

## CERRITOS COLLEGE

### DENTAL ASSISTING TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS

The following listing has been prepared to assist you in understanding the technical standards of the Dental Assisting program in order to affiliate in the clinical agencies and ultimately practice the profession. The technical standards as stated herewith are not conditions of admission to a program of study. Rather, they reflect performance abilities that are necessary for a student to successfully complete the requirements of the specified Health Occupations program.

The purpose of this document is to notify prospective Dental Assisting students of these technical standards to enable them to make an informed decision regarding enrollment in the Dental Assisting program at Cerritos College.

The delivery of safe, effective dental assisting care requires that students be able to perform functions related to the technical standards outlined here. The inability of a student to perform these functions may result in the student being unable to meet course objectives and to progress in the Dental Assisting program. Additionally, if a student is unable to perform these required competencies, the student may pose a risk of harm to the patient(s) for whom care is provided.

All applicants meeting the appropriate academic requirements shall be considered equally for admission to Cerritos College or any academic program regardless of race, color, religion, sex, marital status, beliefs, sexual orientation, national origin, age, or physical or mental disability.

TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS)	DESCRIPTION	EXAMPLES OF ACTIVITIES (NOT ALL-INCLUSIVE)
<b>Cognitive Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe clinical judgments and decisions that promote positive patient outcomes and professional behavior.</li> <li>• Exhibit ability to respond appropriately to emergencies.</li> <li>• Exhibit ability to follow policies and procedures required by clinical and academic settings.</li> <li>• Exhibit ability to organize and prioritize tasks.</li> <li>• Exhibit ability to function effectively under stress and time constraints.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to assist accurately with all patient care duties and dental office procedures.</li> <li>• Demonstrate problem solving skills in patient care.</li> <li>• Address problems or questions to the appropriate person at the appropriate time.</li> <li>• Understand the rationale for, and comply with, HIPAA standards, especially confidentiality.</li> <li>• Organize and prioritize multiple tasks, integrate and analyze written, verbal, and observed data regarding patients.</li> <li>• Recognize the difference between facts and opinions.</li> <li>• Identify cause/effect relationships in clinical situations.</li> <li>• Follow a process from start to finish utilizing sequential established policies and procedures.</li> </ul>

<b>TECHNICAL STANDARDS</b> <b>(ESSENTIAL FUNCTIONS)</b>	<b>DESCRIPTION</b>	<b>EXAMPLES OF ACTIVITIES</b> <b>(NOT ALL-INCLUSIVE)</b>
<b>Communication Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, co-workers, patients/families, and other health care professionals.</li> <li>• Demonstrate ability to hear information.</li> <li>• Read and comprehend material in English at the high school level.</li> <li>• Demonstrate ability to adapt to a changing environment and display flexibility.</li> <li>• Demonstrate abilities sufficient for interaction with others in verbal, non-verbal, electronic, and written form.</li> <li>• Demonstrate ability to adjust verbal and nonverbal language appropriately to meet the needs of the multilingual and culturally diverse patients, families, and colleagues.</li> <li>• Demonstrate ability to provide accurate verbal and nonverbal models of the English language.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively and sensitively with patients and their families/care givers.</li> <li>• Communicate effectively and efficiently with all members of the dental health care team.</li> <li>• Document patient information accurately.</li> <li>• Write in a clear, legible manner with correct grammar and spelling.</li> <li>• Recognize, interpret, and respond to non-verbal behavior.</li> <li>• Listen attentively.</li> <li>• Function effectively under supervision.</li> </ul>
<b>Interpersonal/ Intrapersonal Skills and Behavior</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to tolerate demanding workloads effectively under stress.</li> <li>• Demonstrate ability to maintain professional composure in a variety of dental setting-scenarios.</li> <li>• Demonstrate ability to maintain professional conduct and appearance, maintain patient confidentiality, and operate within the scope of practice.</li> <li>• Demonstrate awareness of other's reactions and understanding of why they react the way they do.</li> <li>• Demonstrate ability to identify the nature of problems and conflicts.</li> <li>• Demonstrate ability to follow the professional Code of Ethics as prescribed by the American Dental Assistant Association.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess the emotional health required to deliver patient care.</li> <li>• Demonstrate professional behavior in classroom, lab, and clinical settings; including, but not limited to, appropriate personal hygiene, timeliness, preparation and concentration.</li> <li>• Develop effective relationships with faculty, peers, and the dental health care team.</li> <li>• Respond professionally and appropriately to emergency situations.</li> <li>• Demonstrate a caring attitude.</li> <li>• Demonstrate respect for others' individual differences and their feelings.</li> <li>• Maintain composure in clinical and didactic environments.</li> <li>• Assist co-workers in resolving problems or conflicts.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Demonstrate abilities sufficient to interact with individuals, families, and groups from diverse populations.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Visual Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrate visual acuity sufficient to acquire information from instructions, documentation, radiographs, and computer images.</li> <li>• Demonstrate visional ability sufficient for analysis using bright or low lighting.</li> <li>• Demonstrate visual ability sufficient for patient observation, characteristics and gathering of data for documentation.</li> <li>• Demonstrate vision acuity sufficient for safe patient care, including: close vision, distance vision, visual color discrimination, peripheral vision, depth perception, shape discrimination, and ability to adjust focus.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform a visual preliminary oral examination and record collected visual data.</li> <li>• Monitor vital signs.</li> <li>• Read charts, computer screens, labels, gauges, and assess the quality of radiographs.</li> <li>• Observe oral conditions, patient responses, oral secretions, and tissue colors and changes.</li> <li>• Read gauges and instrument printouts accurately.</li> </ul>
<b>Auditory Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrate hearing acuity sufficient to assess patient needs, perform physical assessment, and hear normal conversation as it relates to their working environment.</li> <li>• Demonstrate ability to hear sounds from a variety of equipment and alarms.</li> <li>• Demonstrate ability to communicate and interact with faculty, peers and patients.</li> <li>• Demonstrate sufficient hearing acuity to ensure a safe environment and the ability to respond quickly in case of emergencies.</li> <li>• Demonstrate ability sufficient to listen for awareness of hazardous equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Hear conversations well enough to communicate with patients, peers, instructors, and other health care providers.</li> <li>• Interpret conversation and follow verbal instructions.</li> <li>• Respond to emergency situations, i.e. earthquakes, fires, any injury-related emergencies, and patient emergencies.</li> <li>• Detect audible alarms within the frequency and volume ranges of the sounds generated by the monitoring of the patient and equipment.</li> <li>• Demonstrate ability to put on and remove gloves, gown, mask, and protective eyewear.</li> </ul>
<b>Tactile Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrate tactile ability and dexterity sufficient for the use of small instruments using a light touch for control.</li> <li>• Demonstrate tactile ability to interpret characteristics</li> </ul>	<ul style="list-style-type: none"> <li>• Examine teeth and oral tissue in both permanent and primary teeth.</li> <li>• Place provisional restoration and crowns.</li> <li>• Place intra- and extra-oral items (i.e. facebow, endodontic</li> </ul>

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	<p>such as sharpness, mobility, texture, and temperature.</p> <ul style="list-style-type: none"> <li>• Demonstrate tactile ability sufficient for patient care, physical assessment, and intervention.</li> <li>• Demonstrate ability to put on and remove Personal Protective Equipment, or PPE.</li> </ul>	<p>testing, pit and fissure placement, etc.).</p>
<b>Olfactory Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrate olfactory ability sufficient to detect unusual odors/smells emanating from patients and/or the environment.</li> <li>• Demonstrate olfactory ability sufficient to assess patients and dental environment surroundings.</li> <li>• Demonstrate use of olfactory ability as diagnostic tool to identify oral disease and oral health.</li> </ul>	<ul style="list-style-type: none"> <li>• Tolerate exposure to various chemical odors.</li> <li>• Utilize as a diagnostic tool to detect tooth/gum infection.</li> <li>• Distinguish smells which contribute to assessing and/or maintaining the patient's health status and environment (fire, noxious fumes, etc.).</li> </ul>
<b>Strength and Mobility</b>	<ul style="list-style-type: none"> <li>• Demonstrate strength and mobility sufficient to assist the patient into the dental chair.</li> <li>• Demonstrate sufficient energy and vitality to interact with people of all ages.</li> <li>• Demonstrate ability to stand for long periods of time.</li> <li>• Demonstrate ability to move quickly to perform direct patient care.</li> <li>• Demonstrate ability to freely walk, stand, sit, squat, balance, climb, reach, grip, lift, pull, and push as needed in the performance of clinical duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate mobility in operatory workspace and laboratory areas.</li> <li>• Demonstrate ability to maneuver in small spaces (walk, stand, and bend over).</li> <li>• Utilize small objects and sharp instruments.</li> <li>• Maintain balance in any position.</li> <li>• Demonstrate ability to effectively use appropriate ergonomic techniques (good body mechanics).</li> <li>• Reach above shoulder height to manipulate dental equipment.</li> <li>• Reach below waist level to manipulate equipment.</li> <li>• Sit and balance in designated assistant chair.</li> </ul>
<b>Motor Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate gross and fine motor abilities sufficient to perform safe and effective procedures and patient care, as well as providing safe environments and responding to unexpected situations in a timely manner.</li> <li>• Demonstrate physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities).</li> <li>• Demonstrate ability to sufficiently pull and push equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform multiple fine motor skill tasks with firm and steady grip to perform various intraoral and extra-oral dental assisting tasks and duties (i.e. safely manipulate needles and sharp blades).</li> <li>• Demonstrate keyboarding skills sufficient to complete administrative and clinical duties in a timely manner.</li> <li>• Manipulate syringes and dispose of needles safely.</li> <li>• Perform Cardiopulmonary Resuscitation (CPR) and other basic life support functions on a patient if needed.</li> <li>• Operate equipment utilizing both hand and foot controls</li> </ul>

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		<p>individually and at times simultaneously.</p> <ul style="list-style-type: none"> <li>• Demonstrate the fine motor skills and dexterity required to manipulate and utilize equipment and diagnostic/treatment instrumentation.</li> </ul>
<b>Physical Endurance</b>	<ul style="list-style-type: none"> <li>• Demonstrate sufficient physical endurance to complete assigned periods, the required shift, assigned tasks, and attend to patient care during clinical practice.</li> <li>• Demonstrate sufficient physical endurance to attend, participate, and complete assigned periods in lecture and skill lab activities, and school functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate physical endurance sufficient to complete chairside procedures.</li> <li>• Demonstrate physical ability to work a complete shift which may entail a rigorous workload.</li> <li>• Complete patient care assignment in a timely manner</li> <li>• Attend 2-4 hours of lecture.</li> <li>• Work in lab for 2-4 hours/week.</li> <li>• Work 8- to10-hour shifts.</li> <li>• Demonstrate ability to maintain an awkward position for prolonged periods of time.</li> <li>• Sit or stand for long period of time, including up to 4 hours.</li> </ul>
<b>Environmental Tolerance</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to function safely in a typical clinical environment.</li> <li>• Demonstrate ability to wear Personal Protective Equipment, or P.P.E., for extended periods of time during patient treatment, educational study, and labs.</li> <li>• Demonstrate awareness that the health care environment may contain latex and other allergens, including but not limited to medication (topical and ingestible), chemical, and mundane; tolerance of such allergens in the work place must also be demonstrated.</li> <li>• Demonstrate sensitivity and ability to protect self and others from environmental risks and hazards.</li> <li>• Demonstrate ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust</li> <li>• and odors, residue from cleaning products, noise, congested workplace, and bodily fluids.</li> </ul>	<ul style="list-style-type: none"> <li>• Wear gloves, mask, protective eyewear and gown for extended periods of time during patient treatment.</li> <li>• Demonstrate awareness of, and sensitivity to, environmental allergens that affect patient comfort and wellness.</li> <li>• Perform frequent evaluation and correction of facility for vapors/fumes, excessive noise, and facility cleanliness in the performance of patient care.</li> <li>• Tolerate offensive odors, body fluids, and functions.</li> <li>• Perform Universal Precautions to work safely in an environment that includes respiratory and blood borne pathogens.</li> </ul>

## Disability & Accommodations Services:

*If you have a disability or acquire one, you may be entitled to receive support services and/or accommodations intended to assure you an equal opportunity to participate in, and benefit from, the program. Reasonable accommodations for students with disability related needs will be determined on an individual basis taking into consideration the standards and essential skills which must be performed to meet the program objectives. To receive more information or to apply for services, please contact the Disabled Student Programs and Services (DSPS) at (562) 860-2451 ext. 2335 or (866) 971-0948 (Voice Phone), or visit them in the Liberal Arts/DSPS Building. All prospective and current Dental Assisting students must be able to meet these standards with or without reasonable accommodations.*

Cerritos College is committed to providing an educational environment that is free from discrimination and harassment. We do not discriminate on the basis of race, color, national origin, sex, disability, age, or any other characteristic protected by law in any of our programs or activities. For more information regarding our policies, please contact our Director, Compliance, Diversity, & Title IX Coordinator at <https://www.cerritos.edu/hr/>

All career technical education (CTE) opportunities will be offered regardless of race, color, national origin, sex, or disability. Compliance with Title IX and Section 504/Title II are the responsibility of the District's Director of Diversity, Compliance, & Title IX.

Human Resources  
Cerritos College | 11110 Alondra Blvd. Norwalk, CA 90650  
Office (562) 860-2451, ext. 2468 | [dctix@cerritos.edu](mailto:dctix@cerritos.edu)