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Measuring Dental Assisting Excellence®

How To Use The Following Charts

Chart 1

View which job designations are used in your state.

Be sure to follow the legal requirements to perform dental radiographic procedures.

See which tasks are not permitted by state law.

View the education/training/credentialed required for each level of dental assisting.

North Dakota		State approved 10/11 Revised by DANB 10/11
Education/Training/Credentialed Required	Job Title Assigned by State or ND	Proposed Radiography Requirements
<p>To apply job and require evaluation in the state of North Dakota under the direct supervision of a licensed dentist, a dental assistant must:</p> <ul style="list-style-type: none"> Be a Registered Dental Assistant (RDA) as defined in NDCC §14-02-01. Hold current national DANB Certification (CDA) with within two years of application or equivalent certification from a state or territory dental assisting program within one year of application or being approved under the RDA program within two years of application and 18 CE hours. Pass DANB RHE and ICE exams within one year of application. Apply to the North Dakota State Board of Dental Examiners. <p>A dental assistant in the state of North Dakota may perform duties specified by the state dental practice act under the direct supervision of a licensed dentist.</p> <p>There are no education or training requirements for this level of dental assisting.</p>	<p>Registered Dental Assistant (RDA)</p> <p>Dental Assistant</p> <p>RDAs</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of North Dakota, one must be a Registered Dental Assistant or meet the requirements to be an RDA.</p> <p>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> 30. Scaling, root planning, or prophylaxis. 33. E.T. tracing or contouring of a tooth model, excepting contouring performed by a dentist. 34. Mixing base or wax. 40. Apply oil and fluoride. 41. Apply oil and fluoride have been met. 42. Diagnose and measure. 43. Surgery on hard or soft tissue. 44. Administer or instill local anesthetic, sedative or general anesthetic drugs. 45. Any invasive dental procedure or procedure which requires the use of a hand file, dental drill or a hand file, dental drill or any invasive procedure which would tend to the fabrication of any appliance with the exception of training impressions for custom made removable partial dentures. 46. Remove missing teeth. 47. Dental extractions, any type of extraction, any type of surgical extraction. 48. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 49. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 50. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 51. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 52. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 53. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 54. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 55. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 56. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 57. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 58. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 59. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 60. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 61. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 62. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 63. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 64. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 65. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 66. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 67. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 68. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 69. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 70. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances.

Chart 2

Review all the allowable tasks for each level of dental assisting as published in the state practice act.

North Dakota		State approved 10/11 Revised by DANB 10/11
Job Title Assigned by State or ND	Proposed Radiography Requirements	Functions NOT Permitted by Dental Assistants in ND
<p>Registered Dental Assistant (RDA)</p> <p>Dental Assistant</p> <p>RDAs</p>	<p>The ADA/ADAA Alliance has completed a study of 70 numbered tasks which were identified to be representative of a broad range of dental assisting core competencies.</p> <p>It was determined that 68 of the 70 tasks were identified to be representative of the tasks that are included in the DANB/ADAA Core Competency Study. (The numbers correspond to the task numbers in the study.)</p> <p>Functions listed with bullets are part of this study's function list but are not specifically identified in the DANB/ADAA research.</p> <p>These state functions reflect the tasks being done by the ADA/ADAA Alliance to support a uniform national model for one level of dental assisting tasks, and a representative list of tasks which will serve as a viable career ladder for dental assistants.</p>	<p>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> 30. Scaling, root planning, or prophylaxis. 33. E.T. tracing or contouring of a tooth model, excepting contouring performed by a dentist. 34. Mixing base or wax. 40. Apply oil and fluoride. 41. Apply oil and fluoride have been met. 42. Diagnose and measure. 43. Surgery on hard or soft tissue. 44. Administer or instill local anesthetic, sedative or general anesthetic drugs. 45. Any invasive dental procedure or procedure which requires the use of a hand file, dental drill or a hand file, dental drill or any invasive procedure which would tend to the fabrication of any appliance with the exception of training impressions for custom made removable partial dentures. 46. Remove missing teeth. 47. Dental extractions, any type of extraction, any type of surgical extraction. 48. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 49. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 50. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 51. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 52. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 53. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 54. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 55. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 56. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 57. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 58. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 59. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 60. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 61. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 62. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 63. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 64. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 65. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 66. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 67. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 68. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 69. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances. 70. Administer any type of prophylaxis, apply, contouring or bonding of orthodontic appliances.

Compare your state's job designations to those used as standardized job titles in the DANB/ADAA Core Competency Study.

The numbers next to each task correspond to the 70 numbered tasks that were identified and used in the DANB/ADAA Core Competency Study. Tasks that are not numbered do not directly match one of the 70 tasks, yet are identified by the state in the practice act. A full list of those tasks follow your state's chart.

If your state's dental practice act specifically defines levels of supervision, the state-specific definition is noted in the template.

Dental Assisting Functions List

The following is a list of 70 dental assisting tasks developed by the ADA/DANB Alliance in the course of its research. These selected tasks were determined to be representative of a broad range of dental assisting core competencies.

Functions in each state that correspond to the national Core Competencies Study functions are **numbered** in the Career Ladder Template, using language directly from the state's dental practice act. Functions listed with **bullets** in the *Career Ladder Template* are part of the state's practice act but are not specific matches to DANB research.

1. Perform mouth mirror inspection of the oral cavity
2. Chart existing restorations or conditions
3. Phone in prescriptions at the direction of the dentist
4. Receive and prepare patients for treatment, including seating, positioning chair, and placing napkin
5. Complete laboratory authorization forms
6. Place and remove retraction cord
7. Perform routine maintenance of dental equipment
8. Monitor and respond to post-surgical bleeding
9. Perform coronal polishing procedures
10. Apply effective communication techniques with a variety of patients
11. Transfer dental instruments
12. Place amalgam for condensation by the dentist
13. Remove sutures
14. Dry canals
15. Tie in archwires
16. Demonstrate knowledge of ethics/jurisprudence/patient confidentiality
17. Identify features of rotary instruments
18. Apply topical fluoride
19. Select and manipulate gypsums and waxes
20. Perform supragingival scaling
21. Mix dental materials
22. Expose radiographs
23. Evaluate radiographs for diagnostic quality
24. Provide patient preventive education and oral hygiene instruction
25. Perform sterilization and disinfection procedures
26. Provide pre- and post-operative instructions
27. Place and remove dental dam
28. Pour, trim, and evaluate the quality of diagnostic casts
29. Size and place orthodontic bands and brackets
30. Using the concepts of four-handed dentistry, assist with basic restorative procedures, including prosthodontics and restorative dentistry
31. Identify intraoral anatomy
32. Demonstrate understanding of the OSHA Hazard Communication Standard
33. Place, cure and finish composite resin restorations
34. Place liners and bases
35. Place periodontal dressings
36. Demonstrate understanding of the OSHA Bloodborne Pathogens Standard
37. Take and record vital signs
38. Monitor vital signs
39. Clean and polish removable appliances and prostheses
40. Apply pit and fissure sealants
41. Prepare procedural trays/armamentaria set-ups
42. Place orthodontic separators
43. Size and fit stainless steel crowns
44. Take preliminary impressions
45. Place and remove matrix bands
46. Take final impressions
47. Fabricate and place temporary crowns
48. Maintain field of operation during dental procedures through the use of retraction, suction, irrigation, drying, placing and removing cotton rolls, etc.
49. Perform vitality tests
50. Place temporary fillings
51. Carve amalgams
52. Process dental radiographs
53. Mount and label dental radiographs
54. Remove temporary crowns and cements
55. Remove temporary fillings
56. Apply topical anesthetic to the injection site
57. Demonstrate understanding of the Centers for Disease Control and Prevention Guidelines
58. Using the concepts of four-handed dentistry, assist with basic intraoral surgical procedures, including extractions, periodontics, endodontics, and implants
59. Monitor nitrous oxide/oxygen analgesia
60. Maintain emergency kit
61. Remove permanent cement from supragingival surfaces
62. Remove periodontal dressings
63. Place post-extraction dressings
64. Fabricate custom trays, to include impression and bleaching trays, and athletic mouthguards
65. Recognize basic medical emergencies
66. Recognize basic dental emergencies
67. Respond to basic medical emergencies
68. Respond to basic dental emergencies
69. Remove post-extraction dressings
70. Place stainless steel crown



Levels of Supervision

An important consideration in the discussion of the delegation of tasks to dental assistants is that of supervision of dental assistants by their dentist-employers. The American Dental Association (ADA) has identified four levels of supervision for dental auxiliaries, including dental assistants, which it defines in its “Comprehensive Policy Statement on Allied Dental Personnel,” (2006: 307) which is part of its *Current Policies*, last updated in 2007. Note that “allied dental personnel” refers to dental assistants, dental hygienists and dental laboratory technicians.

The four levels of supervision defined by the ADA are as follows:

Personal supervision: A dentist is personally operating on a patient and authorizes the allied dental personnel to aid treatment by concurrently performing a supportive procedure.

Direct supervision: A dentist is in the dental office or treatment facility, personally diagnoses the condition to be treated, personally authorizes the procedures, and remains in the dental office or treatment facility while the procedures are being performed by the allied dental personnel and, before dismissal of the patient, evaluates the performance of the allied dental personnel.

Indirect supervision: A dentist is in the dental office or treatment facility, has personally diagnosed the condition to be treated, authorizes the procedures, and remains in the dental office or treatment facility while the procedures are being performed by the allied dental personnel, and will evaluate the performance of the allied dental personnel.

General supervision: A dentist is not required to be in the dental office or treatment facility when procedures are being performed by the allied dental personnel, but has personally diagnosed the condition to be treated, has personally authorized the procedures and will evaluate the performance of the allied dental personnel.

Furthermore, the ADA’s Comprehensive Policy Statement on Allied Dental Personnel stipulates that intraoral expanded functions should be performed by allied dental personnel “only under the direct supervision of a dentist.”

Because the study of dental assisting core competencies undertaken by the ADAA/DANB Alliance did not address the question of supervision, the ADAA/DANB Alliance does not make any recommendations as to the levels of supervision that should be necessary for the delegation of the tasks included in the study to dental assistants. However, the ADAA/DANB Alliance believes it is important to call attention to the fact that, while the ADA has defined supervision levels in the aforementioned policy statement, which governs the ADA’s own activities and the activities of its members, these definitions have not been uniformly adopted by the dental boards of every U.S. state or district.

For the purposes of this volume, if a state’s dental practice act specifically defines levels of supervision, the state-specific definition is noted in the template.



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Education/Training/ Credential Required	Job Title According to State of IL	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in IL
<p>To perform expanded functions under the supervision of a licensed dentist in the state of Illinois, a dental assistant <i>must</i> earn state qualification in each of the desired expanded functions.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> ■ Be at least 18 years of age <p>AND</p> <ul style="list-style-type: none"> ■ Complete 1,000 hours of clinical dental assisting experience <p>OR</p> <p>Complete a CODA-accredited dental assisting program</p> <p>OR</p> <p>Hold a current national DANB Certified Dental Assistant (CDA) Certification</p> <p>AND</p> <ul style="list-style-type: none"> ■ Complete an approved course relative to the expanded function in question, subject to specific didactic and clinical requirements <p>OR</p> <p>Provide proof of completion of an approved dental assisting program that contained the expanded function in the curriculum</p> <p>Note: In order to monitor patients while nitrous oxide is being administered, dental assistants must maintain current Cardiopulmonary Resuscitation (CPR) certification.</p>	<p>Dental Assistant <i>qualified in expanded functions</i></p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <hr/> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p>	<p>There are no radiography requirements for dental assistants in the state of Illinois.</p> <p>All dental assistants may legally operate dental x-ray equipment and perform dental radiographic procedures.</p>	<p>The following functions are not permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> 20. Removal of calculus from teeth 20. Performing supragingival or subgingival scaling 33. Placing and finishing composite restorations 34. Applying cavity bases 46. Taking of final impressions for the fabricating of prosthetic appliances, crowns, bridges, inlays, onlays or other restorative or replacement dentistry 49. Performing pulp vitality tests 51. Condensing or carving amalgam restorations • Diagnosis of or prescription for treatment of disease, pain, deformity, deficiency, injury or physical condition of the human teeth or jaws, or adjacent structures • Removal of, restoration of or addition to the hard or soft tissues of the oral cavity • Any and all correction of malformation of teeth or of the jaws • Administration of anesthetics except for topical anesthetics and monitoring of nitrous oxide, as specified • The operative procedure of dental hygiene consisting of oral prophylactic procedures except for coronal polishing, as specified • Making denture adjustments • Permanently cementing permanent crowns or bridges • Permanently re-cementing permanent crowns or bridges that have come loose • Placement of any chemotherapeutic agent for the management of periodontal disease • Cementing bands and/or bonding brackets • Air polishing
<p>A dental assistant in the state of Illinois may perform basic supportive dental procedures specified by the state dental practice act (see opposite page) under the supervision of a licensed dentist.</p> <p>There are no education or training requirements for this level of dental assisting.</p>	<p>Dental Assistant</p>	<p>Dental Assistant</p>	<p> The ADAA/DANB Alliance developed a listing of standardized job titles (left) based on its national Core Competencies Study conducted from 2002-2005.</p> <p>The same study utilized a list of 70 job functions which were determined to be representative of a broad range of dental assisting core competencies.</p> <p>Functions in this state that relate to the national DANB/ADAA Core Competencies Study are numbered to the right, using language directly from this state's dental practice act. (The numbers correspond to the study's task numbering system.) </p> <p>Functions listed with bullets are part of this state's practice act but are not specific matches to DANB/ADAA research.</p>	
		<p>Entry Level Dental Assistant</p>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>These state templates reflect the work being done by the ADAA/DANB Alliance to support a uniform national model for one set of dental assisting tasks, levels and requirements, which will serve as a viable career ladder for dental assistants.</p> </div>	

Job Title
According to
State of IL

Allowable Functions
(Functions with numbers relate specifically to Core Competency designations;
functions with bullets are in this state's practice act but are not specific matches to DANB research)

Dental
Assistant
*qualified in
expanded
functions*

Under Supervision*

- 9. Coronal polishing
- 40. Application of pit and fissure sealants
- 59. Monitor the patient while nitrous oxide is being administered
 - All duties designated to Dental Assistants, under the same level of required supervision

Dental
Assistant

Under Supervision*

- Any authorized or prescribed services or procedures for which the dental assistant is considered competent by the supervising dentist as a result of on-the-job training

DANB's Note on Allowable Dental Assisting Functions.

In the state of Illinois, all dental assistants may:

- Expose, process and evaluate dental radiographs
- Perform infection control and occupational safety procedures
- Perform other duties not specified by this state's dental practice act

At this time, DANB cannot list all allowable dental assisting functions for each state because some states' dental practice acts outline very specific allowable functions, while others outline only prohibited functions and some contain minimal or no regulation of dental assisting duties.

***Supervision:** A dentist must authorize the procedure, remain in the dental facility while the procedure is performed, and approve the work performed by the dental assistant before dismissal of the patient. The dentist does not need to be present at all times in the treatment room.