



2018 Allowable and Prohibited Duties for Dental Assistants: Michigan



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			
<p>Education/Training/Credential Required</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 or Restorative Certificate. To qualify, one must:</p> <ul style="list-style-type: none"> Pass the Arizona Council on Dental Practice (ACDP) Restorative Proficiency Certificate (see requirements to dental assisting). 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 DANB's AMP, TMP and TAMP. AND have the supervision of a licensed dentist, perform restorative procedures equivalent to the ASBDE criteria, and have 20 direct restorations and other restorative procedures on a Licensed Dental Employment form. AND the DANB for the Arizona Restorative Certificate. <p>To perform general polishing procedures in Arizona under the general supervision of a licensed dentist, a dental assistant must hold the Arizona General Polishing Certificate.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> Pass the Dental Council of Public Health (DCPH) Exam for Arizona Restorative Proficiency Certificate. AND the Arizona Council on Dental Practice (ACDP) Restorative Proficiency Certificate as required by DANB. AND Pass the Arizona Council on Dental Practice (ACDP) Restorative Proficiency Certificate as required by DANB. <p>A dental assistant in Arizona may perform basic restorative procedures under the supervision of a licensed dentist or a licensed dental hygienist. The direct supervision of a licensed dentist.</p> <p>There are no education/training requirements for this level of dental assisting.</p>	<p>Job Title Assigned by State (P.A.)</p> <p>Expanded Function Dental Assistant (EFDA)</p> <p>Restorative Dental Assistant (RDA)</p> <p>Dental Assistant</p> <p>General Polishing Dental Assistant (GPDA)</p>	<p>Proposed Restorative Job Title</p> <p>Restorative Dental Assistant</p> <p>Dental Assistant</p> <p>General Polishing 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 have a current approved certificate in radiography.</p> <p>To obtain a certificate, one must:</p> <ul style="list-style-type: none"> Pass the national DANB Radiation Safety and Safety (RHS) exam. AND Pass the Arizona Restorative Proficiency Certificate, issued by DANB. AND be currently certified in another health care profession or profession in a health care profession or profession. <p>AND: Member in good standing dental assistant to use the Arizona Dental Radiography Proficiency Certificate, which is issued by the Arizona Dental Radiography Proficiency Commission.</p> <p>The ADA/DANB Alliance on the Dental Care Workforce Study conducted from 2002-2003.</p> <p>The same study offered a list of 70 job titles that were representative of the range of dental assisting core competencies.</p> <p>Functions in this state that relate to the national DANB/ADAA Core Competencies Study are supported by the right, state dental practice act. (The numbers correspond to the study's task numbering system.)</p> <p>Functions listed with italics are part of the state's practice act but are not specifically mentioned in DANB/ADAA.</p> <p><i>These states explicitly restrict the practice of dental assisting to support a uniform standard for the care and safety of dental assisting tasks, roles and responsibilities, which will serve as a model center for dental assistants.</i></p>

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

Arizona	
<p>Job Title Assigned by State (P.A.)</p> <p>Expanded Function Dental Assistant (EFDA)</p> <p>Dental Assistant</p>	<p>Allowable Functions</p> <p>If functions with numbers relate specifically to Core Competency designations, functions with italics are in the state's practice act but are not specific matches to DANB research.</p> <p>Under General Supervision*</p> <ul style="list-style-type: none"> 15. Apply fluoride varnish 40. Apply sealants * Place interim restorations * Consultation under the direction of a licensed dentist following a consultation conducted through radiography. <p>Level of Supervision Not Specified</p> <ul style="list-style-type: none"> 12, 23, 51, 70. Perform placement, contouring and finishing of direct restorations or the placement and contouring of amalgamated crowns, inlays or veneers; do not use a finished dental restorative materials used will be determined by the dentist. <p>Dental Assistant qualified in certain polishing procedures</p> <ul style="list-style-type: none"> 9. Perform coronal polishing procedures. <p>Under Direct Supervision*</p> <ul style="list-style-type: none"> 13. Remove sutures 23. Apply topical fluoride 24. Apply dental cements and resin cements 25. Apply restorative composites 26. Apply restorative composites 27. DO restorative composites 28. Remove restorative composites 29. Remove restorative composites 30. Remove restorative composites 31. Remove restorative composites 32. Remove restorative composites 33. Remove restorative composites 34. Remove restorative composites 35. Remove restorative composites 36. Remove restorative composites 37. Remove restorative composites 38. Remove restorative composites 39. Remove restorative composites 41. Remove restorative composites 42. Remove restorative composites 43. Remove restorative composites 44. Remove restorative composites 45. Remove restorative composites 46. Remove restorative composites 47. Remove restorative composites 48. Remove restorative composites 49. Remove restorative composites 50. Remove restorative composites 52. Remove restorative composites 53. Remove restorative composites 54. Remove restorative composites 55. Remove restorative composites 56. Remove restorative composites 57. Remove restorative composites 58. Remove restorative composites 59. Remove restorative composites 60. Remove restorative composites 61. Remove restorative composites 62. Remove restorative composites 63. Remove restorative composites 64. Remove restorative composites 65. Remove restorative composites 66. Remove restorative composites 67. Remove restorative composites 68. Remove restorative composites 69. Remove restorative composites 71. Remove restorative composites 72. Remove restorative composites 73. Remove restorative composites 74. Remove restorative composites 75. Remove restorative composites 76. Remove restorative composites 77. Remove restorative composites 78. Remove restorative composites 79. Remove restorative composites 80. Remove restorative composites 81. Remove restorative composites 82. Remove restorative composites 83. Remove restorative composites 84. Remove restorative composites 85. Remove restorative composites 86. Remove restorative composites 87. Remove restorative composites 88. Remove restorative composites 89. Remove restorative composites 90. Remove restorative composites 91. Remove restorative composites 92. Remove restorative composites 93. Remove restorative composites 94. Remove restorative composites 95. Remove restorative composites 96. Remove restorative composites 97. Remove restorative composites 98. Remove restorative composites 99. Remove restorative composites 100. Remove restorative composites <p>* Check the restorative materials into a patient's mouth in response to a licensed dentist's instruction.</p> <p>Under General Supervision*</p> <ul style="list-style-type: none"> 1. Collect and record information pertaining to dental conditions 2. Collect and record information pertaining to existing restorations 3. Take or instruct patients in oral hygiene 4. Perform restorative procedures, delivery concerning the design and proper contour, and provide oral and dental hygiene instructions relative to specific office treatment <p>* Check the restorative materials into a patient's mouth in response to a licensed dentist's instruction.</p>



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/ADAA 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 MI	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in MI
<p>To become licensed as a Registered Dental Assistant (RDA) in the state of Michigan, one must:</p> <ul style="list-style-type: none"> Receive a degree or certificate from a CODA-accredited dental assisting program or a school of dental assisting meeting Michigan Board of Dentistry requirements, which includes required instruction in Michigan expanded functions (<i>Note: Individuals who earned the RDA credential prior to March 22, 2004 must complete additional expanded functions training courses before performing the functions marked with ** or † on the opposite page.</i>) <p>AND</p> <ul style="list-style-type: none"> Pass the Michigan board comprehensive and clinical exam or pass an equivalent exam in another state (proof of out-of-state licensure required) <p>AND</p> <ul style="list-style-type: none"> Complete the fingerprinting/criminal background check process <p>AND</p> <ul style="list-style-type: none"> Apply for a license to the Michigan Board of Dentistry 	<p>Registered Dental Assistant (RDA)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <hr/> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Michigan, a dental assistant must successfully complete a course in dental radiography that is substantially equivalent to a course taught in a CODA-accredited program.</p>	<p>The following functions are not permitted to be delegated or assigned to any level of dental assistant:</p> <p>46. Taking impressions for any purpose other than study or opposing models</p> <ul style="list-style-type: none"> Diagnosing, or prescribing for, any of the following: disease, pain, deformity, deficiency, injury, or physical condition Cutting of hard and soft tissue Removal of any of the following: accretions, stains, or calculus deposits Deep scaling Root planing Any intra-oral restorative procedures Administration of any of the following: local anesthesia, nitrous oxide analgesia, or acupuncture Irrigation and medication of root canals, try-in of cones or points, filling, or filling of root canals Permanent cementation of any restoration or appliance
<p>A dental assistant in the state of Michigan may perform basic supportive dental procedures (see opposite page) specified by the state dental practice act under the direct or general supervision of a licensed dentist.</p> <p>There are no education or training requirements for this level of dental assisting.</p>	<p>Dental Assistant</p>	<p>Dental Assistant</p> <hr/> <p>Entry Level Dental Assistant</p>	<p> The ADAA/DANB Alliance developed a listing of standardized job titles (left) based on its national Core Competencies Study conducted from 2002-2005.</p> <p>The same study utilized a list of 70 job functions which were determined to be representative of a broad range of dental assisting core competencies.</p> <p>Functions in this state that relate to the national DANB/ADAA Core Competencies Study are numbered to the right, using language directly from this state's dental practice act. (The numbers correspond to the study's task numbering system.) </p> <p>Functions listed with bullets are part of this state's practice act but are not specific matches to DANB/ADAA research.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>These state templates reflect the work done by the ADAA/DANB Alliance to support a uniform national model for one set of dental assisting tasks, levels and requirements, which will serve as a viable career ladder for dental assistants.</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>†DANB has not received confirmation that this Career Ladder Template has been reviewed and approved by the Michigan Board of Dentistry. All of the templates in this volume reflect DANB's interpretation of each state's dental practice act and administrative rules and regulations related to dental assisting. For authoritative information regarding requirements, please contact the relevant dental board. Specific contact information can be found in this DANB publication.</p> </div>

Job Title According to State of MI	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)		
Registered Dental Assistant (RDA)	<p><u>Under Direct Supervision*</u></p> <p>12, 51. Placing, condensing and carving amalgam restorations† 13. Removing sutures 29, 47, 54. Temporarily cementing and removing temporary crowns and bands 29. Cementing orthodontic bands or initial placement of orthodontic brackets 33. Placing Class I resin bonded restorations, occlusal adjustment, finishing and polishing with non-tissue cutting rotary hand pieces 35, 62. Placing and removing periodontal dressings</p> <p>46. Taking final impressions for indirect restorations† 59. Assisting and monitoring of the administration of nitrous oxide analgesia by the dentist or dental hygienist**</p> <ul style="list-style-type: none"> Removing orthodontic adhesive from teeth, supragingivally, after removing brackets with non-tissue cutting instruments Applying in-office bleaching <p>†RDA's must first complete an approved course followed by a comprehensive clinical experience of sufficient duration that validates clinical competence through a criterion-based assessment instrument before performing these functions</p>		
	<p><u>Under General Supervision*</u></p> <p>6. Placing and removing nonepinephrine retraction cords** 6. Placing and removing of retraction materials 14. Drying endodontic canals with absorbent points** 29. Sizing of temporary crowns and bands 34. Applying cavity liners and bases** 44. Taking an impression for orthodontic appliances, mouth guards, bite splints and bleaching trays** 45. Placing and removing matrices and wedges**</p> <p>49. Performing pulp vitality testing** 50, 54. Placing and removing a nonmetallic temporary restoration with non-tissue cutting instruments</p> <ul style="list-style-type: none"> Applying desensitizing agents** Etching and placing adhesives prior to placement of orthodontic brackets** All duties that may be performed by Dental Assistants under General Supervision <p>**RDA's must first complete an approved course before performing these functions</p>		
	<p><u>Under Assignment*</u></p> <p>1, 2. Inspecting and charting the oral cavity using a mouth mirror and radiographs 18, 40. Applying anticariogenic agents including, but not limited to, sealants, fluoride varnish, and fluoride applications 22. Operating of dental radiographic equipment (see "Radiography Requirements" on previous page) 27. Placing and removing a rubber dam 44. Making impressions for study and opposing models 47. Replacing existing temporary restorations and existing temporary crowns and temporary bridges</p> <p>61. Removing excess cement from supragingival surfaces of a tooth with non-tissue cutting instruments</p> <ul style="list-style-type: none"> Polishing specific teeth with a slow-speed rotary handpiece immediately before procedures that require acid etching, for placement of sealants, placement of resin-bonded orthodontic appliances, and placement of direct restorations by the dentist Polishing and contouring of sealants with a slow-speed rotary hand piece immediately following the procedure for the purpose of occlusal adjustment <ul style="list-style-type: none"> Removing orthodontic elastics, ligatures and elastic or wire separators Replacing elastic or wire separators Classifying occlusion Providing nutritional counseling for oral health and maintenance Applying commonly accepted emergency procedures 		
Dental Assistant	<p><u>Under Direct Supervision*</u></p> <p>15. Placement and removal of orthodontic separators 15. Placement and removal of orthodontic elastics, ligatures and arch wires</p> <ul style="list-style-type: none"> Dispensing aligners 		
	<p><u>Under General Supervision*</u></p> <p>22. Operating dental radiographic equipment (see "Radiography Requirements" on previous page) 26. Instructing in the use and care of dental appliances</p> <p>29. Trial sizing of orthodontic bands 44. Making impressions for study and opposing models</p> <p>56. Applying of topical anesthetic solutions</p> <ul style="list-style-type: none"> Holding the matrix for anterior resin restorations 		

*Assignment:

A dentist has designated a patient of record upon whom services are to be performed and describes the procedures to be performed. The dentist need not be physically present in the office at the time the procedures are being performed

Direct Supervision:

A dentist complies with all of the following: designates a patient of record upon whom the procedures are to be performed and describes the procedures to be performed; examines the patient before prescribing the procedures to be performed and upon completion of the procedures; and is physically present in the office at the time the procedures are being performed.

General Supervision:

A dentist complies with both of the following: designates a patient of record upon whom services are to be performed; and is physically present in the office at the time the procedures are being performed.

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 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 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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