

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 form 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.

Education/Training/ Credential Required	Job Title According to State of MD	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <u>NOT</u> Permitted by Dental Assistants in MD
<p>To perform <b>expanded functions</b> in the state of Maryland (see listing on opposite page), a dental assistant <b>must</b> register as a <b>Dental Assistant Qualified in General Duties</b>.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> <li>Complete a training program (minimum of 35 hours) approved by the Maryland State Board of Dental Examiners <b>and</b> pass the Maryland General Dental Assisting Expanded Functions (MDG) exam administered by DANB</li> <li><b>OR</b> Pass the national DANB Certified Dental Assistant (CDA) exam</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Apply to the Maryland State Board of Dental Examiners for state recognition as a Maryland Dental Assistant Qualified in General Duties</li> </ul> <p><b>Note:</b> While not required by law, it is recommended that a Dental Assistant Qualified in General Duties also earn status as a Dental Radiation Technologist (see requirements to the right).</p>	<p>Dental Assistant Qualified in General Duties</p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>A dental assistant in the state of Maryland <b>must</b> be state certified as a <b>Dental Radiation Technologist</b> in order to operate dental x-ray equipment and perform dental radiographic procedures. This must be performed under the direct supervision of a licensed dentist. To obtain this state certification, one must:</p> <ul style="list-style-type: none"> <li>Be at least 18 years of age</li> <li><b>AND</b></li> <li>Be of good moral character</li> <li><b>AND</b></li> <li>Hold a high school diploma or its equivalent</li> <li><b>AND</b></li> <li>Successfully complete a dental radiography course (minimum of 30 hours) approved by the Maryland State Board of Dental Examiners</li> <li><b>AND</b></li> <li>Pass the national DANB Radiation Health &amp; Safety (RHS) exam or Certified Dental Assistant (CDA) exam</li> <li><b>AND</b></li> <li>Apply for state certification to the Maryland State Board of Dental Examiners</li> </ul> <p><b>Note:</b> An individual holding an active radiology license or certification in another state may apply for Maryland certification if he/she has engaged in practicing dental radiation technology for at least 150 hours in the three years preceding application and meets any ADA or federal requirements. In addition, beginning in 2011, all Dental Radiation Technologists seeking to renew or reinstate their certificates shall have completed a two-hour, Maryland State Board of Dental Examiners-approved course in infection control.</p>	<p>The following functions are <b>not</b> permitted by a Dental Assistant Qualified in General Duties or a non-registered Dental Assistant:*</p> <ol style="list-style-type: none"> <li>Oral prophylactic procedures, including scaling, root planing, and polishing teeth</li> <li>Placing or removing an arch wire</li> <li>Placing elastics or ligatures</li> <li>Preparing or fitting orthodontic bands</li> <li>Condensing, carving, or finishing any restoration</li> <li>Placing an initial surgical dressing</li> <li>Apply pit and fissure sealants</li> <li>Examination, diagnosis, and treatment planning</li> <li>Surgery on hard or soft tissues</li> <li>Administering injectable local anesthesia</li> <li>Initiation of treatment at any time for the correction of malocclusions and malformations of the teeth or jaws</li> <li>Adjusting occlusion of natural teeth, restorations, or appliances</li> <li>Registration of jaw relations</li> <li>Selecting headgear</li> <li>Adjusting prosthetic appliances</li> <li>Cementing of orthodontic bands, placement of bonded attachments or the removal of cement or bonded orthodontic bands and attachments</li> <li>Cementing permanent crowns or restorations</li> </ol> <p>* Some of these functions <b>may</b> be permitted by Dental Assistants Qualified in Orthodontics; see this state's "Orthodontic Assisting" template</p>
<p>A <b>dental assistant</b> in the state of Maryland 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>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 Competency Study conducted from 2002-05.</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 Competency 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>Dental Assistant</p>	<p>Entry Level Dental Assistant</p>		

†DANB received updated rules from the Maryland Board of Dental Examiners in December 2009. The Maryland Board requests that candidates rely upon state regulations and that they contact the state board directly with questions about state requirements. All of the templates in this volume reflect DANB's interpretation of state or Washington, D.C. dental practice acts. For authoritative information regarding requirements for dental assistants in each state or Washington, D.C., please contact the relevant dental board.

Job Title  
According to  
State of MD

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  
Qualified  
in General  
Duties

**Under Direct Supervision\***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>6. Placing or removing retraction cord</li> <li>13. Removing sutures</li> <li>14. Drying a root canal</li> <li>18. Applying topical fluoride</li> <li>27. Placing or removing a rubber dam</li> <li>35, 62. Removing or placing a periodontal dressing (except placing the original periodontal dressing)</li> <li>43. Preparing and fitting stainless steel crowns</li> <li>44. Taking alginate impressions for intraoral appliances</li> <li>45. Placing or removing a matrix band</li> <li>47. Preparing temporary crowns</li> </ul> | <ul style="list-style-type: none"> <li>47. Cementing temporary crowns or restorations</li> <li>49. Performing vitality tests</li> <li>54. Removing temporary crowns</li> <li>54. Removing excess cement                             <ul style="list-style-type: none"> <li>• Etching</li> <li>• Fabricating indirect restorations in a dental office</li> <li>• Applying desensitizing agents</li> <li>• All duties designated to non-registered Dental Assistants, under the same level of required supervision</li> <li>• Any other duty approved by the Maryland State Dental Board of Examiners</li> </ul> </li> </ul> |
|--|--|

**Note:** This state allows dental assistants to perform a separate set of orthodontic functions, which are specified by state in a section at the end of this booklet. Any functions specific to orthodontic assisting included on this page will also be reflected in the orthodontic assisting duties section of this booklet.

Dental  
Assistant

**Under Direct Supervision\***

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>24. Instructing on oral hygiene</li> <li>44. Taking impressions for study models or diagnostic casts</li> <li>48 Rinsing and aspiration of the oral cavity</li> <li>48. Retraction of the lips, cheek, tongue, and flaps</li> </ul> | <ul style="list-style-type: none"> <li>48. Placement and removal of materials for the isolation of the dentition, provided that the material is not retained by the dentition</li> <li>56. Applying topical anesthesia</li> <li>64. Constructing athletic mouth guards on models</li> </ul> | <ul style="list-style-type: none"> <li>• Performing intraoral photography</li> <li>• Curing by the use of halogen light</li> <li>• Checking for loose bands</li> <li>• Any other duty approved by the Board</li> </ul> |
|--|---|--|

\*Direct Supervision: The supervising dentist is in the dental office; personally diagnoses the condition to be treated; personally authorizes the procedure; and, before dismissal of the patient, personally evaluates the performance of the dental assistant.  
General Supervision: Means the supervision of a dental assistant by a dentist where the dentist may or may not be present when the dental assistant performs the dental assisting procedures.

# Maryland (Orthodontic)

State-approved 1/1/10†  
Updated by DANB 7/2/10

Education/Training/ Credential Required?	Job Title According to State of MD	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT permitted by orthodontic assistants in MD
<p>To perform <b>orthodontic functions</b> in the state of Maryland, a dental assistant <b>must</b> register as a <b>Dental Assistant Qualified in Orthodontics</b>.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> <li>■ Complete a training program (minimum of 35 hours) approved by the Maryland State Board of Dental Examiners <b>and</b> pass the Maryland Orthodontic Assisting Expanded Functions (MDO) exam administered by DANB</li> <li><b>OR</b></li> <li>■ Pass the national DANB Certified Orthodontic Assistant (COA) exam</li> <li><b>AND</b></li> <li>■ Apply to the Maryland State Board of Dental Examiners for state recognition as a Maryland Dental Assistant Qualified in Orthodontics</li> </ul>	<p>Dental Assistant Qualified in Orthodontics</p>	<p>Expanded Functions Orthodontic Assistant (EFOA)</p> <hr/> <p>DANB Certified Orthodontic Assistant (COA) or Registered Orthodontic Assistant (ROA)</p>	<p>A dental assistant in the state of Maryland <b>must</b> be state certified as a <b>Dental Radiation Technologist</b> in order to operate dental x-ray equipment and perform dental radiographic procedures. This must be performed under the direct supervision of a licensed dentist. To obtain this state certification, one must:</p> <ul style="list-style-type: none"> <li>■ Be at least 18 years of age</li> <li>■ <b>AND</b></li> <li>■ Be of good moral character</li> <li>■ <b>AND</b></li> <li>■ Hold a high school diploma or its equivalent</li> <li>■ <b>AND</b></li> <li>■ Successfully complete a dental radiography course (minimum of 30 hours) approved by the Maryland State Board of Dental Examiners</li> <li>■ <b>AND</b></li> <li>■ Pass the national DANB Radiation Health &amp; Safety (RHS) exam or Certified Dental Assistant (CDA) exam</li> <li>■ <b>AND</b></li> <li>■ Apply for state certification to the Maryland State Board of Dental Examiners</li> </ul> <p><b>Note:</b> An individual holding an active radiology license or certification in another state may apply for Maryland certification if he/she has engaged in practicing dental radiation technology for at least 150 hours in the three years preceding application and meets any ADA or federal requirements. In addition, beginning in 2011, all Dental Radiation Technologists seeking to renew or reinstate a certificate shall have completed a two-hour, Maryland State Board of Dental Examiners-approved course in infection control.</p>	<p>The following functions are <b>not</b> permitted by a Dental Assistant Qualified in Orthodontics:</p> <ul style="list-style-type: none"> <li>6. Placing or removing retraction cord</li> <li>9, 20. Oral prophylactic procedures, including scaling, root planing, and polishing of teeth with rotary instruments</li> <li>14. Drying a root canal</li> <li>27. Placing or removing a rubber dam</li> <li>33. Condensing, carving, or finishing any restoration</li> <li>35, 62. Removing or placing a periodontal dressing</li> <li>40. Applying pit and fissure sealants</li> <li>43. Preparing and fitting stainless steel crowns</li> <li>45. Placing or removing a matrix band</li> <li>47. Preparing temporary crowns</li> <li>49. Performing vitality tests</li> <li>54. Removing temporary crowns</li> <li>63. Placing an initial surgical dressing             <ul style="list-style-type: none"> <li>• Examination, diagnosis, and treatment planning</li> <li>• Surgery on hard or soft tissues</li> <li>• Administering injectable local anesthesia</li> <li>• Initiation of treatment at any time for the correction of malocclusions and malformations of the teeth or jaws</li> <li>• Adjusting occlusion of natural teeth, restorations, or appliances</li> <li>• Cementing temporary or permanent crowns or restorations</li> <li>• Adjusting prosthetic appliances</li> </ul> </li> </ul>
<p>There are no specified education or training requirements in the state of Maryland for any level of orthodontic assisting other than Dental Assistant Qualified in Orthodontics.</p>	<p>N/A</p>	<p>Orthodontic Assistant</p> <hr/> <p>Entry Level Orthodontic Assistant</p>	<p>The ADAA/DANB Alliance developed a listing of standardized job titles based on its national Core Competencies Study conducted from 2002-05, for general chairside assistants only. Currently, only four states (MD, MA, NJ, and OR) recognize one or more separate levels of orthodontic assisting.</p> <p>← If the ADAA/DANB Alliance were to attempt to replicate the general chairside assistant Core Competencies Study for orthodontic assistants, the templates would contain the proposed standardized job titles that appear at left.</p> <p>Functions in this state that relate to the national DANB/ADAA Core Competency 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.) Functions listed with bullets are part of this state's practice act but are not specific matches to DANB/ADAA research.</p>	<p>Some functions in the general chairside Core Competencies Study are also appropriate for orthodontic assistants. The study utilized a list of 70 job functions which were determined to be representative of a broad range of dental assisting core competencies.</p>

© 2010 Dental Assisting National Board, Inc.

†DANB received updated rules from the Maryland State Board of Dental Examiners in December 2009. The Maryland Board requests that candidates rely upon state regulations and that they contact the state board directly with questions about state requirements. All of the templates in this volume reflect DANB's interpretation of state or Washington, D.C. dental practice acts. For authoritative information regarding requirements for dental assistants in each state or Washington, D.C., please contact the relevant dental board.

Job Title According to State of MD	Allowable functions (Functions with numbers relate specifically to a Core Competency designation, functions with bullets are not a specific match to the list.)
<p>Dental Assistant Qualified in Orthodontics</p> <hr/> <p>N/A</p>	<p><b><u>Under Direct Supervision*</u></b></p> <ul style="list-style-type: none"> <li>15. Placing and removing arch wires</li> <li>15. Placing elastics and ligatures</li> <li>18. Applying topical fluoride</li> <li>24. Instructing on oral hygiene</li> <li>29. Preparing and fitting orthodontic bands</li> <li>44. Taking impressions for study models or diagnostic casts</li> <li>44. Taking alginate impressions for intraoral appliances</li> <li>48. Rinsing and aspiration of the oral cavity</li> <li>48. Retraction of the lips, cheek, tongue, and flaps</li> <li>48. Placement and removal of materials for the isolation of the dentition, provided that the material is not retained by the dentition</li> <li>56. Applying topical anesthesia</li> <li>61. Removing excess cement from around orthodontic bands</li> <li>64. Constructing athletic mouth guards on models             <ul style="list-style-type: none"> <li>• Performing intraoral photography</li> </ul> </li> <li>• Curing by the use of halogen light</li> <li>• Checking for loose bands</li> <li>• Etching</li> <li>• Cementing of orthodontic bands, placement of bonded attachments, or the removal of cemented or bonded orthodontic bands and attachments</li> <li>• Selecting headgear</li> <li>• Applying desensitizing agents</li> <li>• Any other duty approved by the Board</li> </ul> <hr/> <p>No allowable functions are specified in the Maryland dental practice act for any level of orthodontic assisting other than Dental Assistant Qualified in Orthodontics.</p>

\*Direct Supervision: The supervising orthodontist is in the office; personally diagnoses the condition to be treated; personally authorizes the procedure; and, before dismissal of the patient, personally evaluates the performance of the dental assistant.

# 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 Competency 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., Ste. 900  
Chicago, IL 60611  
1-800-FOR-DANB or 312/642-3368  
Fax: 312/642-1475  
www.danb.org • danbmail@danb.org