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| **EXTERNSHIP SKILLS SHEET**   * **At the end of each week, fill out form, record hours on last page and obtain signature. Then email to** [**thamel@suncoast-chc.org**](mailto:thamel@suncoast-chc.org) **or save to turn in when completed 120hrs. Not all of the areas need to be marked. However, this sheet is used as a guide to ensure a variety of skills are performed to achieve the best possible training and as a record of completed hours.** | | | | |
| ***INTERN NAME:*** |  |  |  | ***CLINIC NAME:*** |
|  |  |  |  |  |
| ***TRAINER:*** |  |  |  | *List all trainers assisting the intern* |
|  |  |  |  |  |
| ***INTERNSHIP SCHEDULE:*** |  |  |  | ***DATE:*** |
|  | | | | |
| **PART I: Clinic Orientation** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 1. Explain the clinic mission & purpose |  |  |  | This should be+E15:E46 done by a manager, supervisor or Lead technician. |
| 2. Introduce student to clinic layout & staff |  |  |  |  |
| 3. Review clinic safety/emergency procedures |  |  |  |  |
| 4. Clinic Specific Task |  |  |  | For clinic use |
|  | | | | |
| **PART II: Administrative Clinic Functions** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 1. Uses proper telephone etiquette |  |  |  |  |
| 2. Schedules & Monitors Appointments |  |  |  |  |
| 3. Prepares & Maintains medical records/HER |  |  |  |  |
| 4. Understands basic dental terminology & coding |  |  |  |  |
| 5. Provide overview of clinic bookkeeping procedures |  |  |  |  |
| 6. Verifies Insurance |  |  |  |  |
| 7. Performs Inventory control |  |  |  |  |
| 8. Assists with mail processing |  |  |  |  |
| 9. Familiar with office technology |  |  |  | computer systems, software, e-fax, video conferencing, etc. |
| 10. Communicates with suppliers/vendors/dental representatives |  |  |  |  |
| 11. Processes requests for copies of documentation |  |  |  |  |
| 12. Maintains patient lobby/waiting area |  |  |  |  |
| 13. Clinic Specific Task |  |  |  | For clinic use |
| 14. Clinic Specific Task |  |  |  | For clinic use |
| 15. Clinic Specific Task |  |  |  | For clinic use |
|  | | | | |
| **PART III: Dental Clinical Skills** | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  |  | The following remediable tasks may be performed by a dental assistant who has received formal training and who performs the tasks under direct supervision |
| 1. Placing or removing temporary restorations with non-mechanical hand instruments only |  |  |  |  |
| 2. Polishing dental restorations of the teeth when not for the purpose of changing the existing contour of the tooth and only with the following instruments used with appropriate polishing materials – burnishers, slowspeed hand pieces, rubber cups, and bristle brushes; |  |  |  |  |
| 3. Polishing clinical crowns when not for the purpose of changing the existing contour of the tooth and only with the following instruments used with appropriate polishing materials – slow-speed hand pieces, rubber cups, bristle brushes and porte polishers |  |  |  |  |
| 4. Removing excess cement from dental restorations and appliances with non-mechanical hand instruments only; |  |  |  |  |
| 5. Cementing temporary crowns and bridges with temporary cement |  |  |  |  |
| 6. Monitor the administration of the nitrous-oxide oxygen making adjustments only during this administration and turning it off at the completion of the dental procedure; |  |  |  |  |
| 7. Selecting and pre-sizing orthodontic bands, including the selection of the proper size band for a tooth to be banded which does not include or involve any adapting, contouring, trimming or otherwise modifying the band material such that it would constitute fitting the band; |  |  |  |  |
| 8. Selecting and pre-sizing archwires prescribed by the patient’s dentist so long as the dentist makes all final adjustments to bend, arch form determination, and symmetry prior to final placement |  |  |  |  |
| 9. Selecting prescribed extra-oral appliances by pre-selection or premeasurement which does not include final fit adjustment |  |  |  |  |
| **PART III: Dental Clinical Skills (CONTINUED)** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 10. Preparing a tooth surface by applying conditioning agents for orthodontic appliances by conditioning or placing of sealant materials which does not include placing brackets; |  |  |  |  |
| 11. Using appropriate implements for preliminary charting of existing restorations and missing teeth and a visual assessment of existing oral conditions; |  |  |  |  |
| 12. Fabricating temporary crowns or bridges intra-orally which shall not include any adjustment of occlusion to the appliance or existing dentition; and |  |  |  |  |
| 13. Work on setup & breakdown of operatories |  |  |  |  |
| 14. Prepare, utilize and breakdown sterilization equipment |  |  |  |  |
| 15. Assist dentist and dental care team with treatment procedures |  |  |  | list the procedure(s) here: |
| 16. Packing and removing retraction cord, so long as it does not contain  vasoactive chemicals and is used solely for restorative dental procedures; |  |  |  |  |
| 17. Removing and re-cementing properly contoured and fitting loose bands that are not permanently attached to any appliance |  |  |  |  |
| 18. Inserting or removing dressings from alveolar sockets in post-operative osteitis when the patient is uncomfortable due to the loss of a dressing  from an alveolar socket in a diagnosed case of post-operative osteitis; |  |  |  |  |
| 19. Making impressions for study casts which are being made for the purpose of fabricating orthodontic retainers |  |  |  |  |
| 20. Taking of impressions for and delivery of at-home bleaching trays |  |  |  |  |
| 21. Taking impressions for passive appliance, occlusal guards, space maintainers and protective mouth guards |  |  |  |  |
| 22. Making impressions for study casts which are not being made for the purpose of fabricating any intra-oral appliances, restorations or orthodontic appliances; |  |  |  |  |
| 23. Making impressions to be used for creating opposing models or the fabrication of bleaching stents and surgical stents to be used for the purpose of providing palatal coverage as well as impressions used for  fabrication of topical fluoride trays for home application; |  |  |  |  |
| 24. Placing periodontal dressings |  |  |  |  |
| **PART III: Dental Clinical Skills (Continued)** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 25. Placing or removing rubber dams; |  |  |  |  |
| 26. Placing or removing matrices; |  |  |  |  |
| 27. Applying cavity liners, varnishes or bases; |  |  |  |  |
| 28. Applying topical fluorides which are approved by the American Dental Association or the Food and Drug Administration, including the use of fluoride varnishes; and |  |  |  |  |
| 29. Positioning and exposing dental and carpal radiographic film and sensors |  |  |  |  |
| 30. Applying sealants |  |  |  |  |
| 31. Placing or removing prescribed pre-treatment separators |  |  |  |  |
| 32. Securing or unsecuring an archwire by attaching or removing the fastening device; and |  |  |  |  |
| 33. Removing sutures |  |  |  |  |
| 34. Applying topical anesthetics and anti-inflammatory agents which are  not applied by aerosol or jet spray and; |  |  |  |  |
| 35. Changing of bleach pellets in the internal bleaching process of non-vital, endodontically treated teeth after the placement of a rubber dam. A dental assistant may not make initial access preparation. |  |  |  |  |
| 36. Retraction of lips, cheeks and tongue |  |  |  |  |
| 37. Irrigation and evacuation of debris not to include endodontic irrigation |  |  |  |  |
| 38. Placement and removal of cotton rolls |  |  |  |  |
| 39. Taking and recording a patient’s blood pressure, pulse rate, respiration rate, case history and oral temperature |  |  |  |  |
| 40. Removing excess cement from orthodontic appliances with non-mechanical hand instruments only. |  |  |  |  |
| 41. The following remediable tasks may be performed by a dental assistant who has received on-the-job training and who performs the tasks under general supervision: |  |  |  |  |
| 42. Instructing patients in oral hygiene care and supervising oral hygiene care |  |  |  |  |
| 43. Provide educational programs, faculty or staff programs, and other educational services which do not involve diagnosis or treatment of dental conditions. |  |  |  |  |
| 44. Fabricating temporary crowns or bridges in a laboratory. |  |  |  |  |
|  |  |  |  |  |
| **PART IV: Other functions, procedures, tasks pertinent to patient care for this clinic** | **YES** | **NO** | **N/A** | **COMMENTS** |
| 1. Unique/specialized task 1 |  |  |  |  |
| 2. Unique/specialized task 2 |  |  |  |  |
| 3. Unique/specialized task 3 |  |  |  |  |
| 4. Unique/specialized task 4 |  |  |  |  |
| **TOTAL HOURS COMPLETED:** |  |  |  | **LEGEND:** |
|  |  |  |  | **A: assisted; I: received instructions; O: Observed; H: Hands on Training** |
| **TRAINER SIGNATURE/DATE:** |  |  |  |  |
|  |  |  |  |  |
| **STUDENT SIGNATURE/DATE:** |  |  |  |  |
|  |  |  |  |  |
| **ACADEMIC ADVISOR SIGNATURE/DATE:** |  |  |  |  |