



DENTAL ASSISTING

- Purpose:** To provide Health Science students with an opportunity to develop and demonstrate knowledge and skills in dental assisting.
- Description of Event:** This event will consist of two rounds of competition. Round One will be a written, multiple choice test of knowledge and understanding. The top scoring competitors will advance to Round Two for the performance of selected skill procedure(s) identified in a written scenario. The scenario will require the use of critical thinking skills. The performance will be timed and evaluated according to the event guidelines.
- Dress Code:** Competitors shall wear proper business attire or official HOSA uniform, or attire appropriate to the occupational area, during the orientation and written test. Competitors will wear attire appropriate to the occupational area during the skill procedure(s). School identification or name pins must be removed or covered during competition. Bonus points will be awarded for proper dress.
- Rules and Procedures**
- Competitors in this event must be active members of HOSA in good standing at the appropriate level (secondary or postsecondary/collegiate). Competitors should compete in skill events at the highest level of their training.
 - The test shall be developed from the National HOSA test item bank and will consist of fifty (50) multiple choice items. Competitors will be given one hour to complete the test.

Round One: Written Test Plan
The Dental Team and History 10%
Oral Health and Nutrition 15%
General Anatomy and Physiology 15%
Head and Neck Anatomy 10%
Tooth Morphology 10%
Infection Control 15%
Chairside Assisting/Instruments 15%
Emergency Management 10%
 - All competitors shall report to the site of the event orientation at the time designated. The Round One test will immediately follow the orientation. **No proxies will be allowed for the orientation.** No study materials are allowed in the room.
 - All official references are used in the development of the written test. The specific reference selected for each procedure is listed in the Facilities, Equipment and Materials section of these guidelines.
 - Boyd, Linda. *Dental Instruments: A Pocket Guide*. Saunders, latest edition.
 - Halstead and Phinney. *Delmar's Dental Assisting, A Comprehensive Approach*. Delmar Thomson Learning, latest edition.
 - The test score from Round One will be used to qualify the competitor for the Round Two skill procedures, and will be used as a part of the final score for the event.

6. For national competition, 1-3 skill procedures will be selected. The skill procedures approved for Round Two for this event are:

Procedure I:	Preparing the Dental Treatment Room
Procedure II:	Seating the Dental Patient
Procedure III:	Dismissing the Dental Patient
Procedure IV:	Patient Education: Brushing and Flossing
Procedure V:	A: Preparing for an Alginate Impression B. Pouring an Alginate Impression with Plaster – Single Pour
Procedure VI:	Identify Instruments
7. States/National HOSA have the option of including Procedure VI: Identify instruments, at the same time as the Round One written test.
8. The selected procedure(s) for Round Two, in the form of a written scenario, will be presented to the competitor at the start of the skill to be performed. One or more procedures may be combined in the scenario. The timing for the skill will begin when the scenario is presented. The scenario will be the same for each competitor and will include a challenging component that will require the competitor to apply critical thinking skills.
9. The scenario is a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic until after the event has concluded. Competitors who violate this ethical standard will be disqualified.
10. In case of a tie, the highest test score will be used to determine the rank.
11. Competitors must complete all steps of the procedure listed in the guidelines even if the steps must be simulated/verbalized. Steps may NOT be simulated/verbalized when the equipment/materials are available.
12. The competitor must earn a score of 70% or higher on the combined skill procedure(s) of the event (excluding the test and ID instruments) in order to be recognized as an award winner at the NLC.
13. Competitors will be stopped at the end of the time allowed for a selected procedure(s).
14. Competitors must bring all items noted with *** in the materials section of these guidelines to the event.
15. Competitors must be familiar with and adhere to the "**General Rules and Regulations of the National HOSA Competitive Events Program.**"

Required Personnel

1. One Event Manager per event
2. One Section Leader per section
3. One judge per procedure selected per section (with expertise in the specific skill area)
4. Proctors for testing
5. One-two Courtesy Corps per section
6. One-two patients as required by the scenario (per section)
7. Holding room attendants(s)
8. Timekeepers (if necessary)

Facilities, Equipment and Materials (Per Section)

- General**
1. Clinical and/or laboratory stations for selected procedures
 2. Holding rooms or areas for competitors
 3. Written scenario (one copy per competitor and judge)
 4. Calculators, note pads, pencils for judges
 5. Certificates, event evaluations (per competitor)
 6. Stopwatch
 7. Sink, paper towels, and soap
 - *** 8. Number 2 lead pencils with eraser
 - *** 9. Pen
 - *** 10. Print copy of the event guidelines for the event

- Round One** **Written Test** (Reference: All resources)
1. One test copy per competitor
 2. Scantron forms for each competitor

Round Two:

- Procedure I** **Preparing the Dental Treatment Room** (Reference: *Delmar's Dental Assisting*)
1. Dental treatment room (operatory) with viewbox
 2. Light
 3. Disposable covers/protective barriers (OSHA)
 4. Napkin/drape
 5. Napkin chain for securing napkin/drape
 - *** 6. Mask
 - *** 7. Disposable gloves AND overgloves
 - *** 8. Protective eyewear (assistant)
 9. Dental unit handpieces, hoses and tubing, and equipment typical to a dental operatory
 10. Plastic envelope barrier or surface barrier
 11. Instrument tray
 12. Pre-packaged basic set-up (explorer, mouth mirror, cotton pliers, perio probe)
 13. Patient chart with completed health history (including dental radiographs)
 14. Alcohol-based handrub
 15. Protective eyewear (for the patient)

- Procedure II** **Seating the Dental Patient** (Reference: *Delmar's Dental Assisting*)
1. Dental treatment room (operatory) with viewbox
 2. Light
 3. Disposable covers/protective barriers (pre-set)
 4. Napkin/drape
 5. Napkin chain for securing napkin/drape
 - *** 6. Mask
 - *** 7. Disposable gloves
 - *** 8. Protective eyewear (assistant)
 9. Saliva ejector, evacuator (HVE), and air-water syringe tip
 10. Cotton rolls, cotton-tip applicator, and gauze sponges
 11. Instrument tray
 12. Pre-packaged basic set (explorer, mouth mirror, cotton pliers)
 13. Patient chart with completed health history (including dental radiographs)
 14. Alcohol-based handrub
 15. Protective eyewear (for the patient)
 16. Lip lubricant
 17. Tissues

Procedure III Dismissing the Dental Patient (Reference: *Delmar's Dental Assisting*)

1. Dental treatment room (operator) with viewbox
2. Light
3. Disposable covers/protective barriers (pre-set)
4. Napkin/drape
5. Napkin chain for securing napkin/drape
- *** 6. Mask
- *** 7. Disposable gloves AND overgloves
- *** 8. Protective eyewear (assistant)
9. Saliva ejector, evacuator (HVE), and air-water syringe tip
10. Cotton rolls, cotton-tip applicator, and gauze sponges
11. Instrument tray
12. Pre-packaged basic set-up (explorer, mouth mirror, cotton pliers)
13. Patient chart with completed health history (including dental radiographs)
14. Alcohol-based handrub
15. Protective eyewear (for the patient)

Procedure IV Patient Education: Brushing and Flossing (Reference: *Delmar's Dental Assisting*)

1. Toothbrush
2. Typodont – maxillary and mandibular
3. Dental floss
4. Alcohol-based handrub

Procedure V-A Preparing for an Alginate Impression (Reference: *Delmar's Dental Assisting*)

1. Flexible spatula/broad blade OR disposable spatula
2. Two flexible rubber mixing bowls
3. Alginate material (canister)
4. Sink with running water
5. Powder measuring device
6. Water measuring device
7. Mandibular or maxillary Impression trays
- *** 8. Gloves, mask and gown (disposable)
9. Alcohol-based handrub
- *** 10. Protective eyewear
11. Paper towels
12. Plastic bags – 1 per competitor
13. Pen (Sharpie) for labeling bag
14. Disinfectant spray
15. Cleaning supplies

Procedure V-B Pouring an Alginate Impression with Plaster-Single Pour (*Delmar's Dental Assisting*)

1. Lab knife
2. Spatula, metal with rounded end and stiff, straight sides
3. Two flexible rubber mixing bowls
4. Scale
5. Plaster
6. Gram measuring device
7. Water measuring device (calibrated syringe or vial)
8. Vibrator with paper or plastic cover on the platform
9. Room temperature water
10. Glass slab or paper towel
11. Alginate impression (disinfected)
- *** 11. Gloves, mask and gown (disposable)
12. Alcohol-based handrub

- *** 13. Protective eyewear
- 14. Cleaning supplies

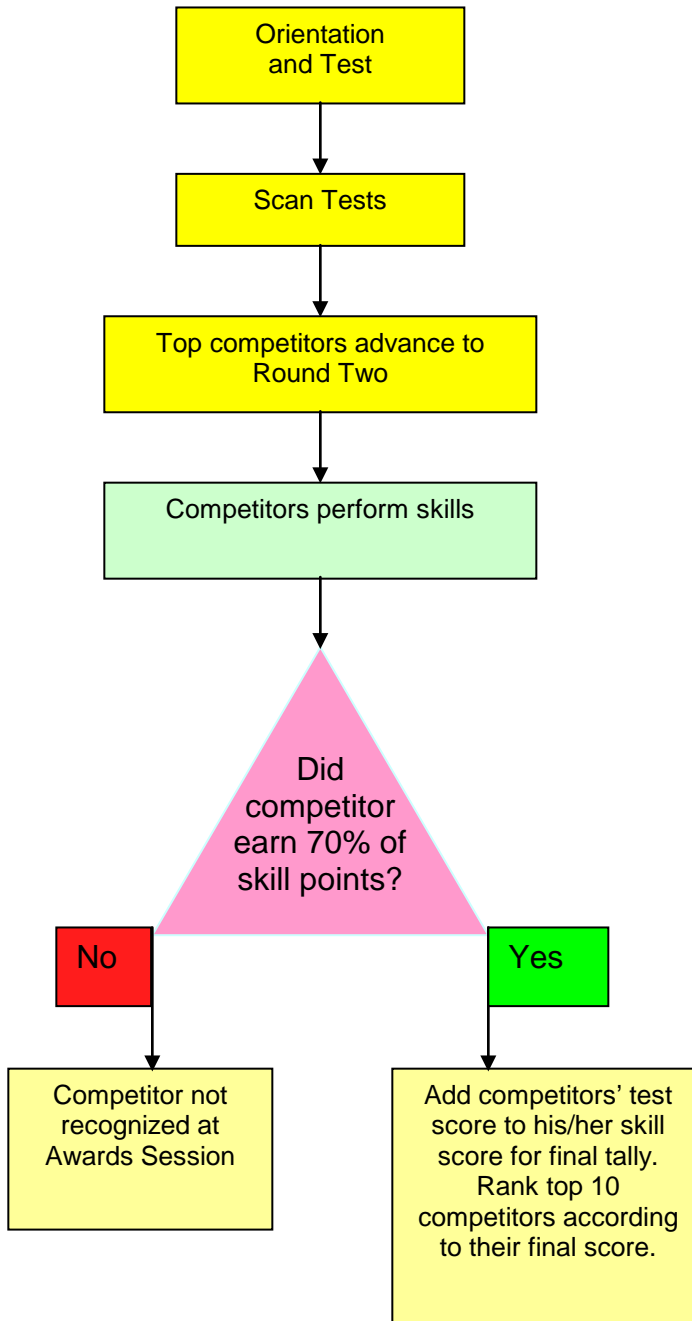
*** Equipment to be brought to competition by competitor

Note to Event Managers: *In order to do Procedure V-B, you will need one impression per competitor. This can be done by qualified event personnel after Procedure V-A, or separately before the event starts if V-A is not done for the event. The impressions should be rinsed, disinfected, and wrapped in a slightly moistened towel, then placed in an appropriate precaution bag until the event begins.*

Procedure VI Identify Instruments (Reference: *Dental Instruments: A Pocket Guide*)

- | | |
|--|---|
| <ul style="list-style-type: none"> 1. 15 instruments or photos from the following list: 2. Amalgam Carrier 3. Amalgam Condenser 4. Articulating paper holder with paper 5. Burs <ul style="list-style-type: none"> a. Acrylic b. Round-slow speed c. Straight fissure 6. Burnishers <ul style="list-style-type: none"> a. Ball b. Football c. T ball 7. Carvers <ul style="list-style-type: none"> a. Discoid-cleoid b. Hollenback 8. Composite placement instrument 9. Cotton pliers-non locking 10. Curing light 11. Dental Dam Clamps <ul style="list-style-type: none"> a. Winged b. Wingless 12. Dental Dam forcep 13. Dental Dam punch 14. Elevators <ul style="list-style-type: none"> a. Periosteal b. Root tip c. Straight 15. Evacuation tip-high velocity 16. Explorer 17. Bone file 18. Forceps <ul style="list-style-type: none"> a. Mandibular universal #151 b. Maxillary universal #150 19. Handpieces <ul style="list-style-type: none"> a. High speed b. Slow speed with contra angle attachment c. Slow speed with prophylaxis angle attachment 20. Hemostat 21. Liner applicator 22. Mouth mirror | <ul style="list-style-type: none"> 23. Periodontal probe 24. Howe pliers 25. Amalgam plugger 26. Scalers <ul style="list-style-type: none"> a. Straight sickle b. Curved sickle 27. Scissors <ul style="list-style-type: none"> a. Crown & bridge b. Surgical/suture 28. Spoon excavator 29. Syringe-anesthetic aspirating 30. Tofflemire matrix band retainer 31. Woodson |
|--|---|

Event Flow Chart



DENTAL ASSISTING

Competitor #: _____

Judge's Signature: _____

Procedure I	Preparing the Dental Treatment Room (Time: 5 minutes)	Possible	Allocated
1.	Used alcohol-based handrub for hand hygiene*	2	
2.	Assembled equipment	2	
3.	Reviewed the patient's medical and dental history, placed the radiographs in the viewbox, and verbalized the procedure to be completed at this visit.	3	
4.	Placed patient's medical and dental history in a plastic envelope barrier or under a surface barrier.	2	
5.	Placed new barriers on dental chair, dental unit handpieces, hoses, light switches and controls, and any other potential possible surfaces that can be contaminated.	4	
6.	Positioned the instrument tray with packaged sterile instruments in the operator	2	
7.	Placed the patient's napkin, napkin chain and protective eyewear	2	
8.	Donned protective eyewear, mask, gloves and overgloves	3	
TOTAL POINTS - PROCEDURE I		20	

* If hands are visibly soiled, regular handwashing should be used.

**If a student jeopardizes the patient's or his/her own safety or fails to perform a critical technique and does not take immediate action to correct the error, the total points for the procedure or specific subpart(s) of the procedure will be deducted.

DENTAL ASSISTING

Competitor #: _____

Judge's Signature: _____

Procedure II: Seating the Dental Patient (Time: 8 minutes)	Possible	Allocated
1. Entered reception area and greeted patient by name	2	
2. Introduced self	2	
3. Escorted patient to treatment room	1	
4. Showed patient where to place personal articles (coat, briefcase, etc.) if needed	1	
5. Seated the patient in the dental chair and invited the patient to sit all the way back in the chair.	2	
6. If necessary, offered patient tissue to remove lipstick and asked if he/she would like lubricant for his/her lips	2	
7. Placed drape and/or bib on patient and give the patient safety glasses to wear during the procedure.	3	
8. Reviewed patient's medical history for any changes since his/her last visit.	2	
9. Asked the patient if he/she has any questions and gave a brief confirmation of the dental treatment to be completed at this appointment.	2	
10. Placed x-rays in viewbox.	2	
11. Positioned the patient for treatment, adjusted the headrest, and adjusted the dental light for the appropriate arch.	3	
12. Positioned the operator's stool and the rheostat	2	
13. Positioned the assistant's stool	1	
14. Put on mask and protective eyewear	1	
15. Used alcohol-based handrub for hand hygiene*	2	
16. Donned gloves before being seated at chairside	2	
17. Positioned the tray set-up. Prepared the saliva ejector, evacuator tip, air-water (three-way) syringe tip, and dental handpieces.	3	
TOTAL POINTS - PROCEDURE II	33	

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DENTAL ASSISTING

Competitor #: _____

Judge's Signature: _____

Procedure III: Dismissing the Dental Patient (Time: 5 minutes)	Possible	Allocated
1. Judge verbalizes that the dentist has completed the procedure, turned out the light, and left the operatory.	-	
2. Positioned the dental light out of the patient's way and thoroughly rinsed and evacuated the patient's mouth.	3	
3. Returned the patient to an upright position and removed an debris from the patient's face.	3	
4. Removed the patient's soiled bib and placed it face down over the contaminated tray setup.	2	
5. Removed the HVE tip, saliva ejector and air-water syringe tip.	3	
6. Positioned the dental light, operator's stool and rheostat out of the patient's way.	3	
7. Removed the treatment gloves and used alcohol-based handrub for hand hygiene*, OR donned overgloves.	3	
8. Documented the procedure on the patient's chart, then gathered the patient's chart and radiographs.	2	
9. Gave postoperative instructions to the patient	3	
10. Returned the patient's personal items and escorted the patient to the reception area.	3	
TOTAL POINTS - PROCEDURE III	25	

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DENTAL ASSISTING

Competitor #: _____

Judge's Signature: _____

Procedure IV: Patient Education: Brushing and Flossing (Time: 6 mins)	Possible	Allocated
1. Assembled equipment	1	
2. Used alcohol-based handrub for hand hygiene*	2	
3. Introduced self	3	
4. Explained procedure to be demonstrated	2	
<i>Instructed patient (judge) on the following brushing and flossing techniques using the typodont to demonstrate the steps.</i>	-	
5. Grasped the toothbrush and placed it so that the bristles are at a 45-degree angle, with the tips of the bristles directed straight into the gingival sulcus of the typodont.	3	
6. Using the tips of the bristles, vibrated back and forth with short, light strokes for a count of 10, allowing the tips of the bristle to enter the sulcus and cover the gingival margin.	4	
7. Lifted the brush and continued into the next area or group of teeth until all areas have been cleaned.	4	
8. Used the toe bristles of the brush to clean the lingual (tongue) anterior area in the arch.	2	
9. Dispensed 18 inches of dental floss.	2	
10. Wrapped the ends of the floss around the middle or ring fingers as anchors.	2	
11. Grasped the floss between the thumb and index finger of each hand, allowing ½ to 1" to remain between the two hands.	2	
12. For the maxillary teeth, passed the floss over the two thumbs or a thumb and finger, and directed the floss upward.	2	
13. For the mandibular teeth, passed the floss over the two index fingers and glided it downward.	2	

Items Evaluated	Possible	Allocated
14. Directed the floss to pass gently between the teeth, using a sawing motion. Tried not to snap the floss through the contacts because it may damage the interdental papilla.	3	
15. Curved the floss in a C-shape to wrap it around the tooth and allow access into the sulcus area.	2	
16. Moved the floss gently up and down the surface of the tooth to remove the plaque.	2	
17. Lifted slightly and wrapped the floss in the opposite direction in a C-shape over the adjacent tooth.	2	
18. Moved the floss gently up and down the surface of this tooth prior to removing it from the area.	2	
19. Rotated the floss on the fingers to allow for a fresh section to be used each time, and continued to clean between every tooth.	3	
20. Explained to the patient that it does not matter where an individual begins with floss, but it is best to proceed in a systematic method to ensure that no area is missed.	2	
21. Used the dental floss around the distal surface of the most posterior tooth by wrapping it in a tight C-shape and moving it gently up and down with a firm pressure.	2	
22. Explained each step clearly and succinctly in language the patient could understand.	4	
23. Adapted instruction based on patient's special needs (If any were indicated in the scenario.)	4	
24. Replaced equipment and used alcohol-based handrub for hand hygiene.*	2	
TOTAL POINTS - PROCEDURE IV	59	

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DENTAL ASSISTING

Competitor #: _____

Judge's Signature: _____

Procedure V-A: Preparing for an Alginate Impression (Time: 7 minutes)	Possible	Allocated
1. Assembled materials.	1	
2. Placed mask over mouth and nose.	1	
3. Applied protective eyewear and gown.	1	
4. Used alcohol-based handrub for hand hygiene.	2	
5. Put on gloves.	1	
6. Measured water for impression.	2	
7. Placed water in the flexible mixing bowl.	1	
8. Fluffed the powder prior to opening the powder canister, if the manufacturer's directions indicate.	2	
9. Filled the measure of powder.	2	
10. Placed the powder in the water.	1	
11. Mixed the water and powder first with a stirring motion.	1	
12. Then, mixed by holding the bowl in one hand, rotating the bowl occasionally, and using the flat side of the spatula to incorporate the material through pressure against the side of the bowl.	3	
13. Stopped when mixture is homogeneous and creamy.	2	
14. Loading mixture into impression trays.	2	
15. Used the flat side of the blade to condense the material firmly into the tray.	2	
16. Further smoothed the surface with a moistened glove hand.	2	
17. Verbalized handing trays to dentist to take the impressions. (Judge will simulate or take the impression on the typodont, and then hand the impression back to the competitor.)	1	
18. Rinsed the impression gently under tap water to remove any debris.	2	
19. Sprayed the impression with disinfectant.	2	
20. Labeled a plastic bag with the patient's name.	2	
21. Wrapped the impression in a moist paper towel and placed in the labeled bag.	2	
22. Cleaned the bowls and spatula, wiped down the counter and put away supplies.	2	
TOTAL POINTS - PROCEDURE V-A	37	

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DENTAL ASSISTING

Competitor #: _____

Judge's Signature: _____

* This procedure uses a prepared alginate impression.

Procedure V-B: Pouring an Alginate Impression with Plaster – Single Pour (Time: 9 minutes)	Possible	Allocated
1. Assembled materials, assuring that the impression is clean and dry.	1	
2. Placed mask over mouth and nose.	1	
3. Applied protective eyewear and gown.	1	
4. Used alcohol-based handrub for hand hygiene.	2	
5. Put on gloves.	1	
6. Measured room temperature water into one of the flexible mixing bowls per manufacturer's directions for the impression and base.	2	
7. Placed the second flexible mixing bowl on the scale and set the dial to zero.	1	
8. Weighed out appropriate grams of plaster in the second rubber bowl per manufacturer's directions for the impression and base.	2	
9. Added the powder from the second bowl to the water in the first bowl.	2	
10. Used the spatula to slowly mix the particles together.	2	
11. Turned on the vibrator to medium or low speed and placed the rubber bowl on the vibrator platform, pressing lightly.	2	
12. Rotated the bowl on the vibrator to allow the air bubbles to rise to the top surface. (Approximately 1 minute)	2	
13. Assured correct consistency of plaster by noting that the plaster retained its position when the spatula slid through it.	2	
14. Held the impression by the handle with tray portion on the platform of the vibrator, and allowed a small amount of plaster to touch the most distal surface of one side of the arch in the impression.	3	
15. Continued to add small increments of plaster in the same area as the plaster flows around toward the anterior teeth and to the other side of the arch, until the anatomic portion of the model is full.	4	
16. During filling, rotated the impression around on the platform of the vibrator to help the material travel toward the arch.	2	
17. After the anatomy portion was filled with plaster, used larger increments to fill the entire impression, off the vibrator.	2	

Items Evaluated	Possible	Allocated
18. When filled, placed lightly on the vibrator to coalesce, but not long enough for bubbles to form.	2	
19. Gathered the remaining plaster on the spatula and placed it on a glass slab or paper towel, allowing the material to mass upward and not to spread out like a pancake.	2	
20. After all the material is on the glass slab or paper towel, inverted the poured anatomy portion onto the base material.	2	
21. Held the tray steady and situated the handle so that it is parallel to the glass slab or paper surface.	2	
22. Carefully dragged the excess plaster up over the edges of the cast, filling in any voided areas.	2	
23. Cleaned equipment and lab area.	2	
24. Removed gloves and used alcohol-based handrub for hand hygiene.	1	
+ Judge will separate cast from impression.	-	
25. Achieved acceptable quality model and base, free of distortions.	4	
TOTAL POINTS - PROCEDURE V-B	49	

* If hands are visibly soiled, regular handwashing should be used.

+ Timing stops after hand hygiene. The judge will separate the cast from the impression after 30 minutes.

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DENTAL ASSISTING

PROCEDURE VI: IDENTIFYING DENTAL INSTRUMENTS

Time = 10 minutes

Competitor #: _____

Judge's Signature: _____

NAME OF INSTRUMENT	Points for Identification (1 point each)	Points for Spelling (1 point each)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
SUBTOTAL POINTS		
TOTAL AWARDED (Points Possible = 30)		



HOSA Dental Clinic Patient Registration Information

Personal Profile

First Name _____ Middle Initial ____ Last Name _____

Date of Birth _____ Gender _____

Address _____

Home Phone _____ E-mail _____

Name of Employer _____

Occupation _____ Work Phone _____

Account Information

Responsible Party _____

Address _____

Home Phone _____ Work Phone _____

Primary Insurance

Company _____

Address and Phone # _____

Account # _____ Group # _____

Emergency Contact Information

Name _____ Relationship _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____



**HOSA Dental Clinic
Health History**

Date _____

Name _____

Address _____

Home Phone _____ Business Phone _____

PLEASE ANSWER EACH QUESTION:

1. Have you been hospitalized in the past two years? Yes No

2. Are you taking any medications? (If yes, please list) Yes No

3. Are you allergic to any medications? (If yes, please list) Yes No

4. Circle any of the following you have had:

- | | | |
|---------------------|-------------------|-----------|
| Heart trouble | Asthma | Arthritis |
| High blood pressure | Jaundice | Epilepsy |
| Stroke | Bleeding disorder | Diabetes |

5. Have you had any other serious illnesses? Yes No

6. Are you pregnant? Yes No

Comments:

Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____

- Date and initial any changes.



Saturn Dental Clinic Informed Consent

I understand that the information that I have given today is correct to the best of my knowledge. I also understand that it is my responsibility to inform this office of any changes in my medical status. I authorize the dental staff to perform an necessary dental services, such as x-rays, models, photographs, or any other diagnostic aids deemed appropriate by the dentist. I authorize the dentist and his/her employees to provide medical and therapy with my informed consent in connection with my diagnosis and treatment plan. Even though I may have dental insurance, I understand payment for services rendered is my responsibility. It is my understanding that payment is due at the time of service unless other financial arrangements have been made.

Patient Signature _____ Date _____

Witness _____ Date _____



HIPAA Disclosure Acknowledge of Receipt of Privary Policy Notice

I, _____, acknowledge that I have received a Notice of Privacy Policies from Saturn Dental Clinic.

Patient Signature _____ Date _____

Witness _____ Date _____

