

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.**



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Education/Training/ Credential Required	Job Title According to State of GA	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in GA
<p>To perform <b>expanded functions</b> under the direct supervision of a licensed dentist in the state of Georgia, a dental assistant <i>must</i> earn status as an <b>Expanded Duty Dental Assistant (EDDA)</b>.</p> <p>To qualify as an EDDA, one must:</p> <ul style="list-style-type: none"> <li>■ Hold a high school diploma or its equivalent</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Hold a current Cardiopulmonary Resuscitation (CPR) certification</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Provide documentation of successful completion of a Georgia Board-approved course pertaining to the specific expanded duties outlined in that certificate. (A national DANB Certified Dental Assistant [CDA] Certification is one of the ways by which an assistant may qualify to enroll in a Georgia Board-approved course.)</li> </ul>	<p>Expanded Duty Dental Assistant (EDDA)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <hr/> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p>	<p>In order to legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Georgia, a dental assistant must complete a minimum of six hours of instruction, in the content areas defined in the Georgia Department of Human Services' x-ray requirements.</p> <p>Instruction should begin within 30 days of initial employment and be completed no more than 90 days after employment begins. A record of training must be maintained by the employer.</p> <p>A dental assistant who shows written proof of completed x-ray training is considered to have satisfied the requirements of the Department of Human Services.</p>	<p>The following functions are <b>not</b> permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> <li>• Utilize laser equipment and technology</li> <li>• Utilize intraorally micro etching and/or air polishing equipment and technologies</li> <li>• Any operations catalogued as dental hygiene treatments</li> </ul>
<p>A <b>dental assistant</b> in the state of Georgia may perform basic supportive dental procedures specified by the state dental practice act (see opposite page) under the direct supervision of a licensed dentist.</p> <p>There are no education or training requirements for this level of dental assisting.</p>	<p>Dental Assistant</p>	<p>Dental Assistant</p> <hr/> <p>Entry Level Dental Assistant</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> <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>	

Job Title  
According to  
State of GA

## 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  
Duty  
Dental  
Assistant  
(EDDA)

### Under Direct Supervision\*

- |  |   |   |
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| <p>6. Packing and removing retraction cord, as prescribed by the dentist, so long as said cord is used solely for restorative dental procedures</p> <p>18. Apply topical anticariogenic agents</p> <p>34. Place cavity liner, base or varnish over unexposed pulp</p> <p>35. Place periodontal dressing</p> <p>35. Redressing (not initial placement of dressing) and removing dressing from alveolar sockets in post-operative osteitis when the patient is uncomfortable due to the loss of dressing from the alveolar socket in a diagnosed case of post-operative osteitis</p> <p>40. Apply pit and fissure sealants, and primer and bonding agents to etched enamel or dentin; and light-cure with a fiber-optic light source</p> | <p>44. Make impressions with irreversible hydrocolloid to be used to repair a damaged prosthesis or to fabricate a night guard (bruxism or muscle relaxation appliance); or for passive orthodontic appliances (all adjustments must be performed extraorally; final adjustments must be made by the dentist)</p> <p>47. Intraoral fabrication of temporary crowns and bridges (all such adjustments must be performed extraorally)</p> <p>59. Monitor the administration of nitrous oxide/oxygen; turn off nitrous oxide/oxygen at the completion of the dental procedure and make adjustments to the level of nitrous oxide/oxygen, but only following the specific instructions of the dentist</p> | <ul style="list-style-type: none"> <li>• Apply desensitizing agents to root surfaces of teeth and prepared dentinal surfaces of teeth prior to cementation of temporary restorations and crowns, bridges or inlays</li> <li>• Changing of bleaching agent, following initial applications by the dentist, during the bleaching process of vital and non-vital teeth after the placement of a rubber dam; and applying the fiber-optic light source of a curing light for activation of the bleach</li> <li>• Re-bond brackets after a licensed dentist has examined the affected tooth and surrounding gingiva and found no evidence of pathology</li> <li>• Remove bonded brackets with hand instruments only</li> <li>• Apply primer and bonding agents to etched enamel or dentin, and light-cure with fiber-optic light source</li> <li>• Perform face bow transfer</li> <li>• All duties designated to dental assistants, under the same levels of required supervision</li> </ul> |
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Dental  
Assistant

### Under Direct Supervision\*

- |   |  |   |
|---|--|---|
| <p>9. Polish the enamel and restorations of the anatomical crown through the use of a slow speed handpiece (not to exceed 10,000 rpm), rubber cup and polishing agent</p> <p>13. Remove sutures (other than wire sutures)</p> <p>14. Dry canals with absorbent points and place soothing medicaments (not to include endodontic irrigation); and place and remove temporary stopping with non-mechanical hand instruments only</p> <p>15. Select, pre-size and seat orthodontic arch wires with brackets which have been placed by the dentist</p> <p>15. Cut and tuck ligatures, remove ligatures and arch wires, remove loose or broken bands</p> | <p>22. Place and expose radiographs with such training as may be required by law</p> <p>27. Place and remove rubber dams</p> <p>29. Select and pre-size orthodontic bands which initially must be seated by the dentist</p> <p>42. Place and remove pre-treatment separators</p> <p>44. Make impressions with irreversible hydrocolloid for diagnostic models and opposing models</p> <p>45. Place matrix bands and wedges</p> <p>47. Fabricate extraorally temporary crowns and bridges</p> <p>47, 50. Cement temporary crowns and bridges with intermediate cement</p> <p>50. Place intracoronal temporary restorations using intermediate cement</p> <p>54. Remove temporary crowns and bridges seated with intermediate cement</p> | <p>56. Apply topical anesthetic</p> <p>61. Remove visible excess cement from supramarginal areas of dental restorations and appliances with non-mechanical hand instruments</p> <p>62. Remove periodontal dressing</p> <p>69. Remove dry socket medication</p> <ul style="list-style-type: none"> <li>• Place drying and de-oiling agents prior to the cementation of permanent crowns and bridges</li> <li>• Place and take off a removable prosthesis with a pressure sensitive paste after the appliance has been initially seated by the dentist</li> <li>• Etch unprepared enamel</li> <li>• Remove and re-cement loose bands that have previously been contoured and fitted by a dentist, but only after a dentist has examined the affected tooth and surrounded gingiva and found no evidence of pathology</li> </ul> |
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\*Direct Supervision: A dentist licensed in Georgia 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 dental assistant and, before dismissal of the patient, evaluates the performance of the dental assistant.