

# Model Curriculum

## Dental Assistant

### < Dental Assistant >

SECTOR: **Healthcare**  
SUB-SECTOR: **Allied Health & Paramedics**  
OCCUPATION: **Dental Assistant**  
REFERENCE ID: **HSS/Q2401, version 1.0**  
NSQF LEVEL: **4**

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# Dental Assistant

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Dental Assistant”, in the “Healthcare” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>&lt; Dental Assistant &gt;</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	HSS/Q2401, version 1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	20 – 07 – 2016
<b>Pre-requisites to Training</b>	Class X		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the role of the dental assistant within a variety of dental settings</li> <li>• Demonstrate how to prepare and maintain the clinical environment for a range of clinical procedures</li> <li>• Demonstrate the recording of information presented to them by a dental clinician relating to the patients dental and oral tissues</li> <li>• Discuss how to maintain patient confidentiality and patient data protection</li> <li>• Demonstrate how to maintain health and safety for self, members of the dental team, patients and visitors</li> <li>• Demonstrate professionalism and acting within own field of competence</li> <li>• Demonstrate how to maintain cross infection control</li> <li>• Demonstrate how to mix materials and medicaments to support treatment</li> <li>• Demonstrate support the clinician during treatment</li> <li>• Demonstrate how to provide basic life support and support the dental team during a medical emergency</li> <li>• Demonstrate the preparation of equipment and materials for dental radiography</li> <li>• Demonstrate how to process dental films</li> <li>• Demonstrate how to maintain accurate detailed records</li> <li>• Demonstrate how to refer to other healthcare providers</li> <li>• Discuss with patients methods to improve oral health</li> <li>• Demonstrate support for and continual monitoring of the patient</li> <li>• Demonstrate how to make appointments and maintain dental schedules</li> <li>• Demonstrate the ability to perform clinical skills</li> <li>• Demonstrate professional behavior, personal qualities and characteristics of a Dental Assistant</li> <li>• Demonstrate good body mechanics and position patients to prevent complications</li> </ul>		



	<ul style="list-style-type: none"> <li>• Demonstrate good communication, communicate accurately and appropriately in the role of a Dental Assistant and demonstrate professional appearance and demeanor</li> <li>• Practice infection control measures</li> </ul>
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This course encompasses 16 out of 16 National Occupational Standards (NOS) of “Dental Assistant” Qualification Pack issued by “Healthcare Sector Skill Council”.

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Introduction to Healthcare Systems & Dental Services	03:00	02:00	<ul style="list-style-type: none"> <li>• Basic Understanding of Healthcare Service Providers (primary, secondary &amp; tertiary)</li> <li>• Basic Understanding of Hospital Functions</li> <li>• Basic Understanding of Dental Set-ups and Dental facilities</li> <li>• Understanding of Dental Facilities at different level (National / State / District)</li> <li>• Explain the role of the dental team to include; Dentists Dental Assistants Dento-oral Hygienists Dental Therapists Dental Technicians Others</li> </ul>	Introduction	Visit to Dental Clinic
2	Role of the Dental Assistant	04:00	01:00	<ul style="list-style-type: none"> <li>• To develop broad understanding of the Role of Dental Assistant</li> <li>• To identify Dental Set-ups’ maintenance needs to be taken care by Dental Assistant</li> <li>• To develop Understanding of Patient Comforts</li> </ul>	Introduction	E-modules to learn Dental Assistant roles



				<p>and Safety</p> <ul style="list-style-type: none"> <li>To develop understanding of Dental Equipment, Procedures and documentation</li> <li>To exhibit Ethical Behaviour</li> <li>Explain the general standards relating to dental assistants</li> <li>Explain the professional standards relating to dental assistants</li> <li>Explain the range of duties performed by a dental assistant</li> <li>Explain the additional skills that a dental assistant could do with experience</li> </ul>		
3	Dental & Oral Anatomy and Physiology	10:00	10:00	<ul style="list-style-type: none"> <li>Understand Anatomy &amp; Histology of the Gingiva</li> <li>Understand Basic Oral Hygiene</li> <li>Understand Dental Anatomy</li> <li>Understand Basic Oro-Facial Physiology</li> <li>Describe the muscles of mastication</li> <li>Describe the muscles of facial expression</li> <li>Describe the maxilla</li> <li>Describe the main salivary glands</li> <li>Detail the morphology relating to the deciduous and permanent</li> </ul>	<p>HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408, HSS/ N 2409</p>	Models, charts and diagrams of Dento-oral Facial Anatomy and Physiology and oral Hygiene

				<p>dentition</p> <ul style="list-style-type: none"> <li>Describe the anatomy of the Mandible</li> <li>Describe the anatomy of the tongue</li> </ul>		
4	Basic Sensitization to Oral Pathology	10:00	10:00	<ul style="list-style-type: none"> <li>Describe the clinical picture of gingivitis</li> <li>Describe the clinical picture of periodontitis</li> <li>Describe the clinical picture of dental caries.</li> <li>Describe the clinical picture of dental fractures</li> <li>Describe the clinical picture of oral ulcers</li> <li>Describe the common and uncommon signs and symptoms with which patient visit a dentist.</li> <li>Describe the common investigations undertaken in dental clinic before, during or after any dental treatment/ procedure.</li> </ul>	HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408, HSS/ N 2409	Models, charts, e-modules and diagrams of Oral pathology and investigations
5	Introduction to Dental and Oral related Medical Terminology	05:00	05:00	<ul style="list-style-type: none"> <li>Understand appropriate use of Dentistry related medical terminology in daily activities with colleagues, patients and family</li> </ul>	HSS/ N 2401, HSS/ N 2402, HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408, HSS/ N 2409	E modules and internet use to learn medical terms
6	Dental Office Management	20:00	20:00	<ul style="list-style-type: none"> <li>Complete dental records and charts to support treatment planning</li> <li>Describe the various teeth, tooth</li> </ul>	HSS/N2401	Mock Dental office set-up



				<p>surfaces and notations which support charts of the dentition</p> <ul style="list-style-type: none"> <li>• Explain the difference between a basic periodontal examination and a full periodontal assessment</li> <li>• Explain the requirements of a patients personal record to include the requirements of a medical history</li> <li>• Schedule dental appointments</li> <li>• Describe the time requirement and allocation for a variety of dental procedures and the rationale for selecting the appointment slot</li> <li>• File patients records</li> <li>• Explain the systems which are in place to accurately, safely and securely store data relating to patients</li> <li>• Comply with legislation, data protection and patient confidentiality while scheduling dental appointments and filing patient data</li> </ul>		
7	Professional Behavior in Dental Setting	03:00	02:00	<ul style="list-style-type: none"> <li>• How to maintain restful environment</li> <li>• Learn General and Specific etiquettes to be observed on duty</li> <li>• Understand need</li> </ul>	HSS/N/9603 & HSS / N / 9607	Use of internet to adopt best practises across the world for professional etiquettes



				<p>for compliance of organizational hierarchy and reporting</p> <ul style="list-style-type: none"> <li>• Understand the legal and ethical issues</li> <li>• Understand importance of conservation of resources in Dental Set-ups.</li> <li>• Explain your boundaries, roles and responsibilities as a dental assistant</li> <li>• Describe how you have used relevant research based protocols and guidelines as evidence to inform one's practice</li> <li>• Explain how you have promoted and demonstrated good practice as an individual and as a team member and the reason for doing this.</li> <li>• Describe the risks to quality and safety if you do not keep up to date with best practice</li> <li>• Describe how you have managed potential risks to the quality and safety of practice</li> <li>• Explain how you have evaluated and reflected on the quality of your work and made continual improvements</li> <li>• Explain the reasons for working within</li> </ul>		
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				<p>the limits of your own competence and authority and the risks to quality and safety if you work outside your boundaries and competence</p> <ul style="list-style-type: none"> <li>• Give examples of how you have received direct and indirect supervision during your training</li> <li>• State the guidelines and protocols which impact on your work as a dental assistant</li> <li>• List the relevant legislation, standards policies and procedures followed by your dental practice</li> <li>• Examples of how you have worked autonomously</li> <li>• Explain how you have ensured the efficient function of medical equipment to reduce the risk to patient health and safety</li> <li>• Explain how you have evaluated the risks to quality and health and safety arising from; poor communication; insufficient support and lack of resources</li> <li>• Explain the importance of individuals or team compliance with legislation, protocols and</li> </ul>	
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				<p>guidelines and organisational systems and requirements</p> <ul style="list-style-type: none"> <li>• Explain how you would report and minimise risk</li> <li>• Explain the principles of meeting the organisations needs and how this has helped you to recognise your limitations.</li> <li>• Explain when you should seek support from others</li> <li>• Explain the procedures within your workplace for accessing training, learning and development needs for you and others within the organisation</li> <li>• Explain the actions you should take to ensure you have a current, clear and accurate understanding of your roles and responsibilities and how this can be maintained to affects the way in which you work as an individual or as part of a team</li> </ul>		
8	Patient's Rights & Responsibilities	03:00	02:00	<ul style="list-style-type: none"> <li>• Understand sensitivities involved in patient's right</li> <li>• Learn Dental Assistant's role in maintaining patient's rights</li> </ul>	HSS / N / 9605	internet use to learn patient rights
9	Patient's	03:00	02:00	<ul style="list-style-type: none"> <li>• Describe things</li> </ul>	HSS / N / 9606	Mock environment of



	Environment in Dental Setting			<p>necessary to make the patient feel safe and comfortable while collection</p> <ul style="list-style-type: none"> <li>• Describe impact of comfort on patients health</li> <li>• Describe importance and methodology of cleanliness, and hygiene environment in dental set-up</li> <li>• Describe variation of patients environment according to settings: Hospital &amp; Clinic</li> </ul>		dental set-up
10	Dental Materials, Implants and Instruments	10:00	05:00	<ul style="list-style-type: none"> <li>• Alginate Impression and Diagnostic Study Model Techniques</li> <li>• Dental Implants: A Comprehensive Review</li> <li>• Dental Implants and Esthetics</li> <li>• Factors Affecting Implant Loss</li> <li>• Maintenance of Dental Implants</li> <li>• Full Coverage Aesthetic Restoration of Primary Teeth, Part 1 – Anterior Teeth</li> <li>• Fundamentals of Dentifrice: Oral Health Benefits in a Tube</li> <li>• Impression Making for Implant Retained Restorations</li> <li>• Making Occlusal Records Consistent</li> </ul>	HSS/ N 2402, HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408, HSS/ N 2409	All Dental Materials, Implants and Instruments

				<p>and Predictable</p> <ul style="list-style-type: none"> <li>• Prosthesis Retention and Effective Use of Denture Adhesive in Complete Denture Therapy</li> </ul>		
11	Pre-clinical procedures of Dental Settings	10:00	15:00	<ul style="list-style-type: none"> <li>• Demonstrate compliance with personal presentation, personal protective equipment, effective hand washing and safe</li> <li>• Prepare the clinical environment for dental procedures</li> <li>• Explain the requirements in advance of patient treatment to include patient's records, models and clinical photographs.</li> <li>• Explain the need for and types of instruments, equipment and medicaments for a range of routine dental procedures to include a dental examination; periodontal examination and a scale and polish</li> <li>• Decontaminate reusable dental instruments</li> <li>• Prevent cross infection within the dental environment</li> <li>• Revision of comply with legislation, data protection and patient</li> </ul>	HSS/ N 2402	<p>Hand washing sink Instrument cleaning sink Autoclave Personal protective equipment; gloves; masks; heavy duty gloves; long handled brush; bib Instrument storage unit Sharps container Special waste container Domestic waste container Contaminated waste bin Mask Safety glasses Gloves assorted sizes Sterilisation pouches Autoclave Bottle brushes Bur brushes Assistina (Oil handpieces)</p>



12	Intra-Oral Preventive & Restorative Dentistry	15:00	25:00	<p>confidentiality</p> <ul style="list-style-type: none"> <li>Assist with performing coronal polish and provide the patient with advice on how to prevent periodontal disease</li> <li>Discuss the reasons for and methods of assisting a clinician with a coronal polish</li> <li>State the functions of the hand and mechanical instruments, equipment and medicaments required for a coronal polish</li> <li>Explain the reasons for and advantages of oral hygiene aids which are available to prevent periodontal disease to include; disclosing tablets, manual and electric toothbrushes, interdental toothbrushes; dental floss and chemical methods of controlling plaque</li> <li>Assist with topical fluoride application and provide the patient with advice on how to prevent dental caries</li> <li>Assist with fissure sealant application</li> <li>Assist with the application of local and topical</li> </ul>	HSS/ N 2403, HSS/ N 2404	<p>Self – aspirating syringe                  Disposable syringe                  Assorted disposable needles                  Local anesthetic cartridges                  Topical anesthetic                  Air turbine handpiece                  Straight handpiece                  Electric motor                  Contra-angled                  Wheels (assorted)                  Discs                  Rubber cups                  Stones (assorted)                  Bur blocks                  Excavators                  Gingival margin trimmer                  Enamel chisel                  Calcium hydroxide applicator                  Mixing spatulas                  Dispensing wells                  Glass dappens dish                  Flat plastic                  Metal amalgam carrier                  Plugger                  Carver                  Ball burnisher                  Amalgam well                  Shade guide                  Composite material                  Composite gun                  Curing light                  Composite polishing finishing strip                  Articulation paper                  Wedges                  Tofflemire matrix</p>
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				<p>anaesthetic</p> <ul style="list-style-type: none"> <li>• Assist with shade taking</li> <li>• Assist with the application of rubber dam</li> <li>• Assist with the application of application of dental matrices</li> <li>• Assist with the application of a range of routine restorations</li> <li>• Describe Blacks classification of cavities</li> <li>• Explain cavity design</li> <li>• Explain the standard requirements for cavity preparation</li> <li>• Explain the materials used to line restorations</li> <li>• Explain the types of filling materials for anterior and posterior routine restorations</li> <li>• Assist with the cementing temporary crowns</li> <li>• State the instruments, materials and medicaments required</li> </ul>		
13	Infection control and prevention	05:00	05:00	<ul style="list-style-type: none"> <li>• Understanding of Adjunctive and Prophylactic Use of Antibacterial Agents in Dentistry</li> <li>• Understanding of Administrative Controls and Work Restrictions</li> <li>• Understanding of Clinical Practice Guidelines for an</li> </ul>	HSS/N 9610	Hand sanitizers, PPE, Hand washing techniques, steriliser, disinfectants, policies and procedures for infection control



				<p>Infection Control/Exposure Control Program in the Oral Healthcare Setting</p> <ul style="list-style-type: none"> <li>• Understanding of Guidelines for Infection Control in Dental Health-Care Settings</li> <li>• Understanding of Hand Hygiene: Infection Control/Exposure Control Issues for Oral Healthcare Workers</li> <li>• Understanding of Hazard Communications &amp; Hazardous Waste Regulations for Dental Offices</li> <li>• Understand hospital borne infections</li> <li>• Understanding of Hepatitis: Infection Control/Exposure Control Issues for Oral Healthcare Workers</li> <li>• Understanding of HIV: Infection Control/Exposure Control Issues for Oral Healthcare Workers</li> <li>• Understanding of HSV and VZV: Infection Control/Exposure Control Issues for Oral Healthcare Workers</li> <li>• Understanding of Influenza Facts and the Healthcare Worker</li> </ul>		
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				<ul style="list-style-type: none"> <li>• Understanding of Introduction to Preventing Transmission of Infectious Agents in Healthcare Settings</li> <li>• Understanding of Maskcessorize: The Art of Choosing the Proper Face Mask for the Task</li> <li>• Understanding of Measles, Mumps and Rubella: Infection Control/Exposure Control Issues for Oral Healthcare Workers</li> <li>• Understanding of Mercury in Dentistry: The Facts</li> <li>• Understanding of Mycobacterium Tuberculosis: Infection Control/Exposure Control Issues for Oral Healthcare Workers</li> <li>• Understanding of New Elements of Standard Precautions and Essential Elements of Transmission-based Precautions</li> <li>• Understanding of Sterilization and Disinfection of Patient-care Items in Oral Healthcare Settings</li> <li>• Understand practices to curb infection</li> <li>• Understand prevention and treatment of needle</li> </ul>		
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				<ul style="list-style-type: none"> <li>stick injury</li> <li>Understand management of blood and body substance spills in the Oral Healthcare setting</li> </ul>		
14	Personnel Hygiene	03:00	02:00	<ul style="list-style-type: none"> <li>To develop understanding of the concept of Healthy Living</li> <li>To develop understanding &amp; procedures of Hand Hygiene to prevent cross infection including effective hand washing to include; social and clinical techniques</li> <li>To develop techniques of Grooming</li> <li>To be equipped with Techniques of Use of PPE: the need for and types</li> <li>To be vaccinated against common infectious diseases: immunisation to reduce the health risks for self, patients and members of the dental team</li> <li>Understanding of Mandated, Highly Recommended, and Other Vaccines for Oral Healthcare Personnel Workers</li> </ul>	HSS/N 9606, HSS/N 9610	PPE, vaccination kits, hand hygiene measures
15	Safety & First Aid: Dental Emergencies & Medical Emergencies	05:00	05:00	<ul style="list-style-type: none"> <li>Health and Safety; compliance; requirements and procedures</li> <li>Explain the responsibilities of</li> </ul>	HSS/N 9606	Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, betadine, cotton, bandages, sanitizers,



	<p>in Dental Office</p>			<p>the of the dental employer and the dental assistant in maintaining health and safety for self, patients an all members of the dental team</p> <ul style="list-style-type: none"> <li>• State what should be included in a risk assessment</li> <li>• Describe the risks associated with working in the dental environment and the methods the dental assistant should employ to prevent risk</li> <li>• To develop understanding and precautions to ensure Patient's Safety</li> <li>• To develop basic understanding and precautions to ensure sample preservation while transporting</li> <li>• Describe common emergency conditions and what to do in medical emergencies</li> <li>• Describe basics of first aid</li> <li>• To develop understanding and precautions to ensure self-safety</li> <li>• Describe dental or medical emergencies occur specific to dental set-up and how to manage all those.</li> <li>• Describe control of substances</li> </ul>		<p>disinfectants etc.</p>
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				<p>hazardous to health (COSHH)</p> <ul style="list-style-type: none"> <li>Discuss reporting of diseases, dangerous occurrence regulations RIDDOR</li> </ul>		
16	Bio Medical Waste Management	05:00	05:00	<ul style="list-style-type: none"> <li>To gain understanding of importance of proper and safe disposal of bio-medical waste &amp; treatment</li> <li>To gain understanding of categories of bio-medical waste</li> <li>To learn about disposal of bio-medical waste – colour coding, types of containers, transportation of waste, etc.</li> <li>To gain broad understanding of standards for bio-medical waste disposal</li> <li>To gain broad understanding of means of bio-medical waste treatment</li> </ul>	HSS / N / 9609	Different coded color bins, different variety of bio medical waste management, Visit to treatment plan of bio medical waste etc
17	Assistance in Operative Dentistry	15:00	20:00	<ul style="list-style-type: none"> <li>Assist with application of topical and local anaesthetic</li> <li>Discuss the reasons for and types of topical anaesthetic</li> <li>Discuss the different types and functions of local anaesthetic to include adrenaline and non adrenaline</li> <li>State the different</li> </ul>	HSS/ N 2405	<p>Dental Chair Spittoon High and low volume aspiration Drugs box containing Salbutamol; Glycerol Trinitrate; Glucagon and Adrenaline Domestic waste container Oxygen cylinder and ambubag Mask</p>

				<p>types of local anaesthetic syringes and explain their function</p> <ul style="list-style-type: none"> <li>• Explain the need for different needles or the administration of local and regional block anaesthesia</li> <li>• Assist with minor oral surgical procedures</li> <li>• State the range of minor oral surgical procedures that can be performed in the dental environment</li> <li>• Discuss the methods available to remove erupted and un-erupted teeth</li> <li>• Explain the function of instruments and equipment for the purpose of minor oral surgery</li> <li>• Discuss the advice you would give to a patient prior to and following a minor oral surgical procedure</li> <li>• Explain the role of the dental assistant in dealing with post extraction haemorrhage</li> <li>• State the different forms of periodontal surgery and list the instruments, equipment and medicaments required for periodontal surgery</li> <li>• Explain the instruction to be provided to a patient following</li> </ul>		<p>Safety glasses Gloves assorted sizes Sterilisation pouches Autoclave Bottle brushes Bur brushes Assistina (Oil handpieces) Self – aspirating syringe Disposable syringe Assorted disposable needles Local anesthetic cartridges Topical anesthetic Towel clip Kilner cheek retractor Austin retractor Bowdler rake retractor Minnesota retractor Periosteal elevator Scalpel handle and blade Mitchells trimmer Surgical curette Surgical scissors Bone rongeurs Bone file Surgical suction tips Mosquito artery forceps Mayo needle holders Tissue dissecting forceps Sutures Suture scissors Kidney dish Bib Periosteal elevator Spoon excavator Warwick James Couplands chisel Luxator Cryer Bayonet</p>
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				<p>periodontal surgery</p> <ul style="list-style-type: none"> <li>• Assist with the removal of sutures</li> <li>• Explain the different types of sutures to support would healing following oral injury or surgery</li> <li>• State and explain the function of the range of instruments, equipment and medicaments required to remove sutures</li> <li>• Apply understanding of the anatomy associated with operative procedures</li> <li>• Discuss the nerve supply to the maxillary teeth, soft tissues and hard and soft palate</li> <li>• Discuss the nerve supply to the mandibular teeth, soft tissues and tongue</li> <li>• Revision of comply with legislation, data protection and patient confidentiality</li> </ul>		<p>Upper right extraction forceps Upper left extraction forceps Maxillary root extraction forceps Premolar extraction forceps Straight forceps Cowhorn extraction forceps</p>
18	Assistance in Clinical Dentistry-Endodontic Procedures	15:00	20:00	<ul style="list-style-type: none"> <li>• Assist with application of topical and local anaesthetic</li> <li>• Assist with the application of rubber dam during endodontic procedures</li> <li>• Assist with non</li> </ul>	HSS/ N 2406	<p>Root canal explorer probe Barbed broaches Gates Glidden (assorted) Reamer (assorted) K files (assorted) Titanium rotary instruments (assorted)</p>

				<p>surgical endodontic procedures</p> <ul style="list-style-type: none"> <li>• Explain the range of non surgical endodontic procedures</li> <li>• Discuss the instruments, equipment, medicaments and materials for the treatment of pulpitis</li> <li>• Discuss the instruments, equipment, medicaments and materials for the treatment of pulp capping</li> <li>• Discuss the instruments, equipment, medicaments and materials for the treatment of pulpotomy</li> <li>• Discuss the instruments, equipment, medicaments and materials for the treatment of pulpectomy</li> <li>• Support the patient during non surgical endodontic procedures</li> <li>• Explain how to support a patient in the event of syncope</li> <li>• Explain the methods and reasons for retracting soft tissues during endodontic treatment</li> <li>• Explain the reasons for high volume</li> </ul>		<p>Irrigating syringe Spiral filler pate filler (assorted) Finger spreader (assorted) Endodontic plugger Paper points (assorted) Gutta Endodontic ring Gutta percha points (assorted) Mouth mirror Sickle probe High and low volume suction tips Instruments for local anaesthetic Conventional handpiece Assorted burs Endodontic probe Barbed broaches Gates Glidden K Files Finger spreader Paper points Gutta percha points Plugger Sealing materials Calcium hydroxide Temporary filling materials</p>
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				<p>aspiration during endodontic procedures</p> <ul style="list-style-type: none"> <li>• Revision of comply with legislation, data protection and patient confidentiality</li> </ul>		
19	<p>Assistance in Clinical Dentistry-Prosthetic Procedures</p>	15:00	25:00	<ul style="list-style-type: none"> <li>• Work with fixed and removable prosthodontic components</li> <li>• Explain the types of removable prosthodontic components to include partial dentures; complete dentures; immediate dentures; over dentures and obturators</li> <li>• Explain the types of fixed prosthodontic components to include crowns; bridges; veneers; implants; inlays and onlays</li> <li>• Explain the reasons for providing patients with removable prosthetic appliances</li> <li>• Discuss the factors which should be considered prior to providing patients with removable prosthetic appliances</li> <li>• Work with removable prosthetic components</li> <li>• Discuss the range of</li> </ul>	HSS/ N 2407	<p>Impression trays assorted Special trays</p>



				<p>removable prosthodontic components to include partial dentures; complete dentures; immediate dentures; over dentures and obturators</p> <ul style="list-style-type: none"> <li>• Work with fixed prosthetic components</li> <li>• Discuss the range of fixed prosthodontic components to include partial dentures; complete dentures; immediate dentures; over dentures and obturators</li> <li>• Apply skills to support crown and bridge work and the application of veneers and inlays</li> <li>• Discuss the materials which support crown and bridge work</li> <li>• Explain the stages in crown and bridge preparation</li> <li>• Discuss the role of the dental assistant during crown and bridge fitting</li> <li>• Discuss the materials available to cement crowns, bridges and inlays</li> <li>• Explain the stages in veneer preparation and fitting</li> <li>• Apply skills during denture construction</li> </ul>		
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				<ul style="list-style-type: none"> <li>• Explain the stages involved in denture construction</li> <li>• Discuss the instruments, equipment and materials involved in all stages of denture construction</li> <li>• Application of anatomy associated with prosthodontic treatment</li> <li>• Revision of comply with legislation, data protection and patient confidentiality</li> </ul>		
20	Basic Sensitization on Dental Pharmacology	02:00	03:00	<ul style="list-style-type: none"> <li>• Understanding of Adjunctive and Prophylactic Use of Antibacterial Agents in Dentistry</li> <li>• Understanding of Commonly Prescribed Medications in Dentistry</li> <li>• Understanding of Effective Nitrous Oxide/Oxygen Administration in paediatric dentistry</li> <li>• Understanding of Local Anesthesia in Today's Dental Practice</li> <li>• Understanding of Methamphetamine: Implications for the Dental Team</li> <li>• Understanding of Nitrous Oxide and Oxygen Sedation</li> <li>• Understanding of Oral Anticoagulants and its use in Dental</li> </ul>	HSS/ N 2402, HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408, HSS/ N 2409	Basic medication kit of dentistry Drugs box containing Salbutamol; Glycerol Trinitrate; Glucagon and Adrenaline

				<p>Procedures</p> <ul style="list-style-type: none"> <li>• Understanding of Pharmacology of Analgesics: Clinical Considerations</li> <li>• Understanding of Pharmacology of Local Anesthetics: Clinical Implications</li> <li>• Understanding of Sedation in the Dental Office: An Overview</li> <li>• Understanding of The Oral Implications of Chemical Dependency &amp; Substance Abuse</li> </ul>		
21	Basic Sensitization on Dental Radiology	02:00	03:00	<ul style="list-style-type: none"> <li>• Understanding Digital Radiography in Dentistry: Moving from Film-based to Digital Imaging</li> <li>• Understanding Digital Imaging Techniques and Error Correction</li> <li>• Understanding Intraoral Radiographic Techniques</li> <li>• Understanding Intraoral Radiography: Principles, Techniques and Error Correction</li> <li>• Understanding Osteoporosis: Prevention, Management, and Screening Using Dental Radiographs</li> <li>• Understanding Practical Panoramic Radiography</li> <li>• Understanding Radiation Biology,</li> </ul>	HSS/ N 2402, HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408, HSS/ N 2409	Intra-oral X-ray machine Lead apron Assorted Intra oral X-ray films Assorted Extra oral films X-ray film holders Assorted X-ray barriers Manual developing Self developing X-ray viewer Fixer X-ray envelope



				<p>Safety and Protection for Today's Dental Team</p> <ul style="list-style-type: none"> <li>Understanding Radiographic Techniques for the Pediatric Patient</li> </ul>		
22	Assistance in Clinical Dentistry- Periodontal Procedures	15:00	25:00	<ul style="list-style-type: none"> <li>Periodontal screening and periodontal treatment</li> <li>Describe the instrument used to carry out a basic periodontal examination of the periodontium</li> <li>Describe the scoring following a basic examination of the periodontium as it relates to health status of the periodontium</li> <li>Describe the scoring following a basic periodontal examination as it relates to treatment planning</li> <li>Describe the probes used to support a full periodontal screening to include true and false pockets; gingival recession and furcation involvement</li> <li>Discuss how to record information on a periodontal chart</li> <li>Describe the supra and subgingival hand instruments required to remove</li> </ul>	HSS/ N 2408	<p>Williams probe BPE/CPITN probe Furcation probe Jucquette scalar Push scaler Sickle scaler Periodontal hoes Universal curette Gray curette Ultrasonic scaler Sharpening stone</p>



				<p>supra and subgingival calculus</p> <ul style="list-style-type: none"> <li>• State the advantages and disadvantages of using an ultra sonic scaler to remove plaque and calculus</li> <li>• Explain the complications which may occur following periodontal therapy</li> <li>• Apply understanding and skills to establish the role of plaque and calculus in relation to periodontal disease Discuss the chemical composition, development and the role of plaque in relation to periodontal disease</li> <li>• Discuss the chemical composition, development and the role of calculus in relation to periodontal disease</li> <li>• Discuss the prevention of periodontal disease to include the use of disclosing tablets; tooth brushing and the use of interdental aids</li> <li>• Explain the methods to prevent periodontal disease to include the use of disclosing tablets , tooth brushing and interdental aids Application of anatomy associated with periodontal</li> </ul>		
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				<p>treatment</p> <ul style="list-style-type: none"> <li>Revision of comply with legislation, data protection and patient confidentiality</li> </ul>		
23	Assistance in Clinical Dentistry- Orthodontic Procedures	15:00	25:00	<ul style="list-style-type: none"> <li>Describe the reasons for orthodontic therapy</li> <li>Explain the following orthodontic classifications 1 11 Div 1 and 11 Div2 and 111</li> <li>Apply understanding of the anatomy associated with orthodontics</li> <li>Discuss the range of medicaments and materials which support the application of fixed orthodontic appliances</li> <li>Explain the range of equipment and materials for fixed orthodontic bond up to include bands, arch wires, brackets and bands</li> <li>Describe the instruments and equipment used to adjust fixed orthodontic appliances</li> <li>Describe the instruments, equipment and medicaments used to place orthodontic separators</li> <li>Describe the instruments,</li> </ul>	HSS/ N 2409	<p>Removable orthodontic appliance</p> <p>Fixed orthodontic appliance</p> <p>Elastic separators assorted</p> <p>Orthodontic bands assorted</p> <p>Metal orthodontic bracket assorted</p> <p>Orthodontic archwires assorted</p> <p>Ligatures assorted</p> <p>Mosquito forceps</p> <p>Cheek retractors</p>



				<p>equipment and medicaments used for a de-bond</p> <ul style="list-style-type: none"> <li>• Describe the instruments, equipment and medicaments used to fit a removable orthodontic appliance</li> <li>• Clinical application of orthodontic appliances</li> <li>• Explain what is involved in orthodontic treatment planning</li> <li>• Explain the components of and function of the components of a removable orthodontic appliance</li> <li>• Explain the appointment stages involved in removable orthodontic treatment</li> <li>• Explain the appointment stages involved in fixed orthodontic treatment</li> <li>• Risks and benefits of orthodontic treatment</li> <li>• Revision of comply with legislation, data protection and patient confidentiality</li> </ul>		
24	Care of Vulnerable Patients	05:00	05:00	<ul style="list-style-type: none"> <li>• Understanding Dental Management of Patients with Bleeding Disorders</li> <li>• Understanding Diabetes: A</li> </ul>	HSS/ N 2401	



				<p>Multifaceted Syndrome Treatment Considerations in Dentistry</p> <ul style="list-style-type: none"> <li>• Understanding Hypertension: Risk Stratification and Patient Management in Oral Healthcare Settings</li> <li>• Understanding Management of Medical Emergencies in the Dental Office</li> <li>• Understanding Management of Pediatric Medical Emergencies in the Dental Office</li> <li>• Understanding Management of Traumatic Injuries to Children’s Teeth</li> <li>• Understanding Oral Anticoagulants and Dental Procedures</li> <li>• Understanding Sedation in the Dental Office: An Overview</li> <li>• Understanding Sports-Related Dental Injuries and Sports Dentistry</li> <li>• Understanding The Patient with Hypertension in the Dental Office</li> <li>• Understanding Asthma Patients in the Dental Office</li> </ul>		
25	Disinfection, Cleaning and preventive maintenance of Dental	05:00	05:00	<ul style="list-style-type: none"> <li>• Understanding of different disinfectant agents used for various Dental equipment,</li> </ul>	HSS/ N 2402	Hand washing sink Instrument cleaning sink Autoclave Personal protective

	equipment, materials and implants			<ul style="list-style-type: none"> <li>materials and implants</li> </ul>		equipment; gloves; masks; heavy duty gloves; long handled brush; bib Instrument storage unit Sharps container Special waste container Domestic waste container Contaminated waste bin Low volume suction High volume suction Cotton wool rolls Cotton pellets 3-1 syringe (reusable)
26	Basic Sensitization to Advanced functions and Dental specialties	08:00	02:00	<ul style="list-style-type: none"> <li>Basic sensitization of dental specialties like oral public health, pediatric, geriatric, oral and maxilla-facial, endodontics, orthodontics, periodontics, prosthodontics, etc.</li> <li>Basic sensitization of advanced equipment and technology used for dental practices.</li> <li>Basic Sensitization on regulatory guidelines set time to time regarding dentistry, radiography, pharmacology, etc.</li> </ul>	HSS/ N 2401	E-module to learn and search tools
27	Basic Computer Knowledge	05:00	15:00	<ul style="list-style-type: none"> <li>To gain broad understanding about Application of computers in laboratory Practice</li> <li>Introduction to Computers:                             <ul style="list-style-type: none"> <li>Block diagram</li> </ul> </li> </ul>	HSS/ N 2401, HSS/ N 2402, HSS/ N 2403, HSS/ N 2404, HSS/ N 2405, HSS/ N 2406, HSS/ N 2407, HSS/ N 2408,	Computer with internet facility





				<ul style="list-style-type: none"> <li>• Input and Output devices</li> <li>• Storage devices</li> <li>• Introduction to operating systems</li> <li>• Need of Operating systems (OS)</li> <li>• Function of OS</li> <li>• Windows 2000 – Utilities and basic operations</li> <li>• Microsoft office 2000 – MS Word, MS Excel</li> </ul>	HSS/ N 2409	
28	Soft Skills and Communications	15:00	15:00	<ul style="list-style-type: none"> <li>• Understand Art of Effective Communication</li> <li>• Able to handle effective Communication with Patients &amp; Family</li> <li>• Able to handle effective Communication with Peers/ colleagues using medical terminology in communication</li> <li>• Discuss the methods of verbal and non-verbal communication a dental assistant would employ within a dental practice</li> <li>• Learn basic reading and writing skills</li> <li>• Learn sentence formation</li> <li>• Learn grammar and composition</li> <li>• Learn how to enhance vocabulary</li> <li>• Learn Goal setting,</li> </ul>	HSS/ N 2401, HSS / N/9603, HSS/N/9604, HSS/N/9605 & HSS/N/9607	Self-learning and understanding



				<p>team building, team work, time management, thinking and reasoning &amp; communicating with others</p> <ul style="list-style-type: none"> <li>• Learn problem solving</li> <li>• Understand need for customer service and service excellence in Medical service</li> <li>• Understand work ethics in hospital set up</li> <li>• Learn objection handling</li> <li>• Learn Telephone and Email etiquettes</li> <li>• Learn Basic computer working like feeding the data, saving the data and retrieving the data.</li> <li>• Learn to analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</li> <li>• Learn identification of rapidly changing situations and adapt accordingly</li> <li>• Learn decision making ability</li> <li>• Learn planning and organization of work</li> </ul>		
	<b>Total Duration</b>	<u><b>231:00</b></u>	<u><b>279:00</b></u>	<p><b>Unique Equipment Required:</b>                  Hand washing sink, Instrument cleaning sink, Autoclave, Personal protective equipment; gloves; masks; heavy duty gloves; long handled brush; bib, Instrument storage unit, Sharps container, Special waste</p>		



<p><b>Total Duration for OJT</b></p>	<p><b>190:00</b></p>	<p>container, Domestic waste container, Contaminated waste bin, Dental Chair, Spittoon, High and low volume aspiration, Drugs box containing Salbutamol; Glycerol Trinitrate; Glucagon and Adrenaline; Domestic waste container; Oxygen cylinder and ambubag; Mask, Safety glasses Gloves assorted sizes , Sterilisation pouches, Autoclave, Bottle brushes, Bur brushes, Assistina (Oil handpieces), Intra-oral X-ray machine, Lead apron, Assorted Intra oral X-ray films, Assorted Extra oral films, X-ray film holders, Assorted X-ray barriers, Manual developing, Self-developing, X-ray viewer, Fixer, X-ray envelope, Low volume suction, High volume suction, Cotton wool rolls, Cotton pellets, 3-1 syringe (reusable), Self – aspirating syringe, Disposable syringe, Assorted disposable needles, Local anesthetic cartridges, Topical anesthetic, Air turbine handpiece, Straight handpiece, Electric motor, Contra-angled, Wheels (assorted), Discs, Rubber cups, Stones (assorted), Bur blocks, Excavators, Gingival margin trimmer, Enamel chisel, Calcium hydroxide applicator, Mixing spatulas, Dispensing wells, Glass dappens dish, Flat plastic, Metal amalgam carrier, Plugger, Carver, Ball burnisher, Amalgam well, Shade guide, Composite material, Composite gun, Curing light, Composite polishing finishing strip, Articulation paper, Amalgam carrier, Amalgam plugger, Amalgam carver, Amalgam burnisher, Matrix retainer and appropriate matrix material, Celluloid strip, Composite polishing finishing strip, Light-curing unit, Composite polishing and finishing burs (assorted), Root canal explorer probe, Barbed broaches, Gates Glidden (assorted), Reamer (assorted), K files (assorted), Titanium rotary instruments (assorted), Irrigating syringe, Spiral filler pate filler (assorted), Finger spreader (assorted), Endodontic plugger, Paper points (assorted), Gutta Endodontic ring, Gutta percha points (assorted), Mouth mirror, Sickle probe, High and low volume suction tips, Instruments for local anaesthetic, Conventional handpiece, Assorted burs, Endodontic probe, Barbed broaches, Gates Glidden, K Files, Finger spreader, Paper points, Gutta percha points, Plugger, Sealing materials, Calcium hydroxide, Temporary filling materials, Bib, Periosteal elevator, Spoon excavator, Warwick James, Couplands chisel, Luxator, Cryer, Bayonet, Upper right extraction forceps, Upper left extraction forceps, Maxillary root extraction forceps, Premolar extraction forceps, Straight forceps, Cowhorn extraction forceps, Towel clip, Kilner cheek retractor, Austin retractor, Bowdler rake retractor, Minnesota retractor, Periosteal elevator, Scalpel handle and blade, Mitchells trimmer, Surgical curette, Surgical scissors, Bone rongeurs, Bone file, Surgical suction tips, Mosquito artery forceps, Mayo needle holders, Tissue dissecting forceps, Sutures, Suture scissors, Kidney dish, Impression trays assorted, Special trays, Removable orthodontic appliance, Fixed orthodontic appliance, Elastic separators assorted, Orthodontic bands assorted, Metal orthodontic bracket assorted, Orthodontic archwires assorted, Ligatures assorted, Mosquito forceps, Cheek retractors, Williams probe,BPE/CPITN probe Furcation probe Jucquette scalar Push scaler Sickle scaler Periodontal hoes Universal curette Gray</p>
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			<p>curette Ultrasonic scaler Sharpening stone Wedges Tofflemire matrix</p> <p><b>Class Room equipped with following arrangements:</b></p> <ul style="list-style-type: none"> <li>• Interactive lectures &amp; Discussion</li> <li>• Brain Storming</li> <li>• Charts &amp; Models</li> <li>• Activity</li> <li>• Video presentation</li> </ul> <p><b>Skill lab equipped with following arrangements:</b></p> <ul style="list-style-type: none"> <li>• Mock waiting area comprising Adequate number of seats, reception desk with computer and telephone access, Filing cabinets sufficient number for patients records</li> <li>• Unique equipment as enlisted at the last</li> <li>• Practical Demonstration of various functions</li> <li>• Case study</li> <li>• Role play</li> </ul> <p><b>Visit to Dental Set-up</b> Field assignment</p>
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Grand Total Course Duration: **700:00 Hours (510 Hours for Class Room & Skill Lab Training + 190 Hours OJT/Internship/Clinical or Laboratory Training)**

*(This syllabus/ curriculum has been approved by **SSC: Healthcare Sector Skill Council**)*



### Annexure1: Assessment Criteria

#### Assessment Criteria for Dental Assistant

<b>Job Role</b>	Dental Assistant
<b>Qualification Pack Code</b>	HSS/ Q 2401
<b>Sector Skill Council</b>	Healthcare Sector Skill Council

#### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score as per assessment grid.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

<b>Grand Total-1 (Subject Domain)</b>	<b>400</b>
<b>Grand Total-2 (Soft Skills and Communication)</b>	<b>100</b>
<b>Grand Total-(Skills Practical and Viva)</b>	<b>500</b>
<b>Passing Marks (80% of Max. Marks)</b>	<b>400</b>
<b>Grand Total-1 (Subject Domain)</b>	<b>80</b>
<b>Grand Total-2 (Soft Skills and Communication)</b>	<b>20</b>
<b>Grand Total-(Theory)</b>	<b>100</b>
<b>Passing Marks (50% of Max. Marks)</b>	<b>50</b>
<b>Grand Total-(Skills Practical and Viva + Theory)</b>	<b>600</b>



Final Result		Criteria is to pass in both theory and practical individually. If fail in any one of them, then candidate is fail			
Detailed Break Up of Marks		Skills Practical & Viva			
Subject Domain		Pick any 2 NOS each of 200 marks totaling 400			
Assessable Outcomes	Assessment Criteria for the Assessable Outcomes	Total Marks (400)	Out Of	Marks Allocation	
				Viva	Skills Practical
1. HSS/N2401 (Perform Supportive Tasks)	PC1. Efficiently schedule patient’s appointment considering the available resources, minimising patient wait time and non-productive time of staff	200	10	0	10
	PC2. Make the appointments as per the requirements of the patient, and healthcare provider policies and guidelines		30	0	30
	PC3. Schedule appointments that facilitate smooth patient flow and ease of patient transitions		10	0	10
	PC4. Accurately document the appointments in a timely manner		10	0	10
	PC5. Effectively adjust the treatment plans and schedules to meet changing needs		30	0	30
	PC6. Develop patient treatment plan in consultation with dentist and ensure that the plan includes treatment of emergencies, standard care and optimal care		10	0	10
	PC7. Determine the treatment requirements of the patient		10	0	10
	PC8. Prepare and implement patient risk management procedures		10	0	10
	PC9. Recognise the boundary of one’s role and responsibility and seek supervision from superior when situations are beyond one’s competence and authority		20	20	0
	PC10. Establish trust and rapport with colleagues		10	10	0
	PC11. Maintain competence within one’s role and field of practice		10	10	0
	PC12. Promote and demonstrate good practice as an individual and as a team member at all times		10	10	0
	PC13. Identify and manage potential and actual risks to the quality and safety of practice		10	10	0
	PC14. Evaluate and reflect on the quality of one’s work and make continuing improvements		20	20	0
<b>Total</b>			200	80	120



2.HSS/ N 2402 (Prepare work area for patient treatment)	PC1 Efficiently disinfect and prepare patient treatment areas	<b>200</b>	5	0	5
	PC2 Set up equipment, instruments and required materials for scheduled dental procedure		5	0	5
	PC3 Complete the preparations for the patient treatment in a timely manner as per the relevant procedures and protocols of the provider.		20	0	20
	PC4 Properly prepare, sterilise and store required instruments and equipment as per the protocols and guidelines		15	0	15
	PC5 Understand the clinical procedural requirements of the patient		5	0	5
	PC 6 Prepare and implement patient risk management procedures		20	0	20
	PC7 Ensure access to the dental treatment area and chair is appropriately provided		5	0	5
	PC 8 Ensure all hand carried items are removed from patient and placed within the patient’s view		5	0	5
	PC9 Ensure that the mouth of the patient is free of lipstick, gum and lozenges		5	0	5
	PC10 Ensure availability of antibacterial mouthwash for patient pre-rinsing		5	0	5
	PC11 Thoroughly explain the procedure to the patient and answer patient’s queries		5	0	5
	PC12 Maintain clinical asepsis according to the protocols, and identify breach of any aseptic technique		5	0	5
	PC13 Ensure timely implementation of appropriate procedures to correct and prevent further contamination		20	0	20
	PC14 Identify and manage potential and actual risks to the quality and safety of practice		5	0	5
	PC15 Recognise the boundary of one’s role and responsibility and seek supervision from superior when situations are beyond one’s competence and authority		20	20	0
	PC16 Establish trust and rapport with colleagues		5	0	5
	PC17 Maintain competence within one’s role and field of practice		5	0	5
	PC18 Promote and demonstrate good practice as an individual and as a teammember at all times		20	0	20
	PC19 Identify and manage potential and actual risks to the quality and safety of practice		20	0	20



	PC20 Evaluate and reflect on the quality of one's work and make continuing improvements		5	5	0
	<b>Total</b>		200	25	175
3.HSS/ N 2403 (Assist with intra-oral Preventive Procedures)	PC1.Assist in performing the procedure to thoroughly rinse the mouth and floss teeth contacts to ensure that it is free of debris	<b>200</b>	25	0	25
	PC2. Assist in ensuring that teeth are polished, free of plaque, glossy and uniformly reflect light		10	2	8
	PC3.Assist in ensuring that soft tissue gingiva is free of trauma evidence		10	2	8
	PC4 Assist in applying topical fluorides following the recommended application procedures of each fluoride agent		10	2	8
	PC5 Assist in preparing the teeth and sealant material according to the dental		10	2	8
	PC6 Assist in achieving thorough, even and appropriately coverage of all indicated pits and fissures		10	2	8
	PC7 Assist in ensuring teeth are flossed and free of excess sealant material		10	2	8
	PC8 Assist in ensuring timely implementation of appropriate procedures		40	10	30
	PC9 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		25	5	20
	PC10 Establish trust and rapport with colleagues		10	2	8
	PC11 Maintain competence within one's role and field of practice		10	2	8
	PC12 Promote and demonstrate good practice as an individual and as a team member at all times		10	2	8
	PC13 Identify and manage potential and actual risks to the quality and safety of practice		10	2	8
	PC14 Evaluate and reflect the quality of one's work and make continuing improvements		10	2	8
	<b>Total</b>		200	37	163
4.HSS/ N 0304 (Provide information about test results)	PC1 Assist in accurately matching shade to patient's dentition and document it	<b>200</b>	5	0	5
	PC 2 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards		20	0	20
	PC3 Assist in appropriately and effectively managing the suspected or known local and systemic complications related to administration of local anaesthesia		5	0	5
	PC4 Assist in performing the procedure to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		20	0	20





	PC 5 Assist in accurately matching shade to the patient's dentition and document it		5	0	5
	PC 6 Punch rubber dam pattern as per the appropriate industry punch size and pattern		5	0	5
	PC7 Assist in choosing appropriate rubber dam retainer to fit shape and size of tooth		5	0	5
	PC8 Assist in appropriately attaching ligature to the bow of the dental dam retainer and fit retainer firmly around the tooth without impinging on gum tissue		5	0	5
	PC9 Assist in flossing the rubber dam and tuck it between each isolated tooth		5	5	0
	PC10 Assist in selecting and setting up appropriate matrix and ensure matrix band is accurately contoured, fitting the tooth		20	0	20
	PC11 Assist in placing a wedge in the contact area of interproximal restorations and carefully remove the wedge using appropriate dental instruments		5	5	0
	PC 12 Assist in carefully loosening the matrix band and remove it		5	5	0
	PC13 Assist in performing the restoration procedure with appropriate instruments and methods		40	10	30
	PC14 Assist in ensuring that the adjacent soft tissue remains intact without signs of trauma		5	0	5
	PC15 Assist in ensuring timely implementation of appropriate procedures		25	5	20
	PC16 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		5	0	5
	PC17 Establish trust and rapport with colleagues		5	0	5
	PC 18 Promote and demonstrate good practice as an individual and as a team member at all times		5	0	5
	PC 19 Identify and manage potential and actual risks to the quality and safety of practice		5	5	0
	PC 20 Evaluate and reflect on the quality of one's work and make continuing improvements		5	5	0
	<b>Total</b>		200	40	160
5. HSS/N2405 (Assist with Operative Dentistry Procedures)	PC 1 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards	<b>200</b>	20	5	15
	PC 2 Assist in appropriately and effectively managing the suspected or known local and systemic complications related to administration of		20	15	5



	local anaesthesia				
	PC 3 Efficiently and smoothly transfer instruments, equipment and materials	15	5	10	
	PC 4 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris	25	5	20	
	PC5 Assist in properly and thoroughly remove sutures	5	0	5	
	PC6 Assist in freeing the Internal wound tissues of external contamination	5	0	5	
	PC7 Assist in gently packing extraction site in medicament dipped, appropriate packing material	5	0	5	
	PC8 Assist in controlling all bleeding	5	0	5	
	PC9 Provide all prescriptions and patient items to the patient	20	0	20	
	PC10 Clearly and accurately instruct the patient on follow-up procedures	15	0	15	
	PC11 Assist in ensuring that the adjacent soft tissue remains intact without signs of trauma	5	0	5	
	PC12 Assist in ensuring timely implementation of appropriate procedures	5	0	5	
	PC13 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority	10	10	0	
	PC14. Establish trust and rapport with colleagues	5	0	5	
	PC15 Promote and demonstrate good practice as an individual and as a team member at all times	5	0	5	
	PC16 Identify and manage potential and actual risks to the quality and safety of practice	30	0	30	
	PC17 Evaluate and reflect on the quality of one's work and make continuing improvements	5	5	0	
	<b>Total</b>	200	45	155	
6.HSS/ N 2406 (Assist with Endodontic Dental Procedures)	PC 1 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards	<b>200</b>	5	0	5
	PC 2 Assist in appropriately and effectively managing the suspected or known local and systemic complications related to administration of local anaesthesia		5	5	0
	PC3 Assist in punching rubber dam pattern as per the appropriate industry punch size and pattern		5	0	5



PC4 Assist in choosing appropriate rubber dam retainer to fit shape and size of tooth	5	0	5
PC5 Assist in appropriately attaching ligature to the bow of the dental dam retainer and fit retainer firmly around the tooth without impinging on gum tissue	5	0	5
PC6 Assist in flossing the rubber dam and tuck it between each isolated tooth	5	0	5
PC7 Efficiently and smoothly transfer instruments, equipment and materials	30	0	30
PC 8 Assist in exposing, processing and mounting radiographs that are clear of exposure and contain appropriate teeth and anatomy	20	0	20
PC9 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris	5	0	5
PC10 Assist in placing temporary filling, ensuring that the temporary site is cleaned, dried and isolated properly as per the guidelines	30	0	30
PC 11 Assist in ensuring that temporary material is accurately placed and adapted into the cavity/preparation	5	0	5
PC12 Assist in ensuring that temporary filling is free of excess material	5	0	5
PC13 Assist in controlling all bleeding	5	0	5
PC14 Provide all prescriptions and patient items to the patient	5	0	5
PC 15 Clearly and accurately instruct the patient on follow-up procedures	5	0	5
PC16 Assist in ensuring timely implementation of appropriate procedures	5	0	5
PC17 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority	5	5	0
PC18 Establish trust and rapport with colleagues	5	0	5
PC19 Promote and demonstrate good practice as an individual and as a team member at all times	5	0	5



	PC20 Identify and manage potential and actual risks to the quality and safety of practice		35	0	35
	PC 21 Evaluate and reflect on the quality of one's work and make continuing improvements		5	5	0
	<b>Total</b>		200	15	185
7.HSS/ N 2407 (Assist with Prosthodontic Dental Procedures)	PC1 Assist in taking impressions that include all teeth present, surrounding tissues and appropriate landmark	<b>200</b>	6	0	6
	PC2 Assist in taking impressions that are free of bubbles, tears and voids		6	0	6
	PC3 Assist in taking impressions that accurately establish centric relationship with approved methods		6	0	6
	PC 4 Assist in fabricating diagnostic cast as per the guidelines, with proper plane of occlusion, trimming and thickness		6	0	6
	PC5 Assist in properly fabricating custom tray that fits and adapts to arch without impinging tissue		6	0	6
	PC 6 Assist in ensuring that custom tray is free sharp edges, compounds, waxes and debris		6	0	6
	PC 7 Assist in maintaining proper room of the impression material between the tray and the teeth		6	0	6
	PC 8 Assist in properly fabricating Maxillary tray that covers the teeth and hard palate and extends slightly behind the gingival margin but not into the mucobuccal fold		6	0	6
	PC 9 Assist in properly fabricating Mandibular tray that covers the teeth and extends beyond the gingival margin but not into the mucobuccal fold		6	0	6
	PC 10 Assist in properly preparing tray and material according to the instructions		25	5	20
	PC 11 Efficiently and smoothly transfer instruments, equipment and materials		6	0	6
	PC 12 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		6	0	6
	PC 13 Assist in controlling all bleeding		6	0	6
	PC14 Assist in providing all prescriptions and patient items to the patient		6	0	6
	PC15 Assist in clearly and accurately instructing the patient on follow-up procedures		6	0	6
	PC16 Assist in ensuring timely implementation of appropriate procedures		6	0	6
	PC17 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and		25	25	0



	authority				
	PC18 Establish trust and rapport with colleagues		6	0	6
	PC19 Promote and demonstrate good practice as an individual and as a team member at all times		6	0	6
	PC20 Identify and manage potential and actual risks to the quality and safety of practice		40	10	30
	PC 21 Evaluate and reflect on the quality of one's work and make continuing improvements		8	8	0
	<b>Total</b>		<b>200</b>	<b>48</b>	<b>152</b>
8. HSS/ N 2408 ( Assist with Periodontal Dental Procedures)	PC1 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards	<b>200</b>	10	0	10
	PC2 Assist in appropriately and effectively managing the suspected or known local		10	10	0
	PC 3 Assist in properly preparing wound site and dressing material, and carefully place dressing covering entire wound site		10	0	10
	PC 4 Assist in properly adapting the dressing to the teeth and adjacent soft tissues for appropriate coverage and maximum retention without occlusal interference		10	0	10
	PC5 Efficiently and smoothly transfer instruments, equipment and materials		10	0	10
	PC6 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		10	0	10
	PC7 Assist in providing all prescriptions and patient items to the patient		10	0	10
	PC8 Clearly and accurately instruct the patient on follow-up procedures		10	0	10
	PC9 Assist in ensuring timely implementation of appropriate procedures		20	0	20
	PC 10 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		20	20	0
	PC11 Establish trust and rapport with colleagues		10	0	10
	PC1 2 Promote and demonstrate good practice as an individual and as a team member at all times		10	0	10
	PC13 Identify and manage potential and actual risks to the quality and safety of practice		40	0	40
	PC14 Evaluate and reflect on the quality of one's work and make continuing improvements		20	20	0

	<b>Total</b>	200	50	150
9. HSS/ N 2409 (Assist with Orthodontic Procedures)	PC 1 Assist in appropriately fitting and removing orthodontic equipment, bands and brackets as per the guidelines	30	10	20
	PC2 Assist in applying direct and indirect bracket bonding material, using proper isolation techniques	15	0	15
	PC3 Assist in properly placing and bonding orthodontic bands and brackets	15	0	15
	PC4 Assist in appropriately placing, bonding and removing orthodontic equipment	30	10	20
	PC5 Efficiently and smoothly transfer instruments, equipment and materials	15	0	15
	PC6 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris	5	0	5
	PC 7 Assist in providing all prescriptions and patient items to the patient	5	0	5
	PC8 Clearly and accurately instruct the patient on follow-up procedures	5	0	5
	PC9 Assist in ensuring timely implementation of appropriate procedures	30	10	20
	PC10 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority	5	5	0
	PC11 Establish trust and rapport with colleagues	5	0	5
	PC12 Maintain competence within one's role and field of practice	5	5	0
	PC13 Promote and demonstrate good practice as an individual and as a team member at all times	5	0	5
	PC14 Identify and manage potential and actual risks to the quality and safety of practice	25	5	20
	PC15 Evaluate and reflect on the quality of one's work and make continuing improvements	5	5	0
	<b>Total</b>	200	50	150
9. HSS/ N 9610 (Follow infection control policies and procedures)	PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements	5	0	5
	PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection	5	0	5
	PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter	5	5	0
	PC4. Identify infection risks and implement an appropriate response within own role and responsibility	20	10	10
	<b>Total</b>	200	50	150



PC5. Document and report activities and tasks that put patients and/or other workers at risk	5	0	5
PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization	5	0	5
PC7. Follow procedures for risk control and risk containment for specific risks	10	0	10
PC8. Follow protocols for care following exposure to blood or other body fluids as required	10	0	10
PC9. Place appropriate signs when and where appropriate	20	10	10
PC10. Remove spills in accordance with the policies and procedures of the organization	5	0	5
PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination	5	0	5
PC12. Follow hand washing procedures	5	0	5
PC13. Implement hand care procedures	5	0	5
PC14. Cover cuts and abrasions with water-proof dressings and change as necessary	5	5	0
PC15. Wear personal protective clothing and equipment that complies with Indian Standards, and is appropriate for the intended use	5	0	5
PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact	5	0	5
PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work	20	10	10
PC18. Confine records, materials and medicaments to a well-designated clean zone	5	0	5
PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone	5	0	5
PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste	5	0	5
PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified	5	0	5
PC22. Store clinical or related waste in an area that is accessible only to authorised persons	5	5	0
PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release	5	0	5





PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements	5	5	0
PC25. Wear personal protective clothing and equipment during cleaning procedures	5	0	5
PC26. Remove all dust, dirt and physical debris from work surfaces	5	0	5
PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled	5	0	5
PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols	5	0	5
PC29. Dry all work surfaces before and after use	5	0	5
PC30. Replace surface covers where applicable	5	0	5
PC31. Maintain and store cleaning equipment	5	5	0
<b>Total</b>	200	55	145

<b>Soft Skills and Communication</b>	<b>Pick one field from both parts each carrying 50 marks totaling 100</b>		
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Assessable Outcomes	Assessment Criteria for the Assessable Outcomes	Total Marks (100)	Out Of	Marks Allocation	
				Viva	Observation/ Role Play

**Part 1 (Pick one field randomly carrying 50 marks)**

**1. Attitude**

HSS/ N 9603 (Act within the limits of one's competence and authority)	PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice	<b>50</b>	2	0	2
	PC2. Work within organisational systems and requirements as appropriate to one's role		2	0	2
	PC3. Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority		8	4	4
	PC4. Maintain competence within one's role and field of practice		2	0	2
	PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice		4	2	2
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		4	2	2
	PC7. Identify and manage potential and actual risks to the quality and safety of practice		4	2	2
	PC8. Evaluate and reflect on the quality of one's work and make continuing improvements		4	2	2





			30	12	18
HSS/ N 9607 (Practice Code of conduct while performing duties)	PC1. Adhere to protocols and guidelines relevant to the role and field of practice	50	3	1	2
	PC2. Work within organisational systems and requirements as appropriate to the role		3	1	2
	PC3. Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority		3	1	2
	PC4. Maintain competence within the role and field of practice		1	0	1
	PC5. Use protocols and guidelines relevant to the field of practice		4	2	2
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		1	0	1
	PC7. Identify and manage potential and actual risks to the quality and patient safety		1	0	1
	PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem		4	2	2
		20	7	13	
<b>2. Work Management</b>					
HSS/ N 9605 (Manage work to meet requirements)	PC1. Clearly establish, agree, and record the work requirements	50	20	10	10
	PC2. Utilise time effectively		6	0	6
	PC3. Ensure his/her work meets the agreed requirements		6	0	6
	PC4. Treat confidential information correctly		6	6	0
	PC5. Work in line with the organisation's procedures and policies and within the limits of his/her job role		12	6	6
		50	22	28	
<b>Work Management Total</b>		<b>50</b>	50	22	28
<b>Part 2 (Pick one field as per NOS marked carrying 50 marks)</b>					
<b>1. Team Work</b>					
HSS/ N 9604 (Work effectively with others)	PC1. Communicate with other people clearly and effectively	50	3	0	3
	PC2. Integrate one's work with other people's work effectively		3	0	3
	PC3. Pass on essential information to other people on timely basis		3	0	3
	PC4. Work in a way that shows respect for other people		3	0	3
	PC5. Carry out any commitments made to other people		6	6	0
	PC6. Reason out the failure to fulfil commitment		6	6	0

	PC7. Identify any problems with team members and other people and take the initiative to solve these problems		16	8	8
	PC8. Follow the organisation’s policies and procedures		10	4	6
			50	24	26

**2. Safety management**

HSS/ N 9606 (Maintain a safe, healthy, and secure working environment)	PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements	50	6	2	4
	PC2. Comply with health, safety and security procedures for the workplace		4	0	4
	PC3. Report any identified breaches in health, safety, and security procedures to the designated person		4	3	1
	PC4. Identify potential hazards and breaches of safe work practices		6	4	2
	PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority		6	4	2
	PC6. Promptly and accurately report the hazards that individual is not allowed to deal with, to the relevant person and warn other people who may get affected		6	4	2
	PC7. Follow the organisation’s emergency procedures promptly, calmly, and efficiently		6	2	4
	PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person		6	4	2
	PC9. Complete any health and safety records legibly and accurately		6	2	4
				50	25

**3. Waste Management**

HSS/ N 9609 (Follow biomedical waste disposal protocols)	PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type	50	6	2	4
	PC2. Apply appropriate health and safety measures and standard precautions for infection prevention and control and personal protective equipment relevant to the type and category of waste		8	4	4
	PC3. Segregate the waste material from work areas in line with current legislation and organisational requirements		4	0	4
	PC4. Segregation should happen at source with proper containment, by using different colour coded bins for different categories of waste		8	4	4
	PC5. Check the accuracy of the labelling that identifies the type and content of waste		4	2	2



	PC6. Confirm suitability of containers for any required course of action appropriate to the type of waste disposal	4	4	0
	PC7. Check the waste has undergone the required processes to make it safe for transport and disposal	4	4	0
	PC8. Transport the waste to the disposal site, taking into consideration its associated risks	4	4	0
	PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures	4	4	0
	PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols	4	4	0
		50	32	18
<b>Detailed Break Up of Marks</b>		<b>Theory</b>		
<b>Subject Domain</b>		<b>Select each NOS totaling 80</b>		
<b>Assessable Outcomes</b>	<b>Assessment Criteria for the Assessable Outcomes</b>	<b>Total Marks (80)</b>	<b>Marks Allocation</b>	
			<b>Theory</b>	
1. HSS/N2401 (Perform Supportive Tasks)	PC1. Efficiently schedule patient's appointment considering the available resources, minimising patient wait time and non-productive time of staff	6	6	6
	PC2. Make the appointments as per the requirements of the patient, and healthcare provider policies and guidelines			
	PC3. Schedule appointments that facilitate smooth patient flow and ease of patient transitions			
	PC4. Accurately document the appointments in a timely manner			
	PC5. Effectively adjust the treatment plans and schedules to meet changing needs			
	PC6. Develop patient treatment plan in consultation with dentist and ensure that the plan includes treatment of emergencies, standard care and optimal care			
	PC7. Determine the treatment requirements of the patient			
	PC8. Prepare and implement patient risk management procedures			
	PC9. Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's			



	competence and authority		
	PC10 Establish trust and rapport with colleagues		
	PC11 Maintain competence within one's role and field of practice		
	PC12 Promote and demonstrate good practice as an individual and as a team member at all times		
	PC13 Identify and manage potential and actual risks to the quality and safety of practice		
	PC14 Evaluate and reflect on the quality of one's work and make continuing improvements		
	<b>Total</b>		6
2.HSS/ N 2402 (Prepare work area for patient treatment)	PC1 Efficiently disinfect and prepare patient treatment areas		
	PC2 Set up equipment, instruments and required materials for scheduled dental procedure		
	PC3 Complete the preparations for the patient treatment in a timely manner as per the relevant procedures and protocols of the provider.		
	PC4 Properly prepare, sterilise and store required instruments and equipment as per the protocols and guidelines		
	PC5 Understand the clinical procedural requirements of the patient		
	PC 6 Prepare and implement patient risk management procedures		
	PC7 Ensure access to the dental treatment area and chair is appropriately provided	4	4
	PC 8 Ensure all hand carried items are removed from patient and placed within the patient's view		
	PC9 Ensure that the mouth of the patient is free of lipstick, gum and lozenges		
	PC10 Ensure availability of antibacterial mouthwash for patient pre-rinsing		
	PC11 Thoroughly explain the procedure to the patient and answer patient's queries		
	PC12 Maintain clinical asepsis according to the protocols, and identify breach of any aseptic technique		
	PC13 Ensure timely implementation of appropriate procedures to correct and prevent further contamination		
	PC14 Identify and manage potential and actual risks to the quality and safety of practice		



	PC15 Recognise the boundary of one’s role and responsibility and seek supervision from superior when situations are beyond one’s competence and authority PC16 Establish trust and rapport with colleagues PC17 Maintain competence within one’s role and field of practice PC18 Promote and demonstrate good practice as an individual and as a teammember at all times PC19 Identify and manage potential and actual risks to the quality and safety of practice PC20 Evaluate and reflect on the quality of one’s work and make continuing improvements		
	<b>Total</b>		4
3.HSS/ N 2403 (Assist with intra-oral Preventive Procedures)	PC1.Assist in performing the procedure to thoroughly rinse the mouth and floss teeth contacts to ensure that it is free of debris PC2. Assist in ensuring that teeth are polished, free of plaque, glossy and uniformly reflect light PC3.Assist in ensuring that soft tissue gingiva is free of trauma evidence PC4 Assist in applying topical fluorides following the recommended application procedures of each fluoride agent PC5 Assist in preparing the teeth and sealant material according to the dental PC6 Assist in achieving thorough, even and appropriately coverage of all indicated pits and fissures PC7 Assist in ensuring teeth are flossed and free of excess sealant material PC8 Assist in ensuring timely implementation of appropriate procedures PC9 Recognise the boundary of one’s role and responsibility and seek supervision from superior when situations are beyond one’s competence and authority PC10 Establish trust and rapport with colleagues PC11 Maintain competence within one’s role and field of practice PC12 Promote and demonstrate good practice as an individual and as a team member at all times PC13 Identify and manage potential and actual risks to the quality and safety of practice PC14 Evaluate and reflect the quality of one’s work and make continuing improvements	8	8



	<b>Total</b>		<b>8</b>
4.HSS/ N 0304 (Provide information about test results)	PC1 Assist in accurately matching shade to patient’s dentition and document it		
	PC 2 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards		
	PC3 Assist in appropriately and effectively managing the suspected or known local and systemic complications related to administration of local anaesthesia		
	PC4 Assist in performing the procedure to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		
	PC 5 Assist in accurately matching shade to the patient’s dentition and document it		
	PC 6 Punch rubber dam pattern as per the appropriate industry punch size and pattern		
	PC7 Assist in choosing appropriate rubber dam retainer to fit shape and size of tooth		
	PC8 Assist in appropriately attaching ligature to the bow of the dental dam retainer and fit retainer firmly around the tooth without impinging on gum tissue		
	PC9 Assist in flossing the rubber dam and tuck it between each isolated tooth	<b>10</b>	<b>10</b>
	PC10 Assist in selecting and setting up appropriate matrix and ensure matrix band is accurately contoured, fitting the tooth		
	PC11 Assist in placing a wedge in the contact area of interproximal restorations and carefully remove the wedge using appropriate dental instruments		
	PC 12 Assist in carefully loosening the matrix band and remove it		
	PC13 Assist in performing the restoration procedure with appropriate instruments and methods		
	PC14 Assist in ensuring that the adjacent soft tissue remains intact without signs of trauma		
	PC15 Assist in ensuring timely implementation of appropriate procedures		
	PC16 Recognise the boundary of one’s role and responsibility and seek supervision from superior when situations are beyond one’s competence and authority		
	PC17 Establish trust and rapport with colleagues		
	PC 18 Promote and demonstrate good practice as an individual and as a team member at all times		



	PC 19 Identify and manage potential and actual risks to the quality and safety of practice		
	PC 20 Evaluate and reflect on the quality of one's work and make continuing improvements		
	<b>Total</b>		10
5. HSS/N2405 (Assist with Operative Dentistry Procedures)	PC 1 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards		
	PC 2 Assist in appropriately and effectively managing the suspected or known local and systemic complications related to administration of local anaesthesia		
	PC 3 Efficiently and smoothly transfer instruments, equipment and materials		
	PC 4 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		
	PC5 Assist in properly and thoroughly remove sutures		
	PC6 Assist in freeing the Internal wound tissues of external contamination		
	PC7 Assist in gently packing extraction site in medicament dipped, appropriate packing material		
	PC8 Assist in controlling all bleeding		
	PC9 Provide all prescriptions and patient items to the patient	<b>8</b>	8
	PC10 Clearly and accurately instruct the patient on follow-up procedures		
	PC11 Assist in ensuring that the adjacent soft tissue remains intact without signs of trauma		
	PC12 Assist in ensuring timely implementation of appropriate procedures		
	PC13 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		
	PC14. Establish trust and rapport with colleagues		
	PC15 Promote and demonstrate good practice as an individual and as a team member at all times		
	PC16 Identify and manage potential and actual risks to the quality and safety of practice		
PC17 Evaluate and reflect on the quality of one's work and make continuing improvements			
	<b>Total</b>		8



6.HSS/ N 2406 (Assist with Endodontic Dental Procedures)	PC 1 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards	<b>10</b>	10
	PC 2 Assist in appropriately and effectively managing the suspected or known local and systemic complications related to administration of local anaesthesia		
	PC3 Assist in punching rubber dam pattern as per the appropriate industry punch size and pattern		
	PC4 Assist in choosing appropriate rubber dam retainer to fit shape and size of tooth		
	PC5 Assist in appropriately attaching ligature to the bow of the dental dam retainer and fit retainer firmly around the tooth without impinging on gum tissue		
	PC6 Assist in flossing the rubber dam and tuck it between each isolated tooth		
	PC7 Efficiently and smoothly transfer instruments, equipment and materials		
	PC 8 Assist in exposing, processing and mounting radiographs that are clear of exposure and contain appropriate teeth and anatomy		
	PC9 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		
	PC10 Assist in placing temporary filling, ensuring that the temporary site is cleaned, dried and isolated properly as per the guidelines		
	PC 11 Assist in ensuring that temporary material is accurately placed and adapted into the cavity/preparation		
	PC12 Assist in ensuring that temporary filling is free of excess material		
	PC13 Assist in controlling all bleeding		
	PC14 Provide all prescriptions and patient items to the patient		
	PC 15 Clearly and accurately instruct the patient on follow-up procedures		
	PC16 Assist in ensuring timely implementation of appropriate procedures		





	PC17 Recognise the boundary of one’s role and responsibility and seek supervision from superior when situations are beyond one’s competence and authority		
	PC18 Establish trust and rapport with colleagues		
	PC19 Promote and demonstrate good practice as an individual and as a team member at all times		
	PC20 Identify and manage potential and actual risks to the quality and safety of practice		
	PC 21 Evaluate and reflect on the quality of one’s work and make continuing improvements		
	<b>Total</b>		10
7.HSS/ N 24 07 (Assist with Prosthodontic Dental Procedures)	PC1 Assist in taking impressions that include all teeth present, surrounding tissues and appropriate landmark	<b>12</b>	12
	PC2 Assist in taking impressions that are free of bubbles, tears and voids		
	PC3 Assist in taking impressions that accurately establish centric relationship with approved methods		
	PC 4 Assist in fabricating diagnostic cast as per the guidelines, with proper plane of occlusion, trimming and thickness		
	PC5 Assist in properly fabricating custom tray that fits and adapts to arch without impinging tissue		
	PC 6 Assist in ensuring that custom tray is free sharp edges, compounds, waxes and debris		
	PC 7 Assist in maintaining proper room of the impression material between the tray and the teeth		
	PC 8 Assist in properly fabricating Maxillary tray that covers the teeth and hard palate and extends slightly behind the gingival margin but not into the mucobuccal fold		
	PC 9 Assist in properly fabricating Mandibular tray that covers the teeth and extends beyond the gingival margin but not into the mucobuccal fold		
	PC 10 Assist in properly preparing tray and material according to the instructions		
	PC 11 Efficiently and smoothly transfer instruments, equipment and materials		
	PC 12 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		
	PC 13 Assist in controlling all bleeding		



	PC14 Assist in providing all prescriptions and patient items to the patient		
	PC15 Assist in clearly and accurately instructing the patient on follow-up procedures		
	PC16 Assist in ensuring timely implementation of appropriate procedures		
	PC17 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		
	PC18 Establish trust and rapport with colleagues		
	PC19 Promote and demonstrate good practice as an individual and as a team member at all times		
	PC20 Identify and manage potential and actual risks to the quality and safety of practice		
	PC 21 Evaluate and reflect on the quality of one's work and make continuing improvements		
	<b>Total</b>		12
8. HSS/ N 2408 ( Assist with Periodontal Dental Procedures)	PC1 Assist in accurately implementing appropriate, safe and effective local anaesthetic agents as per the dental anaesthesia standards		
	PC2 Assist in appropriately and effectively managing the suspected or known local		
	PC 3 Assist in properly preparing wound site and dressing material, and carefully place dressing covering entire wound site		
	PC 4 Assist in properly adapting the dressing to the teeth and adjacent soft tissues for appropriate coverage and maximum retention without occlusal interference		
	PC5 Efficiently and smoothly transfer instruments, equipment and materials		
	PC6 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris	8	8
	PC7 Assist in providing all prescriptions and patient items to the patient		
	PC8 Clearly and accurately instruct the patient on follow-up procedures		
	PC9 Assist in ensuring timely implementation of appropriate procedures		
	PC 10 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		
	PC11 Establish trust and rapport with colleagues		



	PC1 2 Promote and demonstrate good practice as an individual and as a team member at all times		
	PC13 Identify and manage potential and actual risks to the quality and safety of practice		
	PC14 Evaluate and reflect on the quality of one's work and make continuing improvements		
	<b>Total</b>		8
9. HSS/ N 2409 (Assist with Orthodontic Procedures)	PC 1 Assist in appropriately fitting and removing orthodontic equipment, bands and brackets as per the guidelines	<b>10</b>	10
	PC2 Assist in applying direct and indirect bracket bonding material, using proper isolation techniques		
	PC3 Assist in properly placing and bonding orthodontic bands and brackets		
	PC4 Assist in appropriately placing, bonding and removing orthodontic equipment		
	PC5 Efficiently and smoothly transfer instruments, equipment and materials		
	PC6 Assist in performing procedures to thoroughly clean the mouth to ensure that it is free of saliva, blood, water and debris		
	PC 7 Assist in providing all prescriptions and patient items to the patient		
	PC8 Clearly and accurately instruct the patient on follow-up procedures		
	PC9 Assist in ensuring timely implementation of appropriate procedures		
	PC10 Recognise the boundary of one's role and responsibility and seek supervision from superior when situations are beyond one's competence and authority		
	PC11 Establish trust and rapport with colleagues		
	PC12 Maintain competence within one's role and field of practice		
	PC13 Promote and demonstrate good practice as an individual and as a team member at all times		
	PC14 Identify and manage potential and actual risks to the quality and safety of practice		
PC15 Evaluate and reflect on the quality of one's work and make continuing improvements			
	<b>Total</b>		10
10. HSS/ N 9610 (Follow infection control policies and procedures)	PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements	<b>4</b>	4



	<p>PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection</p> <p>PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter</p> <p>PC4. Identify infection risks and implement an appropriate response within own role and responsibility</p> <p>PC5. Document and report activities and tasks that put patients and/or other workers at risk</p> <p>PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization</p> <p>PC7. Follow procedures for risk control and risk containment for specific risks</p> <p>PC8. Follow protocols for care following exposure to blood or other body fluids as required</p> <p>PC9. Place appropriate signs when and where appropriate</p> <p>PC10. Remove spills in accordance with the policies and procedures of the organization</p> <p>PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination</p> <p>PC12. Follow hand washing procedures</p> <p>PC13. Implement hand care procedures</p> <p>PC14. Cover cuts and abrasions with water-proof dressings and change as necessary</p> <p>PC15. Wear personal protective clothing and equipment that complies with Indian Standards, and is appropriate for the intended use</p> <p>PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact</p> <p>PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work</p> <p>PC18. Confine records, materials and medicaments to a well-designated clean zone</p> <p>PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone</p> <p>PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste</p> <p>PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified</p>	
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	PC22. Store clinical or related waste in an area that is accessible only to authorised persons PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements PC25. Wear personal protective clothing and equipment during cleaning procedures PC26. Remove all dust, dirt and physical debris from work surfaces PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols PC29. Dry all work surfaces before and after use PC30. Replace surface covers where applicable PC31. Maintain and store cleaning equipment		
	<b>Total</b>		4
<b>Soft Skills and Communication</b>		<b>Select each part each carrying 10 marks totaling 20</b>	
<b>Assessable Outcomes</b>	<b>Assessment Criteria for the Assessable Outcomes</b>	<b>Total Marks (20)</b>	<b>Marks Allocation</b>
			<b>Theory</b>
<b>Part 1 (Pick one field randomly carrying 50 marks)</b>			
<b>1. Attitude</b>			
HSS/ N 9603 (Act within the limits of one's competence and authority)	PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice	<b>4</b>	<b>4</b>
	PC2. Work within organisational systems and requirements as appropriate to one's role		
	PC3. Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority		
	PC4. Maintain competence within one's role and field of practice		



	PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice		
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		
	PC7. Identify and manage potential and actual risks to the quality and safety of practice		
	PC8. Evaluate and reflect on the quality of one's work and make continuing improvements		
	<b>Total</b>		4
HSS/ N 9607 (Practice Code of conduct while performing duties)	PC1. Adhere to protocols and guidelines relevant to the role and field of practice	<b>4</b>	<b>4</b>
	PC2. Work within organisational systems and requirements as appropriate to the role		
	PC3. Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority		
	PC4. Maintain competence within the role and field of practice		
	PC5. Use protocols and guidelines relevant to the field of practice		
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		
	PC7. Identify and manage potential and actual risks to the quality and patient safety		
	PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem		
	<b>Total</b>		4
<b>Attitude Total</b>		<b>4</b>	<b>8</b>
<b>2. Work Management</b>			
HSS/ N 9605 (Manage work to meet requirements)	PC1. Clearly establish, agree, and record the work requirements	<b>2</b>	<b>2</b>
	PC2. Utilise time effectively		
	PC3. Ensure his/her work meets the agreed requirements		
	PC4. Treat confidential information correctly		
	PC5. Work in line with the organisation's procedures and policies and within the limits of his/her job role		
	<b>Total</b>		2
<b>Work Management Total</b>		<b>2</b>	<b>2</b>
<b>Part 1 Total</b>		<b>10</b>	<b>10</b>
<b>Part 2 (Pick one field as per NOS marked carrying 50 marks)</b>			
<b>1. Team Work</b>			
HSS/ N 9604 (Work	PC1. Communicate with other people clearly and	<b>2</b>	<b>2</b>



effectively with others)	effectively		
	PC2. Integrate one's work with other people's work effectively		
	PC3. Pass on essential information to other people on timely basis		
	PC4. Work in a way that shows respect for other people		
	PC5. Carry out any commitments made to other people		
	PC6. Reason out the failure to fulfil commitment		
	PC7. Identify any problems with team members and other people and take the initiative to solve these problems		
	PC8. Follow the organisation's policies and procedures		
<b>Total</b>			2
<b>2. Safety management</b>			
HSS/ N 9606 (Maintain a safe, healthy, and secure working environment)	PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements		
	PC2. Comply with health, safety and security procedures for the workplace		
	PC3. Report any identified breaches in health, safety, and security procedures to the designated person		
	PC4. Identify potential hazards and breaches of safe work practices		
	PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority	4	4
	PC6. Promptly and accurately report the hazards that individual is not allowed to deal with, to the relevant person and warn other people who may get affected		
	PC7. Follow the organisation's emergency procedures promptly, calmly, and efficiently		
	PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person		
	PC9. Complete any health and safety records legibly and accurately		
<b>Total</b>			4
<b>3. Waste Management</b>			
HSS/ N 9609 (Follow biomedical waste disposal protocols)	PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type	4	4

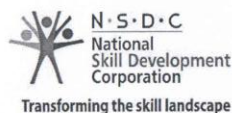


	PC2. Apply appropriate health and safety measures and standard precautions for infection prevention and control and personal protective equipment relevant to the type and category of waste	
	PC3. Segregate the waste material from work areas in line with current legislation and organisational requirements	
	PC4. Segregation should happen at source with proper containment, by using different colour coded bins for different categories of waste	
	PC5. Check the accuracy of the labelling that identifies the type and content of waste	
	PC6. Confirm suitability of containers for any required course of action appropriate to the type of waste disposal	
	PC7. Check the waste has undergone the required processes to make it safe for transport and disposal	
	PC8. Transport the waste to the disposal site, taking into consideration its associated risks	
	PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures	
	PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols	
	<b>Total</b>	4
<b>Part 2 Total</b>	<b>10</b>	10



**Annexure2: Trainer Prerequisites for Job role: “Dental Assistant” mapped to Qualification Pack: “HSS/Q2401”, version 1.0**

Sr. No	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “HSS/2401”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• BDS with atleast 2 years of experience.</li> <li>• Nurse GNM/A grade with atleast 5 years of experience in Dental Settings.</li> </ul>
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Dental Assistant</u> ” mapped to QP: “ <u>HSS/Q2401</u> ” with scoring of minimum 80%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/1402” with scoring of minimum 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years site experience with BDS or 5 years of experience with Nurse GNM/A Grade in dental settings.</li> </ul>



# Certificate

## CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**HEALTHCARE SECTOR SKILL COUNCIL**

for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: **'Dental Assistant'** QP No. **'HSS/Q 2401 NSQF Level 4'**

Date of Issuance: July 30<sup>th</sup>, 2016

Valid up to: July 29<sup>th</sup>, 2017

\* Valid up to the next review date of the Qualification Pack

Authorised Signatory  
(Healthcare Sector Skill Council)

