



2017 Allowable and Prohibited Duties for Dental Assistants: Massachusetts



How to Use the Following Charts

- 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.
- Review all the allowable tasks for each level of dental assisting as published in the state practice act.

View the education/training/credential required for each level of dental assisting.

Arizona		State approval 10/12		
<p>Education/Training/Credential</p> <p>To perform specified restorative functions in Arizona under the supervision of a licensed dentist, a dental assistant must hold an Arizona Expanded Function (EF) Restorative Certificate. To qualify, one must:</p> <ul style="list-style-type: none"> Pass the Arizona Council on Dental Practice (ACDP) Restorative Exam. Successfully complete an EFDA training course approved by the Arizona State Board of Dental Examiners (ASBDE) or a Commission on Dental Accreditation (CODA)-accredited program. AND successfully complete an EFDA training course approved by the Arizona State Board of Dental Examiners (ASBDE) or a Commission on Dental Accreditation (CODA)-accredited program. AND hold a valid CPR and AED certification. AND have a minimum of 20 direct restorative and 10 indirect restorative procedures on a Licensed Dental Employment Form. AND hold the DANB or the Arizona Restorative Certificate. <p>To perform coronal polishing procedures in Arizona under the general supervision of a licensed dentist, a dental assistant must hold the Arizona Coronal Polishing Certificate.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> Pass the DANB or the Arizona Restorative Certificate or the Arizona Coronal Polishing Exam. AND successfully complete an EFDA training course approved by the Arizona State Board of Dental Examiners (ASBDE) or a Commission on Dental Accreditation (CODA)-accredited program. AND hold a valid CPR and AED certification. AND have a minimum of 20 direct restorative and 10 indirect restorative procedures on a Licensed Dental Employment Form. AND hold the DANB or the Arizona Restorative Certificate. 	<p>Job Title Assigned to State (F-1)</p> <p>Expanded Function Dental Assistant (EFDA)</p> <p>Dental Assistant</p> <p>Coronal Polishing Assistant</p> <p>Dental Assistant</p> <p>Dental Assistant</p>	<p>Proposed Restorative Title</p> <p>Expanded Function Dental Assistant (EFDA)</p> <p>Dental Assistant</p> <p>Coronal Polishing Assistant</p> <p>Dental Assistant</p> <p>Dental Assistant</p>	<p>Radiography Requirements</p> <p>In order to legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must hold an Arizona Expanded Function (EF) Restorative Certificate. To qualify, one must:</p> <ul style="list-style-type: none"> Pass the national DANB Radiation Safety and Safety (RHS) exam. AND successfully complete an EFDA training course approved by the Arizona State Board of Dental Examiners (ASBDE) or a Commission on Dental Accreditation (CODA)-accredited program. AND hold a valid CPR and AED certification. AND have a minimum of 20 direct restorative and 10 indirect restorative procedures on a Licensed Dental Employment Form. AND hold the DANB or the Arizona Restorative Certificate. <p>Functions in this state that require the national DANB/ADA Core Competencies Study are highlighted in the right column of this chart. The numbers correspond to the state's task numbering system.</p> <p>Functions listed with numbers are part of the state's practice act but are not specifically defined in DANB/ADA Core Competencies Study.</p> <p>Functions listed with numbers are part of the state's practice act but are not specifically defined in DANB/ADA Core Competencies Study.</p>	<p>Functions NOT Permitted by State (F-2)</p> <p>The following functions are not permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> 60. Taking final impressions for any activating orthodontic appliances, fixed or removable prosthetics. 61. Internal casting of dental restorations or prostheses* A procedure which by law only dentists or denturists can perform. Prep job registration. Applying orthodontic archwire. An irreversible procedure. <p>* Under a new Arizona law passed in the 2012 legislative session, a dental assistant who has met the requirements for an Expanded Function Dental Assistant under the Act on Dentistry on that date may perform placement, contouring and finishing of direct restorations.</p>

Compare your state's job designations to those used as standardized job titles in the DANB/ADA Core Competencies Study.

If your state's dental practice act specifically defines levels of supervision, the state-specific definition is noted below the chart. See Appendix B for more information about supervision.

The numbers next to each task correspond to the 70 numbered tasks that were identified and used in the DANB/ADA Core Competencies 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.

See Appendix A for more information about the task numbering system.

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.

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Education/Training/ Credential Required	Job Title According to State of MA	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in MA
<p>To qualify as an Expanded Function Dental Assistant (EFDA), one must:</p> <ul style="list-style-type: none"> Be 18 years of age and of good moral character AND Hold any current national DANB certification (CDA, COA, CPFDA, CRFDA, COMSA or CDPMA) or certification from another Board-approved certifying body at the time of registration AND Complete a formal program in the Massachusetts delegable expanded functions at a CODA-accredited program AND Hold current certification in CPR/AED for the Professional Rescuer from the American Red Cross or BLS from the American Heart Association AND Apply to the MA Board of Registration in Dentistry for registration. 	<p>Expanded Function Dental Assistant (EFDA)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>To take dental radiographs under the supervision of a dentist, a dental assistant must</p> <ul style="list-style-type: none"> Be an on-the-job trained Dental Assistant (OJT) AND Complete a course in radiological techniques and safeguards AND Pass the DANB Radiation Health and Safety (RHS) exam or other exam approved by the Massachusetts Board of Registration in Dentistry, within one year of the course completion <p>OR</p> <ul style="list-style-type: none"> Be a Massachusetts Expanded Function Dental Assistant (EFDA), Certified Assistant (CA), or Formally Trained Dental Assistant (FTDA) AND Successfully complete a course with a curriculum that complies with Commission on Dental Accreditation (CODA) standards for radiological techniques and safeguards in dentistry 	<p>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> Perform and record charting of the oral cavity and surrounding structures, including but not limited to existing dental restorations, lesions, and periodontal probing depths Perform sub-gingival and supra-gingival scaling Perform final positioning and attachment of orthodontic bonds and bands Take final impressions for fixed and removable prosthetic restoration of teeth or oral structures Perform pulp testing Perform final diagnoses and treatment planning Perform surgical or cutting procedures on hard or soft tissue Prescribe or parenterally administer drugs or medicaments Prescribe dental lab work orders for any appliance or prosthetic device or restoration to be inserted into a patient's mouth Operate high speed rotary instruments in the mouth Perform pulp-capping procedures Perform final cementation of crowns and bridges Perform preliminary evaluation to determine needed dental hygiene services Make referrals to dentist, physicians and other practitioners in consultation with a dentist Conduct dental screenings Evaluate radiographs for provision of dental hygiene services Perform minor emergency denture adjustments in nursing homes or other residential or long-term care facilities Perform minor emergency dental adjustments Administer local anesthesia Perform gross debridement and/or scaling and root planing Perform root planing and curettage Prepare and perform oral cytological smears or studies Use diagnostic and periodontic non-cutting lasers Perform polishing of amalgam restorations Perform micro disk identification applications Perform periodontal charting Irrigate root canals
<p>To qualify as a Formally Trained Dental Assistant (FTDA), one must:</p> <ul style="list-style-type: none"> Be 18 years of age and of good moral character AND Complete a dental assisting program accredited by CODA or authorized, approved, accredited, licensed or certified by the Massachusetts Department of Higher Education (DHE), or the New England Association of Schools and Colleges (NEASC) or both AND Hold current certification in CPR/AED for the Professional Rescuer from the American Red Cross or BLS from the American Heart Association AND Apply to the MA Board of Registration in Dentistry for registration. 	<p>Certified Assistant (CA) or Formally Trained Dental Assistant (FTDA)</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>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> Perform and record charting of the oral cavity and surrounding structures, including but not limited to existing dental restorations, lesions, and periodontal probing depths Perform sub-gingival and supra-gingival scaling Perform final positioning and attachment of orthodontic bonds and bands Take final impressions for fixed and removable prosthetic restoration of teeth or oral structures Perform pulp testing Perform final diagnoses and treatment planning Perform surgical or cutting procedures on hard or soft tissue Prescribe or parenterally administer drugs or medicaments Prescribe dental lab work orders for any appliance or prosthetic device or restoration to be inserted into a patient's mouth Operate high speed rotary instruments in the mouth Perform pulp-capping procedures Perform final cementation of crowns and bridges Perform preliminary evaluation to determine needed dental hygiene services Make referrals to dentist, physicians and other practitioners in consultation with a dentist Conduct dental screenings Evaluate radiographs for provision of dental hygiene services Perform minor emergency denture adjustments in nursing homes or other residential or long-term care facilities Perform minor emergency dental adjustments Administer local anesthesia Perform gross debridement and/or scaling and root planing Perform root planing and curettage Prepare and perform oral cytological smears or studies Use diagnostic and periodontic non-cutting lasers Perform polishing of amalgam restorations Perform micro disk identification applications Perform periodontal charting Irrigate root canals
<p>To qualify as a Certified Assistant (CA), one must:</p> <ul style="list-style-type: none"> Be 18 years of age and of good moral character AND Hold any current national DANB certification (CDA, COA, CPFDA, CRFDA, COMSA or CDPMA) or certification from another Board-approved certifying body at the time of registration AND Hold current certification in CPR/AED for the Professional Rescuer from the American Red Cross or BLS from the American Heart Association AND Apply to the MA Board of Registration in Dentistry for registration 	<p>Dental Assistant</p>	<p>Dental Assistant</p>	<p>These state templates reflect the work 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>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> Perform and record charting of the oral cavity and surrounding structures, including but not limited to existing dental restorations, lesions, and periodontal probing depths Perform sub-gingival and supra-gingival scaling Perform final positioning and attachment of orthodontic bonds and bands Take final impressions for fixed and removable prosthetic restoration of teeth or oral structures Perform pulp testing Perform final diagnoses and treatment planning Perform surgical or cutting procedures on hard or soft tissue Prescribe or parenterally administer drugs or medicaments Prescribe dental lab work orders for any appliance or prosthetic device or restoration to be inserted into a patient's mouth Operate high speed rotary instruments in the mouth Perform pulp-capping procedures Perform final cementation of crowns and bridges Perform preliminary evaluation to determine needed dental hygiene services Make referrals to dentist, physicians and other practitioners in consultation with a dentist Conduct dental screenings Evaluate radiographs for provision of dental hygiene services Perform minor emergency denture adjustments in nursing homes or other residential or long-term care facilities Perform minor emergency dental adjustments Administer local anesthesia Perform gross debridement and/or scaling and root planing Perform root planing and curettage Prepare and perform oral cytological smears or studies Use diagnostic and periodontic non-cutting lasers Perform polishing of amalgam restorations Perform micro disk identification applications Perform periodontal charting Irrigate root canals
<p>To qualify as a Dental Assistant Trained on the Job (OJT), one must:</p> <ul style="list-style-type: none"> Be 18 years of age, of good moral character, and not licensed as a dentist or dental hygienist AND Complete a course in infection control/CDC guidelines* AND Hold current certification in CPR/AED for the Professional Rescuer from the American Red Cross or BLS from the American Heart Association AND Apply to the MA Board of Registration in Dentistry for registration. <p>A person who is at least 18 years of age and who has not previously been licensed as a dental assistant, dental hygienist, or dentist may undergo unlicensed on-the-job training for a one-time period of up to six consecutive months. Prior to commencing training, the prospective dental assistant must complete infection control education and must submit a notice of intent to the MA Board of Registration in Dentistry containing information required by the Board.</p>	<p>Dental Assistant Trained on the Job (OJT)</p>	<p>Entry Level Dental Assistant</p>	<p>These state templates reflect the work 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>The following functions are not permitted by any level of dental assistant:</p> <ol style="list-style-type: none"> Perform and record charting of the oral cavity and surrounding structures, including but not limited to existing dental restorations, lesions, and periodontal probing depths Perform sub-gingival and supra-gingival scaling Perform final positioning and attachment of orthodontic bonds and bands Take final impressions for fixed and removable prosthetic restoration of teeth or oral structures Perform pulp testing Perform final diagnoses and treatment planning Perform surgical or cutting procedures on hard or soft tissue Prescribe or parenterally administer drugs or medicaments Prescribe dental lab work orders for any appliance or prosthetic device or restoration to be inserted into a patient's mouth Operate high speed rotary instruments in the mouth Perform pulp-capping procedures Perform final cementation of crowns and bridges Perform preliminary evaluation to determine needed dental hygiene services Make referrals to dentist, physicians and other practitioners in consultation with a dentist Conduct dental screenings Evaluate radiographs for provision of dental hygiene services Perform minor emergency denture adjustments in nursing homes or other residential or long-term care facilities Perform minor emergency dental adjustments Administer local anesthesia Perform gross debridement and/or scaling and root planing Perform root planing and curettage Prepare and perform oral cytological smears or studies Use diagnostic and periodontic non-cutting lasers Perform polishing of amalgam restorations Perform micro disk identification applications Perform periodontal charting Irrigate root canals

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Job Title
According to
State of MA

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)

With Immediate Supervision*

- 12, 33. Place restorative materials in tooth for condensation and finishing by the dentist
- 14 Dry root canals with paper points
- 34. Apply cavity varnish, liner(s) and bonding agents

- 43. Select and adapt stainless steel crowns or other pre-formed crown for insertion by dentist
- 58. Removal of implant healing caps/cover screws for restorative procedures
- 59. Assist or monitor nitrous oxide analgesia

Under supervision of a dentist holding a deep sedation/general anesthesia permit

- Assist in anesthesia administration, including patient monitoring (*must be appropriately trained and hold current certification in BLS for the Healthcare Provider*)

With Direct Supervision*

- 6. Place and remove gingival retraction materials
- 12, 51 Place and condense amalgam restorations
- 33. Place and finish composite restorations
- 51. Carve, contour, adjust amalgam restorations

- 70. Place stainless steel crowns
 - Record dental screenings
 - Record charting of the oral cavity and surrounding structures, including but not limited to dental restorations, lesions and periodontal probing depths

- Apply bleaching agents and activate with non-laser non-curing device
- Obtain endodontic cultures
- Preliminarily fit crowns to check contacts, adjust occlusion on crowns inside the mouth
- Place temporary soft liners in a removable prosthesis

Under General Supervision*

- 9. Polish teeth, after dentist or dental hygienist has determined that teeth are free of calculus, with slow-speed hand piece
- 13. Remove sutures
- 15. Place and remove orthodontic arch wires
- 18. Apply anti-cariogenic agents, including fluoride varnish
- 22. Expose radiographs (*see "Radiography Requirements" on preceding page*)
- 24. Provide oral health instruction
- 27. Place and remove dental dams
- 29. Preliminary intraoral fit of bands
- 35, 62. Place and remove periodontal dressings
- 37. Take and record vital signs
- 40. Apply and adjust dental sealants
- 42. Place and remove orthodontic separators
- 44. Take impressions for study casts and bite registrations, including for identification purposes, night guards and custom fluoride and bleaching trays pursuant to a dentist's prescription or order

- 44. Take impressions for orthodontic retainers
- 44,64. Take impressions for athletic mouth guards
- 45. Place and remove matrix bands
- 47. Fabricate provisional restorations intraorally
- 47,54. Cement and remove temporary crowns and bridges
- 48. Irrigate and aspirate the oral cavity
- 48. Retract lips, cheek, tongue and other oral tissue parts
- 50. Place temporary restorations (not including temporization of inlays, onlays, crowns and bridges) to provide palliative treatment
- 50. Place cotton pellets and temporary restorative materials into endodontic openings
- 50. Place temporary sedative restorations/fillings
- 54, 55. Remove temporary restorations with hand instruments
- 56. Apply topical anesthetic agents
- 61. Remove excess cement and bonding agents from bridges and appliances (including orthodontic appliances) with hand instruments

- 68. Perform minor emergency palliative orthodontic adjustments to eliminate pain and discomfort
 - Re-cement and adjust intact temporary restorations intraorally
 - Apply desensitizing agents
 - Place and remove wedges
 - Insert and/or perform minor adjustment of night mouth guards, athletic mouth guards and custom fluoride trays
 - Preliminary oral fit of arch wire
 - Select size of headgear
 - Etch appropriate enamel surfaces before bonding of orthodontic appliances by a dentist
 - Place elastics and ligature wires
 - Remove fixed orthodontic appliances
 - Take intra-oral photographs
 - Review medical and dental history
 - Perform dietary screening for dental disease prevention and control
 - Adjust dentures on the tissue side to eliminate tissue irritation

With Immediate Supervision*

- 12, 33. Place restorative materials in tooth for condensation and finishing by the dentist
- 34. Apply cavity varnish, liner(s) and bonding agents
- 43. Select and adapt stainless steel crowns or other pre-formed crown for insertion by dentist
- 50. Place temporary sedative restorations/fillings (*CA only; FTDA is not allowed to perform this function*)

- 54, 55. Remove temporary restorations with hand instruments
- 58. Removal of implant healing caps/cover screws for restorative procedures
- 59. Assist or monitor nitrous oxide analgesia
- 70. Place stainless steel crowns
 - Place temporary soft liners in a removable prosthesis (*FTDA; CA may perform under immediate supervision*)
 - Obtain endodontic cultures (*FTDA; CA may perform under direct supervision*)

Under supervision of a dentist holding a deep sedation/general anesthesia permit

- Assist in anesthesia administration, including patient monitoring (*must be appropriately trained and hold current certification in BLS for the Healthcare Provider*)

With Direct Supervision*

- 6. Place and remove gingival retraction materials
- 40. Apply and adjust dental sealants
- 45. Place and remove matrix bands
- 47. Fabricate provisional restorations intraorally
- 50. Place cotton pellets and temporary restorative materials into endodontic openings
- 61. Remove excess cement and bonding agents from bridges and appliances

- (including orthodontic appliances) with hand instruments
 - Record dental screenings
 - Record charting of the oral cavity and surrounding structures, including but not limited to dental restorations, lesions and periodontal probing depths
 - Apply desensitizing agents
 - Place and remove wedges
 - Apply bleaching agents and activate with non-laser non-curing device

- Preliminarily fit crowns to check contacts, adjust occlusion on crowns inside the mouth (*CA only; FTDA is not allowed to perform this function*)
- Place temporary soft liners in a removable prosthesis (*CA; FTDA may perform under immediate supervision*)
- Obtain endodontic cultures (*CA; FTDA may perform under immediate supervision*)

Continued

*Immediate Supervision: Supervision of dental procedures by a licensed dentist, who remains in the dental facility, personally diagnoses the condition to be treated, personally authorizes the procedures, and before dismissal of the patient, evaluates the treatment rendered.
 Direct Supervision: Supervision of dental procedures based on instructions given by a licensed dentist who remains in the dental facility while the procedures are being performed by the auxiliary
 General Supervision: Supervision of dental procedures based on instructions given by a licensed dentist but not requiring the physical presence of a supervising dentist during the performance of those procedures.

Massachusetts

Job Title
According to
State of MA

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)

Certified
Assistant
(CA)
or
Formally
Trained
Dental
Assistant
(FTDA)

Dental
Assistant
Trained
on the
Job
(OJT)

Under General Supervision*

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| <ul style="list-style-type: none"> 9. Polish teeth, after dentist or dental hygienist has determined that teeth are free of calculus, with slow-speed hand piece 13. Remove sutures 15. Place and remove orthodontic arch wires 18. Apply anti-cariogenic agents, including fluoride varnish 22. Expose radiographs (See "Radiography Requirements" on preceding page) 24. Provide oral health instruction 27. Place and remove dental dams 29. Preliminary intraoral fit of bands 35, 62. Place and remove periodontal dressings 37. Take and record vital signs 48. Irrigate and aspirate the oral cavity 42. Place and remove orthodontic separators | <ul style="list-style-type: none"> 44, 64. Take impressions for study casts and bite registrations, including for identification purposes, night guards, and custom fluoride and bleaching trays pursuant to a dentist's prescription or order 44. Take impressions for orthodontic retainers 44, 64. Take impressions for athletic mouth guards 47, 54. Cement and remove temporary crowns and bridges 48. Retract lips, cheek, tongue and other oral tissue parts 50. Place temporary restorations (not including temporization of inlays, onlays, crowns and bridges) to provide palliative treatment 56. Apply topical anesthetic agents 68. Perform minor emergency palliative orthodontic adjustments to eliminate pain and discomfort | <ul style="list-style-type: none"> • Insert and/or perform minor adjustment of night mouth guards, athletic mouth guards and custom fluoride trays • Preliminary oral fit of archwire • Select size of headgear • Etch appropriate enamel surfaces before bonding of orthodontic appliances by a dentist • Place elastics and ligature wires • Remove fixed orthodontic appliances • Remove excess cement and bonding agents from orthodontic appliances with hand instruments • Re-cement and adjust temporary restorations intraorally • Review medical and dental history and consult when necessary with medical practitioner • Take intraoral photographs • Perform dietary screening for dental disease prevention and control |
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With Immediate Supervision*

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| <ul style="list-style-type: none"> 12, 33. Place restorative materials in tooth for condensation and finishing by the dentist 34. Apply cavity varnish, liner(s) and bonding agents 43. Select and adapt stainless steel crowns or other pre-formed crown for insertion by dentist 44, 64. Take impressions for study casts and bite registrations, including for identification purposes, night guards and custom fluoride and bleaching trays pursuant to a dentist's prescription or order 44, 64. Take impressions for athletic mouth guards 45. Place and remove matrix bands 47. Fabricate provisional restorations intraorally 47, 54. Cement and remove temporary crowns and bridges | <ul style="list-style-type: none"> 50. Place temporary restorations (not including temporization of inlays, onlays, crowns and bridges) to provide palliative treatment 58. Removal of implant healing caps/cover screws for restorative procedures 59. Assist or monitor nitrous oxide analgesia 61. Remove excess cement and bonding agents from bridges and appliances with hand instruments 68. Perform minor emergency palliative orthodontic adjustments to eliminate pain and discomfort • Place and remove wedges • Insert and/or perform minor adjustment of night mouth guards, athletic mouth guards and custom fluoride trays • Apply bleaching agents and activate with a non-laser non-curing device |
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Under supervision of a dentist holding a deep sedation/general anesthesia permit

- Assist in anesthesia administration, including patient monitoring (*must be appropriately trained and hold current certification in BLS for the Healthcare Provider*)

With Direct Supervision*

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| <ul style="list-style-type: none"> 6. Place and remove gingival retraction materials 13. Remove sutures 15. Place and remove orthodontic arch wires 18. Apply anti-cariogenic agents, including fluoride varnish 24. Provide oral health instruction 27. Place and remove dental dams 29. Preliminary intraoral fit of bands 42. Place and remove orthodontic separators 44. Take impressions for orthodontic retainers | <ul style="list-style-type: none"> 50. Place cotton pellets and temporary restorative materials into endodontic openings 56. Apply topical anesthetic agents 61. Remove excess cement and bonding agents from orthodontic appliances with hand instruments • Record dental screenings • Record charting of the oral cavity and surrounding structures, including but not limited to dental restorations, lesions and periodontal probing depths • Preliminary oral fit of arch wire • Apply desensitizing agents | <ul style="list-style-type: none"> • Select size of headgear • Etch appropriate enamel surfaces before bonding of orthodontic appliances by a dentist • Place elastics and ligature wires • Remove fixed orthodontic appliances |
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Under General Supervision*

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| <ul style="list-style-type: none"> 22. Expose radiographs (see "Radiography Requirements" on preceding page) 37. Take and record vital signs 48. Retract lips, cheek, tongue and other oral tissue parts | <ul style="list-style-type: none"> 48. Irrigate and aspirate the oral cavity • Review medical and dental history and consult when necessary with medical practitioner • Take intraoral photographs |
|---|---|

*Immediate Supervision: Supervision of dental procedures by a licensed dentist, who remains in the dental facility, personally diagnoses the condition to be treated, personally authorizes the procedures, and before dismissal of the patient, evaluates the treatment rendered.
 Direct Supervision: Supervision of dental procedures based on instructions given by a licensed dentist who remains in the dental facility while the procedures are being performed by the auxiliary.
 General Supervision: Supervision of dental procedures based on instructions given by a licensed dentist but not requiring the physical presence of a supervising dentist during the performance of those procedures.

Appendix A: Numbering System for Dental Assisting Functions

The following list of 70 dental assisting tasks was developed by the ADAA/DANB Alliance as part of a study of dental assisting core competencies conducted between 2002 and 2005. These selected tasks were determined to be representative of a broad range of dental assisting core competencies.

The **numbered functions** listed in the preceding state charts correspond to functions that were included in the DANB/ADAA core competencies study and use language directly from the state's dental practice act. The numbers are provided to facilitate comparison between and among states. Functions listed with **bullets** in the preceding charts are part of the state's practice act but are not specific matches to the functions that were included in the 2002-2005 study.

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

Appendix B: 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 five levels of supervision for dental auxiliaries, including dental assistants, which it defines in its “Comprehensive Policy Statement on Allied Dental Personnel,” (2010: 505) which is part of its *Current Policies*, last updated in 2015. Note that “allied dental personnel” refers to dental assistants, dental hygienists, community dental health coordinators and dental laboratory technicians.

The five levels of supervision defined by the ADA are as follows:

Personal supervision: A type of supervision in which the 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 type of supervision in which a dentist is in the dental office or treatment facility, personally diagnoses and treatment plans 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 evaluates their performance before dismissal of the patient.

Indirect supervision: A type of supervision in which a dentist is in the dental office or treatment facility, has personally diagnosed and treatment planned 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 type of supervision in which a dentist is not required to be in the dental office or treatment facility when procedures are provided, but has personally diagnosed and treatment planned the condition to be treated, has personally authorized the procedures, and will evaluate the performance of the allied dental personnel.

Public Health Supervision: A type of supervision in which a licensed dental hygienist may provide dental hygiene services, as specified by state law or regulations, when such services are provided as part of an organized community program in various public health settings, as designated by state law, and with general oversight of such programs by a licensed dentist designated by the state.

Furthermore, the ADA’s “Comprehensive Policy Statement on Allied Dental Personnel” stipulates that intraoral expanded functions should be performed by allied dental personnel “under the supervision of a dentist.”

Because the study of dental assisting core competencies undertaken by the ADA/DANB Alliance did not address the question of supervision, the ADA/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 ADA/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 the attached charts, if a state’s dental practice act specifically defines levels of supervision, the state-specific definition is noted in the footer of the second page of the state chart.



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