

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.

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 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.



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 VA	Proposed Stan- dardized National Job Titles (see below)	Radiography Requirements	Functions <u>NOT</u> Permitted by Dental Assistants in VA
<p>To perform expanded functions under the direct supervision of a licensed dentist in the state of Virginia, one must be classified as a Dental Assistant II (DA II).</p> <p>To qualify as a DA II, one must:</p> <ul style="list-style-type: none"> Hold current certification as a DANB Certified Dental Assistant (CDA) AND Successfully complete board-approved expanded functions requirements from a CODA-accredited program AND Apply to the Virginia Board of Dentistry for Registration as a DA II by education or endorsement <p>To qualify to assist in the administration and monitoring of sedation, a DA I or DA II must meet one of the following requirements:</p> <ul style="list-style-type: none"> Minimal training resulting in current certification in basic resuscitation techniques, such as Basic Cardiac Life Support or an approved, clinically oriented course devoted primarily to responding to clinical emergencies offered by an approved provider of continuing education OR Current certification as a certified anesthesia assistant by the American Association of Oral and Maxillofacial Surgeons or the American Dental Society of Anesthesiology 	<p>Dental Assistant II (DA II)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Virginia, a dental assistant must:</p> <ul style="list-style-type: none"> Successfully complete a course or exam in radiology as part of a CODA-accredited dental assisting program OR Earn certification from the American Registry of Radiologic Technologists OR Successfully complete a dental radiography course and pass the national DANB Radiation Health and Safety (RHS) exam 	<p>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> Performing a clinical examination of teeth and surrounding tissues including the charting of carious lesions, periodontal pockets or other abnormal conditions for assisting the dentist in the diagnosis Scaling and root planing of natural and restored teeth using hand instruments, rotary instruments and ultrasonic devices Condensing, contouring or adjusting any final, fixed or removable prosthodontic appliance or restoration in the mouth, with the exception of placing, packing and carving amalgam and composite resins by DA IIs with advanced training Final diagnosis and treatment planning Performing surgical or cutting procedures on hard or soft tissue Prescribing or parenterally administering drugs or medicaments Authorization of work orders for any appliance or prosthetic device or restoration to be inserted into a patient's mouth Operation of high speed rotary instruments in the mouth Administering general anesthetics and conscious sedation Administering nitrous oxide or oxygen inhalation analgesia Final positioning and attachment of orthodontic bonds and bands Final adjustment and fitting of crowns and bridges in preparation for final cementation Polishing of natural and restored teeth using air polishers Subgingival irrigation or subgingival application of topical Schedule VI medicinal agents Non-delegable duties of a dentist and duties only delegable to a dental hygienist
<p>A dental assistant I (DA I) in the state of Virginia may perform basic supportive dental procedures (see opposite page) under the direction of a licensed dentist.</p> <p>There are no education or training requirements for this level of dental assisting.</p>	<p>Dental Assistant I (DA I)</p>	<p>Dental Assistant</p> <p>Entry Level Dental Assistant</p>	<p> The ADA/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 ADA/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>	

© 2011 Dental Assisting National Board, Inc.

Job Title According to State of VA	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 II (DA II)

Under Direct Supervision*

- 6. Place and remove non-epinephrine retraction cord
- 19. Select and manipulate gypsums and waxes
- 33. Place, cure and finish composite resin restorations only with slow-speed handpiece
- 34, 58. Apply base and cavity liners/ perform pulp capping procedures
- 46. Make final impressions and fabricate master casts
- 51. Condense/pack and carve amalgam
 - Final cementation of crowns and bridges after adjustment and fitting by the dentist

Under Indirect Supervision of a DENTIST*

DA II's can perform all duties a DA I is allowed to perform under the Indirect Supervision of a dentist.

Under Indirect Supervision of a HYGIENIST*

DA II's can perform all duties a DA I is allowed to perform under the Indirect Supervision of a Hygienist.

Dental Assistant I (DA I)

Under Indirect Supervision of a DENTIST*

- 1. Perform mouth mirror inspection of the oral cavity
- 2. Chart existing restorations and conditions as instructed by the dentist
- 4. Prepare patients for treatment/seating/ positioning chair/placing napkin
- 5. Prep lab forms for signature by the dentist
- 7. Maintenance of dental equipment
- 8, 63, 69. Place and remove post-extraction dressings/monitor bleeding
- 9. Polish coronal portion of teeth with rotary hand piece and rubber prophyl cup or brush
- 11. Transfer dental instruments
- 12. Amalgam: Place only
- 13. Remove sutures
- 14. Dry canals with paper points
- 18. Apply fluoride varnish, gels, foams and agents
- 21. Mix dental materials
- 22. Place x-ray film and expose radiographs (see *Radiography Requirements*)
- 24. Preventive education and oral hygiene instruction
- 24. Address risks of tobacco use
- 24. Give oral hygiene instruction
- 25. Sterilization and disinfection procedures
- 25. Sterilization and disinfection procedures
- 26. Provide pre- and post-operative instructions
- 27. Place and remove dental dam
- 27. Rubber dams: Place and remove
- 28. Make impressions and pour and trim study/diagnostic models and opposing models
- 29. Select and fit bands and brackets for cementation by dentist
- 32, 36, 57. Compliance with OSHA Regulations and Centers for Disease Control Guidelines
- 34. Apply and cure primer and bonding agents
- 35, 62. Place and remove periodontal dressings
- 37. Take blood pressure, pulse and temperature
- 37, 38. Take, record and 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 and remove elastic separators
- 44. Take impressions and make study models for orthodontic treatment and retainers
- 45. Matrices - place and remove
- 47, 54. Fabricate, cement and remove temporary crowns/restorations
- 48. Maintain field of operation through use of retraction, suction, irrigation, drying
- 53. Mount and label images
- 56. Apply topical Schedule VI anesthetic
- 59. Monitor patient under nitrous oxide (see *Anesthesia Requirements*)
- 60. Maintain emergency kit
- 61. Remove excess cement from coronal surfaces of teeth
- 64. Make impressions for athletic/night/ occlusal/snore mouthguards and fluoride/bleaching trays
- 64. Take impressions and fabricate bleaching trays
 - Perform health assessment
 - Use intraoral camera or scanner to take images for tooth preparation

- and CAD CAM restorations
- Acid Etch - Apply/wash/dry remove only when reversible
 - Amalgam: Polish only with slow-speed handpiece and prophyl cup
 - Measure instrument length
 - Apply dentin desensitizing solutions
 - Check for loose bands and brackets
 - Remove arch wires and ligature ties
 - Place ligatures to tie in archwire
 - Instruct patients in placement and removal of retainers and appliances after dentist has fitted and made adjustments in the mouth
 - Apply bleach/whitener
 - Bleach with light but not laser
 - Instruct patient on bleaching procedures
 - Monitor patient under minimal sedation/anxiolysis (see *Anesthesia Requirements*)
 - Monitor patient under moderate/ conscious sedation (see *Anesthesia Requirements*)
 - Monitor patient under deep sedation/general anesthesia (see *Anesthesia Requirements*)

Under Indirect Supervision of a HYGIENIST*

- 4. Prepare patients for treatment/seating/ positioning chair/placing napkin
- 7. Maintenance of dental equipment
- 9. Polish coronal portion of teeth with rotary hand piece and rubber prophyl cup or brush
- 11. Transfer dental instruments
- 22. Place x-ray film and expose radiographs (see *Radiography Requirements*)
- 24. Preventive education and oral hygiene instruction
- 25. Sterilization and disinfection procedures
- 32, 36, 57. Compliance with OSHA Regulations and Centers for Disease Control Guidelines
- 35, 62. Place and remove periodontal dressings
- 39. Clean and polish removable appliances and prostheses
- 41. Prepare procedural trays/armamentaria set-ups
- 53. Mount and label images
- 60. Maintain emergency kit
 - Perform health assessment

Under General Supervision*

- Dental assistants or dental hygienists aiding or assisting licensed dentists, or dental assistants aiding or assisting dental hygienists

***Direct Supervision:** means that the dentist examines the patient and records diagnostic findings prior to delegating restorative or prosthetic treatment and related services to DA II for completion the same day or at a later date. The dentist prepares the tooth or teeth to be restored and remains in the operatory or an area immediately adjacent to the operatory in order to be immediately available to the DA II for guidance or assistance during the delivery of treatment and related services. The dentist examines the patient to evaluate the treatment and services before the patient is dismissed.
General Supervision: means that a dentist completes a periodic comprehensive examination of the patient and issues a written order for hygiene treatment which states the specific services to be provided by a dental hygienist during one or more subsequent appointments when the dentist may or may not be present. The order may authorize the dental hygienist to supervise a dental assistant who prepares the patient for treatment and prepares the patient for dismissal following treatment.
Indirect Supervision: means the dentist examines the patient at some point during the appointment, is continuously present in the office to advise and assist a dental hygienist or a dental assistant who is delivering hygiene treatment or who is preparing the patient for examination or treatment by the dentist or dental hygienist or who is preparing the patient for dismissal following treatment.