

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.



Dental Assisting National Board, Inc. (DANB)

444 N. Michigan Ave., Suite 900
Chicago, IL 60611
1-800-367-3262 or 312-642-3368
Fax: 312-642-1475
www.danb.org • danbmail@danb.org

Education/Training/ Credential Required	Job Title According to State of IN	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in IN
<p>Note: The legislature of Indiana passed a law in 2008, House Bill 1172, that recognizes dental assistants. The Indiana State Board of Dentistry is currently drafting the Indiana Administrative Code rules to implement changes to the Dental Practice Act.</p> <p>Preliminarily:</p> <p>To perform coronal polishing procedures in the state of Indiana under the direct supervision of a licensed dentist, a dental assistant must:</p> <ul style="list-style-type: none"> ■ Successfully complete a board-approved curriculum for polishing the coronal surface of teeth <p>To administer fluoride in the state of Indiana under the direct supervision of a licensed dentist, a dental assistant must:</p> <ul style="list-style-type: none"> ■ Successfully complete a board-approved curriculum for applying medicaments for the control or prevention of dental caries <hr/> <p>A dental assistant in the state of Indiana 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, except for radiography requirements.</p>	<p>Dental Assistant <i>qualified in coronal polishing/ Dental Assistant qualified in fluoride administration</i></p> <hr/> <p>Dental Assistant</p> <hr/> <p>Dental Assistant</p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <hr/> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p> <hr/> <p>Dental Assistant</p> <hr/> <p>Entry Level Dental Assistant</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Indiana, a dental assistant must obtain a limited dental radiographic license from the Indiana State Department of Health/Division of Medical Radiology Services.</p> <p>To obtain this license, one must:</p> <ul style="list-style-type: none"> ■ Successfully complete a CODA-accredited program in radiography OR Successfully complete an Indiana Board-approved program in radiography AND THEN ■ Be certified by a licensed dental practitioner or licensed dental hygienist in an approved educational program as proficient in performing the procedures included in the limited dental curriculum AND THEN ■ Pass one (1) or more of the following examinations: <ul style="list-style-type: none"> (a) The national DANB Certified Dental Assistant (CDA) exam (b) The national DANB Radiation Health and Safety (RHS) exam (c) An exam approved by the IN State Department of Health/ Division of Medical Radiology Services AND THEN ■ Apply to the IN State Department of Health/Division of Medical Radiology Services for a limited dental radiographic license <p>Note: The IN State Department of Health also issues student dental radiography permits and provisional radiography permits.</p> <hr/> <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> <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>	<p>The following functions are not permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> • Diagnosis and treatment planning • Cutting of hard or soft tissues • Any intraoral impression which would lead to the fabrication of a final prosthetic appliance • Removing calcific deposits or accretions from the surfaces of human teeth or cleaning or polishing such teeth (except coronal polishing, as permitted by meeting the requirements) • Applying and using within the patient's mouth such antiseptic sprays, washes or medicaments for the control or prevention of dental caries (except for applying medicaments, as permitted by meeting the requirements) • Treating gum disease • Using impressions and x-ray photographs for treatment purposes • Administering local dental anesthetics

Job Title
According to
State of IN

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 coronal
polishing/*
Dental
Assistant
*qualified in
fluoride
administra-
tion*

Under Direct Supervision*

9. Polish the coronal surface of teeth
18. Apply medicaments for the control or prevention of dental caries

DANB's Note on Allowable Dental Assisting Functions

In the state of Indiana, all dental assistants may:

- 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.

Dental
Assistant

*Direct Supervision: A licensed dentist is physically present in the facility when patient care is provided by the dental assistant