
- .b Curing light
- .c Dental treatment unit
- .d Oral evacuation unit
- .e CAD/CAM

(Signature and Date)

203.3 PARAMETERS/OPERATING LIMITS

For the items listed, answer the following questions:

- A. What is the normal operating value?
- B. What are the allowable operating limits?
- C. Where are the parameters sensed or monitored?
- D. What is the physical location of the indicators?
- E. What is the alarm set point?

Questions

.1 Amalgamator: [ref. e]

A B C D E

(Signature and Date)

.2 Curing light [ref. e]

A B C D

(Signature and Date)

.3 Dental treatment unit [ref. e]

A B C D E

(Signature and Date)

.4 Oral evacuation system [ref. e]

A B C D E

(Signature and Date)

.5 CAD/CAM device [ref. e]

A B C D E

(Signature and Date)

203 DENTAL DELIVERY SYSTEMS (CONT'D)

203.4 SYSTEM INTERFACE

- .1 How do the following outside influences affect the operation of the systems: [ref. a, b, c, d, e]
 - .a Lack of maintenance
 - .b Loss of electrical power

(Signature and Date)

203.5 SAFETY PRECAUTIONS

- .1 What special safety precautions apply to operating the following: [ref. a, b, c, d, e]
 - .a Amalgamator
 - .b Curing light
 - .c Dental treatment unit
 - .d Oral evacuation unit
 - .e CAD/CAM

(Signature and Date)

300 INTRODUCTION TO WATCHSTATIONS

300.1 INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.
- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

Tasks (routine operating tasks that are performed frequently)

Infrequent Tasks

Abnormal Conditions

Emergencies

Training Watches

Examinations

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

300 INTRODUCTION TO WATCHSTATIONS (CONT'D)

300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

301 DENTAL RADIOLOGY

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation qualified to perform DENTAL RADIOLOGY (NAVEDTRA 43699-1).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 301

301 DENTAL RADIOLOGY

Estimated completion time: 4 weeks

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 SCHOOLS:

HM "A" School (B-300-0010)

Completed _____
(QUALIFIER AND DATE)

.2 Fundamentals From This PQS:

101 Safety Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

102 Infection Prevention Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

103 Dental Radiology Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

104 Oral Diagnosis Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

.3 SYSTEMS FROM THIS PQS:

201 Radiology System

Completed _____ 5% of Watchstation
(Qualifier and Date)

301 DENTAL RADIOLOGY (CONT'D)

301.2 TASKS

For the tasks listed below:

- A. What is the purpose of this procedure?
- B. What are the steps of this procedure?
- C. What are the reasons for each step?
- D. What safety precautions must be observed?
- E. Satisfactorily perform or simulate infection control procedures.
- F. Satisfactorily perform or simulate this task.

Questions

- | | | |
|----|--|-------------|
| .1 | Operational readiness check | A B C D F |
| | (Signature and Date) | |
| .2 | Troubleshoot equipment malfunction(s) | A B C D F |
| | (Signature and Date) | |
| .3 | Input patient data into the radiographic software program | A B C D F |
| | (Signature and Date). | |
| .4 | Don and doff PPE | A B C D E F |
| | .a Patient | |
| | .b Operator | |
| | (Signature and Date) | |
| .5 | Capture intraoral BW image using bisecting angle technique | A B C D E F |
| | (Signature and Date) | |
| .6 | Capture intraoral PA image using the paralleling technique | A B C D E F |
| | (Signature and Date) | |

301 DENTAL RADIOLOGY (CONT'D)

301.2.7 Capture intraoral PA images using the bisecting technique A B C D E F

(Signature and Date)

.8 Capture extraoral PANO images A B C D E F

(Signature and Date)

.9 Update dental X-ray log book as outlined in local policy A B C D F

(Signature and Date)

COMPLETED .2 AREA COMPRISES 75% OF WATCHSTATION.

301.3 INFREQUENT TASKS – None to be discussed.

301.4 ABNORMAL CONDITIONS – None to be discussed.

301.5 EMERGENCIES – None to be discussed.

301.6 WATCHES – None.

301.7 EXAMINATIONS – None

302 ORAL DIAGNOSIS ASSISTANT

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation qualified to perform ORAL DIAGNOSIS ASSISTANT (NAVEDTRA 43699-1).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

302 ORAL DIAGNOSIS ASSISTANT

Estimated completion time: 4 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED:

302.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1 SCHOOLS:

HM "A" School (B-300-0010)

Completed _____
(QUALIFIER AND DATE)

.2 Fundamentals From This PQS:

101 Safety Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

102 Infection Prevention Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

104 Oral Diagnosis Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

.3 SYSTEMS FROM THIS PQS:

203 Dental Deliver System

Completed _____ 5% of Watchstation
(Qualifier and Date)

302 ORAL DIAGNOSIS ASSISTANT (CONT'D)

302.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform or simulate this task.

Questions

- | | | |
|----|--|---------------|
| .1 | Set up for Type 2 dental examination | A B C D E F G |
| | (Signature and Date) | |
| .2 | Set up for Type 3 dental examination | A B C D E F G |
| | (Signature and Date) | |
| .3 | Greet and prepare patient | A B C D F G |
| | (Signature and Date) | |
| .6 | Perform universal protocol: | A B C D G |
| | (Signature and Date) | |
| .7 | Obtain vital signs | A B C D E F G |
| | (Signature and Date) | |
| .8 | Document vital signs on NAVMED 6600/13 | A B C D E F G |
| | (Signature and Date) | |

302 ORAL DIAGNOSIS ASSISTANT (CONT'D)

302.3 INFREQUENT TASKS – None to be discussed.

302.4 ABNORMAL CONDITIONS – None to be discussed.

302.5 EMERGENCIES – None to be discussed.

302.6 WATCHES – None to be discussed.

302.7 EXAMINATIONS – None

303 GENERAL OPERATIVE DENTISTRY

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation qualified to perform GENERAL OPERATIVE DENTISTRY (NAVEDTRA 43699-1).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

303 GENERAL OPERATIVE DENTISTRY

Estimated completion time: 12 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED:

303.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

303.1.1 SCHOOLS:

HM "A" School (B-300-0010)

Completed _____
(QUALIFIER AND DATE)

Dental Assistant "A" School (B-330-1011)

Completed _____
(Qualifier and Date)

.2 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

102 Infection Prevention Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

105 Operative Dentistry Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

107 Instrument Identification Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

303.1.2 108 Dental Material Fundamentals
Completed _____ 5% of Watchstation
(Qualifier and Date)

.3 Systems From This PQS:

202 Central Sterilization System
Completed _____ 5% of Watchstation
(Qualifier and Date)

203 Dental Delivery System
Completed _____ 5% of Watchstation
(Qualifier and Date)

303.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What safety precautions must be observed?
- D. Satisfactorily perform or simulate this task.

		<u>Questions</u>
303.2.1	Perform dental chair operational readiness checks _____ (Signature and Date)	A B C D
.2	Flush/purge the dental chair water lines _____ (Signature and Date)	A B C D
.3	Perform DTR infection control procedures _____ (Signature and Date)	A B C D

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

303.2.4	Place surface barriers	A B C D
	_____ (Signature and Date)	
.5	Greet and seat patient	A B C D
	_____ (Signature and Date)	
.6	Perform universal protocol	A B C D
	_____ (Signature and Date)	
.7	Perform hand washing technique	A B C D
	_____ (Signature and Date)	
.8	Set-up for an amalgam procedure	A B C D
	_____ (Signature and Date)	
.9	Assist during an amalgam procedure	A B C D
	_____ (Signature and Date)	
.10	Prepare selected dental material for amalgam procedure	A B C D
	_____ (Signature and Date)	
.11	Set-up for a composite procedure	A B C D
	_____ (Signature and Date)	
.12	Assist during a composite procedure	A B C D
	_____ (Signature and Date)	

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

303.2.13 Prepare selected dental material for composite procedure A B C D

(Signature and Date)

.14 Set-up for a crown prep procedure A B C D

(Signature and Date)

.15 Assist during a crown prep procedure A B C D

(Signature and Date)

.16 Prepare selected dental material for crown prep procedure A B C D

(Signature and Date)

.17 Set-up for a crown delivery procedure A B C D

(Signature and Date)

.18 Assist during a crown delivery procedure A B C D

(Signature and Date)

.19 Prepare selected dental material for crown delivery procedure A B C D

(Signature and Date)

.20 Set-up for implant restoration delivery A B C D

(Signature and Date)

.21 Assist during an implant restoration delivery A B C D

(Signature and Date)

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

- 303.2.22 Set-up for a preventive dentistry procedure A B C D
-
- (Signature and Date)
- .23 Assist during a preventive dentistry procedure A B C D
-
- (Signature and Date)
- .24 Prepare selected dental material for a preventive dentistry procedure A B C D
-
- (Signature and Date)
- .25 Remove and replace amalgam trap A B C D
-
- (Signature and Date)
- .26 Flush vacuum lines A B C D
-
- (Signature and Date)
- .27 Inventory and restock DTR A B C D
-
- (Signature and Date)
- .28 Start-up/secure central vacuum compressor and central air compressor A B C D
-
- (Signature and Date)
- .29 Transport contaminated instruments to the sterilization room A B C D
-
- (Signature and Date)
- .30 Package contaminated instruments A B C D
-
- (Signature and Date)

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

303.2.31 Dispose of sharps and scrap amalgam A B C D

(Signature and Date)

.32 Secure DTR A B C D

(Signature and Date)

COMPLETED .2 AREA COMPRISES 65% OF WATCHSTATION.

303.3 INFREQUENT TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What safety precautions must be observed?
- D. Satisfactorily perform or simulate this task.

.1 Perform sterilization procedures A B C D

(Signature and Date)

.2 Process instruments for sterilization A B C D

(Signature and Date)

.3 Operate an automatic washer A B C D

(Signature and Date)

.4 Operate ultrasonic washer A B C D

(Signature and Date)

.5 Manually clean instruments A B C D

(Signature and Date)

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

303.3.6 Operate pre-vacuum sterilizer A B C D

(Signature and Date)

.7 Clean pre-vacuum steam sterilizer A B C D

(Signature and Date)

.8 Package instruments and burs A B C D

(Signature and Date)

.9 Operate dry heat sterilizer A B C D

(Signature and Date)

.10 Document sterilization operations A B C D

(Signature and Date)

.11 Interpret biological monitoring test results A B C D

(Signature and Date)

.12 Perform a pre-vacuum test A B C D

(Signature and Date)

.13 Interpret pre-vacuum test results A B C D

(Signature and Date)

.14 Store instruments in CSR A B C D

(Signature and Date)

303 GENERAL OPERATIVE DENTISTRY (CONT'D)

303.4 ABNORMAL CONDITIONS – None to be discussed.

303.5 EMERGENCIES – None to be discussed.

303.6 WATCHES– None to be discussed

303.7 EXAMINATIONS – None

304 FRONT DESK

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified FRONT DESK (NAVEDTRA 43699-1).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 304

304 FRONT DESK

Estimated completion time: 4 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED:

304.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

304.1.1 SCHOOLS:

HM "A" School (B-300-0010)

Completed _____
(QUALIFIER AND DATE)

.2 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____ 10% of Watchstation
(Qualifier and Date)

106 Front Desk Fundamentals

Completed _____ 10% of Watchstation
(Qualifier and Date)

304 FRONT DESK (CONT'D)

304.2 TASKS

For the tasks listed below:

- A. What are the steps for this procedure?
- B. Satisfactorily perform or simulate this task.

Questions

304.2.1	Check-in Patient	A B

	(Signature and Date)	
.2	Verify a patient's information in electronic database	A B

	(Signature and Date)	
.3	Verify HIPAA compliance	A B

	(Signature and Date)	
.4	Verify patient Privacy Act Statement (DD 2005) signed	A B

	(Signature and Date)	
.5	Create a dental record	A B

	(Signature and Date)	
.6	Prepare dental record for a dental examination	A B

	(Signature and Date)	
.7	Document entry in a dental record	A B

	(Signature and Date)	
.8	Perform an annual dental record verification	A B

	(Signature and Date)	

304 FRONT DESK (CONT'D)

304.2.9	File a dental record	A B
	<hr/> (Signature and Date)	
.10	Check out a dental record	A B
	<hr/> (Signature and Date)	
.11	Close out a dental record	A B
	<hr/> (Signature and Date)	
.12	Schedule an appointment	A B
	<hr/> (Signature and Date)	
.13	Create a provider schedule	A B
	<hr/> (Signature and Date)	
.14	Update dental classification for a patient	A B
	<hr/> (Signature and Date)	
.15	Use proper telephone etiquette	A B
	<hr/> (Signature and Date)	
.16	Handle a difficult patient	A B
	<hr/> (Signature and Date)	
.17	Confirm patient appointment	A B
	<hr/> (Signature and Date)	

304 FRONT DESK (CONT'D)

304.2.18 Perform patient failure/no show and rescheduling confirmation procedures A B

(Signature and Date)

.19 Perform patient triage A B

(Signature and Date)

.20 Check out patient A B

(Signature and Date)

COMPLETED .2 AREA COMPRISES 80% OF WATCHSTATION.

304.3 INFREQUENT TASKS – None to be discussed.

304.4 ABNORMAL CONDITIONS – None to be discussed.

304.5 EMERGENCIES – None to be discussed.

304.6 WATCHES – None to be discussed.

304.7 EXAMINATIONS – None

QUALIFICATION PROGRESS SUMMARY FOR
BASIC DENTAL ASSISTANT

NAME _____ RATE/RANK _____

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

301 DENTAL RADIOLOGY

Completed _____ Date _____
(Signature)

302 ORAL DIAGNOSIS ASSISTANT

Completed _____ Date _____
(Signature)

303 GENERAL OPERATIVE DENTISTRY

Completed _____ Date _____
(Signature)

304 FRONT DESK

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS PQS

AAMI, Chemical Sterilization and High Level Disinfection in Health Care Facilities, 2013
AAMI, Comprehensive Guide to Steam Sterilization and Sterility Assurance in Health Care Facilities, SDT-79, 2013.
AAMI, Containment Devices for Reusable Medical Device Sterilization, ST- 77, 2013
Armed Forces Health Longitudinal Technology Application (AHLTA) User Guide
Assistant Secretary Of Defense Memorandum, TRICARE Policy for Access to Care, DTG FEB 23 2011
BUMEDINST 6010.13 Quality Assurance (QA) Program
BUMEDINST 6110.14 Documenting and Reporting Individual Medical Readiness Data
BUMEDINST 6260.30 Series, Mercury Control Program for Dental Treatment Spaces
BUMEDINST 6280.1 Series, Management of Regulated Medical Waste
BUMEDINST 6300.10 Series, Customer Relations Program
BUMEDINST 6320.82 Series, Department of the Navy Standards of Oral Healthcare
BUMEDINST 6320.82 Series, Department of the Navy Standards of Oral Healthcare
BUMEDINST 6600.19, NAVMED 6600/13, Dental Examination Form; NAVMED 6600/14, Dental Treatment Form; NAVMED 6600/15, Current Status Form
BUMEDINST 6620.9 Series, Healthcare Associated Infection Prevention and Control
Centers for Disease Control, Guideline for Disinfection and Sterilization in Health Care Facilities, 2008
Centers for Disease Control, Infection Control Guidelines for the Dental Setting, 2003.
Centers for Disease Control, Infection Prevention Checklist for Dental Settings; Basic Expectations for Safe Care, March, 2016.
Centers for Disease Control, Summary of Infection Prevention Practices in Dental Settings; Basic Expectations for Safe Care, March, 2016.
Dental Instruments, 5th Edition Chapter 20
Eliminating Wrong Site Surgery and Procedure Events: A Guidebook for Inpatient and Ambulatory Facilities
Hall's Critical Decisions in Periodontology and Dental Implantology – 5th Edition
Local Command Policy
MANMED, NAVMED P-117, Health Records Chapter 20
Manufacturer's Guidelines
Modern Dental Assisting, 11th Edition
NAVMED P-5055 Radiation Health Protection Manual
NAVMEDCOMINST 6320.16 (Series), Informed Consent for Medical and Dental Treatment
NAVEDTRA 14056 Navy Customer Service Manual
NAVEDTRA 14295 Series, Hospital Corpsman Rate Training Manual
OPNAVINST 3120.32 Series, Standard Organization and Regulations Manual of the U.S. Navy (SORM)
OPNAVINST 3500.39 Series, Operational Risk Management
OPNAVINST 5100.19 Series, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
OSHA Blood Borne Pathogens Ruling, 2001, 2011 29 CFR 1910.1030.
Product Manual

PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43699-1

From _____ Date _____

Via _____ Date _____

Department Head

Activity _____

Mailing Address _____

Email Address _____ DSN _____

PQS Title _____ NAVEDTRA _____

Section Affected _____

Page Number(s) _____

For faster response, you may submit your feedback via the PQS website at:
<https://www.mnp.navy.mil/group/personnel-qualification-standards/home>

Remarks/Recommendations (Use additional sheets if necessary):

(FOLD HERE)

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

COMMANDER, NAVMEDEDTRNGLOGCMD
ATTN: ACADEMICS
4075 DICKMAN ROAD, STE 308
JBSA FT SAM HOUSTON, TX 78234

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