

Alaska Primary Care Association
Occupation Added: Dental Assistant
Date: March 18, 2022

Appendix A

DENTAL ASSISTANT

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE DENTAL ASSISTANT O*NET-SOC CODE: 31-9091.00 RAPIDS CODE: 0101CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is twelve (12) months through the demonstration and achievement of workplace competencies and supplemented by the required related instruction courses.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworker mentors will be: Two (2) apprentices may be employed in each clinical site employing one (1) Doctor of Dental Surgery (DDS), or Doctor of Medicine in Dentistry (DMD), or Certified Dental Assistant (CDA) regularly employed.

4. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction courses.

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly Dental Assistant journeyworker wage rate, which is \$20.00 per hour.

Period	Hourly Wage	OJL Duration	OJL Competencies	Related Instruction
1 st	\$16.00	6 months or 1,000 OJL hours	Demonstrated Skills	Satisfactory progress
2 nd	\$18.00	6 months or 1,000 OJL hours	Demonstrated Skills	Satisfactory progress
End	\$20.00	Complete	Complete	Complete

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

The current base journeyworker completion wage rate may be adjusted by a participating employer if they pay a higher wage rate, and the adjusted base rate will apply equally to all apprentices who are hired by that employer. Such wages will become part of the approved Appendix-E Employer Acceptance Agreement.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of three (3) months.

6. SELECTION PROCEDURES

Sponsors should familiarize themselves with the Apprenticeship EEO Introductory Video, Tools, and Resources at www.apprenticeship.gov/eeo.

APPLICATION PROCEDURES

- A. Openings for applications for apprenticeship will be determined by the Sponsor. All applications will be identical in form and requirements.
- B. Receipt of the properly completed application form, along with required supporting documents will constitute the completed application. Incomplete applications will not be considered.
- C. All applicants who have met the minimum qualifications and have submitted a complete application will be notified of the date, time, and place to appear for interview (if applicable).

SELECTION PROCEDURES

- A. The Sponsor will schedule the interview (if applicable) and evaluation session. All qualified applicants will be interviewed and evaluated for selection within 60 days of their application date.
- B. The interviewer or evaluator will rate each applicant on each of the factors on the applicant rating form, taking into account the information on the application and required documents. The interviewer will record the questions asked and the general nature of the applicant's answers.
- C. After completing the interview and evaluation of the qualified applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection. It will be the responsibility of the applicant to keep the Sponsor informed of their current home mailing address, telephone number, and e-mail address. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice.
- F. Incumbent Employees: Employees who are gainfully employed in the occupation and who have met the minimum qualifications for apprenticeship may qualify for immediate registration into the program upon approval by the program sponsor and employer. The sponsor will determine what additional training requirements are needed to ensure that the employee receives all necessary training for completion of the apprenticeship program.

- G. Pre-Apprenticeship Preparatory Programs: An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship.

WORK PROCESS SCHEDULE
DENTAL ASSISTANT
O*NET-SOC CODE: 31-9091.00 RAPIDS CODE: 0101CB

Description: Prepare medications under the direction of a pharmacist. May measure, mix, count-out, label, and record amounts and dosages of medications according to prescription orders.

On-the-Job Learning (OJL)

1. During the Apprenticeship, the Apprentice shall receive work experience and job related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The program sponsor must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.
4. The employer and skill mentor (where appropriate) shall review all of the work processes and adapt the appropriate competencies, which are appropriate for the Agency's specific needs/requirements and to ensure the Apprentice is properly trained in all aspects of the occupation.

Each employer and/or program sponsor will determine the appropriate examples of each core competency in the below work process schedule. In the list below, each core competency should be completed depending on stated scope of practice and employer requirements.

Field Training (FT) - Mentor/Journeyworker has provided training and demonstrated task to the apprentice

Demonstrated Fundamentals (DF) - Apprentice can perform the task with some coaching

Proficient in Task (PIT) - Apprentice performs the task properly and consistently

Completion Date (CD) - Date apprentice completes final demonstration of competency

Initial and date in the box when complete.

Dental Assistant	
Job Description: Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.	
RAPIDS Code: 0101CB	O*NET Code: 31-9091.00
Estimated Program Length: 1 Year	
Apprenticeship Type: <input checked="" type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	

WORK PROCESSES DENTAL ASSISTANT	FT	DF	PIT	CD
A. Assist practitioners to perform medical procedures				
1. Prepare patient, sterilize, or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures				
2. Assist dentist in management of medical or dental emergencies.				
B. Clean medical equipment				
1. Prepare patient, sterilize, or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.				
2. Clean and polish removable appliances.				
C. Prepare medical instruments or equipment for use				
1. Prepare patient, sterilize, or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.				
D. Maintain medical records				
1. Record treatment information in patient records.				
2. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.				
E. Explain technical medical information to patients				
1. Provide postoperative instructions prescribed by dentist.				
F. Inventory medical supplies or equipment				
1. Order and monitor dental supplies and equipment inventory.				
G. Operate medical equipment				
1. Expose dental diagnostic x-rays.				
H. Teach medical procedures or medical equipment use to patients				
1. Instruct patients in oral hygiene and plaque control programs.				

WORK PROCESSES DENTAL ASSISTANT	FT	DF	PIT	CD
I. Interview patients to gather medical information				
1. Take and record medical and dental histories and vital signs of patients.				
J. Record vital statistics or other health information				
1. Take and record medical and dental histories and vital signs of patients.				
K. Administer basic health care or medical treatments				
1. Apply protective coating of fluoride to teeth.				
2. Maintain and merchandise home healthcare products or services. (Supplemental)				
L. Process medical billing information.				
1. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer				
M. Schedule patient procedures or appointments.				
1. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.				
N. Make patient-assistive devices or device models.				
1. Make preliminary impressions for study casts and occlusal registrations for mounting study casts.				
2. Pour, trim, and polish study casts.				
3. Fabricate temporary restorations or custom impressions from preliminary impressions.				
4. Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.				
O. Fit patients for assistive devices				
1. Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.				

RELATED INSTRUCTION OUTLINE
DENTAL ASSISTANT
O*NET-SOC CODE: 31-9091.00 RAPIDS CODE: 0101CB

Related Instruction Provider: Alaska Primary Care Association
Method: Synchronous Online, Electronic Media, Self-study

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The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the course curriculum during the term of apprenticeship.

Instructional Guide:

In partnership with Penn Foster College Dental Assistant Program.

Program prepares you for the National Entry Level Dental Assistant (NELDA) exam from the Dental Assisting National Board (DANB).

Program Curriculum

10 Courses

27.4 Continuing Education Units (CEUs)

16 Exams

CURRICULUM DETAILS – DENTAL ASSISTANT
<p>Starting your Program</p> <p>In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills so you're able to use a number of tools that will help you to be successful.</p> <ul style="list-style-type: none">• Identify skills needed to be a confident and independent online learner
<p>Introduction to Dental Assistant</p> <p>Learn to identify the members of the dental team and their duties. The different types of dental offices and their separate areas will be described. The professional qualifications and responsibilities of a dental assistant will be addressed, along with a look at how licensure is managed.</p> <ul style="list-style-type: none">• Identify the pioneers of modern dentistry and career opportunities• Recognize members of the dental health team and their offices

Dental Terminology, Anatomy, Charting

In this course, you'll analyze varying dental terminology, including the oral cavity, dental anatomy, and tooth morphology.

- Identify terminology and anatomy in dentistry
- Analyze cavities and how to chart

Preventive Dentistry and Ethics

In this course, you'll review preventive dentistry and how nutrition impacts it. You'll also identify how dental law and ethics applies in the office.

- Identify the importance of preventive dentistry and how nutrition affects it
- Analyze dental law and ethics in the dental office

Infection Control and Dental Emergencies

In this course, you'll learn about the different facets of the dental operator, including patients, instrumentation, and moisture control. You'll also review disease transmission, pathology, and dental emergencies. Finally, you'll review how to control infection in dentistry.

- Identify the facets of the dental operator
- Analyze disease transmission, pathology, and dental emergencies
- Describe how to control infection in dentistry

OSHA and Radiology

In this course, you'll first learn about OSHA regulations and how they're applied in the dental office. Next, you'll discuss radiology. You'll read dental film, diagnose radiographs, and process radiographs.

- Define OSHA regulations and how they're applied in the dental office
- Describe radiology and reading dental film
- Analyze how to diagnose radiographs and how to process an exposed radiograph

Dental Medications and Materials

In this course, you'll learn the basics of pharmacology and its relationship to the dental profession. You'll learn various components and methods of how to prepare and administer anesthesia safely. You'll learn about dental restorative materials and how they're used in restorations, and you'll find out about dental impression materials.

- Explain how pharmacology and anesthesiology relate to the dental assistant role
- Describe various basic dental materials used in dental procedures
- Describe various impression materials

Dental Specialties

In this course, you'll learn about endodontics and periodontics the field of dentistry that deals with the tissues that surround the teeth. You'll be introduced to the specialties of pediatric dentistry and orthodontics and the specialties of prosthodontics and oral and maxillofacial surgery.

- Explain conditions, diagnoses, instruments, and various procedures involved with endodontic and periodontal dentistry
- Discuss various procedures, conditions and treatments in pediatric dentistry and orthodontics
- Discuss procedures performed in a prosthodontic office and procedures for oral and maxillofacial surgeries

Dental Front Office

In this course, you'll learn professional communication skills such as interpersonal communication, the eight levels of relating to others, conflict resolution, and how to greet patients. This course will also discuss how to maintain the reception area and professional skills needed for business administration for the dental assistant.

- Analyze professional communication skills
- Discuss professional skills needed by a dental assistant for business administration of a dental office

Professional Opportunities and Management Software

In this course, you'll learn how to use appointment modules, account modules, chart and image modules, and how to manage employee information. You'll learn the importance of maintaining a professional appearance and continuing professional development. This course also provides information on how to search for employment opportunities and what the next steps are once you locate employment opportunities.

- Analyze appointment modules, account modules, chart, and image modules, and managing employee information
- Discuss professional appearance, professional development, and locating employment opportunities