

DACUM

Sample Design Documents

These samples were designed using the DACUM module in the WIDS software. You have many style/layout options—we've presented just one style.

DACUM/Occupational Analysis Documents

Chart

Lays out the duties and tasks performed by those in a specific occupational position or life role. Informs learning design and contributes to the credibility of a program.

Includes **Validation Survey** (used to obtain feedback on accuracy of DACUM).

Audience: Instructional Designers, Faculty, Administrators, Employers, Employees, Accrediting Agencies, Program Approval Agencies, Funding Agencies, and Learners

Dental Assistant
DACUM

Date
 11/05/1996

Sponsoring Organization
 Northeast Wisconsin Technical College

Organized By
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DACUM Panel of Experts

Participant	Title	Company	City
Michelle Block	Dental Assistant	Oneida Dental Clinic	Oneida
Tracy Couillard	Dental Assistant	Dr. Pierre's Office	Oconto
Jennifer Doyen	Dental Assistant	Dr. Kock's Office	Green Bay
Roxanne Dubois	Dental Assistant	Dr. Kollath's Office	New Franken
Mary Lefebre	Dental Assistant	Dental Arts	Green Bay
Shannon Molloy	Dental Assistant	Dr. Sevenich's Office	Green Bay

This DACUM Process uses experts in the field to describe their occupation. An occupation can be described in terms of DUTIES (arbitrary groupings of related tasks) and TASKS (observable units of work).

Job Titles

Dental Assistant Dental Assistant Dental Assistant
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Knowledge

Communication Teamwork Efficient
 Ability to deal with multi-tasks Organized Anticipation
 simultaneously
 Take initiative Problem solving

Attitudes

Professionalism Dedication to job/profession Flexibility
 Discretion Appearance Honest
 Loyalty Compromise Positive Attitude
 Organized Pleasant Personality Responsible

Equipment and Tools

Triturator Lathe Suction system
 X-ray processor X-ray units Autoclaves
 Ultrasonics Instruments Triad unit Vacuum former
 Impression materials

Trends

Hire more dental assistants Hire more dental assistants Hire more dental assistants
 Hire more dental assistants Hire more dental assistants Hire more dental assistants

DUTIES

TASKS

	1	2	3	4	5	6	7	8	9	10	11	12
A Assist at chairside	Prepare equipment for daily use	Anticipate necessary instruments and materials	Manage time	Prepare patients	Enhance patient knowledge	Review health histories	Gather diagnostic information	Maintain charts and documentation	Anticipate changes in procedure or schedule	Transfer instruments	Perform interior suctioning	Assist with preventive care
	Assist with amalgam procedures	Assist with composite procedures	Assist with periodontal procedures	Assist with prosthodontic procedures	Assist with endodontic procedures	Assist with oral surgery procedures	Assist with orthodontic procedures					
B Execute aseptic techniques	Eliminate contaminated disposables	Eliminate biohazardous wastes	Disinfect surfaces	Employ use of barriers	Sterilize instruments	Monitor log and sterilization systems						
C Perform laboratory duties techniques	Manipulate appropriate materials and equipment	Employ aseptic technique in the lab	Pour, trim articulate, and mount models	Prepare and route laboratory cases	Fabricate appliances (templates, mouth guards)	Clean prosthesis	Polish prosthesis	Repair prosthesis				
D Perform radiographic imaging techniques	Educate patient on radiographic safety procedures	Employ radiation hygiene techniques	Expose films using currently employed techniques and equipment	Maintain darkroom	Process radiographs	Mount radiographs	Store radiographs	Explain the application of intra-oral cameras and imaging systems				
E Maintain inventory	Monitor inventory levels	Maintain cost controls	Order supplies	Monitor invoices against received goods	Stock supplies							
F Prepare for next day	Plan schedule	Review charts	Anticipate necessary instruments and materials	Verify that in-house lab work is complete	Verify second-party lab work is complete	Maintain office environment						
G Perform receptionist/front office skills	Demonstrate telephone skills	Schedule appoints	Confirm patient appointments	Maintain filing system	Receive payments and issue receipts	Process insurance forms						

Dental Assistant

DACUM VALIDATION SURVEY

Northeast Wisconsin Technical College

Directions

EXAMPLE ONLY--THE ORIGINAL SURVEY WAS UNAVAILABLE.

How do you see your job as a dental assistant? Northeast Wisconsin Technical College sponsored a project to build a profile describing the duties and tasks performed by practicing dental assistants. The duties and tasks in this survey were spelled out by a panel made up of seven practicing dental assistants and three dentists. Now we seek your input so that we may benchmark the results with the perceptions of a broader and more diverse group of dental assistants.

Directions

For each task included in the survey, please rate it according to three performance measures: Frequency (how often do you perform the task?); Criticality (how important is the task?); and Performance (how well should a graduate be able to perform the task?). For each rating scale, 1 corresponds the minimum rating and 5 corresponds to the maximum rating. A description of the rating scales associated with each performance measure is shown below. Please write your response in the boxes adjacent to the task. If you find there are tasks that you would like to add or edit, please do this by writing them in at the bottom of the page and then rate them accordingly.

Rating Scales

Frequency

Frequency provides an indication of how often a task is done. Use the following scale to indicate the frequency with which you perform each task.

- 1 Perform task yearly
- 2 Perform task twice each year
- 3 Perform task monthly
- 4 Perform task weekly
- 5 Perform task daily

Criticality

Criticality measures the importance of the task in terms of the negative consequences if the task is not completed properly. The rating scale is defined in terms of damage to equipment or injury to workers. Use the following rating scale to express your perception of each task's criticality.

- 1 Little or no impact - Failure or mistakes are likely to go unnoticed, but successful performance will be appreciated.
- 2 Small impact - Failure or mistakes could cause minor frustration on the parts of co-workers.
- 3 Moderate impact - Failure or mistakes could cause minor frustration to patients, significant frustration to co-workers, or will negatively impact efficiency.
- 4 Serious impact - Failure or mistakes could cause minor injury correctable damage, negatively impact efficiency, cause co-workers and/or patients significant aggravation, or be an infringement on a code.
- 5 Catastrophic impact - Failure or mistakes could cause serious injury or death to a patient or co-worker or cause costly damage or loss.

Difficulty

Performance level refers to how well a recent program graduate would be expected to perform the skill when newly hired. Use the following scale to indicate the level at which you would expect a graduate to perform each task.

- 1 Not applicable. New graduate hires would not perform this task.
- 2 Some awareness required. New graduate hires would be expected only to be familiar with this task. Though it might be done in the office, they would not be performing it.
- 3 Perform with supervision and coaching. New graduate hires would do this task, but only under supervision.
- 4 Perform without supervision and/or coaching. New graduate hires would be expected to be able to perform this task on their own after brief orientation.
- 5 Fully competent. New graduate hires would be expected to be fully competent to perform this task independently when hired.

Duties and Tasks

A Assist at chairside

- 1 Prepare equipment for daily use
- 2 Anticipate necessary instruments and materials
- 3 Manage time
- 4 Prepare patients
- 5 Enhance patient knowledge
- 6 Review health histories
- 7 Gather diagnostic information
- 8 Maintain charts and documentation
- 9 Anticipate changes in procedure or schedule
- 10 Transfer instruments
- 11 Perform interior suctioning
- 12 Assist with preventive care
- 13 Assist with amalgam procedures
- 14 Assist with composite procedures
- 15 Assist with periodontal procedures
- 16 Assist with prosthodontic procedures
- 17 Assist with endodontic procedures
- 18 Assist with oral surgery procedures
- 19 Assist with orthodontic procedures

Frequency

Criticality

Difficulty

B Execute aseptic techniques

- 1 Eliminate contaminated disposables
- 2 Eliminate biohazardous wastes
- 3 Disinfect surfaces
- 4 Employ use of barriers
- 5 Sterilize instruments
- 6 Monitor log and sterilization systems

Frequency

Criticality

Difficulty

Comments:

(Abridged)