



Great Oaks Dental Assisting Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks website at <http://hs.greatoaks.com/essential-skills-high-school-programs/> and selecting the corresponding career program.

Recommended WorkKeys® Scores for Dental Assisting

Applied Mathematics-4	Graphic Literacy-4
Workplace Documents-4	

*Practice tests and more information at www.act.org/workkeys

Essential Skills Needed to Successfully Complete the Program			
Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential

Key Vocational Factors		Rating
Visual Acuity	The ability to see details at close range (within a few feet of the observer)	High
Auditory Acuity	The ability to detect differences in pitch and sound	Low
Oral Communication	The ability to listen to and understand information and ideas presented through spoken words and sentences	High
Oral Expression	The ability to verbally explain and express self in complete sentences in an intelligible manner so others will understand	High
Written Communication	The ability to communicate in a written format and record information accurately	High
Physical Mobility/Strength	Extended standing and bending	Medium
Eye-hand Coordination and Fine Finger Dexterity	Using instruments, care of wounds, etc.	High

Worker Trait Skills	Rating
Ability to get along with others	High
Ability to work independently, without close supervision	High
Ability to work accurately and willingness to recheck and correct work to meet industry standards	High
Ability to follow and retain:	
Multistep oral instructions	High
Written instructions/technical manuals - multistep	High
Simple to complex diagram instructions	Medium
Visual models or demonstrated instructions	Low

Ability to use tools of trade (small tools, dental tools such as steam autoclaves or sterilizers, orthodontic pliers, dental hand pieces or accessories, dental forceps, and dental dam supplies, etc.)	High
Ability to reference and interpret charts- anatomical and geometrical	High
Ability to discriminate between objects of similar:	
Size, shape, color and spatial relationships	Medium
Ability to organize work process	Medium
Detail oriented	High
Work with bodily fluids, blood, bad breath, and be exposed to possible diseases	High
Professional dress, grooming, and hygiene	High
Adheres to health codes, personal and tool cleanliness, and overall cleanliness in work station	High
Wear gloves, masks, and other protective equipment while working in confined or small spaces	High

Reading Skills *See Recommended WorkKeys® Scores Above	
Grade level 9-12	Text Readability Level is at the 10.9 grade level
Math Skills *See Recommended WorkKeys® Scores Above	
Counting-Recording-Comparing-Calculating	Whole numbers and decimals
Calculating fractions, decimals, ratios, order of operations	Pre-Algebra and Geometry

Technology

Word Processing Software	Medical Software
Spreadsheet Software	Electronic Records
Office Suite Software	Accounting Software

Knowledge Required in Dental Assisting Field

Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Dental Assisting Work Activities

Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.	Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.
Record treatment information in patient records.	Clean teeth, using dental instruments.
Expose dental diagnostic x-rays.	Pour, trim, and polish study casts.
Take and record medical and dental histories and vital signs of patients.	Fabricate temporary restorations or custom impressions from preliminary impressions.
Assist dentist in management of medical or dental emergencies.	Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
Provide postoperative instructions prescribed by dentist.	Apply protective coating of fluoride to teeth.
Instruct patients in oral hygiene and plaque control programs.	Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
Order and monitor dental supplies and equipment inventory.	Clean and polish removable appliances.

Available Certifications

Ohio Dental Assistant Radiography Certification	American Heart Association Heart Saver First Aide Certification (1 point)
American Heart Association Basic Lifesaver Certification	

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class at Great Oaks.
Articulated Credit	Great Oaks has agreements with certain colleges that may give you credits for a specific degree. Possible Dental agreements are: <ul style="list-style-type: none"> • UC Blue Ash College (Dental Hygiene up to 1 credit hour) • Chatfield College (Associate of Arts Degree up to 2 credit hours)
Career Technical Credit Transfer	<ul style="list-style-type: none"> • The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university: • If you successfully completed your career-technical program and passed certain required assessments. • If you attend a similar program at a public Ohio college or university. <p>For more information, go to www.transfercredit.ohio.gov</p>

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

General Chairside Assistant	Dental Lab Technician
Endodontic Assistant	Circulatory Assistant
Orthodontic Assistant	Insurance Manager
Oral Surgery Assistant	Business Office Manager
Hygiene Assistant	Business Office Receptionist
Hospital Dental Clinic Assistant	