



# 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 VT	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <u>NOT</u> Permitted by Dental Assistants in VT
<p>To perform <b>expanded functions</b> in the state of Vermont under the direct supervision of a licensed dentist, a dental assistant must earn status as an <b>Expanded Function Dental Assistant (EFDA)</b>.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> <li>■ Hold a current national DANB Certification</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Be employed by a Vermont licensed dentist</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Successfully complete a formal program in each of the desired expanded functions at a CODA-accredited program of dental assisting</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Apply to the Vermont Board of Dental Examiners for registration</li> </ul>	<p>Expanded Function Dental Assistant (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 Vermont, a dental assistant must be an <b>Expanded Functions Dental Assistant</b> or a <b>DANB Certified Dental Assistant</b> (see requirements to the left).</p> <p><b>Traditional Dental Assistants</b> can earn a special endorsement to perform dental radiographic procedures by completing the following requirements:</p> <ul style="list-style-type: none"> <li>■ Be at least 18 years of age</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Successfully complete a CODA-accredited radiology course within 10 years of application for endorsement</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Work for at least six months as a dental assistant</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>■ Hold a radiography endorsement equivalent to that required in Vermont</li> </ul> <p><b>AND ALL MUST THEN</b></p> <ul style="list-style-type: none"> <li>■ Apply to the Vermont Board of Dental Examiners for registration</li> </ul>	<p>The following functions are <b>not</b> permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> <li>• Diagnosis, treatment planning and prescription, including prescription for drugs and medicaments or authorization for restorative, prosthodontic, or orthodontic appliances</li> <li>• Surgical procedures on hard and soft tissues within the oral cavity or any other intraoral procedure that contributes to or results in an irremediable alteration of the oral anatomy</li> </ul>
<p>Dental assistants who hold the national <b>DANB Certified Dental Assistant (CDA)</b> Certification can also earn Vermont state certification. To qualify, one must:</p> <ul style="list-style-type: none"> <li>■ Hold a current national DANB Certified Dental Assistant (CDA) Certification</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Be employed by a Vermont licensed dentist</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Apply to the Vermont Board of Dental Examiners for registration</li> </ul>	<p>DANB Certified Dental Assistant (CDA) with state certification</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>Dental assistants in the state of Vermont can earn status as a <b>Traditional Dental Assistant (TDA)</b> by becoming employed as a TDA in a dental office and notifying the Vermont State Board of Dental Examiners within 30 days of being hired.</p>	<p>Traditional Dental Assistant (TDA)</p>	<p>Dental Assistant</p> <p>Entry Level Dental Assistant</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>	

Job Title According to State of VT	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 Assistant (EFDA)	<p><b><u>Under Direct Supervision*</u></b></p> <ul style="list-style-type: none"> <li>Any expanded duty for which the EFDA has been trained, within the limits of Vermont rules</li> </ul>
DANB Certified Dental Assistant (CDA) <i>with state certification</i>	<p><b><u>Under Direct Supervision*</u></b></p> <p>59. Monitor nitrous oxide analgesia</p> <ul style="list-style-type: none"> <li>All duties for which the assistant has received formal training in a CODA-accredited dental assisting program and for which the assistant has been DANB Certified</li> </ul>
Traditional Dental Assistant (TDA)	<p><b><u>Under Direct Supervision*</u></b></p> <p>40. Apply dental sealants (after six consecutive months of employment)</p> <ul style="list-style-type: none"> <li>Perform extraoral duties assigned by the dentist</li> <li>Assist the dentist or clinical staff in intraoral procedures as assigned by the dentist</li> </ul> <p><b><u>DANB's Note on Allowable Dental Assisting Functions</u></b></p> <p>In the state of Vermont, all dental assistants may:</p> <ul style="list-style-type: none"> <li>Perform infection control and occupational safety procedures</li> <li>Perform other duties not specified by this state's dental practice act</li> </ul> <p>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.</p>

\*Direct Supervision: A licensed dentist is readily available at the dental facility for consultation or intervention.