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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 DANB/ADAA Core Competency Study. Pass DANB RDS 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 direct supervision dental procedures as specified by the state dental practice act and is responsible for 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>Entry Level Dental Assistant</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, including contouring a crown which has not been finished 34. Mixing base or wax 40. Apply oil and fluoride 41. Apply oil and fluoride 42. Apply oil and fluoride 43. Apply oil and fluoride 44. Apply oil and fluoride 45. Apply oil and fluoride 46. Apply oil and fluoride 47. Apply oil and fluoride 48. Apply oil and fluoride 49. Apply oil and fluoride 50. Apply oil and fluoride 51. Apply oil and fluoride 52. Apply oil and fluoride 53. Apply oil and fluoride 54. Apply oil and fluoride 55. Apply oil and fluoride 56. Apply oil and fluoride 57. Apply oil and fluoride 58. Apply oil and fluoride 59. Apply oil and fluoride 60. Apply oil and fluoride 61. Apply oil and fluoride 62. Apply oil and fluoride 63. Apply oil and fluoride 64. Apply oil and fluoride 65. Apply oil and fluoride 66. Apply oil and fluoride 67. Apply oil and fluoride 68. Apply oil and fluoride 69. Apply oil and fluoride 70. Apply oil and fluoride

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>Entry Level Dental Assistant</p>	<p>The ADAA/ADAA Alliance is a national organization of dental assistants that has been established to represent the interests of dental assistants in the United States. The numbers correspond to the 70 numbered tasks in the DANB/ADAA Core Competency Study.</p> <p>Functions listed with bullets are part of this study's function list but are not specific matches to DANB/ADAA research.</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, including contouring a crown which has not been finished 34. Mixing base or wax 40. Apply oil and fluoride 41. Apply oil and fluoride 42. Apply oil and fluoride 43. Apply oil and fluoride 44. Apply oil and fluoride 45. Apply oil and fluoride 46. Apply oil and fluoride 47. Apply oil and fluoride 48. Apply oil and fluoride 49. Apply oil and fluoride 50. Apply oil and fluoride 51. Apply oil and fluoride 52. Apply oil and fluoride 53. Apply oil and fluoride 54. Apply oil and fluoride 55. Apply oil and fluoride 56. Apply oil and fluoride 57. Apply oil and fluoride 58. Apply oil and fluoride 59. Apply oil and fluoride 60. Apply oil and fluoride 61. Apply oil and fluoride 62. Apply oil and fluoride 63. Apply oil and fluoride 64. Apply oil and fluoride 65. Apply oil and fluoride 66. Apply oil and fluoride 67. Apply oil and fluoride 68. Apply oil and fluoride 69. Apply oil and fluoride 70. Apply oil and fluoride

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.

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

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 TN	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in TN
<p>To perform expanded functions in the state of Tennessee, Registered Dental Assistants (RDAs) <i>must</i> earn state certification by completing the requirements for each of the desired expanded functions listed below:</p> <p><u>Perform coronal polishing procedures:</u></p> <ul style="list-style-type: none"> ■ Successfully complete a Board-approved coronal polishing course (to qualify, an individual must be an RDA in Tennessee) and ■ Hold a current Cardiopulmonary Resuscitation (CPR) certification and ■ Pass both the written and clinical exams and ■ Receive a certificate in coronal polishing from the Tennessee Board of Dentistry <p><u>Apply sealants:</u></p> <ul style="list-style-type: none"> ■ Successfully complete a Board-approved course in sealant application (to qualify, one must be a current RDA) or be enrolled in a CODA-accredited or TN Board-approved program which offers such a course and ■ Receive a certificate in sealant application from the Board <p><u>Monitor nitrous oxide:</u></p> <ul style="list-style-type: none"> ■ Successfully complete a Board-approved nitrous oxide monitoring course (to qualify, one must be a current RDA) or be enrolled in a CODA-accredited or TN Board-approved program which offers such a course and ■ Receive a certificate in monitoring nitrous oxide from the Board <p><u>Perform restorative and/or prosthetic functions:</u></p> <ul style="list-style-type: none"> ■ Have a minimum of two years of continuous, full-time registered dental assisting employment and ■ Complete a Board-approved certification course and ■ Receive a certificate in restorative and/or prosthetic functions from the Board <p>Note: RDAs who have successfully completed a comparable training program in expanded functions in another state may be eligible to apply directly to the Board for an expanded functions certificate without additional training. For details see <i>DANB's State Fact Booklet</i> or contact the Tennessee Board of Dentistry.</p>	<p>Registered Dental Assistant (RDA) <i>qualified to perform expanded functions</i></p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures under the direct supervision of a dentist in the state of Tennessee, a dental assistant <i>must</i>:</p> <ul style="list-style-type: none"> ■ First be a Registered Dental Assistant (see requirements to the left, below) before attending the radiology course indicated below ■ Successfully complete a Board-approved dental radiology training course or a CODA-accredited or Board-approved program which offers this course as part of the curriculum ■ Receive a state certification in dental radiography from the Tennessee Board of Dentistry (TBD) (application is submitted to the TBD's Administrative Office by the course director on a form provided by the Board) <p>OR</p> <ul style="list-style-type: none"> ■ Current DANB CDAs or dental assistants who have completed a comparable course in another state may apply directly to the TBD for a state certification in dental radiography without having to complete the course required above 	<p>The following functions are not permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> • Examination, diagnosis and treatment planning • Surgical or cutting procedures on hard or soft tissue, including laser, air abrasion or micro-abrasion procedures, including curettage or root planing • Fitting, adjusting and placement of prosthodontic appliances • Issuance of prescription medications, medications not authorized by T.C.A. or work authorizations • Performance of direct pulp capping, pulpotomy and other endodontic procedures not authorized by T.C.A. • Approve the final occlusion • Placement of sutures • Administration of local anesthesia, nitrous oxide, conscious sedation, or general anesthesia • Use of a high-speed handpiece intraorally • Utilization of laser equipment and technology • Diagnosing of the need for restorations • Preparation/cutting of the tooth or soft tissue • Modifying existing structure • Removal of caries, bases and liners • Diagnosing need for any prosthetic appliance • Establishing vertical dimension of occlusion and interocclusal records • Delivering and/or adjusting appliance • Expose radiographs without certification (as indicated in the middle column shown above) • Expanded restorative or prosthetic functions without certification (as indicated in the column to the far left)
<p>Registered Dental Assistants in the state of Tennessee may perform the procedures listed for this level on the opposite page. To register as an RDA, one must:</p> <ul style="list-style-type: none"> ■ Be at least 18 years old and ■ Have a high school diploma or GED certificate and ■ Have a current CPR certificate and ■ Apply for registration to the Tennessee Board of Dentistry <p>A Practical Dental Assistant is an auxiliary employee of a licensed dentist(s) who is receiving practical chairside dental assisting training from a licensed dentist(s) or is a dental assistant student in an educational program accredited by the Commission on Dental Accreditation (CODA).</p>	<p>Registered Dental Assistant (RDA)</p> <p>Practical Dental Assistant</p>	<p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</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> <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>	

Job Title According to State of TN	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)
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Registered
Dental
Assistant
(RDA)
*qualified to
perform
expanded
functions*

Under Direct Supervision*

- 9. Coronal polishing
- 40. Application of sealants
- 59. Monitoring nitrous oxide
 - Restorative functions
 - Prosthetic functions

Registered
Dental
Assistant
(RDA)

Under Direct Supervision*

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> 2, 37. The taking and recording of a patient's blood pressure, pulse, temperature, and medical history, and charting of oral conditions 3. Calling in prescriptions to the pharmacist as instructed by the employer/dentist 6. Packing and removing retraction cord, with or without vasoactive chemicals, for restorative dental procedures 12. The placement of amalgam in prepared cavities for condensation by the dentist 13. The removal of sutures and staples 14. Drying canals with absorbent paper points 15. Bending, selecting and pre-sizing arch wires and placing arch wires after final adjustment and approval by the dentist 15. Placement of chain elastics on brackets 15. Placement of exposure chains and attachments 18. The application of topical fluorides 22. The processing of radiographs, including digital, of the mouth, gums, jaws, teeth or any portion thereof for dental diagnosis (<i>see "Radiography Requirements" on previous page</i>) | <ul style="list-style-type: none"> 24. The instruction of patients in dietary principles 24. Demonstration of oral hygiene procedures and oral health care regimen 25. The maintenance of instrument and operatory infection control 27. The placement and removal of rubber dam 29. The selection, prefitting, cementation, curing and removing of orthodontic bands or brackets 34. Placement of cavity bases and liners 35, 62. The placement and removal of periodontal dressings 41. The preparation of instrument trays 42. Placement and removal of pre-treatment separators 43. Selecting and pre-fitting of stainless steel crowns or other pre-formed crowns for insertion by the dentist 44, 46. The taking of alginate impressions for any purpose other than permanent restorations 45. The placement and removal of matrices for restoration 48. Irrigating extraction site 49. Performing pulp testing 50, 55. The fabrication, placement and removal of temporary restorations | <ul style="list-style-type: none"> 56. The application of topical anesthetics 61. Removal of cement excess from supragingival surface of teeth by hand instruments only 61. The removal of cement from restorations and bands 63, 69. The placement and removal of socket dressings <ul style="list-style-type: none"> • The taking of dental plaque smears • The removal of ligature and arch wires • Wound care as directed • Placement of springs on wires • Placement of hooks on brackets • Ligation of arch wires to brackets • The taking of oral cytologic smears • Removal of loose or broken bands or brackets • The application of desensitizing agents • Application of tooth conditioners for bonding • Packing of pulpotomy paste • Fitting, adjusting and cementation of correctional appliances • Other duties specifically approved by the Board at a regularly scheduled meeting of the Board |
|---|---|---|

Practical
Dental
Assistant

Under Direct Supervision*

- Concurrently perform noninvasive supportive chairside procedures

DANB's Note on Allowable Dental Assisting Functions

In the state of Tennessee, 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.

*Direct Supervision: The dentist/employer must physically be in the office and examine the patient immediately prior and after the procedure.