

These data are presented for informational purposes only and are not intended as a legal opinion regarding dental practice in any state. DANB confers with each state's dental board at least annually regarding the accuracy and currency of this information. To verify, or if you have any questions, please contact your state's dental board.



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/credential required for each level of dental assisting.

The screenshot shows a table with columns for 'Job Title', 'Education/Training/Credential', 'Supervision', and 'Tasks'. The 'Job Title' column lists 'Dental Assistant' and 'Dental Radiographer'. The 'Education/Training/Credential' column lists requirements such as 'High School Diploma or GED' and 'Dental Assisting Program'. The 'Supervision' column lists 'Dental Hygienist' and 'Dentist'. The 'Tasks' column lists various tasks with numbers 1 through 70.

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

Chart 2

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

The screenshot shows a table with columns for 'Task' and 'Number'. The 'Task' column lists various tasks such as 'Apply all end-point services (e.g., radiographs) without exception with the patient's consent' and 'Place and remove dental radiographs using an automatic film changer'. The 'Number' column lists the corresponding task numbers from 1 to 70.

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 OH	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <u>NOT</u> Permitted by Dental Assistants in OH
<p>To perform expanded functions under the direct supervision of a licensed dentist in the state of Ohio, a dental assistant <i>must</i> qualify as an Expanded Function Dental Auxiliary (EFDA).</p> <p>To qualify as an EFDA, one must:</p> <ul style="list-style-type: none"> ■ Complete a state Board-approved EFDA training course (course may require proof of DANB CDA Certification for entry) ■ AND ■ Pass the EFDA exam administered by the Commission on Dental Testing in Ohio (CODT) ■ AND ■ Hold a current Cardiopulmonary Resuscitation (CPR) certification <p>Note: Dental assistants are required to apply to the OSDB for registration.</p>	<p>Expanded Function Dental Auxiliary (EFDA)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Ohio, a dental assistant <i>must</i> be state certified as a Dental Assistant Radiographer. To obtain this certification, one <i>must</i>:</p> <ul style="list-style-type: none"> ■ Hold a current national DANB Certified Dental Assistant (CDA) Certification OR Hold a certification from the Ohio Commission on Dental Assistant Certification OR Complete an Ohio Board-approved training course, including a clinical section OR Hold a license, certificate or other credential issued by another state that the Ohio State Dental Board deems equivalent to Ohio's standards for dental assistant radiographer certification ■ AND ■ Apply to the Ohio State Dental Board for certification as a Dental Assistant Radiographer 	<p>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> 6. Retraction of the gingival sulcus prior to the direct or indirect impression technique 46. Final impressions of any tissue-bearing area upon which a prosthetic restoration is to be placed (not including the taking of impressions for athletic mouthguards or similar appliances) • Definitive diagnosis and treatment planning • Final placement of any fixed or removable appliances • Final removal of any fixed appliance • Therapeutic intraoral adjustment of any fixed or removable appliance • Cutting procedures utilized in the preparation of the coronal or root portion of the tooth • Cutting procedures involving the supportive structures of the tooth • Placement of the final root canal filling • Occlusal registration procedures for any prosthetic restoration • Final placement of pre-fabricated or cast restorations or crowns • Diagnosis • Treatment planning and prescription, including authorization for restorative, prosthodontic or orthodontic appliances
<p>Dental assistants who hold the national DANB Certified Dental Assistant (CDA) Certification can also earn Ohio state certification. To qualify as an Ohio certified dental assistant, one must:</p> <ul style="list-style-type: none"> ■ Hold a current national DANB Certified Dental Assistant (CDA) Certification ■ OR ■ Pass the exam administered by the Ohio Commission on Dental Assistant Certification (OCDAC) <p>Coronal Polishing: In order to receive a certificate from the OSDB permitting the dental assistant to perform coronal polishing procedures, the DANB CDA or OCDAC certified dental assistant must successfully complete an OSDB-approved training program and successfully pass standardized testing immediately following successful completion of a skills assessment component of an approved training program, or pass DANB's Coronal Polish exam and apply to the Ohio State Dental Board for certification to perform coronal polishing.</p> <p>Pit and Fissure Sealants: DANB CDAs or OCDAC certified dental assistants may perform pit and fissure sealants upon successfully completing a course containing a minimum of two hours of didactic instruction and six hours of clinical instruction. In addition, the supervising dentist must observe the assistant successfully apply at least six sealants.</p>	<p>DANB Certified Dental Assistant (CDA) or Ohio certified dental assistant</p>	<p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</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>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>
<p>Basic Qualified Personnel must be trained directly via an employer/dentist, via a planned sequence of instruction in an educational institution or via in-office training.</p>	<p>Basic Qualified Personnel (BQP)</p>	<p>Dental Assistant Entry Level Dental Assistant</p>		

Job Title According to State of OH	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)
Expanded Function Dental Auxiliary (EFDA)	<p><u>Under Direct Supervision*</u></p> <p>12. Place amalgam restorative materials</p> <p>33. Place non-metallic restorative materials, including direct-bonded restorative materials</p> <ul style="list-style-type: none"> • All duties designated to Certified Dental Assistants and Basic Qualified Personnel, under the same levels of required supervision
DANB Certified Dental Assistant (CDA) or Ohio certified dental assistant	<p><u>Under Direct Supervision*</u></p> <p>9. Coronal polishing (rubber cup and slow-speed rotary dental hand piece only). Assistant must be Ohio Board-certified in polishing (<i>see requirements on previous page</i>)</p> <p>40. Pit and fissure sealants (<i>see requirements on previous page</i>)</p> <ul style="list-style-type: none"> • Basic remediable intraoral dental tasks • All duties designated to Basic Qualified Personnel, under the same levels of required supervision
Basic Qualified Personnel (BQP)	<p><u>Under Direct Supervision*</u></p> <p>2. Preliminary charting of missing and filled teeth</p> <p>4. Physical positioning of the patient</p> <p>11. Intraoral instrument transfer</p> <p>13. Suture removal</p> <p>14. Irrigation and drying of canals during endodontic procedures</p> <p>15. Placement and removal of orthodontic arch wires, auxiliary arch wires, and ligation of same to orthodontic bands and/or brackets</p> <p>18. Fluoride application</p> <p>24. Demonstration of oral hygiene procedures, including, but not limited to, use of toothbrushes and dental floss</p> <p>24, 26. All patient education services, including, but not limited to, progress reports, consultations (oral or written), oral hygiene instructions, use of intraoral hygiene devices, normal nutrition information as it relates to dental health, behavioral modification, self adjustment of orthodontic appliances, and all other post-operative and post-insertion instructions, as deemed appropriate by the supervising dentist</p> <p>25. All supportive services necessary to the maintenance of a hygienic practice environment, including, but not limited to, all sterilizing procedures</p> <p>27. Placement of rubber dam over pre-placed clamp, and removal of clamp and rubber dam</p> <p>29. Preliminary selection and sizing of orthodontic bands and arch wires</p> <p>30, 48. Aspiration and retraction, excluding placement of gingival retraction materials</p> <p>35, 62. Application and removal of periodontal dressings</p> <p>37. Measurement of blood pressure and body temperature</p> <p>38. Monitoring of vital signs</p> <p>42. Placement and removal of orthodontic separators and ties</p> <p>43. Preliminary selection and sizing of stainless steel crowns</p> <p>44. Taking impressions for the construction of custom athletic mouth protectors/ mouthguards, and trays for application of medicaments</p> <p>46. Elastomeric impressions for diagnostic models and models to be used for opposing models in the construction of appliances and restorations</p> <p>47, 50, 54, 55. Impression, fabrication, cementation and removal of provisional restorations, not to include palliative or sedative restorations</p> <p>49. Pulp testing</p> <p>56. Application of topical anesthetics</p> <p>59. Monitor nitrous oxide-oxygen analgesia†</p> <p>63, 69. Placement and removal of surgical dressings</p> <p>67. Assistance during administration of life-support activities</p> <ul style="list-style-type: none"> • Application of disclosing solutions • Caries susceptibility testing • Shade selection for fabrication of appliances or restorations • Application of cavity varnish • Taking photographs • Placement of medication in the pulp chamber(s) of teeth with non-vital pulp or instrumented root canals • Topical applications of desensitizing agents to teeth • Intraoral bite registrations for diagnostic model articulation, restorations and appliances • Polymerization of light-activated restorative or bonding materials • Basic remediable intraoral and extraoral dental tasks and/or procedures (those which do not create irreparable changes within the oral cavity and/or the contiguous structures) • Recording patient treatment • Checking for and removal of loose orthodontic bands and loose brackets • Repair, construction and finishing of metallic and plastic prosthetic devices • Compilation of radiographic data for interpretation by the dentist, i.e., tracings, etc. • The preparation of materials, drugs and medications for use in dental procedures, including, but not limited to, palliative, impression and restorative materials • Any other non-invasive procedures deemed necessary by the supervising dentist to maintain the health and safety of the patient • All non-invasive supportive services normally utilized in conjunction with the treatment by the dentist of fascia pain or TMJ syndrome • Preparing the teeth for restorations or for the bonding of orthodontic brackets by treating the supragingival coronal surfaces of the teeth to be bonded with a conditioning or etching agent and by the placement of a bonding agent adhesive • Impressions for removable or fixed orthodontic appliances • All non-invasive supportive services and procedures necessary to the gathering and maintaining of accurate and complete medical and dental history of the patient • All supportive services or procedures necessary to protect the physical well-being of the patient during routine treatment procedures and during periods of emergencies
	<p><u>Under Personal Supervision*</u></p> <ul style="list-style-type: none"> • Assist in the concurrent performance of supportive procedures, and with the administration of drugs, medications and inhalation anesthetic agents, including nitrous oxide

† BQP may monitor nitrous oxide-oxygen (N₂O-O₂) minimal sedation if they have completed a basic life-support training course and remain current at all times when monitoring N₂O-O₂ AND have successfully completed a six-hour course in N₂O-O₂ monitoring.

***Direct Supervision:** Acts must be performed in a dental facility wherein a licensed dentist is physically present at all times during the performance of such acts and such acts are performed pursuant to his order, control, and full professional responsibility, and are checked and approved by the licensed dentist before the patient upon whom such act has been performed departs from the dental facility of said dentist.

Personal Supervision: A dentist is personally operating on a patient and authorizes an auxiliary to aid treatment by concurrently performing supportive procedures.