



Report of Major Actions of the Board of Directors of the Dental Assisting National Board, Inc. Discussed at its Annual Meeting

August, 2002

At its Annual Meeting August 16-18, 2002, the Board of Directors of the Dental Assisting National Board, Inc. (DANB) voted to develop a report of major Board actions following each Board meeting. *A Report of Major Actions of the DANB Board of Directors* will be provided to each organization with representation on the DANB Board of Directors, and to other members of DANB's communities of interest as desired. In addition, each *Report of Major Actions of the DANB Board of Directors* will be published on the DANB web site.

This decision to report major DANB Board actions will improve DANB communications by

- 1) facilitating the process by which the DANB Board speaks with one voice;
- 2) expediting the reporting of major DANB Board actions to communities of interest, and
- 3) increasing the level of DANB Board communication through web postings of these reports.

(Note that DANB's communities of interest will continue to receive minutes of DANB Board meetings following the approval of these minutes at the subsequent DANB Board meetings.)

1. Report on the Interim Results of CDA/GC Examination Eligibility Pilot Pathway IV

DANB initiated the Certified Dental Assistant (CDA)/General Chairside (GC) Examination Eligibility Pilot Pathway IV on January 1, 2002. Requirements for CDA/GC Pilot Pathway IV include:

- High school graduation or equivalent AND
- Graduation from or completion of a DANB-accepted vocational-technical dental assisting program AND
- Minimum of six months full time work experience (at least 600 hours accumulated over a 6-month period) as a dental assistant verified by dentist-employer AND
- DANB-accepted cardiopulmonary resuscitation (CPR) certification earned within two years prior to the examination date for which the application is being made.

Between January 1 and July 30, 2002, a total of 61 candidates tested under this pilot pathway. The breakdown of candidate numbers and results by examination are noted in the table below:

Exam	# Pass	# Fail	Total N (pathway IV)	% Passing – P*	% Passing–T*	Total N 2001
CDA	9	3	12	75%	80%	1704
CDA – GC	10	2	12	83%	85%	1704
CDA – ICE	12	0	12	100%	90%	1704
CDA – RHS	10	2	12	83%	90%	1704
GC	3	1	4	75%	87%	981
ICE	2	0	2	100%	91%	1327
RHS	33	10	43	77%	83%	4061

% Passing – P* = pilot pathway only

% Passing – T* = overall pass rate for pathways I – III, 2001 data

Total N 2001 = number of candidates from pathways I – III yielding these pass rates in 2001

The DANB Board discussed the fact that a sample size of sixty-one candidates overall is insufficient to provide results that can be meaningfully compared.

DANB will continue to collect these data for CDA and GC examination applications postmarked through December 31, 2003. DANB will provide interim reports to legitimately interested parties, including the American Dental Assistants Association (ADAA), and the American Dental Association's (ADA's) Council on Dental Education and Licensure (CDEL), Dental Assisting Review Committee (DARC), and Commission on Dental Accreditation (CODA) on an at least twice-annual basis through the duration of this pilot program.

The DANB Board also discussed verbal and written concerns expressed about the CDA/GC Examination Eligibility Pilot Pathway IV during the ADAA/DANB Forum held on July 5, 2002 at the AGD/ADAA Annual Meeting in Honolulu, Hawaii.

2. ADAA/DANB Dental Assisting Core Competency Survey - Phase I

In 2000, the ADAA/DANB Ad Hoc Committee to Enhance the Dental Assisting Profession initiated a study to identify and rank core dental assisting competencies. The goals of this study are to

- 1) Provide empirical evidence of dental assisting competencies ranked from most basic to most advanced;
- 2) Recommend minimum requirements for performing these competencies;
- 3) Define and reinforce the notion of a viable career ladder for dental assistants.

Phase I of this survey was developed between November 2000 and December 2001, and mailed in March 2002. The survey listed 70 dental assisting tasks, and identified four categories of dental assistant. Surveys were sent to a stratified sample of 2,011 CDAs and Program Directors from all 257 ADA-accredited dental assisting programs. Respondents were asked to rate each task in terms of training, education, and/or experience that the respondent believed *should be* required nationally (not necessarily what is currently required by state) to perform each task.

The DANB Board discussed results of Phase I of this study. The DANB Board supports sharing these Phase I data with communities of interest to DANB and ADAA, particularly the ADEA and the ADA's DARC, CODA, and CDEL. The DANB Board requests that the ADAA Board of Trustees review and support sharing these data. The DANB Board would also encourage feedback from these communities of interest regarding the initial and planned future phases of this project. (Note that Phase I results will not be made public until the ADAA has the opportunity to review and discuss them during ADAA's Board of Trustees meeting in November 2002.)

The DANB Board encourages the ADA's DARC and the ADEA to participate in this research process by inviting representatives of these organizations to attend upcoming meetings of the ADAA/DANB Ad Hoc Committee to Enhance the Dental Assisting Profession.

Ultimately, the DANB Board of Directors supports the development of a 'white paper' defining core competencies for dental assistants, involving as many communities of interest in the dental and dental assisting arenas as express a desire to receive this information. Pending further discussion with ADAA, 'next steps' in this study could include:

- a. Conducting the same Core Competency survey with non-CDAs (Phase II)
- b. Working with the ADA's DARC and/or CODA to link results of Phase I survey to Core Curricula Requirements of ADA-accredited dental assisting programs
- c. Contacting ADEA representatives for a history on the protocol this group used to develop and gain acceptance of core competencies for dentists and dental hygienists
- d. Compiling data from all participant groups (which the DANB Board hopes include ADAA, DANB, ADA, ADEA) and see how it might align with DANB's task analysis and DANB national examinations
- e. Working with representatives of DANB, ADAA, ADA, ADEA (and perhaps other organizations within dental assisting communities of interest - such as AGD, AAO, AADE) on a white paper proposal to provide to state dental boards and other interested parties.

3. Options for Future DANB Stakeholder Surveys

In addition to Phase II of the Dental Assisting Core Competency survey, DANB will survey the following groups in FY 2002-03:

- a. Two surveys will be sent to ADA-accredited dental assisting program directors. One will be a postcard survey to update contact names, titles, street and e-mail addresses, phone and fax numbers, and lists of program instructors. The other will be a survey about DANB services and communications with program directors.
- b. DANB's 'Show Me the Money' compensation survey, which was sent to CDAs in 2002, will be sent to a stratified random sample of non-DANB Certified assistants in 2003. Data from CDAs and non-DANB Certified assistants will be compared and published.
- c. DANB will continue to conduct national examination content validation surveys. A validity study was conducted for the General Chairside and Infection Control examinations in FY 2001-02. The Radiation Health and Safety examination's content will be validated empirically in FY 2002-03.

4. Modifications to DANB's Recertification Guidelines in 2003

The 2003 DANB Recertification Guidelines will remain the same as those published in 2003, with one exception. Under "Dental Education Sources for CDE Hours - Category 7 (DANB Exams)" will be modified as indicated below by underlined text:

Twelve (12) CDE hours are awarded for each DANB-administered examination successfully completed, excluding the first time a certification exam is passed. These examinations include any DANB national examination, DANB Professional Development Examination Program (PDEP), or any DANB state- or agency-contracted examination that consists of at least 100 items. Four (4) CDE hours are awarded for each DANB state- or agency-contracted examination (less than 100 questions) successfully completed.

Accepted Documentation: Copy of Certificate or Official DANB Score Report.

5. Modifications to DANB Written Examination Cancellation Policy

In order to ensure that Examiners for DANB's written examinations are provided with sufficient notice of candidate cancellation before the date of an exam, the DANB Board has modified its written examination cancellation policy as noted below by underlined text:

*A candidate who applies for a written exam and wishes to cancel, must make a written refund request to DANB so that it is **received** by DANB at least two business days before the examination date. DANB will then issue a refund minus a \$35 cancellation fee and a \$20 surcharge to cover the costs of notifying the test site of this change. If the cancellation request is not received at least two business days before the examination, the candidate forfeits the entire exam fee and application will be null and void. **Regardless of who paid for the exam, only the registered candidate can cancel the examination and request a refund.** A candidate who applies for but does not show up for the exam, forfeits the entire exam fee and must reapply with complete application and fee.*

6. Modifications to DANB Computerized Examination Cancellation Policy

In order to enhance communications among the candidate, DANB, and DANB's computerized testing vendor, the DANB Board modified its computerized examination policy as modified below by underlined text:

*All cancellations must be made to DANB in writing. A candidate who wishes to cancel an appointment must contact the national computerized testing vendor and DANB at least two weeks prior to the examination date. DANB will then issue a refund minus a **\$35 cancellation fee.***

A candidate who cancels less than two weeks prior to a scheduled examination date and does not wish to reschedule, forfeits the application and fee and must reapply. The eligibility period will not be extended. A candidate who is unable to test or to reschedule within the 60-day timeframe forfeits the examination application and fee and must reapply.

7. Development of Policy for Individuals Requesting DANB Records that are Archived Off-Site

Periodically, DANB candidates and certificants request information contained in DANB records that are archived off-site. This retrieval is time-consuming and costly to DANB. As a non-profit organization, DANB must assess fees to cover costs. Therefore, the DANB Board developed this policy to address requests for retrieval of DANB records that are archived off-site:

DANB retains candidate and certificant records on-site for two years. After two years, DANB records are retained off-site, for periods that align with DANB's records retention policy. Requests for retrieval of archived items stored off-site must be submitted in writing and include payment of a \$50 archived records retrieval fee. Examination records over ten years old are not available.

Candidates who challenged the Infection Control (ICE), Radiation Health and Safety (RHS), or a DANB certification examination will be provided with a letter verifying that this individual took a particular DANB examination, with that individual's pass/fail status. If a candidate or certificant makes a request for a duplicate certificate for the ICE or RHS examinations, or any current DANB certification credential, DANB will provide a copy of this certificate to the individual in accordance with DANB policy (II.408). DANB will not issue duplicate certificates for CDA, COA, CDPMA, or COMSA credentials if that individual's certification has expired.

8. Proposed Modification of Certified Orthodontic Assistant (COA) Examination Eligibility Pathway IV

The COA eligibility pathways for current CDAs are currently written inconsistently, requiring in COA Pathway I that a CDA have orthodontic assisting work experience, while COA Pathway III requires a CDA to complete an orthodontic assisting course within an ADA-accredited dental assisting program, and COA Pathway IV requires only that a current CDA also hold a current CPR certification. To remedy these inconsistencies, the DANB Board proposes changing COA Pathway IV as indicated below by underlined text, removing this pathway as an option for current CDAs:

- *Status as a current or previous DANB COA **or** previous CDA with work experience **or** graduation from a DDS or DMD program accredited by the American Dental Association **or** foreign dental degree program **AND***
- *DANB-accepted cardiopulmonary resuscitation (CPR) certification earned within two years prior to the examination date for which application is being made.*

DANB's Board of Directors will provide this proposed COA eligibility pathway change to the ADA's CDEL for review at its Fall 2002 meeting. Pending support for this proposal by the CDEL, the change will go into effect January 1, 2003.

9. Election of Officers of the DANB Board Of Directors for FY 2002-03

The DANB Board of Directors elected to retain the current slate of Board officers for FY 2002-03: Judy E. Anoff, CDA, EFDA, Chair; Kathleen Brown, CDA, RDA, Vice Chair; Lynn Smith, CDA, BS, Secretary.

10. Election of ADAA Representative to the DANB Board of Directors

Carla Schneider, CDA, RDA was elected to the DANB Board of Directors as a representative of the American Dental Assistants Association (clinical dental assistant position), to fill the remaining two years of a three year term vacated by Cathy Roberts, CDA, COA, CDPMA, FADAA at the close of the August 2001 meeting of DANB's Board of Directors.

11. Determination of Date for the 2003 Winter Meeting of the DANB Board of Directors

The DANB Board of Directors will hold its Winter 2003 Meeting on February 7-9, 2003.

12. Determination of Date for the 2003 Annual Meeting of the DANB Board of Directors

The DANB Board of Directors will hold its Annual Meeting on August 22-24, 2003.

13. DANB's Updated Web Site

The DANB Board agreed to unveil the organization's new and improved web site, www.danb.org, by the end of FY 2001-02, or by August 31, 2002.

Submitted By

***Lynn R. Smith, CDA, BS
Secretary, DANB Board of Directors***

September 16, 2002

Distribution List

American Dental Association (*Judy Nix and Diane Boehm, Council on Dental Education and Licensure; Karen Hart and Sherin Tooks, Commission on Dental Accreditation*)
American Dental Assistants Association (*Larry Sepin, Executive Director; Karen Waide, President*)
American Association of Dental Examiners (*Molly Nadler, Executive Director*)
American Dental Education Association (*N. Karl Haden, Associate Executive Director*)
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American Association of Orthodontists (*Larry Mickey, Director, Communications and staff liaison to the Council on Orthodontic Practice*)