



Dental Assisting National Board, Inc.
Measuring Dental Assisting Excellence®

Infection Control (ICE®)

Exam Outline and Suggested References

State Regulations

Each state's dental board implements regulations and establishes rules for delegating legally allowable duties to dental assistants. Passing one or more of the DANB component exams or earning DANB certification only conveys authority to perform these duties in those states that recognize these exams or this certification as meeting state dental assisting requirements. This information is at www.danb.org.

Effective 01/01/2018

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ICE

Exam Outline Overview

ICE Exam Weighting by Domain

- I. Standard Precautions and the Prevention of Disease Transmission (20%)
- II. Prevention of Cross-contamination during Procedures (34%)
- III. Instrument/Device Processing (26%)
- IV. Occupational Safety/Administrative Protocols (20%)

ICE Exam Administration

- Number of Questions: 100
- Time for Exam: 75 minutes
- Tutorial Time: 5 minutes
- Comment Time: 5 minutes

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ICE Exam Outline

DANB exams are created using the exam outline, which is annually reviewed by subject matter experts (e.g., Certified Dental Assistant™ [CDA®] certificants and dentists). The outline is developed using a Content Validation Study (CVS), which includes a job analysis survey where practicing CDA certificants are surveyed about how often tasks are performed and how important competent performance of tasks is to the health and safety of the public. This study is conducted every five to seven years to ensure the outline is consistent with current clinical practices. DANB's Board of Directors approves all updates to DANB exam outlines. The ICE exam measures a candidate's knowledge of national infection control practices.

This exam references the following (see p. 7 for full citations for these references):

- Centers for Disease Control and Prevention. Guidelines for Infection Control in Dental Health-Care Settings-2003
- Centers for Disease Control and Prevention. Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care
- Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens (BBP) standard
- OSHA Hazard Communication standard

Domain I: Standard Precautions and the Prevention of Disease Transmission (20%)

A. Recognize infectious diseases and their relationship to patient and occupational risk.

1. Identify modes of disease transmission.
2. Needs for immunization against infectious diseases (e.g., hepatitis B, influenza).

B. Demonstrate understanding of how to review a medical history to prevent adverse reactions during dental care (e.g., adverse reactions to latex or vinyl).

C. Demonstrate understanding of proper hand hygiene as performed before, during and after oral surgery and intraoral procedures, including but not limited to:

1. products (e.g., antimicrobial, antibacterial, alcohol rub).
2. skin/nail care.
3. techniques (e.g., length of time, sequencing).
4. select appropriate hand hygiene protocol.

D. Describe how to protect the patient and operator by using personal protective equipment (PPE) (e.g., masks, gloves, eyewear, gowns).

1. Selection and sequence of placing, removing and disposing of PPE according to the procedures(s) and areas, including but not limited to:
 - a. instruments/device processing.
 - b. laboratory.
 - c. oral surgery.
 - d. radiology.
 - e. treatment room.
2. Management of contaminated PPE according to the OSHA Bloodborne Pathogens standard.

E. Demonstrate understanding of how to protect the patient and operator through the reduction of aerosol, droplets and spatter, including but not limited to:

1. barrier techniques.
2. dental dams.
3. evacuation techniques.
4. patient eyewear.
5. pre-procedural mouth rinses.

Domain II: Prevent Cross-contamination during Procedures (34%)

A. Demonstrate understanding of how to maintain aseptic conditions to prevent cross-contamination for procedures and services.

1. Identify modes of disease transmission.
2. Clean and disinfect for breakdown and setup of clinical treatment areas, the laboratory and equipment.
 - a. Prepare and use chemical disinfection for breakdown and setup.
 - b. Use barrier techniques for equipment and/or surfaces.
 - c. Prepare procedure-specific setups (e.g., single-use devices [SUD], single unit dosing, aseptic retrieval).
 - d. Maintain and monitor dental unit water lines.
 - e. Clean and maintain evacuation lines and traps.
3. Clean and disinfect radiological areas and equipment.
4. Use aseptic techniques for acquiring and processing conventional and digital radiographic images.

5. Select proper methods of disinfection for impressions and dental appliances.
6. Dispose of biohazardous and other waste according to federal regulations.

Domain III: Instrument/Device Processing (26%)

A. Demonstrate understanding of processing reusable dental instruments and devices.

1. Transport contaminated instruments/devices to prevent cross-contamination.
2. Follow work flow patterns to avoid cross-contamination of instruments/devices and supplies.
3. Clean and maintain dental instruments/devices and supplies prior to sterilization.
4. Prepare and use chemical agents for cleaning instruments/devices.
5. Prepare dental instruments/devices and supplies for sterilization.
6. Select the system for sterilization.
7. Select the system for sterilization monitoring (e.g., biological monitoring, chemical integrators).
8. Package and label instruments/devices for sterilization.
9. Load and unload the sterilizer.
10. Store and maintain integrity of sterile instruments/devices and supplies.

B. Demonstrate understanding of how to monitor and maintain processing equipment and sterilizers (e.g., ultrasonic cleaner, autoclave).

1. Interpret sterilization monitoring devices, errors and results.
2. Respond to equipment malfunctions.

Domain IV: Occupational Safety/Administrative Protocols (20%)

A. Demonstrate understanding of occupational safety standards and guidelines for personnel.

1. CDC Guidelines for Infection Control in Dental Health-Care Settings – 2003.
2. CDC Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care, 2016.
3. OSHA Bloodborne Pathogens standard as it applies to, but not limited to:

- a. engineering and work practice controls.
 - b. needle and sharps safety.
 - c. record keeping and training.
 - d. sharps exposure and post-exposure protocol (e.g., first aid procedures).
4. OSHA Hazard Communication standard as it applies to, but not limited to:
 - a. chemical exposure/hazard (e.g., amalgam, nitrous oxide, laser) and first aid.
 - b. engineering and work practice controls.
 - c. safety data sheets (SDS).
 - d. secondary containers.
 5. Federal regulations (e.g., EPA, FDA).

B. Demonstrate understanding of how to maintain and document programs/policies for infection control and safety, including but not limited to:

1. exposure control plan.
2. infection control breaches.
3. quality assurance (quality improvement).
4. sterilization logs/records.
5. training records.

ICE Exam Suggested References

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This list is intended to help prepare for this exam. It is not intended to be an endorsement of any of the publications listed. You should prepare for DANB certification and component exams using as many different study materials as possible.

Textbook References

1. Bird, Doni L., and Debbie S. Robinson. *Essentials of Dental Assisting*. 5th ed. St. Louis, MO: Elsevier/Saunders, 2013.
2. Bird, Doni L., and Debbie S. Robinson. *Modern Dental Assisting*. 11th and 12th ed. St. Louis, MO: Elsevier/Saunders, 2015 and 2017.
3. Miller, Chris, and Charles J. Palenik. *Infection Control and Management of Hazardous Materials for the Dental Team*. 6th ed. St. Louis, MO: Elsevier/Mosby, 2018.
4. Molinari, John, and Jennifer Harte. *Cottone's Practical Infection Control in Dentistry*. 3rd ed. Philadelphia, PA: Lippincott, 2010.
5. Phinney, Donna J., and Judy H. Halstead. *Dental Assisting: A Comprehensive Approach*. 4th ed. Clifton Park, NY: Delmar, 2013.

Organizational References

1. The Organization for Safety and Asepsis (OSAP). www.osap.org.
 - *From Policy to Practice: OSAP's Guide to the Guidelines*
 - *OSAP's OSHA & CDC Guidelines: Interact Training System*
2. The American Dental Assistants Association (ADAA). www.dentalassistant.org.
 - *Infection Control in the Dental Office: A Review for a National Infection Control Exam (Course #0906)*
 - *Guidelines for Infection Control in Dental Health Care Settings (Course #1305)*
3. The DALE Foundation. www.dalefoundation.org.
 - *DANB ICE Review*
 - *DANB ICE Practice Test*
 - *Glossary of Dental Terms*
 - *CDEA module: Understanding CDC's Summary of Infection Prevention Practice in Dental Settings: Basic Expectations for Safe Care*

4. Centers for Disease Control and Prevention (CDC). www.cdc.gov.
 - *Guidelines for Infection Control in Dental Health-Care Settings — 2003* (MMWR, Vol. 52, RR 17)
 - *Centers for Disease Control and Prevention. Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care. Atlanta, GA: US Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Oral Health; 2016*
 - *Updated U.S. Public Health Service guidelines for the management of occupational exposures to HBV, HCV, and HIV and recommendations for postexposure prophylaxis* (MMWR, Vol. 50, RR 11)
5. U.S. Department of Labor, Occupational Safety and Health Administration (OSHA). www.osha.gov.
 - *Hazard Communication Guidelines for Compliance* (Publication 3111)
 - *Hazard Communication Standard* (Code of Federal Regulations #29, Part 1910)
 - *Bloodborne Pathogens Standard* (1910.1030)



Dental Assisting National Board, Inc.

Measuring Dental Assisting Excellence®

The ICE® exam is a component of the National Entry Level Dental Assistant (NELDA®), Certified Dental Assistant™ (CDA®) and Certified Orthodontic Assistant (COA®) certification programs.

NELDA component exams

Anatomy, Morphology and Physiology (AMP)

Radiation Health and Safety (RHS®)

Infection Control (ICE)

CDA component exams

Radiation Health and Safety (RHS)

Infection Control (ICE)

General Chairside Assisting (GC)

COA component exams

Orthodontic Assisting (OA)

Infection Control (ICE)



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Orthodontic Assisting (OA)

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OA

Exam Outline Overview

OA Exam Weighting by Domain

- I. Collection and Recording of Clinical Data (21%)
- II. Dental Radiation Health and Safety (18%)
- III. Orthodontic Procedures (35%)
- IV. Patient Education and Office Management (26%)

OA Exam Administration

- Number of Questions: 210
- Time for Exam: 165 minutes
- Tutorial Time: 5 minutes
- Comment Time: 5 minutes

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OA Exam Outline

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NOTE: DANB uses "image receptor" to refer to conventional film or sensors used for digital imaging.

Domain I: Collection and Recording of Clinical Data (21%)

A. Medical/dental history.

1. Describe how to record a medical and dental history using interviews and written questionnaires.
2. Describe how to record the purpose of a patient's visit and/or chief complaint.
3. Describe how to record data from medical laboratory reports onto the medical history.
4. Demonstrate how to assess the patient's psychological status.

B. Preliminary examination.

1. Demonstrate how to assess a patient's general physical condition and note any abnormal characteristics, including but not limited to:
 - a. evidence of an eating disorder.
 - b. substance or physical abuse.
 - c. age-related changes.
2. Demonstrate how to note conditions associated with orthodontic problems, including but not limited to:
 - a. facial symmetry.
 - b. habits (e.g., thumb sucking, mouth breathing, bruxism).
 - c. oral abnormalities or speech difficulties.
3. Identify the morphologic types and locations of teeth in the primary and permanent dentition.
4. Identify tooth surfaces.

5. Demonstrate how to note normal and abnormal findings in the head and neck region.
6. Assess patient attitude regarding orthodontic treatment.

C. Demonstrate understanding of how to document treatment, including but not limited to:

1. prescriptions (e.g., medication, instructions).
2. present treatment and/or medication.
3. recommended treatment and patient acceptance or refusal of recommendation.
4. patient compliance.
5. temporomandibular joint disorder.
6. radiographic images.

D. Charting.

1. Identify permanent and primary teeth using the Universal numbering and Palmer (quadrant) notation systems.
2. Define how to chart and transcribe oral cavity conditions, including but not limited to signs of:
 - a. caries.
 - b. periodontal conditions.
 - c. malocclusions.
 - d. temporomandibular joint disorder.

E. Diagnostic aids.

1. Describe how to prepare for and assist with the collection of diagnostic data, including but not limited to:
 - a. intra- and extraoral photographs.
 - b. landmarks and trace cephalometric/head plate radiographs.
 - c. temporomandibular joint radiographs and landmarks.
 - d. impressions, including but not limited to how to:
 - i. modify impression trays.
 - ii. mix, deliver and store irreversible hydrocolloid (alginate) impression material.
 - iii. mix, deliver and store other impression materials.
 - e. bite registrations for study models.
 - f. facebow registrations for mounting models.
 - g. diagnostic casts, including trimming, finishing and mounting models on an articulator.

Domain II: Dental Radiation Health and Safety (18%)

A. Expose and evaluate.

1. Identify appropriate radiographic technique.
 - a. Define purpose of intra- and extraoral radiographic images, including but not limited to:
 - i. periapical.
 - ii. bitewing.
 - iii. occlusal.
 - iv. panoramic.
 - v. cephalometric.
 - vi. cone beam computed tomography (CBCT).
 - b. Select appropriate image receptor to examine, view or survey conditions, teeth or landmarks, including but not limited to:
 - i. caries.
 - ii. temporomandibular joints.
 - iii. periodontal conditions.
 - iv. apical pathologies.
 - v. sinus areas.
 - vi. dental anomalies.
 - vii. edentulous arches.
 - viii. localization of impacted teeth and foreign objects.
 - ix. dental implants.
2. Select patient management techniques used before, during and after radiographic exposures.
 - a. Address patient concerns about exposure to radiation.
 - b. Describe patient management techniques, including for patients with special needs.
3. Describe techniques used to acquire radiographic images.
 - a. Select appropriate equipment.
 - b. Define radiographic exposure concepts, including but not limited to:
 - i. film speed.
 - ii. kilovoltage.
 - iii. milliamperage.
 - iv. collimation.

- v. filtration.
 - vi. film density.
 - vii. latent image.
 - c. Intraoral
 - i. Define factors that influence exposure quality, including but not limited to:
 - a) mA setting.
 - b) kVp setting.
 - c) primary beam angles (horizontal and vertical).
 - d) PID length.
 - e) exposure time.
 - ii. Identify parts and functions of an x-ray film packet.
 - d. Extraoral
 - i. Describe technique for acquiring images using:
 - a) panoramic radiography.
 - b) cephalometric radiography.
 - c) cone beam computed tomography (CBCT) imaging.
4. Evaluate radiographic images for diagnostic value.
 - a. Describe features of a diagnostically acceptable radiographic image.
 - b. Identify and correct errors related to acquiring intraoral radiographic images.
 - c. Identify and correct extraoral radiographic image errors (e.g., patient positioning).
 5. Describe how to prepare radiographic images for legal requirements, viewing, and duplication.
 - a. Identify methods for duplicating.
 - b. Identify information that must legally appear on the mount label.

B. Conventional film processing.

1. Describe how to prepare, maintain, and replenish radiographic solutions for automatic processors.
 - a. Functions of processing solutions.
 - b. Procedures for maintaining the integrity of processing solutions.
 - c. Use of personal protective equipment (PPE).

2. Describe how to process exposed intra- and extraoral films using automatic processors, including but not limited to:
 - a. processing conditions and procedures.
 - b. correct errors related to processing.
 - c. correct errors due to improper film handling.
3. Describe how to dispose of chemical agents and other materials according to the local regulatory agency, in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication standard.
4. Describe how to implement quality assurance procedures (e.g., record solution temperatures, record dates of solution changes, test film runs, clean and maintain equipment, inspections).

C. Radiation safety – patient/operator.

1. Apply principles of radiation protection, health physics and hazards related to the use of radiographic equipment, including but not limited to:
 - a. factors affecting x-ray production (e.g., kVp, mA, exposure time).
 - b. characteristics of x-radiation.
 - c. x-ray machine factors that affect radiation safety (e.g., concepts of filtration, shielding, collimation, PID length).
 - d. x-radiation physics:
 - i. primary radiation.
 - ii. secondary (scatter) radiation.
 - e. protocol for suspected x-ray machine malfunctions.
2. Demonstrate knowledge of patient/operator safety measures to provide protection from x-radiation.
 - a. Major causes of unnecessary x-radiation exposure.
 - b. X-radiation biology:
 - i. short- and long-term effects on cells and tissues.
 - ii. x-radiation doses and effective dose.
 - c. Safety measures to reduce x-radiation exposure to patients/operators (ALARA).
 - d. Guidelines that determine frequency of exposure.
3. Describe techniques for monitoring x-radiation exposure (e.g., personal monitoring device).

Domain III: Orthodontic Procedures (35%)

A. Describe orthodontic procedure preparations, including but not limited to:

1. prepare the treatment area.
2. select and order appropriate armamentarium.
3. seat and prepare the patient.

B. Describe how to prepare armamentarium for orthodontic procedures, including but not limited to:

1. adjustments and routine office visits.
2. appliance delivery.
3. fitting and adapting extraoral headgear.
4. orthodontic emergencies.
5. placement and removal of bands, brackets, archwires, and ligatures.
6. placement and removal of fixed appliances.
7. placement and removal of separators.

C. Describe orthodontic procedures, including but not limited to:

1. maintain the field of operation using isolation, retraction, suction, irrigation or drying.
2. assist with and/or polishing of teeth before placement of bands/brackets.
3. assist with and/or placement of topical medications.
4. prepare orthodontic bands for cementation.
5. remove supragingival cement after banding.
6. use fixed and removable orthodontic appliances.
7. assist with pre- and post-surgical treatment (e.g., temporary anchorage devices [TADs]).
8. perform and/or assist with orthodontic procedures, including but not limited to:
 - a. adjustments and routine office visits.
 - b. archwire formation.
 - c. archwire placement, ligation and removal.
 - d. band/bracket removal.
 - e. cementing or bonding bands/brackets.
 - f. fitting and adapting extraoral headgear.
 - g. fitting of bands.
 - h. orthodontic emergencies (e.g., broken wires or appliances).

- i. placement and removal of separators.
- j. elastics.

D. Chairside dental materials.

1. Describe how to prepare, mix, deliver, and store dental materials, including but not limited to:
 - a. cements.
 - b. etchants, bonding agents and adhesives.

E. Demonstrate understanding of laboratory procedures, including but not limited to:

1. debride, polish and repair fixed or removable appliances and prostheses.
2. construct fixed or removable appliances.
3. select acrylic products or acrylic substitutes.

F. Demonstrate understanding of medical emergencies.

1. Potential risks and prevention of medical emergencies in patients with past histories of conditions.
2. Medications related to the patient's present and/or past medical/dental history.
3. Preventive measures used following drug administration to avoid drug-induced emergencies.
4. Signs and symptoms of medical conditions/emergencies likely to occur in the dental office.
5. Chairside emergencies.
6. Emergency protocols.

G. Demonstrate understanding of dental emergencies (e.g., signs and symptoms of dental conditions/emergencies likely to occur in the dental office).

1. Soft tissue inflammations of the oral cavity.
2. Traumatic oral/facial injuries.
3. Broken, loose or displaced orthodontic appliances.
4. Implement and/or assist with procedures for the management of dental emergencies.

Domain IV: Patient Education and Office Management (26%)

A. Patient education.

1. Demonstrate understanding of dental health education, on topics including but not limited to:
 - a. functions of the primary and permanent teeth and the relationship of the supporting structures.
 - b. etiology of dental disease (e.g., caries, periodontal disease).
 - c. stages of eruption and exfoliation of the teeth.
 - d. importance of occlusion, and the development, classifications and possible results of malocclusion.
 - e. function of the temporomandibular joint (e.g., range of motion).
 - f. dental healthcare during orthodontic treatment.
2. Explain and clarify procedures and treatment (e.g., extractions, restorations, orthognathic surgery).
3. Demonstrate understanding of fluoride (e.g., effects of the different types, advantages of administration modalities, dangers of overexposure).
4. Assess patient attitudes regarding preventive education and orthodontic treatment.

B. Demonstrate how to provide pre- and post-treatment instruction.

1. Oral and written instructions.
2. Proper care and wearing of fixed and removable orthodontic appliances.

C. Demonstrate plaque control techniques for the patient, including but not limited to:

1. preventive oral healthcare.
2. tooth brushing techniques.
3. plaque disclosing aids.
4. oral hygiene devices (e.g., brushes, interdental aids [e.g., flossing], oral rinses, irrigating aids).

D. Evaluate patient's current oral healthcare and progress/response to home care.

E. Demonstrate how to provide nutrition guidance.

1. Evaluate and provide instruction on basic nutritional needs related to dental health, including but not limited to:
 - a. nutrition and oral health during orthodontic treatment.

- b. which foods and beverages should or should not be eaten during orthodontic treatment, and why.
- c. relationship of carbohydrates to oral health.

F. Demonstrate understanding of patient management.

1. Calm and reassure an apprehensive patient and/or parent/guardian.
2. Manage all types of patients (e.g., patients with special needs).
3. Incorporate motivational techniques during treatment.

G. Demonstrate understanding of patient reception, communication and accounting.

1. Establish working relationships with patients and members of the dental care team.
2. Maintain appointment control.
3. Explain fees and financial arrangements to a patient, as directed by the dentist.
4. Collect fees and issue receipts.
5. Explain basic concepts of third-party payment to a patient, as directed by the dentist.
6. Initiate patient referral procedures, as directed by the dentist.

H. Legal aspects of dentistry.

1. Demonstrate understanding of legal records.
 - a. Legal significance of medical and dental histories.
 - b. Items included as part of a legally documented patient record.
 - c. Precautions in lending records to another dental office.
 - d. How to store items in patient records (e.g., radiographs, histories, correspondence).
 - e. How to record patient telephone communication and dental and medical consultations.
2. Demonstrate understanding of legal responsibilities and regulations.
 - a. Legal protocols.
 - b. Responsibilities and/or obligations of the dentist and patients in the dentist-patient relationship.
 - c. Informed consent and how to document consent for dental care.
 - d. Maintain the patient's right to privacy (e.g., HIPAA).
 - e. Protect the dental practice from malpractice risk.
 - f. Legal responsibilities of the dental assistant in relation to the state dental practice act.
 - g. Document patient refusal of recommended routine and emergency treatment.

I. Supply and inventory control.

1. Describe how to maintain and control supplies, including but not limited to:
 - a. Record and inventory items used.
 - b. Order supplies, instruments and equipment.
 - c. Rotate expendable supplies.
 - d. Rotate non-expendable supplies.
 - e. Manage back orders.
2. Describe how to maintain the security and records of controlled substances.

OA Exam Suggested References

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2. Bird, Doni L., and Debbie S. Robinson. *Modern Dental Assisting*. 10th and 11th ed. St. Louis, MO: Elsevier/Saunders, 2012 and 2015.
3. Phinney, Donna J. and Judy H. Halstead. *Dental Assisting: A Comprehensive Approach*. 3rd and 4th ed. Clifton Park, NY: Delmar, 2008 and 2013.
4. Proffit, William R., Henry W. Fields and David M. Sarver. *Contemporary Orthodontics*. 4th and 5th ed. St. Louis, MO: Elsevier/Mosby, 2006 and 2013.

Organizational References

1. The DALE Foundation. www.dalefoundation.org.
 - *DANB OA Practice Test*
 - *Glossary of Dental Terms*



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COA component exams

Orthodontic Assisting (OA)

Infection Control (ICE®)