

Maintain Infection Control in Dental Practice

- Ultrasonic bath
- Autoclaves
- Loading the autoclave
- Sterilisation procedures
- Storage of sterilised instruments
- Monitoring sterilisation process
- Autoclavable instruments
- Disinfection of instrument
- Lubrication of handpieces

- PPE
- Using personal protective equipment
- Disinfectant agents
- Decontamination of surfaces
- Protective barriers
- Clinical area/Administrative area

- Hand washing technique
 - Following the procedure for washing and drying hands
- Immunisation
- Cross contamination
 - Protecting materials, equipment and instruments from contamination until required for use
 - Ensuring instruments used for invasive procedures are sterile at time of use
- Hazards
- Sharps
 - Disposal of sharp at point of use by the person who has used the sharp
 - Use of clearly labelled puncture proof containers
 - Procedures and devices for the removal of scalpel blades

- Management of contaminated waste
- Management of general waste
- Amalgam and amalgam capsules disposal
- End of procedure

- Clean, contaminated and administrative zones
- Surgery set up
- Decontamination workflow
- Spills
 - Maintain clean surfaces and manage blood and body fluids spills

Prepare for and assist during oral health care procedures

- Patient card
 - Dental treatment records
 - Completed medical histories
 - Consent documents obtained for treatment
 - Records of financial transactions
 - Referrals
- Patient X rays
 - Radiographs, tracings and measurements
- Trays set up
- Restorative materials
 - Prepare the correct material using the correct technique
- Impression materials
 - Prepare the correct material using the correct technique
- Medicaments
 - Store medicaments correctly
 - Expiry dates
- Instruments Identification
 - Diagnostic, restorative, endodontic, oral surgical, periodontal, prosthetics, rotary cutting instruments
- Matrix band retainer set up
- Rubber dam set up
- Capsules (Amalgam, GIC)

- Charting
 - Dental terminology
 - FDI notation , Palmer notation
- Health information sheet
- Confidentiality

- LA equipment
 - Correct syringe
 - Cartridge
 - Needle
- Anaesthetics
 - Expiry date
 - LA techniques

- Retraction
 - Retract and protect the client's soft tissue
- Irrigation
- Suction
 - Clear mouth of oral fluids and debris and control moisture

- Provide a clear field of vision
- Evacuation equipment
- Triplex syringe
- Transferring instruments and materials
- Four handed dentistry
 - Transferring instruments
 - Maintain a clear field of vision
- Restoration procedure (AM/Composite)
- RCT Procedure
- Use of Impression Materials

Assist with dental radiography

- X Ray films
 - Reason for taking radiographs
 - Select and prepare the correct radiographic film and film packet holders
- X ray equipment
 - Maintain processing solutions at the correct strength and temperature
 - Arrange for servicing equipment
- X ray processing
 - Label exposed films before the patient leaves the surgery
- X ray protection
 - Ensure patient and members of the dental team are protected from ionising radiations
 - Minimise radiation risks to members of the team and patient

Follow occupational health and safety policies en dental practice

- Hazards
 - Are recognised in the work area and reported to the supervisor
- Control of risks
 - Workplace procedures and work instructions for controlling risks are followed accurately
- Workplace procedures in relation to OHS
 - OHS Policies and Procedures

- OHS Legislation
 - Infection Control Policies and Procedures
- Breaks
 - Nominated rest time and breaks are taken
- Work roles
 - Work roles are clarified and followed

- Posture
 - Select and apply procedures to perform a range of tasks specific to the dental assistant's job role
- Ergonomics
- Manual handling procedures
- MSDS

Communicate and work effectively in health

- Communication process
- Barriers in communication
- Communication with our patients
 - Patients to follow pre and post operative instructions
- Greeting
- Interaction with patients
 - Interpersonal skills when relating to people from a range of social, cultural and religious backgrounds
 - Asking questions
- Body language
- Angry patient
 - Active listening
 - Asking for clarification
 - Acknowledging and responding to a range of views
- Conflict (patient and co-worker)
 - Consistently deal with conflict
 - Consistently work with other and display empathy with patients and co-workers