



## **COCC Dental Assisting Program General Dental Office Observation Form**

**Note to applicant:** It is important to observe all aspects of the dental office, from the interactions of the front desk personnel to the dentist performing procedures while the assistant suctions and transfers instruments! Spend some time watching the role of each individual and note how everyone works together toward the goal of excellent patient care. *Also, discuss the importance of professionalism and communication with the dental office personnel.* Verify your twelve hours of observation experience with this form and e-mail it to [rmeyers@cocc.edu](mailto:rmeyers@cocc.edu). Deadline for submission is September 14, 2018.

Dear Doctor and Dental Staff:

I am currently registered in the COCC Dental Assisting Program beginning Fall Term 2018 and am required to observe the work environment of a dental assistant for a minimum of twelve hours.

Thank you for allowing me the opportunity to observe your dental practice.

Student Name: \_\_\_\_\_ Observation Date: \_\_\_\_\_

Dental Office: \_\_\_\_\_ Observation Hours: \_\_\_\_\_

Office Contact: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Doctor/Staff Observation Verification Signature: \_\_\_\_\_

Topics to Discuss with the Dentists and Dental Staff:

- What traits/characteristics do you look for when hiring a dental assistant?  
(Professionalism, Work Ethic, Attitude, Adaptability, Certifications)
  
- How important is communication in your practice?  
(Verbal, Written, Team Player)
  
- See back of this page for further instructions.

**COCC Dental Assisting Program  
Procedure Observation Form**

*Twelve hours of observation to include the following procedures:*

**Preparing for Patient Care:**

- Operatory set-up /breakdown
- Instrument Sterilization
- Seating/Dismissing Patient
- Patient Communication

**Delivering Dental Care:**

- Patient history
- Patient exams
- Radiographs
- Dental Procedures (For example: restorations, extractions, crown preps, root canals)
- Doctor/Assistant/Patient Communication

**Front Office Procedures:**

- Patient Charts
- Patient Scheduling
- Phone Conversations
- Patient Communication

**Dental Hygiene Care:**

- Patient Dental Hygiene care
- Patient Communication

**In Conclusion:**

Write a short reflective paragraph about your observation experience. Do you think dental assisting is the career for you?

**With my signature, I certify that the information on this form is true and accurate. I authorize the college to contact the individual (s) listed on this form to verify the information provided.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_