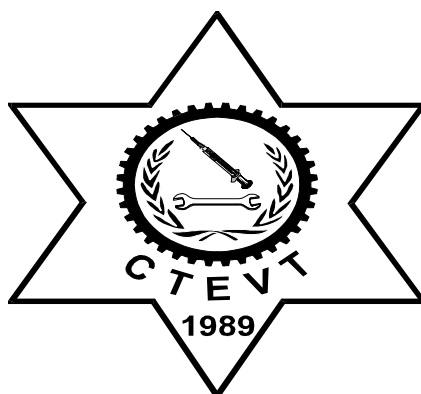


Dental Chair-side Assistant [DCA]

(Short Term Competency Based Curriculum)

2010



Council for Technical Education and Vocational Training (CTEVT)
CURRICULUM DEVELOPMENT DIVISION
SANOTHIMI, BHAKTAPUR

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Introduction

This curriculum for “**Dental Chair-side Assistant**” has been developed with a purpose of preparing technical workforce in the field of **dental chair side assistance** able to get employment in the country. The technical skills incorporated in this curriculum come from the experts who have already worked **in field of dental chair side assistance**. Its contents are organized in the form of **modules**. So it is a tailor made curriculum to be implemented in a modular form.

It is a competency based curriculum too. It is also designed to produce lower level technical workforce in the field of **dental chair side assistance** equipped with skills, knowledge and attitudes related to **dental chair side assistance** technology in order to meet the demand of such workforce in the country so as to contribute in the national streamline of poverty reduction in Nepal.

Aims

The main aim of this curricular program is to produce skilled workforce in the field of **dental chair side assistance** by providing training to the citizen of the country and link them to employment opportunities in the country. The aims of this curriculum are:

- To produce **lower** level technical workforce in the field of **dental chair side assistance**
- To produce such technical workforce who will be able to provide **service** through the application of the skills and knowledge of **dental chair side assistance** technology.

Objectives

After the completion of this training program, the trainees will be able:

- To adopt universal precautions
- To maintain cleanliness of dental clinic
- To manage/dispose clinical wastage
- To prepare dental equipment
- To prepare dental instruments
- To prepare dental materials
- To manipulate/mix dental materials
- To assist to manage patients
- To prepare patients
- To assist dental hygienist/dentist
- To assist developing dental X-ray
- To provide pre/post -operative instructions
- To perform sterilization/disinfection
- To perform preventive maintenance
- To provide first aid services

- To assist in dental emergencies
- To communicate with others

Description

This curriculum provides skills and knowledge necessary for “Dental Chair-side Assistant”. There will be both demonstration by trainers/instructors and opportunity by trainees to carry out the skills/tasks necessary for this level of technical workforce. Trainees will practice and learn skills by using typical tools, materials and equipment necessary for this curricular program.

On successful completion of this training, the trainees will be able to carry out skills related to adopt universal precautions, maintain cleanliness of dental clinic, manage/dispose clinical waste, prepare dental equipment, prepare dental instruments, prepare dental materials, manipulate/mix dental materials, assist to manage patients, prepare patients, assist dental hygienist/dentist, assist developing dental X-ray, provide pre/post -operative instructions, perform sterilization/disinfection, perform preventive maintenance, provide first aid services, assist in dental emergencies, and communicate with others.

Course structure
[Dental Chair-side Assistant (DCA)]

Job title: <i>Dental Chair-side Assistant (DCA)</i>	Modules/sub modules	Nature	Time (Hrs.)			Marks		
			Th.	Pr.	Tot.	Th.	Pr.	Tot.
1. Precautions, cleanliness and waste disposal		T + P	8	30	38	6	24	30
1. Universal precautions		T + P	2	8	10			
2. Cleanliness of dental clinic		T + P	2	10	12			
3. Clinical wastage		T + P	4	12	16			
2. Dental equipment, instrument and materials		T + P	22	108	130	20	80	100
1. Preparation of dental equipment		T + P	6	30	36			
2. Preparation of dental instruments		T + P	6	30	36			
3. Preparation of dental materials		T + P	2	16	18			
4. Manipulation of dental materials		T + P	8	32	40			
3. Assistance works		T + P	20	88	108	16	64	80
1. Assisting to manage patients		T + P	4	16	20			
2. Preparation of patients		T + P	4	16	20			
3. Assisting dental hygienist/dentist		T + P	8	36	44			
4. Assisting in developing dental X-ray		T + P	4	20	24			
4. Pre and post -operative instructions		T + P	2	8	10	2	8	10
5. Sterilization and disinfection		T + P	4	18	22	4	16	20
6. Preventive maintenance		T + P	2	10	12	2	8	10
	Sub-total:		58	262	320	50	200	250
7. Common module		T + P	14	56	70	10	40	50
1. Applied math		T + P	4	16	20			
2. Occupational health and safety		T + P	2	8	10			
3. First aid		T + P	1	4	5			
4. HIV/AIDS		T + P	1	4	5			
5. Communication		T + P	2	8	10			
6. Small enterprise development		T + P	4	16	20			
	Total		72	318	390	60	240	300

Duration:

The total duration of this curricular program will be of **three months (390 hours) [320 hours of specific modules plus 70 hours of Common module.**

Target group:

The target group for this training will be all the interested individuals of the country with the minimum qualification of class **ten** passed or equivalent

Group size:

The group size of this training program will be not more than 30

Target location:

The target location of this training program will be all over Nepal.

Medium of Instruction:

The medium of instruction for this training program will be Nepali or English or both.

Pattern of attendance:

The trainees should have 80% attendance in theory classes and 90% in Practical (Performance) to be eligible for internal assessment and final examinations.

Focus of the program:

This is a competency based curriculum. This curriculum emphasizes on competent performance of the task specified in it. Not less than 80% time is allotted to the competencies and not more than 20% to the related technical knowledge. So, the main focus will be on the performance of the specified competencies/tasks /skills included in this curriculum.

Entry criteria:

Individuals who meet the following criteria will be allowed to enter in this curricular program:

- **Minimum of grade ten pass or equivalent**
- Physically and mentally fit
- Minimum of **18** years of age
- Should pass entrance examination
- Preference will be given to female, Dalit, Janjati, and Conflict affected people

Follow up suggestion:

This is not a training program only for training sake. The ultimate success of this program will rest on the proficiency of the graduates of this training program in providing services in the community either by wage employment or by self-employment.

In other to assess the success of this program and collect feedbacks/inputs for the revision of the program, a schedule of follow up is suggested as follows:-

- First follow up: - Six months after the completion of the training program.
- Second follow up: - Six months after the completion of the first follow up.

- Follow up cycle: - In a cycle of one year after the completion of second follow up for five years.

Certificate requirement:

The related training institute will provide the certificate of “Dental Chair-side Assistant” to those individuals who successfully complete all the tasks with their related technical knowledge specified in this curriculum.

Grading System

The trainees will be graded as follows based on the marks in percentage secured by them in tests/ evaluations.

- Distinction: Passed with 80% or above
- First Division: passed with 75% or above
- Second Division: passed with 65% or above
- Third Division: passed with 60% or above

Student Evaluation Details:

- Continuous evaluation of the trainees’ performance is to be done by the related instructor/trainer to ensure the proficiency over each competency.
- Related technical knowledge learnt by the trainees will be evaluated through written or oral tests as per the nature of the content
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.

Trainers’ Qualification:

- **Instructor: Bachelor Of dental Surgery (BDS)**
- **Demonstrator: Certificate In Dental Science (CDS)**
- Good communicative and instructional skills
- Experience in related field

Trainer – Trainees Ratio:

- In theory classes 1(trainer): 20 (trainees)
- In practical classes (in workshop and laboratory) 1(trainer): 10 (trainees)

Suggestion for instruction

Demonstrate task performance

- Demonstrate task performance in normal speed
- Demonstrate slowly with verbal description of each and every steps in the sequence of activity flow of the task performance using question and answer techniques
- Repeat the above step for the clarification on trainees demand if necessary.
- Perform fast demonstration of the task performance.

Provide trainees the opportunity to practice the task performance demonstrated.

- Provide trainees to have guided practice:- create environment for practicing the demonstrated task performance and guide the trainees in each and every step of task performance

- Provide trainees the opportunity to repeat & re-repeat as per the need to be proficient on the given task performance
- Switch to another task demonstration if and only if the trainees developed proficiency in the given task performance

Evaluation performance of the trainees/ student

- Perform task analysis
- Develop a detail task performance check list
- Perform continuous performance evaluation of the trainees / students by applying the performance check list.

List of module and sub modules

Module: 1: Precautions, cleanliness and waste disposal

Sub module: 1: Universal precautions

Sub module: 2: Cleanliness of dental clinic

Sub module: 3: Clinical wastage

Module: 2: Dental equipment, instrument and materials

Sub module: 1: Preparation of dental equipment

Sub module: 2: Preparation of dental instruments

Sub module: 3: Preparation of dental materials

Sub module: 4: Manipulation of dental materials

Module: 3: Assistance works

Sub module: 1: Assisting to manage patients

Sub module: 2: Preparation of patients

Sub module: 3: Assisting dental hygienist/dentist

Sub module: 4: Assisting in developing dental X-ray

Module: 4: Pre and post -operative instructions

Module: 5: Sterilization and disinfection

Module: 6: Preventive maintenance

Module: 7: Common module

Sub module: 1: Applied math

Sub module: 2: Occupational health and safety

Sub module: 3: First aid

Sub module: 4: HIV/AIDS and Hepatitis

Sub module: 5: Communication

Sub module: 6: Small enterprise development

Details of curriculum

Module: 1: Precautions, cleanliness and waste disposal					
Description: It includes skills and knowledge related to universal precautions, cleanliness of dental clinic and management/disposal of clinical wastage.					
Objectives:					
<ul style="list-style-type: none"> • To adopt universal precautions • To maintain cleanliness of dental clinic • To manage/dispose clinical wastage 					
Sub modules:					
1: Universal precautions					
2: Cleanliness of dental clinic					
3: Clinical wastage					
Sub module: 1: Universal precautions					
Description: It includes skills and knowledge related to universal precautions, cleanliness of dental clinic and management/disposal of clinical wastage.					
Objective:					
<ul style="list-style-type: none"> • To adopt universal precautions 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs. (Tot.)				Time (Hrs.)	
SN	Tasks		Th.	Pr.	Tot.
1.	Adopt immunization	<u>Adopting immunization:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.2	0.8	1.0
2.	Adopt hand care (remove hand accessories/wash hand/cut nails/scrub hand)	<u>Adopting hand care (removing hand accessories/washing hand/cutting nails/scrubbing hand):</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.2	0.8	1.0
3.	Adopt safety wears (apron/mask/protective eye wear/hair caps)	<u>Adopting safety wears (apron/mask/protective eye wear/hair caps):</u>	0.2	0.8	1.0

		<ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 			
4.	Adopt gloving technique	<u>Adopting gloving technique:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.2	0.7	0.9
5.	Adopt hands free technique	<u>Adopting hands free technique:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.1	0.7	0.8
6.	Adopt single handed technique	<u>Adopting single handed technique:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.1	0.7	0.8
7.	Adopt sharps management	<u>Adopting sharps management:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.2	0.7	0.9
8.	Adopt multi-dose vial	<u>Adopting multi-dose vial:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.2	0.7	0.9
9.	Use utility gloves for sterilization/disinfection	<u>Using utility gloves for sterilization/disinfection:</u> <ul style="list-style-type: none"> • Concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.2	0.7	0.9
10.	Adopt sterilization/disinfection	<u>Adopting sterilization/disinfection:</u> <ul style="list-style-type: none"> • Concept, need and importance 	0.2	0.7	0.9

		<ul style="list-style-type: none"> Procedures/methods Related precautions to be taken Related records to be kept 			
11.	Adopt/get periodic check up	<u>Adopting/getting periodic checkup:</u> <ul style="list-style-type: none"> Concept, need and importance Procedure Related precautions to be taken Related records to be kept 	0.2	0.7	0.9
	Sub-total:		2	8	10
Sub module: 2: Cleanliness of dental clinic					
Description: It includes skills and knowledge related to cleanliness of dental clinic.					
Objective: <ul style="list-style-type: none"> To maintain cleanliness of dental clinic 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
2 hrs. (Th.) + 10 hrs. (Pr.) = 12 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Keep clinic ventilated	<u>Keeping clinic ventilated:</u> <ul style="list-style-type: none"> Concept, need and importance Principles and procedures Related precautions to be taken Related records to be kept 	0.3	1	1.3
2.	Disinfect dental chair unit	<u>Disinfecting dental chair unit:</u> <ul style="list-style-type: none"> Concept, need and importance Principles and procedures Related precautions to be taken Related records to be kept 	0.4	2	2.4
3.	Use disposal wrappers	<u>Using disposal wrappers:</u> <ul style="list-style-type: none"> Concept, need and importance Procedures Related precautions to be taken Related records to be kept 	0.3	1	1.3
4.	Perform surface cleaning (after procedure using sodium hypochlorite as a disinfectant)	<u>Performing surface cleaning (after procedure using sodium hypochlorite as a disinfectant):</u> <ul style="list-style-type: none"> Concept, need and importance 	0.4	2	2.4

		<ul style="list-style-type: none"> Principles and procedures Related precautions to be taken Related records to be kept 			
5.	Assist to fumigate clinic periodically	<u>Assisting to fumigate clinic periodically:</u> <ul style="list-style-type: none"> Concept, need and importance Principles and procedures Related precautions to be taken Related records to be kept 	0.3	2	2.3
6.	Perform clinical laundry services of drape/towel/mask	<u>Performing clinical laundry services of drape/towel/mask:</u> <ul style="list-style-type: none"> Concept, need and importance Procedures Related precautions to be taken Related records to be kept 	0.3	2	2.3
	Sub-total:		2	10	12
Sub module: 3: Clinical wastage					
	Description: It includes skills and knowledge related to management/disposal of clinical wastage.				
	Objective: <ul style="list-style-type: none"> To manage/dispose clinical wastage 				
	Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.				
	4 hrs. (Th.) + 12 hrs. (Pr.) = 16 hrs. (Tot.)			Time (Hrs.)	
SN	Tasks		Th.	Pr.	Tot.
1.	Segregate clinical waste	<u>Segregating clinical waste:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedure Related precautions to be taken Related records to be kept 	0.5	1.5	2
2.	Label clinical waste	<u>Labeling clinical waste:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedure Related precautions to be taken Related records to be kept 	0.5	1.5	2

3.	Dispose sharps in safety box / blue container	<u>Disposing sharps in safety box / blue container:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.5	1.5	2
4.	Dispose excess mercury in water/fixer	<u>Disposing excess mercury in water/fixer:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.5	1.5	2
5.	Dispose infectious waste (soaked/soiled gauze PSC) in red container	<u>Disposing infectious waste (soaked/soiled gauze PSC) in red container:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.5	1.5	2
6.	Dispose infectious waste (soaked/soiled gauze PSC) in green container	<u>Disposing infectious waste (soaked/soiled gauze PSC) in green container:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.5	1.5	2
7.	Incinerate/bury electrically destroy clinical wastage	<u>Incinerating/burying electrically destroy clinical wastage:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 	0.5	1.5	2
8.	Disinfect spillage-contaminated-	<u>Disinfecting spillage-contaminated-</u>	0.5	1.5	2

	surfaces with sodium hypochlorite	<u>surfaces with sodium hypochlorite:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedure • Related precautions to be taken • Related records to be kept 			
	Sub-total:		4	12	16
Module: 2: Dental equipment, instrument and materials					
Description: It includes skills and knowledge related to the preparation of dental equipment, dental instruments, dental materials, and manipulation/mixing of dental materials.					
Objectives: <ul style="list-style-type: none"> • To prepare dental equipment • To prepare dental instruments • To prepare dental materials To manipulate/mix dental materials					
Sub modules: <ol style="list-style-type: none"> 1: Preparation of dental equipment 2: Preparation of dental instruments 3: Preparation of dental materials 4: Manipulation of dental materials 					
Sub module: 1: Preparation of dental equipment					
Description: It includes skills and knowledge related to the preparation of dental equipment.					
Objective: <ul style="list-style-type: none"> • To prepare dental equipment 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
6 hrs. (Th.) + 30 hrs. (Pr.) = 36 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Prepare dental chair	<u>Preparing dental chair:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
2.	Prepare dental units	<u>Preparing dental units:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance 	0.5	2.5	3

		<ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
3.	Prepare compressor	<u>Preparing compressor:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
4.	Prepare ultrasonic machine	<u>Preparing ultrasonic machine:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
5.	Prepare suction machine	<u>Preparing suction machine:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
6.	Prepare pressurized water bottle	<u>Preparing pressurized water bottle:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
7.	Prepare ultrasonic cleaner	<u>Preparing ultrasonic cleaner:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
8.	Prepare light cure composite machine	<u>Preparing light cure composite machine:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures 	0.5	2.5	3

		<ul style="list-style-type: none"> • Related precautions to be taken • Related records to be kept 			
9.	Prepare amalgam meter	<u>Preparing amalgam meter:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
10.	Prepare autoclave	<u>Preparing autoclave:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
11.	Prepare boiling unit	<u>Preparing boiling unit:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
12.	Prepare dental X-ray machine	<u>Preparing dental X-ray machine:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
	Sub-total:		6	30	36
Sub module: 2: Preparation of dental instruments					
Description: It includes skills and knowledge related to the preparation of dental instruments.					
Objective:					
<ul style="list-style-type: none"> • To prepare dental instruments 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
6 hrs. (Th.) + 30 hrs. (Pr.) = 36 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Prepare diagnostic instruments	<u>Preparing diagnostic instruments:</u> <ul style="list-style-type: none"> • Definition/concept, need and 	0.5	2.5	3

		<p>importance</p> <ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
2.	Prepare restorative instrument	<p><u>Preparing restorative instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
3.	Prepare endodontic instrument	<p><u>Preparing endodontic instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
4.	Prepare surgical instrument	<p><u>Preparing surgical instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
5.	Prepare periodontal instrument	<p><u>Preparing periodontal instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
6.	Prepare orthodontic instrument	<p><u>Preparing orthodontic instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
7.	Prepare prosthodontics instrument	<p><u>Preparing prosthodontics instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures 	0.5	2.5	3

		<ul style="list-style-type: none"> • Related precautions to be taken • Related records to be kept 			
8.	Prepare pedodontic instrument	<u>Preparing pedodontic instrument:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
9.	Prepare X-ray instrument	<u>Preparing X-ray instrument:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
10.	Prepare camera	<u>Preparing camera:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
11.	Prepare suction tip	<u>Preparing suction tip:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
12.	Prepare impression trays	<u>Preparing impression trays:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
	Sub-total:		6	30	36
Sub module: 3: Preparation of dental materials					
Description: It includes skills and knowledge related to the preparation of dental materials.					
Objective:					
<ul style="list-style-type: none"> • To prepare dental materials 					

	Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.				
	2 hrs. (Th.) + 16 hrs. (Pr.) = 18 hrs. (Tot.)			Time (Hrs.)	
SN	Tasks		Th.	Pr.	Tot.
1.	Prepare isolation/cotton roll & pellets	<u>Preparing isolation/cotton roll & pellets:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
2.	Prepare post extraction gauge pack	<u>Preparing post extraction gauge pack:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
3.	Prepare tooth shade guide	<u>Preparing tooth shade guide:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
4.	Prepare normal saline in syringe	<u>Preparing normal saline in syringe:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
5.	Prepare local anesthesia in syringe/ loaded syringe	<u>Preparing local anesthesia in syringe/ loaded syringe:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
6.	Prepare intraoral dental medicaments	<u>Preparing intraoral dental</u>	0.2	1.6	1.8

		<u>medicaments:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 			
7.	Prepare polishing paste for scaling	<u>Preparing polishing paste for scaling:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
8.	Prepare dental cements	<u>Preparing dental cements:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
9.	Prepare amalgam capsule	<u>Preparing amalgam capsule:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
10.	Prepare disinfectant/high level disinfectant (spirit/cidex/virex/sodium hypochlorite)	<u>Preparing disinfectant/high level disinfectant (spirit/cidex/virex/sodium hypochlorite):</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.2	1.6	1.8
	Sub-total:		2	16	18
Sub module: 4: Manipulation of dental materials					
	Description: It includes skills and knowledge related to the manipulation/mixing of dental materials.				
	Objective:				

	<ul style="list-style-type: none"> To manipulate/mix dental material 				
	Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.				
	8 hrs. (Th.) + 32 hrs. (Pr.) = 40 hrs. (Tot.)			Time (Hrs.)	
SN	Tasks		Th.	Pr.	Tot.
1.	Manipulate alginate	<u>Manipulating alginate:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedures Related precautions to be taken Related records to be kept 	1	4	5
2.	Manipulate dental plaster	<u>Manipulating dental plaster:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedures Related precautions to be taken Related records to be kept 	1	4	5
3.	Manipulate dental stone	<u>Manipulating dental stone:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedures Related precautions to be taken Related records to be kept 	1	4	5
4.	Manipulate amalgam	<u>Manipulating amalgam:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedures Related precautions to be taken Related records to be kept 	1	4	5
5.	Manipulate calcium hydroxide	<u>Manipulating calcium hydroxide:</u> <ul style="list-style-type: none"> Definition/concept, need and importance Procedures Related precautions to be taken Related records to be kept 	1	4	5
6.	Manipulate zinc oxide eugenol	<u>Manipulating zinc oxide eugenol:</u> <ul style="list-style-type: none"> Definition/concept, need and 	1	4	5

		importance <ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
7.	Manipulate glass ionomer cement	<u>Manipulating glass ionomer cement:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	1	4	5
8.	Manipulate zinc phosphate	<u>Manipulating zinc phosphate:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	1	4	5
	Sub-total:		8	32	40
Module: 3: Assistance works					
Description: It includes skills and knowledge related to managing patients, preparing patients, assisting dental hygienist/dentist, and developing dental X-ray.					
Objectives: <ul style="list-style-type: none"> • To assist to manage patients • To prepare patients • To assist dental hygienist/dentist • To assisting in developing dental X-ray 					
Sub modules: <ol style="list-style-type: none"> 1: Assisting to manage patients 2: Preparation of patients 3: Assisting dental hygienist/dentist 4: Assisting in developing dental X-ray 					
Sub module: 1: Assisting to manage patients					
Description: It includes skills and knowledge related to managing patients.					
Objective: <ul style="list-style-type: none"> • To assist to manage patients 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
4 hrs. (Th.) + 16 hrs. (Pr.) = 20 hrs. (Tot.)				Time (Hrs.)	

SN	Tasks		Th.	Pr.	Tot.
1.	Arrange patient in sequence for appointment	<u>Arranging patient in sequence for appointment:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	2	2.6
2.	Keep patient party out of operative room	<u>Keeping patient party out of operative room:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2	2.5
3.	Inform patient about hospital service	<u>Informing patient about hospital service:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2	2.5
4.	Assist to manage medically compromised patients	<u>Assisting to manage medically compromised patients:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	2	2.6
5.	Assist to manage pedo/elderly patients	<u>Assisting to manage pedo/elderly patients:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	3	3.6
6.	Assisi in four handed dentistry	<u>Assisting in four handed dentistry:</u> <ul style="list-style-type: none"> • Definition/concept, need and 	0.6	3	3.6

		<p>importance</p> <ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
7.	Manage patients when appointment is cancelled /delayed	<p><u>Managing patients when appointment is cancelled /delayed:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	2	2.6
8.	Be familiar to communicating with others	<p><u>Communicating with:</u></p> <ul style="list-style-type: none"> • Patient • Dentist • Dental hygienist • Dental Lab mechanic • Receptionist • Head of department • Housekeeping staffs • Security personnel • Ambulance driver 			
9.	Be familiar with providing first aid	<p><u>First aid:</u></p> <ul style="list-style-type: none"> • Taking pulse rate • Taking blood pressure • Taking temperature • Taking respiratory rate • Provide first aid for cuts/wounds/bruise; • Hemorrhage; shock; epilepsy; choking; animal bite 			
10.	Be familiar with assisting in dental emergencies	<p><u>Dental emergencies:</u></p> <ul style="list-style-type: none"> • Informing dentist about emergency cases • Preparing first aid kit • Assisting to manage acute hypoglycaemia by oral administration of glucose • Assisting to manage post extraction 			

		hemorrhage (give extra gauze piece for a time being)			
		<ul style="list-style-type: none"> • Assisting to manage extra oval haematoma (apply cold pack) • Assisting to manage chills/rigors (rub patient's hands/provide blanket) • Assisting to manage maxillofacial trauma (provide wheel chair/assurance) • Assisting to manage syncope (raise patient's leg) 			
		Sub-total:	4	16	20
Sub module: 2: Preparation of patients					
Description: It includes skills and knowledge related to preparing patients.					
Objective:					
<ul style="list-style-type: none"> • To prepare patients 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
4 hrs. (Th.) + 16 hrs. (Pr.) = 20 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Build rapports	<u>Building rapports:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	2	2.6
2.	Prepare preliminary patient position	<u>Preparing preliminary patient position:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2	2.5
3.	Prepare drape	<u>Preparing drape:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance 	0.5	2	2.5

		<ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
4.	Prepare water glass	<u>Preparing water glass:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	2	2.6
5.	Prepare Betadine for rinsing	<u>Preparing Betadine for rinsing:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	3	3.6
6.	Prepare illumination/adjust light	<u>Preparing illumination/adjust light:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	3	3.6
7.	Prepare patient for dental x-ray	<u>Preparing patient for dental x-ray:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.6	2	2.6
	Sub-total:		4	16	20
Sub module: 3: Assisting dental hygienist/dentist					
Description: It includes skills and knowledge related to assisting dental hygienist/dentist.					
Objective:					
<ul style="list-style-type: none"> • To assist dental hygienist/dentist 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
8 hrs. (Th.) + 36 hrs. (Pr.) = 44 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Hold suction tip	<u>Holding suction tip:</u>	0.7	3	3.7

		<ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 			
2.	Interpret body language	<u>Interpreting body language:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.7	3	3.7
3.	Imply non-verbal actions	<u>Implying non-verbal actions:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.7	3	3.7
4.	Pass instruments during procedure	<u>Passing instruments during procedure:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.8	4	4.8
5.	Position dental light	<u>Positioning dental light:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.7	3	3.7
6.	Assist in retraction	<u>Assisting in retraction:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.7	3	3.7
7.	Pass dental materials	<u>Passing dental materials:</u> <ul style="list-style-type: none"> • Definition/concept, need and 	0.7	3	3.7

		importance <ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
8.	Assist in administering oral drugs	<u>Assisting in administering oral drugs:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.7	3	3.7
9.	Assist in records keeping	<u>Assisting in records keeping:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.7	3	3.7
10.	Assist in patient's transfer	<u>Assisting in patient's transfer:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.8	4	4.8
11.	Assist in dental camp	<u>Assisting in dental camp:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.8	4	4.8
	Sub-total:		8	36	44
			Time (Hrs.)		
Sub module: 4: Assisting in developing dental X-ray					
Description: It includes skills and knowledge related to developing dental X-ray.					
Objective:					
<ul style="list-style-type: none"> • To assist developing dental X-ray 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
4 hrs. (Th.) + 20 hrs. (Pr.) = 24 hrs. (Tot.)				Time (Hrs.)	

SN	Tasks		Th.	Pr.	Tot.
1.	Prepare X-ray film/holder	<u>Preparing X-ray film/holder:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
2.	Prepare developing solution/developer	<u>Preparing developing solution/developer:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
3.	Prepare fixing solution/fixer	<u>Preparing fixing solution/fixer:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
4.	Set up X-ray developing unit	<u>Setting up X-ray developing unit:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
5.	Make the patient wear lead apron	<u>Making the patient wear lead apron:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
6.	Develop X-ray films	<u>Developing X-ray films:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3

7.	Sterilize/disinfect holder	<u>Sterilizing/disinfecting holder:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
8.	Disinfect X-ray unit	<u>Disinfect X-ray unit:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.5	2.5	3
	Sub-total:		4	20	24
Module: 4: Pre and post -operative instructions					
Description: It includes skills and knowledge related to providing pre/post-operative instructions.					
Objective: <ul style="list-style-type: none"> • To provide pre/post -operative instructions 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs. (Tot.)				Time (Hrs.)	
SN	Tasks		Th.	Pr.	Tot.
1.	Suggest “Dos/Don’ts” for medically compromised patients	<u>Suggesting “Dos/Don’ts” for medically compromised patients:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	1.6	2
2.	Suggest “Dos/Don’ts” for pre/post scaling	<u>Suggesting “Dos/Don’ts” for pre/post scaling:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	1.6	2
3.	Suggest “Dos/Don’ts” for pre/post	<u>Suggesting “Dos/Don’ts” for pre/post</u>	0.4	1.6	2

	restoration	<u>restoration:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 			
4.	Suggest “Dos/Don’ts” for pre/post extraction	<u>Suggesting “Dos/Don’ts” for pre/post extraction:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	1.6	2
5.	Suggest “Dos/Don’ts” for prosthesis care	<u>Suggesting “Dos/Don’ts” for prosthesis care:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	1.6	2
	Sub-total:		2	8	10
Module: 5: Sterilization and disinfection					
Description: It includes skills and knowledge related to sterilization/disinfection.					
Objective: <ul style="list-style-type: none"> • To perform sterilization/disinfection 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
4 hrs. (Th.) + 18 hrs. (Pr.) = 22 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Sterilize diagnostic instruments	<u>Sterilizing diagnostic instruments:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	2	2.4
2.	Sterilize restorative instruments	<u>Sterilizing restorative instruments:</u> <ul style="list-style-type: none"> • Definition/concept, need and 	0.4	2	2.4

		<p>importance</p> <ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
3.	Sterilize prosthodontic instruments	<p><u>Sterilizing Prosthodontic instruments:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	2	2.4
4.	Sterilize periodontal instruments	<p><u>Sterilizing periodontal instruments:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	2	2.4
5.	Sterilize endodontic instruments	<p><u>Sterilizing endodontic instruments:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	2	2.4
6.	Sterilize surgical forceps/ instruments	<p><u>Sterilizing surgical forceps/ instruments:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	2	2.4
7.	Sterilize orthodontic instruments	<p><u>Sterilizing orthodontic instruments:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.4	2	2.4
8.	Sterilize pedodontic instrument	<p><u>Sterilizing pedodontic instrument:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and 	0.3	1	1.3

		<p>importance</p> <ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
9.	Sterilize/disinfect X-ray holder	<p><u>Sterilizing /disinfecting X-ray holder:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1	1.3
10.	Prepare cidex/virex/spirit for HLD	<p><u>Preparing cidex/virex/spirit for HLD:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1	1.3
11.	Store sterilized instruments/materials	<p><u>Storing sterilized instruments/materials:</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1	1.3
	Sub-total:		4	18	22
Module: 6: Preventive maintenance					
Description: It includes skills and knowledge related to preventive maintenance.					
Objective:					
<ul style="list-style-type: none"> • To perform preventive maintenance 					
Task: Each task includes task statement, related technical knowledge necessary to know for carrying out the task in a professional way and the time allocation for both the theory and practical aspects of the task.					
2 hrs. (Th.) + 10hrs. (Pr.) = 12 hrs. (Tot.)			Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Perform preventive maintenance of dental chair unit (light/cord/accessories)	<p><u>Performing preventive maintenance of dental chair unit (light/cord/accessories):</u></p> <ul style="list-style-type: none"> • Definition/concept, need and importance 	0.5	2.0	2.5

		<ul style="list-style-type: none"> • Procedures • Related precautions to be taken • Related records to be kept 			
2.	Tighten nuts / bolts	<u>Tightening nuts / bolts:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1.5	1.8
3.	Grease/oil hand piece/aerotar	<u>Greasing/oiling hand piece/aerotar:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	2.0	2.3
4.	Protect instruments from rusting	<u>Protecting instruments from rusting :</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1.5	1.8
5.	Check autoclave/boiler periodically	<u>Checking autoclave/boiler periodically:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1.5	1.8
6.	Remove moisture from compressor/chair	<u>Removing moisture from compressor/chair:</u> <ul style="list-style-type: none"> • Definition/concept, need and importance • Procedures • Related precautions to be taken • Related records to be kept 	0.3	1.5	1.8
	Sub-total:		2	10	12
	Total:		58	262	320

Module: 7: Common module							
	Description: This module consists of skills and knowledge related to applied math, occupational health and safety, HIV/AIDS, first aid, communication, and small business management applicable in the related job performances.						
	Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To carry out simple mathematical calculations related to the occupation • To be familiar with hazards related to this occupation • To apply preventive measures for occupational health and safety • To apply first aid measures • To apply preventive measures for HIV/AIDS • To communicate with others • To apply skills of small business management 						
	Sub modules: <ol style="list-style-type: none"> 1. Applied math 2. Occupational health and safety 3. First aid 4. HIV/AIDS 5. Communication 6. Small business management 						
Sub module: 1: Applied math							
	Description: It consists of skills and knowledge related to mathematical calculations applicable in the related occupational performances.						
	Objective: After its completion the trainees will be able: <ul style="list-style-type: none"> • To carry out simple mathematical calculations that must be done for the effective performance in the occupational job. 						
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:						
	Th. (4 hrs.) + Pr. (16hrs) = Tot. (20 hrs.)				Time (hrs.)		
SN	Tasks or skills/ steps	Related technical knowledge			Th.	Pr.	Tot.
1.	Carry out simple addition applicable in job situation	<u>Addition:</u> <ul style="list-style-type: none"> • Concept • Simple calculations • Application in the occupation 			0.2	0.8	1
2.	Carry out simple subtraction applicable in job situation	<u>Subtraction:</u> <ul style="list-style-type: none"> • Concept • Simple calculations 			0.2	0.8	1

		<ul style="list-style-type: none"> • Application in the occupation 			
3.	Carry out simple multiplication applicable in job situation	<u>Multiplication</u> <ul style="list-style-type: none"> • Concept • Simple calculations • Application in the occupation 	0.2	0.8	1
4.	Carry out simple division applicable in job situation	<u>Division:</u> <ul style="list-style-type: none"> • Concept • Simple calculations • Application in the occupation 	0.2	0.8	1
5.	Carry out measurements	<u>Measurement:</u> <ul style="list-style-type: none"> • Concept • Application in the occupation 	0.2	0.8	1
6.	Convert units of measurement	<u>Units of measurement:</u> <ul style="list-style-type: none"> • Concept • Units of measurement • Unit conversion • Application 	0.2	0.8	1
7.	Convert units of measuring temperature	<u>Units of measuring temperature:</u> <ul style="list-style-type: none"> • Concept • Units of temperature measurement • Unit conversion • Application 	0.2	0.8	1
8.	Calculate area	<u>Area:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
9.	Calculate volume	<u>Volume:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
10.	Calculate weight	<u>Weight:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1

11.	Calculate percentage	<u>Percentage:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
12.	Calculate ratio and proportions	<u>Ratio and proportions:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
13.	Apply Pythagoras formula	<u>Pythagoras formula:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
14.	Apply unitary method	<u>Unitary method:</u> <ul style="list-style-type: none"> • Concept • Calculation • Application 	0.2	0.8	1
15.	Calculate simple interest	<u>Simple interest:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
16.	Calculate unit cost	<u>Unit cost:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
17.	Calculate per unit income	<u>Per unit income:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
18.	Calculate profit and loss	<u>Profit and loss:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation 	0.2	0.8	1

		<ul style="list-style-type: none"> • Application 			
19.	Perform billing	<u>Billing:</u> <ul style="list-style-type: none"> • Concept • Calculation • Bill format • Procedure • Application 	0.2	0.8	1
20.	Prepare simple balance sheet	<u>Balance sheet:</u> <ul style="list-style-type: none"> • Concept • Format • Procedure • Application 	0.2	0.8	1
	Total:		4	16	20
Sub module: 2: Occupational health and safety					
Description: It consists of skills and knowledge related to occupational health and safety applicable in the related occupational performances					
Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To be familiar with hazards related to this occupation • To apply preventive measures for occupational health and safety 					
Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
Th. (2 hrs.) + Pr. (8hrs) = Tot. (10 hrs.)			Time (hrs.)		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
Be familiar with hazards related to this occupation					
1.	Be familiar with accident hazards	<u>Accident hazards:</u> <ul style="list-style-type: none"> • Concept • Causes • Procedures for managing this hazard 	0.2	0.8	1
2.	Be familiar with physical hazards	<u>Physical hazards:</u> <ul style="list-style-type: none"> • Concept • Causes • Procedures for managing this hazard 	0.2	0.8	1
3.	Be familiar with chemical hazards	<u>Chemical hazards:</u> <ul style="list-style-type: none"> • Concept • Causes 	0.2	0.8	1

		<ul style="list-style-type: none"> • Procedures for managing this hazard 			
4.	Be familiar with biological hazards	<u>Biological hazards:</u> <ul style="list-style-type: none"> • Concept • Causes • Procedures for managing this hazard 	0.2	0.8	1
5.	Be familiar with ergonomic/psychological / organizational factors:	<u>Ergonomic /psychological / organizational factors:</u> <ul style="list-style-type: none"> • Concept of : <ul style="list-style-type: none"> ▪ Ergonomic factors ▪ Psychological factors ▪ organizational factors • Procedures for managing hazards caused by these factors 	0.2	0.8	1
	Sub-total:		1	4	4
Apply preventive measures for occupational health and safety					
1.	Wear safety wares	<u>Safety wares:</u> <ul style="list-style-type: none"> • Identification • Needs • Wearing procedures 	0.2	0.5	0.7
2.	Inspect workplace before working	<u>Workplace inspection:</u> <ul style="list-style-type: none"> • Concept • Principle and procedures • Records keeping 	0.2	0.5	0.7
3.	Inspect tools/materials/equipment before use	<u>Inspection of tools/materials/equipment:</u> <ul style="list-style-type: none"> • Concept and identification • Principle and procedures • Records keeping 	0.1	0.5	0.6
4.	Be prevented from accident hazards	<u>Prevention of accident hazards:</u> <ul style="list-style-type: none"> • Concept • Being prevented from accident hazards • Records keeping 	0.1	0.5	0.6
5.	Be prevented from physical hazards	<u>Prevention of physical hazards:</u> <ul style="list-style-type: none"> • Concept • Being prevented from physical 	0.1	0.5	0.6

		hazards			
		<ul style="list-style-type: none"> Records keeping 			
6.	Be prevented from chemical hazards	<u>Prevention of chemical hazards:</u> <ul style="list-style-type: none"> Concept Being prevented from chemical hazards Records keeping 	0.1	0.5	0.6
7.	Be prevented from biological hazards	<u>Prevention of biological hazards:</u> <ul style="list-style-type: none"> Concept Being prevented from biological hazards Records keeping 	0.1	0.5	0.6
8.	Be prevented from ergonomic/psychological / organizational factors that create problems/hazards.	<u>Prevention of ergonomic/psychological / organizational factors that create problems/hazards:</u> <ul style="list-style-type: none"> Concept Being prevented from ergonomic/psychological / organizational factors that create problems/hazards Records keeping 	0.1	0.5	0.6
	Sub-total:		1	4	5
	Total:		2	8	10
Sub module: 3: First aid					
	Description: It consists of skills and knowledge related to first aid measures applicable in the related occupational performances.				
	Objective: After its completion the trainees will be able: <ul style="list-style-type: none"> To apply first aid measures 				
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th. (1 hrs.) + Pr. (4hrs) = Tot. (5 hrs.)			Time (hrs.)	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Carryout simple dressings	<u>Carryout simple dressings:</u> <ul style="list-style-type: none"> Concept Needs Procedures Precautions 	0.1 0	0.40	0.5

		<ul style="list-style-type: none"> • Recording 			
2.	Apply simple bandages	<u>Apply simple bandages:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.1 0	0.40	0.5
3.	Apply first aid for simple wounds	<u>Apply first aid for simple wounds:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.1 0	0.40	0.5
4.	Apply first aid for heat /chemical burns	<u>Apply first aid for heat /chemical burns:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.1 0	0.40	0.5
5.	Apply first aid for injuries/cuts	<u>Apply first aid for injuries/cuts:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.1 0	0.40	0.5
6.	Apply first aid for fracture	<u>Apply first aid for fracture:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.1 0	0.40	0.5
7.	Apply first aid for simple bleeding	<u>Apply first aid for simple bleeding:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.1 0	0.40	0.5

8.	Apply first aid for insect bites	<u>Apply first aid for insect bites:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.0 5	0.20	0.25
9.	Apply first aid for animal bites	<u>Apply first aid for animal bites:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.0 5	0.20	0.25
10.	Apply first aid for frost bite	<u>Apply first aid for frost bite :</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.0 5	0.20	0.25
11.	Apply first aid for simple poisoning	<u>Apply first aid for simple poisoning:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.0 5	0.20	0.25
12.	Apply first aid for electrical shock	<u>Apply first aid for electrical shock:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.0 5	0.20	0.25
13.	Apply first aid for choking/ drowning	<u>Apply first aid for choking/ drowning:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.0 5	0.20	0.25
	Total:		1	4	5

Sub module: 4: HIV/AIDS					
	Description: It consists of skills and knowledge related to safety measures to be followed for the prevention of HIV/AIDS including its management.				
	Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> To state the concept of HIV/AIDS To apply safety measures for prevention of HIV/AIDS 				
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th.(1 hrs) + Pr.(4hrs) = Tot.(5 hrs)				Time(hrs)
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	State the concept of HIV/AIDS <ol style="list-style-type: none"> Define HIV Enlist modes of transmission of HIV Enlist signs and symptoms of HIV infected person Enlist stages of HIV Define AIDS Enlist signs and symptoms of AIDS Enlist current status of global HIV/AIDS Enlist difference between HIV/AIDS 	State the concept of HIV/AIDS: <u>HIV:</u> <ul style="list-style-type: none"> Definition of HIV: Modes of transmission of HIV Signs and symptoms of HIV infected person Stages of HIV <u>AIDS:</u> <ul style="list-style-type: none"> Definition of AIDS Signs and symptoms of AIDS Current status of global HIV/AIDS Difference between HIV and AIDS 	0.5	2	2.5
2.	Apply safety measures for prevention of HIV/AIDS: <ol style="list-style-type: none"> Keep touch with single partner for sexual intercourse Ensure safe intercourse Use condom carefully and consistently during each act of sexual intercourse in case of other than single sex partner Keep away from sharing syringes, needles and other skin piercing instrument 	<u>Apply safety measures for prevention of HIV/AIDS:</u> <ul style="list-style-type: none"> Keeping touch with single partner for sexual intercourse Ensuring safe intercourse Using condom carefully and consistently during each act of sexual intercourse in case of other than single sex partner Keeping away from sharing syringes, needles and other skin piercing instrument with HIV 	0.5	2	2.5

	<p>with HIV infected people</p> <p>5. Keep away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood</p> <p>6. Keep away from handling clothes or cloths that are visibly contaminated with blood</p> <p>7. Follow positive health behavior</p> <p>8. Get blood be tested to ensure HIV negative/positive</p>	<p>infected people</p> <ul style="list-style-type: none"> • Keeping away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood • Keeping away from handling clothes or cloths that are visibly contaminated with blood • Positive health behavior • Getting blood be tested to ensure HIV negative/positive 			
	Total:		1	4	5
Sub module: 5: Communication					
Description: It consists of the skills and knowledge related to communication in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.					
Objectives: After its completion the trainees will be able:					
	<ul style="list-style-type: none"> • To handle telephone calls • To handle fax • To handle mail • To write letters • To write memos / tips / notes / notice • To perform internal communication • To perform external communication • To perform oral communication • To perform written communication 	<ul style="list-style-type: none"> • To communicate with donors To communicate with financial institutes • To link with media • To disseminate information • Write job application • Prepare Resume. • Communicate with senior. • Communicate with juniors. • Deal with customers • Request / purchase tool, supplies, materials and equipment. • Fill up leave requisition form. 			
Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
Th. (2 hrs.) + Pr. (8hrs) = Tot. (10 hrs.)			Time (hrs.)		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Handle telephone calls	<u>Handling telephone calls:</u>	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Concept, need, and importance • Operating principles and procedures • Care and maintenance • Safety precautions to be taken • Keeping activity records 			
2.	Handle fax	<u>Handling fax:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Operating principles and procedures • Care and maintenance • Safety precautions to be taken • Keeping activity records 	0.1	0.4	0.5
3.	Handle mail	<u>Handling mail:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Operating principles and procedures • Care and maintenance • Safety precautions to be taken • Keeping activity records 	0.1	0.4	0.5
4.	Write letters	<u>Writing letters:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Types of letter • Component parts of each type of letter • Format of each type of letter • Writing letters • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
5.	Write memos / tips / notes / notice	<u>Writing memos / tips / notes / notice:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of memos / tips / notes / notice • Format of memos / tips / notes / notice • Writing memos / tips / notes / notice • Precautions to be taken 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Keeping activity records 			
6.	Prepare simple report	<p><u>Preparing simple report:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of a report • Format of a report • Writing a report • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
7.	Prepare simple proposal	<p><u>Preparing simple proposal:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of a proposal • Format of a proposal • Writing a proposal • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
8.	Perform internal/ external communication	<p><u>Performing internal/ external communication:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Performing internal/ external communication • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
9.	Perform horizontal/vertical communication	<p><u>Performing horizontal/vertical communication:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Performing horizontal/vertical communication • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
10.	Perform oral/ written communication	<p><u>Performing oral/ written communication:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Performing oral/ written communication • Precautions to be taken • Keeping activity records 			
11.	Communicate with financial institutes	<u>Communicating with financial institutes:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Communicating with financial institutes • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
12.	Link with media	<u>Linking with media:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Linking with media • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
13.	Disseminate information	<u>Disseminating information:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Disseminating information • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
14.	Write job application	<u>Writing job application:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of job application • Format of job application • Writing job applications • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
15.	Prepare resume	<u>Preparing resume:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of a resume • Format of a resume 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Writing resume • Precautions to be taken • Keeping activity records 			
16.	Communicate with senior.	<u>Communicating with senior:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Communicating with senior • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
17.	Communicate with juniors.	<u>Communicating with juniors:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
18.	Deal with customers/stake holders	<u>Dealing with customers/stake holders:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Communicating with juniors • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
19.	Request / purchase tool, supplies, materials and equipment.	<u>Requesting / purchasing tool, supplies, materials and equipment:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Requesting / purchasing tool, supplies, materials and equipment • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
20.	Fill up leave requisition form	<u>Filling up leave requisition form:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Filling up leave requisition form 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Precautions to be taken • Keeping activity records 			
		Total:	2	8	10
Sub module: 6: Small enterprise development					
	Description: It consists of the skills and knowledge related to small enterprise development in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.				
	Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To be familiar with entrepreneurship development • To prepare a business plan 				
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th. (4 hrs.) + Pr. (16 hrs.) = Tot. (20 hrs.)			Time (hrs.)	
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
	<u>Entrepreneurship development:</u>	<u>Entrepreneurship development:</u>			
1.	Be familiar with business / entrepreneurship	<u>Business / entrepreneurship:</u> <ul style="list-style-type: none"> • Concept, definitions, need, and importance • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
2.	Develop qualities of a successful entrepreneur	<u>Qualities of a successful entrepreneur:</u> <ul style="list-style-type: none"> • Concept and needs • Qualities of a successful entrepreneur • Keeping activity records 	0.1	0.4	0.5
3.	Follow professional ethics	<u>Professional ethics:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Professional ethics • Interpretation • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
4.	Analyze prevailing rules / regulations/ laws /acts related to the profession	<u>Prevailing rules / regulations/ laws /acts related to the profession:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Prevailing rules / regulations/ 	0.1	0.4	0.5

		<p>laws /acts related to the profession</p> <ul style="list-style-type: none"> • Interpretation • Precautions to be taken • Keeping activity records 			
5.	Develop skills of good governance	<p><u>Good governance:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Principles and procedures of good governance • Precautions to be taken • Keeping activity re 	0.1	0.4	0.5
6.	Be familiar with entrepreneurship development/ factors affecting the growth of entrepreneurship	<p><u>Entrepreneurship development/ factors affecting the growth of entrepreneurship:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Entrepreneurship development • Factors affecting the growth of entrepreneurship • Precautions to be taken • Keeping records 	0.1	0.4	0.5
7.	Develop an entrepreneurship competency development [ECD] program	<p><u>Entrepreneurship competency development [ECD] program:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Entrepreneurship competency development [ECD] • ECD program development • Precautions to be taken • Keeping records 	0.1	0.4	0.5
8.	<p>Be familiar with identification / selection/appraising/gaining instructional a support of a project</p> <ul style="list-style-type: none"> • Be familiar with identification of a project • Be familiar with selection of a project • Be familiar with appraising of a project 	<p><u>Identification / selection/appraising/gaining instructional a support of a project:</u></p> <ul style="list-style-type: none"> • Concept, need, and importance • Identification of a project • Selection of a project • Appraising of a project • Gaining instructional a support of a project • Precautions to be taken 	0.1	0.4	0.5

	<ul style="list-style-type: none"> Be familiar with gaining instructional support of a project 	<ul style="list-style-type: none"> Keeping records 			
9.	Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business	<u>Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business:</u> <ul style="list-style-type: none"> Preparation of a comprehensive business plan for starting a business Preparation of a comprehensive business plan for acquiring a business Preparation of a comprehensive business plan for running a business Precautions to be taken Keeping records 	0.1	0.4	0.5
10.	Be familiar with marketing of products	<u>Be familiar with marketing of products:</u> <ul style="list-style-type: none"> Concept of product, price, place, promotion marketing of products Precautions to be taken Keeping records 	0.1	0.4	0.5
		Sub-total:	1	4	5
	<u>Business plan:</u>	<u>Business plan:</u>			
11.	Collect related information / data	<u>Collecting related information / data:</u> <ul style="list-style-type: none"> Concept, need, and importance of data and information Difference between data and information Principles and procedures for collecting related information / data Collecting related information / data Precautions to be taken 	0.4	1.6	2

		<ul style="list-style-type: none"> • Keeping records 			
12.	Prepare production plan	<u>Preparing production plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts • Format • Principles and procedures • Precautions to be taken • Keeping records 	0.4	1.6	2
13.	Prepare cost plan	<u>Preparing cost plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts • Format • Principles and procedures • Precautions to be taken • Keeping records 	0.4	1.6	2
14.	Prepare financial plan	<u>Preparing financial plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts • Format • Principles and procedures • Precautions to be taken • Keeping records 	0.4	1.6	2
15.	Prepare marketing plan	<u>Preparing marketing plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts • Format • Principles and procedures • Precautions to be taken • Keeping records 	0.4	1.6	2
16.	Prepare a business plan	<u>Preparing a business plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts • Format • Principles and procedures • Precautions to be taken • Keeping records 	0.6	2.4	3
17.	Appraise business plan	<u>Appraising business plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance 	0.4	1.6	2

		<ul style="list-style-type: none"> Principles and procedures Precautions to be taken Keeping records 			
		Sub-total:	3	12	15
		Total:	4	16	20
		Common module total:	14	56	70
		All total:	72	318	390
Reading materials					
	<ul style="list-style-type: none"> Instructor selected related books/manuals available in the market Instructor written/developed related books/manuals /notes 	<ul style="list-style-type: none"> A handbook of dental anatomy and physiology for dental assistants-Kantipur school of dentistry Dental materials-Mannapali Clinical periodontology- Carranza(11th Edition) Dental hygiene books- Kantipur school of dentistry 			
Office equipment					
	<ul style="list-style-type: none"> Computer Printer Fax Scanner Telephone 	<ul style="list-style-type: none"> OHP Slide Projector Photocopy machine 			
Educational tools					
	<ul style="list-style-type: none"> Tooth Models Tooth anatomy chart Plastic skull Plastic Mandible 	<ul style="list-style-type: none"> Artificial tooth models Patients Casts Extracted Tooth 			
Dental equipment					
	<ul style="list-style-type: none"> Dental chair/Unit Intra oral x-ray machine Ultrasonic scaler tips Light cure unit for composite Micromotor Handpiece and cord 	<ul style="list-style-type: none"> X-ray viewer Manual X-ray developer Autoclave Hot air oven Boiler Glass Bead sterilizer Model Trimmer 			

	<ul style="list-style-type: none"> • Aerator/Cord • Electrocautery • Mechanical amalgamator 	<ul style="list-style-type: none"> • Oxygen cylinder • Lead Apron 	
Dental instruments			
	<ul style="list-style-type: none"> • Mouth Mirror • Probe • Tweezer • Kidney Tray/Enamel Tray • Extraction forcep • Scissor • Plier/wire cutter • Carver • Spoon excavator • Ball Burnisher 	<ul style="list-style-type: none"> • Cement carrier • condensor • Matrix band/retainer • Motar/Pestal • Artery Forcep • BP Knife • Spirit lamp • Dycal Applicator • Impression tray 	
Dental materials			
	<ul style="list-style-type: none"> • Chemicals for disinfection (cidex,virex,spirit) • Dycal • ZOE paste • Zinc Phosphate • Zinc Polycarboxylate cement • GIC • Amalgam/Mercury • Self-cure composite • Light cure composite 	<ul style="list-style-type: none"> • Etching/Bonding agent • Alginate • Dental Plaster/stone • Formacresol • Separating media(Cold Mould seal) • Xylocaine:Spray • Local anaesthesia • Disposable syringe • Catridge for syringe • Various burs • Composite Polishing kit 	

Appendices

List of modules, sub modules, tasks and time allocation

	Module: 1: Precautions, cleanliness and waste disposal			
	Objectives: <ul style="list-style-type: none"> • Adopt universal precautions • Maintain cleanliness of dental clinic • Manage/dispose clinical wastage 			
	Sub modules: <ol style="list-style-type: none"> 1: Universal precautions 2: Cleanliness of dental clinic 3: Clinical wastage 			
	Sub module: 1: Universal precautions			
	Objective: <ul style="list-style-type: none"> • Adopt universal precautions 			
	2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Adopt immunization	0.2	0.8	1.0
2.	Adopt hand care (remove hand accessories/wash hand/cut nails/scrub hand)	0.2	0.8	1.0
3.	Adopt safety wears (apron/mask/protective eye wear/hair caps)	0.2	0.8	1.0
4.	Adopt gloving technique	0.2	0.7	0.9
5.	Adopt hands free technique	0.1	0.7	0.8
6.	Adopt single handed technique	0.1	0.7	0.8
7.	Adopt sharps management	0.2	0.7	0.9
8.	Adopt multi-dose vial	0.2	0.7	0.9
9.	Use utility gloves for sterilization/disinfection	0.2	0.7	0.9
10.	Adopt sterilization/disinfection	0.2	0.7	0.9
11.	Adopt/get periodic check up	0.2	0.7	0.9
	Sub-total:	2	8	10
	Sub module: 2: Cleanliness of dental clinic			
	Objective: <ul style="list-style-type: none"> • Maintain cleanliness of dental clinic 			
	2 hrs. (Th.) + 10 hrs. (Pr.) = 12 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Keep clinic ventilated	0.3	1	1.3

2.	Disinfect dental chair unit	0.4	2	2.4
3.	Use disposal wrappers	0.3	1	1.3
4.	Perform surface cleaning (after procedure using sodium hypochlorite as a disinfectant)	0.4	2	2.4
5.	Assist to fumigate clinic periodically	0.3	2	2.3
6.	Perform clinical laundry services of drape/towel/mask	0.3	2	2.3
	Sub-total:	2	10	12
	Sub module: 3: Clinical wastage			
	Objective:			
	<ul style="list-style-type: none"> Manage/dispose clinical wastage 			
	4 hrs. (Th.) + 12 hrs. (Pr.) = 16 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Segregate clinical waste	0.5	1.5	2
2.	Label clinical waste	0.5	1.5	2
3.	Dispose sharps in safety box / blue container	0.5	1.5	2
4.	Dispose excess mercury in water/fixer	0.5	1.5	2
5.	Dispose infectious waste (soaked/soiled gauze PSC) in red container	0.5	1.5	2
6.	Dispose infectious waste (soaked/soiled gauze PSC) in green container	0.5	1.5	2
7.	Incinerate/bury electrically destroy clinical wastage	0.5	1.5	2
8.	Disinfect spillage-contaminated- surfaces with sodium hypochlorite	0.5	1.5	2
	Sub-total:	4	12	16
	Module: 2: Dental equipment, instrument and materials			
	Objectives:			
	<ul style="list-style-type: none"> Prepare dental equipment Prepare dental instruments Prepare dental materials Manipulate/mix dental material 			
	Sub modules:			
	1: Preparation of dental equipment 2: Preparation of dental instruments 3: Preparation of dental materials 4: Manipulation of dental materials			
	Sub module: 1: Preparation of dental equipment			
	Objective:			
	<ul style="list-style-type: none"> Prepare dental equipment 			
	6 hrs. (Th.) + 30 hrs. (Pr.) = 36 hrs. (Tot.)	Time (Hrs.)		

SN	Tasks	Th.	Pr.	Tot.
1.	Prepare dental chair	0.5	2.5	3
2.	Prepare dental units	0.5	2.5	3
3.	Prepare compressor	0.5	2.5	3
4.	Prepare ultrasonic machine	0.5	2.5	3
5.	Prepare suction machine	0.5	2.5	3
6.	Prepare pressurized water bottle	0.5	2.5	3
7.	Prepare ultrasonic cleaner	0.5	2.5	3
8.	Prepare light cure composite machine	0.5	2.5	3
9.	Prepare amalgam meter	0.5	2.5	3
10.	Prepare autoclave	0.5	2.5	3
11.	Prepare boiling unit	0.5	2.5	3
12.	Prepare dental X-ray machine	0.5	2.5	3
	Sub-total:	6	30	36
Sub module: 2: Preparation of dental instruments				
Objective:				
<ul style="list-style-type: none"> • Prepare dental instruments 				
6 hrs. (Th.) + 30 hrs. (Pr.) = 36 hrs. (Tot.)		Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Prepare diagnostic instruments	0.5	2.5	3
2.	Prepare restorative instrument	0.5	2.5	3
3.	Prepare endodontic instrument	0.5	2.5	3
4.	Prepare surgical instrument	0.5	2.5	3
5.	Prepare periodontal instrument	0.5	2.5	3
6.	Prepare orthodontic instrument	0.5	2.5	3
7.	Prepare prosthodontics instrument	0.5	2.5	3
8.	Prepare pedodontic instrument	0.5	2.5	3
9.	Prepare X-ray instrument	0.5	2.5	3
10.	Prepare camera	0.5	2.5	3
11.	Prepare suction tip	0.5	2.5	3
12.	Prepare impression trays	0.5	2.5	3
	Sub-total:	6	30	36
Sub module: 3: Preparation of dental materials				
Objective:				
<ul style="list-style-type: none"> • Prepare dental materials 				
2 hrs. (Th.) + 16 hrs. (Pr.) = 18 hrs. (Tot.)		Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.

1.	Prepare isolation/cotton roll & pellets	0.2	1.6	1.8
2.	Prepare post extraction gauge pack	0.2	1.6	1.8
3.	Prepare tooth shade guide	0.2	1.6	1.8
4.	Prepare normal saline in syringe	0.2	1.6	1.8
5.	Prepare local anesthesia in syringe/ loaded syringe	0.2	1.6	1.8
6.	Prepare intraoral dental medicaments	0.2	1.6	1.8
7.	Prepare polishing paste for scaling	0.2	1.6	1.8
8.	Prepare dental cements	0.2	1.6	1.8
9.	Prepare amalgam capsule	0.2	1.6	1.8
10.	Prepare disinfectant/high level disinfectant (spirit/cidex/virex/sodium hypochlorite)	0.2	1.6	1.8
	Sub-total:	2	16	18
	Sub module: 4: Manipulation of dental materials			
	Objective:			
	<ul style="list-style-type: none"> Manipulate/mix dental material 			
	8 hrs. (Th.) + 32 hrs. (Pr.) = 40 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Manipulate alginate	1	4	5
2.	Manipulate dental plaster	1	4	5
3.	Manipulate dental stone	1	4	5
4.	Manipulate amalgam	1	4	5
5.	Manipulate calcium hydroxide	1	4	5
6.	Manipulate zinc oxide eugenol	1	4	5
7.	Manipulate glass ionomer cement	1	4	5
8.	Manipulate zinc phosphate	1	4	5
	Sub-total:	8	32	40
	Module: 3: Assistance works			
	Objectives:			
	<ul style="list-style-type: none"> Assist to manage patients Prepare patients Assist dental hygienist/dentist Assisting in developing dental X-ray 			
	Sub modules:			
	1: Assisting to manage patients 2: Preparation of patients 3: Assisting dental hygienist/dentist 4: Assisting in developing dental X-ray			
	Sub module: 1: Assisting to manage patients			

	Objective:			
	<ul style="list-style-type: none"> Assist to manage patients 			
	4 hrs. (Th.) + 16 hrs. (Pr.) = 20 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Arrange patient in sequence for appointment	0.6	2	2.6
2.	Keep patient party out of operative room	0.5	2	2.5
3.	Inform patient about hospital service	0.5	2	2.5
4.	Assist to manage medically compromised patients	0.6	2	2.6
5.	Assist to manage pedo/elderly patients	0.6	3	3.6
6.	Assist in four handed dentistry	0.6	3	3.6
7.	Manage patients when appointment is cancelled /delayed	0.6	2	2.6
	Sub-total:	4	16	20
Sub module: 2: Preparation of patients				
	Objective:			
	<ul style="list-style-type: none"> Prepare patients 			
	4 hrs. (Th.) + 16 hrs. (Pr.) = 20 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Build rapports	0.6	2	2.6
2.	Prepare preliminary patient position	0.5	2	2.5
3.	Prepare drape	0.5	2	2.5
4.	Prepare water glass	0.6	2	2.6
5.	Prepare Betadine for rinsing	0.6	3	3.6
6.	Prepare illumination/adjust light	0.6	3	3.6
7.	Prepare patient for dental x-ray	0.6	2	2.6
	Sub-total:	4	16	20
Sub module: 3: Assisting dentist /dental hygienist				
	Objective:			
	<ul style="list-style-type: none"> Assist dentist/ dental hygienist/ 			
	8 hrs. (Th.) + 36 hrs. (Pr.) = 44 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Hold suction tip	0.7	3	3.7
2.	Interpret body language	0.7	3	3.7
3.	Imply non-verbal actions	0.7	3	3.7
4.	Pass instruments during procedure	0.8	4	4.8
5.	Position dental light	0.7	3	3.7
6.	Assist in retraction	0.7	3	3.7
7.	Pass dental materials	0.7	3	3.7

8.	Assist in administering oral drugs		0.7	3	3.7
9.	Assist in records keeping		0.7	3	3.7
10.	Assist in patient's transfer		0.8	4	4.8
11.	Assist in dental camp		0.8	4	4.8
	Sub-total:		8	36	44
			Time (Hrs.)		
	Sub module: 4: Assisting in developing dental X-ray				
	Objective:				
	<ul style="list-style-type: none"> Assist developing dental X-ray 				
	4 hrs. (Th.) + 20 hrs. (Pr.) = 24 hrs. (Tot.)		Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Prepare X-ray film/holder		0.5	2.5	3
2.	Prepare developing solution/developer		0.5	2.5	3
3.	Prepare fixing solution/fixer		0.5	2.5	3
4.	Set up X-ray developing unit		0.5	2.5	3
5.	Make the patient wear lead apron		0.5	2.5	3
6.	Develop X-ray films		0.5	2.5	3
7.	Sterilize/disinfect holder		0.5	2.5	3
8.	Disinfect X-ray unit		0.5	2.5	3
	Sub-total:		4	20	24
	Module: 4: Operative instructions				
	Sub module: 1: Pre and post -operative instructions				
	Objective:				
	<ul style="list-style-type: none"> Provide pre/post -operative instructions 				
	2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs. (Tot.)		Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.
1.	Suggest "Dos/Don'ts" for medically compromised patients		0.4	1.6	2
2.	Suggest "Dos/Don'ts" for pre/post scaling		0.4	1.6	2
3.	Suggest "Dos/Don'ts" for pre/post restoration		0.4	1.6	2
4.	Suggest "Dos/Don'ts" for pre/post extraction		0.4	1.6	2
5.	Suggest "Dos/Don'ts" for prosthesis care		0.4	1.6	2
	Sub-total:		2	8	10
	Module: 5: Sterilization and disinfection				
	Objective:				
	<ul style="list-style-type: none"> Perform sterilization/disinfection 				
	4 hrs. (Th.) + 18 hrs. (Pr.) = 22 hrs. (Tot.)		Time (Hrs.)		
SN	Tasks		Th.	Pr.	Tot.

1.	Sterilize diagnostic instruments	0.4	2	2.4
2.	Sterilize restorative instruments	0.4	2	2.4
3.	Sterilize diagnostic instruments	0.4	2	2.4
4.	Sterilize periodontal instruments	0.4	2	2.4
5.	Sterilize endodontic instruments	0.4	2	2.4
6.	Sterilize surgical forceps/ instruments	0.4	2	2.4
7.	Sterilize orthodontic instruments	0.4	2	2.4
8.	Sterilize pedodontic instrument	0.3	1	1.3
9.	Sterilize/disinfect X-ray holder	0.3	1	1.3
10.	Prepare cidex/virex/spirit for HLD	0.3	1	1.3
11.	Store sterilized instruments/materials	0.3	1	1.3
	Sub-total:	4	18	22
	Module: 6: Preventive maintenance			
	Objective:			
	<ul style="list-style-type: none"> Perform preventive maintenance 			
	2 hrs. (Th.) + 10hrs. (Pr.) = 12 hrs. (Tot.)	Time (Hrs.)		
SN	Tasks	Th.	Pr.	Tot.
1.	Perform preventive maintenance of dental chair unit (light/cord/accessories)	0.5	2.0	2.5
2.	Tighten nuts / bolts	0.3	1.5	1.8
3.	Grease/oil hand piece/aerotar	0.3	2.0	2.3
4.	Protect instruments from rusting	0.3	1.5	1.8
5.	Check autoclave/boiler periodically	0.3	1.5	1.8
6.	Remove moisture from compressor/chair	0.3	1.5	1.8
	Sub-total:	2	10	12
	Total:	58	262	320

DACUM product

(List of duties and tasks of dental chair-side assistant)

A. Adopt universal precautions

Tasks:

1. Adopt immunization
2. Adopt hand care (remove hand accessories/wash hand/cut nails/scrub hand)
3. Adopt safety wears (apron/mask/protective eye wear/hair caps)
4. Adopt gloving technique
5. Adopt hands free technique
6. Adopt single handed technique
7. Adopt sharps management
8. Adopt multi-dose vial
9. Use utility gloves for sterilization/disinfection
10. Adopt sterilization/disinfection
11. Adopt/get periodic check up

B. Maintain cleanliness of dental clinic

Tasks:

1. Keep clinic ventilated
2. Disinfect dental chair unit
3. Use disposal wrappers
4. Perform surface cleaning (after procedure using sodium hypochlorite as a disinfectant)
5. Assist to fumigate clinic periodically
6. Perform clinical laundry services of drape/towel/mask

C. Prepare dental equipment

Tasks:

1. Prepare dental chair
2. Prepare dental units
3. Prepare compressor
4. Prepare ultrasonic machine
5. Prepare suction machine
6. Prepare pressurized water bottle
7. Prepare ultrasonic cleaner
8. Prepare light cure composite machine
9. Prepare amalgam meter
10. Prepare autoclave
11. Prepare boiling unit

12. Prepare dental X-ray machine

D. Prepare dental instruments

Tasks:

1. Prepare diagnostic instruments
2. Prepare restorative instrument
3. Prepare endodontic instrument
4. Prepare surgical instrument
5. Prepare periodontal instrument
6. Prepare orthodontic instrument
7. Prepare prosthodontics instrument
8. Prepare pedodontic instrument
9. Prepare X-ray instrument
10. Prepare camera
11. Prepare suction tip
12. Prepare impression trays

E. Prepare dental materials

Tasks:

1. Prepare isolation/cotton roll & pellets
2. Prepare post extraction gauge pack
3. Prepare tooth shade guide
4. Prepare normal saline in syringe
5. Prepare local anesthesia in syringe/ loaded syringe
6. Prepare intraoral dental medicaments
7. Prepare polishing paste for scaling
8. Prepare dental cements
9. Prepare amalgam capsule
10. Prepare disinfectant/high level disinfectant (spirit/cidex/virex/sodium hypochlorite)

F. Assist to manage patients

Tasks:

1. Arrange patient in sequence for appointment
2. Keep patient party out of operative room
3. Inform patient about hospital service
4. Assist to manage medically compromised patients
5. Assist to manage pedo/elderly patients
6. Assisi in four handed dentistry
7. Manage patients when appointment is cancelled /delayed

G. Prepare patients

Tasks:

1. Build rapport
2. Prepare preliminary patient position
3. Prepare drape
4. Prepare water glass
5. Prepare Betadine for rinsing
6. Prepare illumination/adjust light
7. Prepare patient for dental x-ray

H. Assist dental hygienist/dentist

Tasks:

1. Hold suction tip
2. Interpret body language
3. Implied non-verbal actions
4. Pass instruments during procedure
5. Position dental light
6. Assist in retraction
7. Pass dental materials
8. Assist in administering oral drugs
9. Assist in records keeping
10. Assist in patient's transfer
11. Assist in dental camp

I. Manipulate/mix dental materials

Tasks:

1. Manipulate alginate
2. Manipulate dental plaster
3. Manipulate dental stone
4. Manipulate amalgam
5. Manipulate calcium hydroxide
6. Manipulate zinc oxide eugenol
7. Manipulate **glass ionomer cement**
8. Manipulate zinc phosphate

J. Assist in developing dental X-ray

Tasks:

1. Prepare X-ray film/holder

2. Prepare developing solution/developer
3. Prepare fixing solution/fixer
4. Set up X-ray developing unit
5. Make the patient wear lead apron
6. Develop X-ray films
7. Sterilize/disinfect holder
8. Disinfect X-ray unit

K. Provide pre/post -operative instructions

Tasks:

1. Suggest "Dos/Don'ts" for medically compromised patients
2. Suggest "Dos/Don'ts" for pre/post scaling
3. Suggest "Dos/Don'ts" for pre/post restoration
4. Suggest "Dos/Don'ts" for pre/post extraction
5. Suggest "Dos/Don'ts" for prosthesis care

L. Perform sterilization/disinfection

Tasks:

1. Sterilize diagnostic instruments
2. Sterilize restorative instruments
3. Sterilize diagnostic instruments
4. Sterilize periodontal instruments
5. Sterilize endodontic instruments
6. Sterilize surgical forceps/ instruments
7. Sterilize orthodontic instruments
8. Sterilize pedodontic instrument
9. Sterilize/disinfect X-ray holder
10. Prepare cidex/virex/spirit for HLD
11. Store sterilized instruments/materials

M. Manage/dispose clinical wastage

Tasks:

1. Segregate clinical waste
2. Label clinical waste
3. Dispose sharps in safety box / blue container
4. Dispose excess mercury in water/fixer
5. Dispose infectious waste (soaked/soiled gauze PSC) in red container
6. Dispose infectious waste (soaked/soiled gauze PSC) in green container
7. Incinerate/bury electrically destroy clinical wastage

8. Disinfect spillage-contaminated- surfaces with sodium hypochlorite

N. Communicate with others

Tasks:

1. Communicate with patient
2. Communicate with dentist
3. Communicate with dental hygienist
4. Communicate with dental Lab mechanic
5. Communicate with receptionist
6. Communicate with head of department
7. Communicate with housekeeping staffs
8. Communicate with security personnel
9. Communicate with ambulance driver

O. Perform preventive maintenance

Tasks:

1. Perform preventive maintenance of dental chair unit (light/cord/accessories)
2. Tighten nuts / bolts
3. Grease/oil hand piece/aerotar
4. Protect instruments from rusting
5. Check autoclave/boiler periodically
6. Remove moisture from compressor/chair

P. Provide first aids

Tasks:

1. Take pulse rate
2. Take blood pressure
3. Take temperature
4. Take respiratory rate
5. Provide first aid for cuts/wounds/bruise
6. Provide first aid for hemorrhage
7. Provide first aid for shock
8. Provide first aid for epilepsy
9. Provide first aid for choking
10. Provide first aid for animal bite

Q. Assist in dental emergencies

Tasks:

1. Inform dentist about emergency cases

2. Prepare first aid kit
3. Assist to manage acute hypoglycaemia by oral administration of glucose
4. Assist to manage post extraction hemorrhage (give extra gauze piece for a time being)
5. Assist to manage extra oval haematoma (apply cold pack)
6. Assist to manage chills/rigors (rub patient's hands/provide blanket)
7. Assist to manage maxillofacial trauma (provide wheel chair/assurance)
8. Assist to manage syncope (raise patient's leg)