



# DENTAL ASSISTING DOMAIN DESCRIPTION

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## Domain Description for Dental Assisting in Canada

The Domain Description for Dental Assisting is a document developed by the NDAEB that represents the knowledge, skills, attitudes and behaviours the dental assistant should possess upon entry/re-entry into practice. The Domain Description is a working document that reflects the national standards of practice established for dental assisting and includes all Core Skills agreed upon by the NDAEB in consultation with stakeholders of the profession.

The Domain Description is maintained by NDAEB and reviewed annually to ensure acceptability, clarity and relevance for the practice of dental assisting as identified from time-to-time by stakeholders of the profession. In addition, it is revised every 5 to 7 years following a National Occupational Analysis (NOA) of the profession (conducted in partnership with the CDAA and with the support of Canadian Dental Assisting Regulatory Authorities (CDARA)). The most recent NOA was completed in 2020. The results of the NOA are used by the NDAEB to inform and update the Domain Description.

In 2021, the NDAEB began its most current review of the Domain Description. The CAO/Registrar asked the Chief Examiner to Chair an operational committee to complete the review, and the final draft was distributed for circulation amongst NDAEB Stakeholders represented on its Board of Directors. Reviewing stakeholders include:

- Canadian Dental Assistants Association
- Canadian Dental Association
- College of Alberta Dental Assistants
- College of Dental Surgeons of British Columbia
- Commission on Dental Accreditation of Canada
- Dental Council of Prince Edward Island
- Educator Representative, Non-Accredited Programs
- Manitoba Dental Association
- New Brunswick Dental Society
- Newfoundland & Labrador Dental Board
- Ontario Dental Assistants Association
- Provincial Dental Board of Nova Scotia
- Saskatchewan Dental Assistants' Association

This review process was completed resulting in the 2022 final version of the Domain Description for Dental Assisting.

We wish to thank reviewing stakeholders for their important contribution to this review.

The NDAEB will use the new 2022 version of the Domain Description to adjust its examination blueprint and to design and administer its examinations beginning March 2023. Dental assisting schools should make adjustments to their curriculum and teach to the new Domain, in anticipation of this change.

The key functions of the Domain Description are:

- Describing the scope of practice for those entering or returning to practice
- Preparing candidates for the examination
- Developing dental assisting education/curriculum
- Guiding examination development and review.

Through its Written Exam Committee, the NDAEB has the authority to make minor amendments to wording in the Domain Description as may be necessary to clarify certain aspects of the document; however, substantive change which will result in changes to education program curriculum must be approved by the NDAEB.

Dental assisting schools, prospective examination candidates, and other stakeholder groups such as CDARA, DA associations and CDAC, will be given thirteen months advance notice prior to changes to the Domain Description being implemented.

### **What's changed?**

- The previous 8 domains have been reduced to 7 – the skills and procedures from domain 7 (Laboratory Procedures) were dispersed into the more appropriate areas of the domain description:
  - Removal of “preliminary” for impressions
  - Fabrication, trimming and storage of study models is now combined with 5.2.2 which previously involved obtaining, processing and preparing impressions for pouring
  - Fabrication of appliances and trays will now be included in the domain where the tray or appliance is used. For instance, impression tray fabrication and preparation is now within 5.11 and whitening tray fabrication is within domain 7.7
  - Laboratory supplies and equipment are not segregated from other office supplies and equipment, and as such any questions pertaining to them would be within domain 3 – Clinical Support Procedures
- Some subsections within a domain were combined to reduce repetition and increase clarity for candidates and stakeholders
- The percentages allocated to domains 3 and 4 were altered slightly with a higher percentage for Clinical Support Procedures being the most significant change. This was reflected in the NOA results, which indicated that safety, asepsis, infection prevention and routine equipment maintenance was of high importance and amongst the most frequently performed tasks for all respondents
- Composition of dental radiographic film, film processing and errors and artifacts that only pertain to film radiography will now be excluded from appearing on examinations
- “Terminology Used in the Domain Description” will now just refer candidates to the Glossary and Index section of each of the referenced textbooks

The NDAEB wishes to thank the Domain Description Review Committee for their outstanding work:

Donna Selski, CDA/RDA MA(LaT)	Chief Examiner and Chair
Elroy Officer, CDA	NDAEB President and Committee Member
Lois Bergs, RDA	Committee Member
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## **Domain Description for Dental Assisting**

### **1. ETHICAL AND LEGAL PRACTICE AS A DENTAL ASSISTANT (approximately 5% of 200 item exam)**

- 1.1. Apply the principles of the Canadian Dental Assistants Association (CDAA) Code of Ethics when providing or assisting with dental services
- 1.2. Practice legally within the National and Provincial, and territorial regulatory scope of practice
- 1.3. Report suspected physical, sexual, emotional abuse or neglect and assist with documentation and supports
- 1.4. Obtain informed consent from patients and/or caregivers prior to treatment and accurately document discussion following record keeping guidelines
- 1.5. Maintain privacy and confidentiality with all forms of patient records, communications, and interactions
- 1.6. Recognize and report any conflicts of interest when providing or assisting with dental treatment
- 1.7. Explain legal and ethical practice for treating patients with known infectious diseases

### **2. DENTAL SCIENCES (7-12% of 200 item exam)**

#### **2.1. ORAL ANATOMY**

- 2.1.1. Describe, locate and identify structures and landmarks of the oral cavity
- 2.1.2. Describe, locate and identify anatomical landmarks of the permanent and primary teeth
- 2.1.3. Describe, locate and identify the tissues and supporting structures of the teeth
- 2.1.4. Describe the functions of teeth and their supporting structures

#### **2.2. ANATOMY OF THE HEAD AND NECK**

- 2.2.1. Identify and locate the bones of the head and describe their structure and function
- 2.2.2. Identify and describe anatomical landmarks of the head and face
- 2.2.3. Identify and describe the parts of the temporomandibular joint (TMJ), its movements and disorders or diseases
- 2.2.4. Identify the muscles of the face and oral cavity and describe their function
- 2.2.5. Identify and locate the salivary glands and ducts and describe their function
- 2.2.6. Identify and locate the paranasal sinuses and describe their function
- 2.2.7. Identify and describe the innervations of the teeth and surrounding tissues, of mandibular and maxillary arches
- 2.2.8. Identify and locate the cervical lymph nodes and describe their functions

#### **2.3. TOOTH DEVELOPMENT AND ERUPTION**

- 2.3.1. Describe oral and facial development, including the teeth
- 2.3.2. Describe tooth eruption and exfoliation patterns for the primary and permanent dentitions

## 2.4. ORAL PATHOLOGY

- 2.4.1. Describe genetic, developmental and acquired anomalies/pathologies of the hard and soft tissues of the oral cavity, including the teeth
- 2.4.2. Describe the causes and progression of hard and soft tissue lesions
- 2.4.3. Identify and describe the correlation between nutrition/diet, prescription and non-prescription drug use, and oral pathologies

## 2.5. MICROBIOLOGY

- 2.5.1. Identify and describe diseases related to micro-organisms including bacteria, spores, viruses, fungi, protozoa and prions
- 2.5.2. Identify and describe the routes of disease transmission and chain of infection prevention and control

## 2.6. PHARMACOLOGY

- 2.6.1. Describe the effects and interactions of over-the-counter, non-prescription, prescription and illegal drugs on patient care and identify safety issues that could affect the delivery of dental treatment
- 2.6.2. Explain the rationale for identifying all medications/drugs taken, including dosages and frequency
- 2.6.3. Explain the indications and requirements for pre-medication, prior to dental treatment
- 2.6.4. Interpret information included on a prescription form, including acceptable medical and dental terminology and abbreviations

## 3. CLINICAL SUPPORT PROCEDURES (10 - 15% of 200 item exam)

### 3.1. PRINCIPLES OF ASEPSIS AND INFECTION PREVENTION

- 3.1.1. Explain the rationale for infection prevention procedures across dental care settings, including:
  - 3.1.1.1. reception and business office area
  - 3.1.1.2. clinical setting
  - 3.1.1.3. laboratory area
  - 3.1.1.4. remote locations
  - 3.1.1.5. mobile clinics
- 3.1.2. Explain and demonstrate approved methods for the prevention of disease transmission including:
  - 3.1.2.1. standard infection control procedures
  - 3.1.2.2. pre-cleaning, disinfection, and sterilization of equipment and supplies
  - 3.1.2.3. proper storage protocols for equipment and supplies
  - 3.1.2.4. quality assurance protocols and proper use of instrument reprocessing equipment
  - 3.1.2.5. personal protective equipment
  - 3.1.2.6. immunization

- 3.1.3. Employ accepted safety standards for infection prevention and handling of hazardous materials and substances in the workplace including:
  - 3.1.3.1. Workplace Hazardous Materials Information System (WHMIS)
  - 3.1.3.2. Occupational Health and Safety Regulations
  - 3.1.3.3. Waste Disposal Regulations
- 3.1.4. Employ protocols for injury prevention, exposure control, post- exposure first aid and updating employee health records
- 3.1.5. Explain protocols used to reduce biofilm within dental unit waterlines and evacuation systems
- 3.1.6. Maintain laboratory equipment and supplies and operate equipment following best practice protocols for safety and asepsis

### 3.2. TEAM ERGONOMICS

- 3.2.1. Apply principles of ergonomics in positioning the patient, operator, dental assistant and equipment throughout all procedures
- 3.2.2. Apply the principles of instrument and material transfer to support patient safety, procedural efficiency, and injury prevention, when assisting an operator
- 3.2.3. Demonstrate operator ergonomics and proper instrumentation techniques, to ensure patient safety, procedural efficiency and prevent personal injury
- 3.2.4. Demonstrate exercises for prevention or relief of symptoms related to musculoskeletal disorders and injuries

## 4. PATIENT RECORDS (10 - 12% of 200 item exam)

- 4.1. Apply protocols to comply with legal requirements for updating, maintaining, storing, and transferring patient records, including authenticating entries with initials or signature.
- 4.2. Complete and update patient records using paper-based and electronic systems to include:
  - 4.2.1. personal information
  - 4.2.2. health and dental history, vital signs, medications, and medical alerts
  - 4.2.3. intra-oral and extra-oral examination diagnoses
  - 4.2.4. oral hygiene indices and periodontal notations
  - 4.2.5. diagnostic records including: study models, bite registrations, radiographic images, and photographic images
  - 4.2.6. consent forms, financial and insurance information
  - 4.2.7. treatment plan and progress notes
- 4.3. Use professionally acceptable terminology, charting symbols, abbreviations, correct spelling, and tooth numbering systems

## 5. PATIENT CARE PROCEDURES (40 - 50% of 200 item exam)

### 5.1. OBTAIN AND RECORD VITAL SIGNS

- 5.1.1. Explain the rationale for obtaining and recording vital signs.
- 5.1.2. Describe the equipment required for, and obtain and record: pulse, temperature, blood pressure, and respiration.
- 5.1.3. Discuss normal ranges for vital signs and the factors that can affect readings.

### 5.2. COLLECT DIAGNOSTIC INFORMATION

#### 5.2.1. Assist with diagnostic procedures

- 5.2.1.1. State the types of and provide the rationale for performing diagnostic procedure
- 5.2.1.2. Prepare and transfer equipment and supplies for diagnostic procedures
- 5.2.1.3. Observe, monitor and record responses and/or conditions that the patient may present with while in the dental setting

#### 5.2.2. Obtain impressions and fabricate study models

- 5.2.2.1. State the rationale for obtaining impressions and bite registrations for the fabrication of study models
- 5.2.2.2. Select and prepare equipment and supplies specific to the patient's dentition and anatomy
- 5.2.2.3. Manipulate impression material according to manufacturer's directions for use
- 5.2.2.4. Obtain mandibular and maxillary impressions following procedural steps
- 5.2.2.5. Evaluate, disinfect and prepare impressions for storage or pouring
- 5.2.2.6. Pour impressions for study models
- 5.2.2.7. Fabricate, trim, label and store study models
- 5.2.2.8. Obtain, evaluate and disinfect bite registrations
- 5.2.2.9. Provide pre-operative, operative and post-operative information/instructions

#### 5.2.3. Produce and evaluate radiographic images

- 5.2.3.1. Describe components of x-ray machines and their functions
- 5.2.3.2. Describe factors that affect the quantity and quality of the x-ray beam
- 5.2.3.3. Describe composition and types of radiographic imaging receptors
- 5.2.3.4. Describe care, storage and handling of radiographic imaging receptors
- 5.2.3.5. Describe the biological effects of radiation exposure on patients and staff, and the purpose, equipment and processes for radiation monitoring
- 5.2.3.6. Define the types of radiographic images and the rationale for their use
- 5.2.3.7. Provide pre-exposure information and instructions to the patient or caregiver and obtain informed consent
- 5.2.3.8. Apply principles of extra-oral and intra-oral radiographic imaging techniques

- 5.2.3.9. Select and prepare equipment and supplies specific to the patient's dentition and anatomy
- 5.2.3.10. Expose prescribed radiographic images in accordance to A.L.A.R.A. principles
- 5.2.3.11. Upload radiographic image(s) to the patient's record
- 5.2.3.12. Evaluate radiographic images for technical quality, accuracy and diagnostic information
- 5.2.3.13. Explain causes and corrective measures for radiographic image exposure errors
- 5.2.3.14. Explain image enhancement functions associated with software programs
- 5.2.3.15. Describe radiographic image duplicating, transferring and archiving procedures
- 5.2.3.16. Describe the appearance of radiopaque and radiolucent structures on an image
- 5.2.3.17. Identify and describe anatomical landmarks and dental anomalies on radiographic images, including whether they are radiolucent or radiopaque

### 5.3. EMERGENCY CARE

- 5.3.1. Assist with the assembly and maintenance of basic emergency supplies, drugs and equipment
- 5.3.2. Assist in the prevention and management of in-office patient emergencies
- 5.3.3. Identify and interpret signs and symptoms of medical conditions for the prevention and management of medical emergencies
- 5.3.4. Assist in the management and treatment of dental and medical emergencies within the dental facility

### 5.4. MANAGEMENT OF PATIENTS WITH SPECIAL NEEDS

- 5.4.1. Schedule appointments to accommodate patients that require treatment modifications
- 5.4.2. Adapt procedures according to patient's physical needs, mobility limitations, age and/or mental health
- 5.4.3. Provide treatment information and instructions to patients, care givers and/or legal guardians with consideration of their cognitive level and communication ability

### 5.5. ANESTHESIA AND PAIN MANAGEMENT

- 5.5.1. Assist with the application of topical and administration of local anesthetic
  - 5.5.1.1. Identify precautions during application of topical and administration of local anesthetic
  - 5.5.1.2. Describe and locate injection sites for the placement of topical anesthetic for all injection techniques
  - 5.5.1.3. Describe and monitor the patient for signs and symptoms of adverse reactions to topical and/or local anesthetic
  - 5.5.1.4. Describe procedure for application of topical and administration of local anesthetic
  - 5.5.1.5. Prepare equipment and supplies for the application of topical and administration of local anesthetic
  - 5.5.1.6. Apply techniques for the safe assembly, handling and disposal of needles
  - 5.5.1.7. Manage needlestick injuries according to best practise protocols

5.5.1.8. Provide pre-operative, operative and post-operative information/instructions for application of topical and administration of local anesthesia

5.5.2. Apply topical anaesthetic agents as prescribed

5.5.2.1. Prepare equipment, supplies and injection site and apply the prescribed topical anesthetic agent according to manufacturer's instructions for use

5.5.2.2. Observe oral tissues for adverse reactions and apply corrective measures if needed

5.5.3. Assist with sedation and general anaesthesia

5.5.3.1. Differentiate between levels of sedation and general anaesthesia

5.5.3.2. Identify contra-indications for the administration of sedation techniques and general anesthesia

5.5.3.3. Describe and monitor signs and symptoms of adverse reactions to sedation and general anaesthesia

5.5.3.4. Prepare equipment and supplies for sedation techniques and general anesthesia

5.5.3.5. Monitor and document vital signs before, during and after sedation and general anesthesia

5.5.3.6. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions for sedation and general anesthesia

## 5.6. MOISTURE CONTROL TECHNIQUES

5.6.1. State indications and contra-indications for various moisture control techniques

5.6.2. Select and prepare equipment and supplies and assist with moisture control for prescribed procedures

5.6.3. Place and remove moisture control equipment and supplies with consideration of the patient's dentition and personal needs

5.6.4. Apply and remove dental dam

5.6.4.1. Select and prepare equipment and supplies considering the patient's dentition and prescribed procedure

5.6.4.2. Assist with the application and removal of dental dam

5.6.4.3. Apply and remove dental dam following procedural steps

5.6.4.4. Evaluate, identify and correct dental dam placement and positioning errors

5.6.4.5. Evaluate, identify and correct isolation effectiveness and isolation errors

5.6.4.6. Provide pre-operative, operative and post-operative information/instructions

5.6.5. Position oral evacuation to maintain a dry operating field, for single or multiple operator procedures, considering patient comfort

## 5.7. OPERATIVE DENTISTRY PROCEDURES

- 5.7.1. Assign cavity classifications to lesions and restorations
- 5.7.2. Use terminology associated with cavity preparations and restorations
- 5.7.3. Assist with the application of supplemental dental materials
  - 5.7.3.1. Describe the functions and benefits of liners, bases, and bonding materials and the indications and contra-indications for their use
  - 5.7.3.2. Describe the components of bonding systems, their uses, effects and precautions
  - 5.7.3.3. List the order of placement and location for treatment liners, bases and bonding systems
  - 5.7.3.4. Prepare, manipulate and transfer treatment liner, base, acid etchant and bonding materials according to manufacturer's instructions for use
- 5.7.4. Apply treatment liners (no pulpal involvement), acid etch and bonding materials
  - 5.7.4.1. Select and prepare equipment and supplies appropriate to the selected material(s)
  - 5.7.4.2. Apply treatment liners, acid etchant and bonding materials following procedural steps and manufacturer's instruction for use
  - 5.7.4.3. Evaluate placement according to criteria and make corrective measures as required
- 5.7.5. Assist with the application and removal of matrix systems and wedges
  - 5.7.5.1. State the rationale for using differing matrix systems and wedges
  - 5.7.5.2. Select and assemble a matrix system and wedge(s) for prescribed restorative procedures
  - 5.7.5.3. Assist with placement and removal of matrix system and wedge(s)
- 5.7.6. Apply and remove matrix systems and wedge(s)
  - 5.7.6.1. Select and prepare equipment and supplies
  - 5.7.6.2. Apply matrix system and wedge(s) following procedural steps and evaluate according to criteria
  - 5.7.6.3. Correct application or placement errors for matrix system or wedge(s)
  - 5.7.6.4. Remove matrix system and wedge(s) following procedural steps and assess adjacent tissues
- 5.7.7. Assist with preparation and placement of permanent restorative materials
  - 5.7.7.1. Describe the properties of and explain the rationale for the use of amalgam and permanent, direct restorative materials
  - 5.7.7.2. Prepare equipment and supplies and assist with amalgam placement, finishing and adjustment procedures, observing mercury hygiene best practice management
  - 5.7.7.3. Describe permanent, direct restorative materials and their polymerization
  - 5.7.7.4. Prepare equipment and supplies and assist with placement, finishing and adjustment of permanent, direct restorative materials
  - 5.7.7.5. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

5.7.8. Assist with the preparation and placement of temporary restorative materials

- 5.7.8.1. Explain the rationale for using various types of temporary restorative materials
- 5.7.8.2. Prepare equipment and supplies and assist with preparation, placement, finishing and adjustment of temporary restorative materials
- 5.7.8.3. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

5.7.9. Assist with vital and non-vital tooth whitening techniques

- 5.7.9.1. State indications and contra-indications for whitening of vital and non-vital teeth
- 5.7.9.2. Describe vital and non-vital tooth whitening materials and techniques
- 5.7.9.3. Describe the side-effects which may result from tooth whitening
- 5.7.9.4. Prepare equipment and supplies and assist with vital and non-vital tooth whitening
- 5.7.9.5. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

5.7.10. Assist with placement of dental implants

- 5.7.10.1. State indications and contra-indications for the placement of the various types of dental implants
- 5.7.10.2. Describe diagnostic information necessary to prepare for dental implant placement
- 5.7.10.3. Prepare equipment and supplies and describe the treatment sequence required for the placement of dental implants
- 5.7.10.4. Assist with dental implant placement following protocols for sterile surgical conditions
- 5.7.10.5. Describe the treatment/management of complications or conditions that may arise from the placement of dental implants
- 5.7.10.6. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

5.8. ORAL AND MAXILLOFACIAL SURGICAL PROCEDURES

- 5.8.1. State indications and contra-indications for surgical procedures
- 5.8.2. Prepare equipment and supplies and assist with indicated surgical procedure(s)
- 5.8.3. Assist with procedure following protocols for sterile surgical conditions
- 5.8.4. Describe treatment/management of complications or conditions that may arise from surgical procedures
- 5.8.5. Perform suture removal
  - 5.8.5.1. Identify various suture materials/compositions and suturing techniques
  - 5.8.5.2. Assess post-surgical soft tissue for signs of healing, infection or post-operative complications; report to the dentist and record findings
  - 5.8.5.3. Debride and evaluate surgical/operative site to determine where to cut suture(s)
  - 5.8.5.4. Cut and remove suture(s)

5.8.6. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

#### 5.9. ENDODONTIC PROCEDURES

5.9.1. State indications and contra-indications for endodontic procedures

5.9.2. Describe diagnostic tests and responses, to determine tooth vitality

5.9.3. Prepare equipment and supplies and assist with indicated endodontic procedures in both primary and permanent dentitions

5.9.4. Describe treatment/management of complications or conditions that may arise from endodontic procedures

5.9.5. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

#### 5.10. PERIODONTIC PROCEDURES

5.10.1. State indications and contra-indications for periodontal procedures

5.10.2. Describe the components of a periodontal examination and the recording/charting of each component

5.10.3. Describe signs and/or symptoms of healthy gingiva, gingivitis and periodontitis

5.10.4. Prepare equipment and supplies and assist with indicated periodontal procedures

5.10.5. Describe treatment/management of complications or conditions which may arise from periodontal procedures

5.10.6. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

#### 5.11. PROSTHODONTIC PROCEDURES

5.11.1. Differentiate between fixed and removable prostheses

5.11.2. Describe diagnostic information and records required to plan for fixed or removable prostheses

5.11.3. State indications and contra-indications for fixed and removable prostheses

5.11.4. Prepare equipment and supplies and assist with indicated prosthodontic procedures

5.11.5. Prepare or fabricate trays for final impressions

5.11.6. Describe computer-generated prostheses/restorations and their associated procedures

5.11.7. Describe the dental assistant's role in the preparation, packaging, digital information transfer, delivery and reception of prosthodontic cases

5.11.8. Describe treatment/management of complications or conditions that may arise from prosthodontic procedures

5.11.9. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

## 5.12. ORTHODONTIC PROCEDURES

- 5.12.1. Describe and classify occlusion and malocclusion according to Angle's Classification
- 5.12.2. Use terminology associated with malaligned teeth and arches
- 5.12.3. Identify and describe factors affecting occlusion
- 5.12.4. Differentiate between fixed and removable orthodontic appliances
- 5.12.5. State indications and contra-indications for orthodontic intervention
- 5.12.6. Prepare equipment and supplies and assist with indicated orthodontic procedures
- 5.12.7. Describe records required for case presentation and for informed consent for treatment
- 5.12.8. Describe clear aligner orthodontic treatment including procedural steps
- 5.12.9. Describe the dental assistant's role in written and verbal communication with the dental laboratory or appliance manufacturer
- 5.12.10. Coordinate the preparation, packaging, digital information transfer, delivery and reception of orthodontic cases
- 5.12.11. Describe treatment/management of complications or conditions that may arise from orthodontic procedures
- 5.12.12. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

## 6. PRACTICE MANAGEMENT PROCEDURES (5-10% of 200 item exam)

- 6.1. Manage and maintain filing, recall and inventory systems in both paper-based and electronic systems
- 6.2. Manage patient appointments, referrals and consultations
- 6.3. Manage and maintain financial records in both paper-based and electronic systems
- 6.4. Maintain equipment records, manuals and service contracts
- 6.5. Describe various administrative support tasks which contribute to the development and/or maintenance of office policies and procedures

## 7. PREVENTIVE PROCEDURES (15-20% of 200 item exam)

### 7.1. PROVIDE ORAL HYGIENE INSTRUCTION

- 7.1.1. Describe the periodontal disease process and the factors affecting its development and progress
- 7.1.2. Describe the caries process and the factors affecting its development and progress
- 7.1.3. Describe the indications, contra-indications, types, purposes and methods of applying disclosing agents
- 7.1.4. Apply the principles of instruction and learning to individuals and groups

- 7.1.5. Observe, collect and record data to assess patient needs using methods such as: plaque/biofilm indices, disclosing agents in addition to observation of tissue condition(s)
- 7.1.6. Develop oral hygiene goals using patient centered approach and explain goals specific to patient needs
- 7.1.7. Select and demonstrate oral care aids specific to oral conditions to achieve determined needs and goals
- 7.1.8. Apply disclosing agents according to manufacturer's instructions for use
- 7.1.9. Discuss disclosing agent results with patient and/or caregiver
- 7.1.10. Evaluate outcomes of oral hygiene instruction, provide feedback and make necessary modifications

## 7.2. PROVIDE NUTRITIONAL COUNSELING RELATIVE TO ORAL HEALTH

- 7.2.1. List nutrients, their sources, function(s) and effects
- 7.2.2. Collect data to assess patient's oral health needs related to nutrition
- 7.2.3. Make dietary recommendations specific to oral health condition(s)
- 7.2.4. Evaluate nutritional counseling outcomes, provide feedback and make recommendations and/or modifications

## 7.3. PERFORM CORONAL POLISHING

- 7.3.1. State the rationale, indications and contra-indications for coronal polishing
- 7.3.2. Differentiate between intrinsic and extrinsic stain(s)
- 7.3.3. Describe causes and formation of stains
- 7.3.4. Select and prepare coronal polishing equipment and supplies specific to the patient's needs
- 7.3.5. Use appropriate coronal polishing technique(s) to remove extrinsic stain(s)
- 7.3.6. Evaluate coronal polishing outcomes and make any necessary modifications
- 7.3.7. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

## 7.4. APPLY ANTI-CARIOGENIC AGENTS

- 7.4.1. State the rationale, indications and contra-indications for application of various anti-cariogenic agents
- 7.4.2. Describe the effects of anti-cariogenic agents on tooth structure
- 7.4.3. Describe and differentiate between delivery methods for topical application of anti-cariogenic agents
- 7.4.4. Assess patient needs for choice and application method of anti-cariogenic agent(s)
- 7.4.5. Select and prepare equipment and supplies for various types of anti-cariogenic agents and delivery methods, specific to patient's needs
- 7.4.6. Apply anti-cariogenic agents according to manufacturer's instructions for use
- 7.4.7. Evaluate anti-cariogenic agent outcomes, provide feedback and make necessary recommendations and/or modifications

- 7.4.8. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

#### 7.5. APPLY PIT AND FISSURE SEALANTS

- 7.5.1. State the rationale, indications and contra-indications for pit and fissure sealant application
- 7.5.2. Describe sealant materials and their polymerization
- 7.5.3. Select and prepare equipment and supplies for prescribed treatment/tooth/teeth
- 7.5.4. Evaluate the effectiveness of selected moisture control technique(s) to the outcome of the sealant(s)
- 7.5.5. Prepare prescribed tooth/teeth surfaces and apply selected sealant material according to manufacturer's instructions for use
- 7.5.6. Evaluate sealant placement according to criteria and make modifications if required
- 7.5.7. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions

#### 7.6. APPLY DESENSITIZING AGENTS

- 7.6.1. State the rationale, indications and contra-indications for application of desensitizing agents
- 7.6.2. Describe desensitizing agents and their mode of action
- 7.6.3. Select and prepare equipment and supplies for prescribed treatment/tooth surface(s) according to patient's needs
- 7.6.4. Prepare prescribed surface(s) and apply material according to manufacturer's instructions for use
- 7.6.5. Evaluate the application of the desensitizing agent according to stated criteria and make modifications if required
- 7.6.6. Provide verbal/written, pre-operative, operative, and post-operative and home care information/instructions

#### 7.7. PERFORM VITAL TOOTH WHITENING

- 7.7.1. State the rationale, indications and contra-indications for vital tooth whitening
- 7.7.2. Fabricate whitening tray(s)
- 7.7.3. Select and prepare equipment and supplies for prescribed tooth whitening
- 7.7.4. Determine and record existing tooth shade prior to whitening
- 7.7.5. Demonstrate and deliver the product to the patient according to manufacturer's instructions for use and patient's dentition
- 7.7.6. Identify and explain effects of improper use of tooth whitening products
- 7.7.7. Provide verbal/written, pre-operative, operative, post-operative and home care information/instructions