



# 2017 Allowable and Prohibited Duties for Dental Assistants: New Hampshire



## 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 approved 1/6/17	
<b>Education/Training/Credential Required</b>	<b>Job Title Assigned by State (A-Z)</b>	<b>Proposed Standard Job Titles</b>	<b>Radiography Requirements</b>
<ul style="list-style-type: none"> <li>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:               <ul style="list-style-type: none"> <li>Pass the Arizona Council on Dental Practice (ACDP) Restorative Certificate exam.</li> <li>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.</li> <li>Hold DANB's AAMP, TAMP and RAMP.</li> <li>Under the supervision of a licensed dentist, perform restorative procedures equivalent to the ASBDE, CODA, and RAMP and have 20 direct restorations and three indirect restorations and three preparation of the tooth by a licensed dentist and document these procedures on a Licensed Dental Employment Form.</li> <li>Hold the DANB for Arizona Restorative Certificate.</li> </ul> </li> <li>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.</li> <li>To qualify, one must:               <ul style="list-style-type: none"> <li>Pass the Dental Council on Polishing (DCP) exam from the Dental Council for Arizona Restorative and Polishing.</li> <li>Hold the Arizona Council on Dental Practice (ACDP) General Polishing Certificate or a Restorative Certificate.</li> <li>Successfully complete the DANB Core Competency Study for Arizona General Polishing Certificate. The numbers correspond to the state's task numbering system.</li> </ul> </li> <li>General assistant in Arizona who perform basic supportive dental procedures specified by the state dental practice act have no specific requirements for the level of dental assisting.</li> </ul>	<ul style="list-style-type: none"> <li>Dental Assistant General Polishing</li> <li>Dental Assistant Restorative</li> <li>Dental Assistant</li> <li>General Dental Assistant</li> </ul>	<ul style="list-style-type: none"> <li>General dental radiography</li> <li>Advanced dental radiography</li> <li>Specialized dental radiography</li> </ul>	<ul style="list-style-type: none"> <li>The following functions are not permitted by any level of dental assistant:               <ul style="list-style-type: none"> <li>46. Taking full impressions for any activating orthodontic appliances, fixed or removable prosthetics.</li> <li>51. Introral carrying of dental radiographs or phosphor-activated dental x-ray screens, or certified dentists can perform.</li> <li>Pre-job registrations.</li> <li>Administering x-rays.</li> <li>An irreversible procedure.</li> </ul> </li> <li>* Under a new Arizona law passed in the 2015 legislative session, a dental assistant who has met the requirements for an Expanded Function Restorative Certificate, issued by the ASBDE:               <ul style="list-style-type: none"> <li>May perform single restorative dental procedures to use the Arizona Critical Incident Reporting System (A-CIRS) as a condition for receiving a Restorative Proficiency Certificate, which is not a Restorative Certificate.</li> <li>May not assist the dentist with any restorative procedure that requires a Restorative Proficiency Certificate.</li> </ul> </li> </ul>

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

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.

Arizona		State approved 1/6/17	
<b>Job Title Assigned by State (A-Z)</b>	<b>Education/Training/Credential Required</b>	<b>Proposed Standard Job Titles</b>	<b>Allowable Functions</b>
			<ul style="list-style-type: none"> <li>If functions with numbers listed specifically in Core Competency designations, functions with numbers are in the state's practice act but are not specific matches to DANB research.</li> </ul>
			<ul style="list-style-type: none"> <li><b>Under General Supervision*</b> <ul style="list-style-type: none"> <li>15. Apply fluoride varnish</li> <li>40. Apply sealants</li> <li>Place interim restorations</li> <li>Instructions under the direction of a licensed dentist following a consultation conducted through radiography.</li> </ul> </li> <li><b>Level of Supervision Not Specified</b> <ul style="list-style-type: none"> <li>12, 23, 51, 70. Perform placement, contouring and finishing of direct restorations or the placement and contouring of preformed indirect restorations in the mouth by a licensed dentist. The restorative materials used will be determined by the dentist.</li> </ul> </li> <li><b>Under General Supervision*</b> <ul style="list-style-type: none"> <li>Perform coronal polishing procedures.</li> </ul> </li> <li><b>Under Direct Supervision*</b> <ul style="list-style-type: none"> <li>13. Remove sutures</li> <li>23. Apply topical fluoride</li> <li>24. Apply dental cements and resin cements</li> <li>25. Apply restorative dental cements and resin cements</li> <li>26. Apply restorative dental cements and resin cements</li> <li>27. DR restorations and glass ionomer cements</li> <li>28. Remove and place temporary crowns</li> <li>29. Remove and place temporary crowns</li> <li>30. Remove and place temporary crowns</li> <li>31. Place dental material into a patient's mouth in response to a licensed dentist's instruction.</li> <li>32. Remove excess cement from trays, crowns, bridges, and orthodontics</li> <li>33. Prepare and place orthodontic appliances with hand instruments</li> <li>34. Prepare a patient for retentive orthodontic appliances with hand instruments</li> <li>35. Place dental material into a patient's mouth in response to a licensed dentist's instruction.</li> <li>36. Cleanse the supragingival surface of the tooth in preparation for the placement of orthodontic appliances with hand instruments</li> <li>37. The placement of orthodontic appliances with hand instruments</li> <li>38. Acet each procedure</li> <li>39. Removal of waxing and packs</li> </ul> </li> <li><b>Under General Supervision*</b> <ul style="list-style-type: none"> <li>2. Collect and record information pertaining to dental conditions</li> <li>3. Collect and record information pertaining to existing restorations</li> <li>4. Take or instruct patients in oral hygiene techniques</li> <li>5. Perform restorative procedures, delivery concerning the design and placement, and provide oral and dental hygiene instructions relative to specific office treatment</li> </ul> </li> </ul>

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.

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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# New Hampshire

Education/Training/ Credential Required	Job Title According to State of NH	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <u>NOT</u> Permitted by Dental Assistants in NH
<p><i>Note: The following three pages contain information summarizing New Hampshire statutes and regulations that govern the practice of dental assisting. For the full text of the current New Hampshire statutes and regulations governing dentistry, please go to <a href="http://www.nh.gov/dental/">http://www.nh.gov/dental/</a> and click "Laws and Rules."</i></p> <p>To qualify to place, contour and adjust direct restorative materials within the oral cavity, one must register as an <b>Expanded Function Dental Auxiliary (EFDA)</b> with the New Hampshire Board of Dental Examiners (NHBDE). To register, one must:</p> <ul style="list-style-type: none"> <li>■ Be at least 18 years of age</li> <li>■ <b>AND</b></li> <li>■ Be a registered dental hygienist <u>or</u> a Graduate Dental Assistant* <ul style="list-style-type: none"> <li><b>OR</b></li> <li>Hold current DANB certification <u>and</u> meet requirements to perform preliminary inspection of the oral cavity and infection control in the dental office as described on p. 82</li> </ul> </li> <li>■ <b>AND</b></li> <li>■ Have a minimum of 4,500 hours of dental clinical experience</li> <li>■ <b>AND</b></li> <li>■ Obtain a recommendation for the EFDA course from a NH-licensed dentist</li> <li>■ <b>AND</b></li> <li>■ Complete an EFDA course in dental restorations meeting requirements established by rule of the NHBDE</li> <li>■ <b>AND</b></li> <li>■ Be currently certified in BLS-HCP</li> <li>■ <b>AND</b></li> <li>■ Apply to the NHBDE for an EFDA permit</li> </ul> <p><i>(Note: A dental auxiliary qualified in these restorative functions in another jurisdiction may qualify for endorsement by the Board by presenting written documentation of equivalent training and a letter from a supervising dentist attesting to experience with direct restorations within the previous two years.)</i></p>	<p>Expanded Function Dental Auxiliary (EFDA)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures under the direct supervision of a licensed dentist in the state of New Hampshire, one must:</p> <ul style="list-style-type: none"> <li>■ Be 18 years of age or older</li> <li>■ <b>AND</b></li> <li>■ Be a Graduate Dental Assistant</li> <li>■ <b>OR</b></li> <li>Complete 400 hours of experience in clinical dental assisting prior to course enrollment</li> <li>■ <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity and infection control, as described on p. 82</li> <li>■ <b>AND</b></li> <li>■ Successfully complete an expanded duty course in dental radiology meeting the requirements established by rule of the New Hampshire Board of Dental Examiners (NHBDE)</li> <li>■ <b>AND</b></li> <li>■ Pass the national DANB Radiation Health and Safety (RHS) or Certified Dental Assistant (CDA) exam</li> </ul>	<p>The following functions are <b>not</b> permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> <li>• Diagnosis, treatment planning and prescriptions (including prescriptions for drugs and medicaments or authorization for restorative, prosthodontic, or orthodontic appliances)</li> <li>• Surgical procedures on hard or soft tissues within the oral cavity; or any other intraoral procedure that contributes to, or results in, an irremediable alteration of the oral anatomy</li> <li>• Apply silver diamine fluoride</li> </ul>
<p>To perform any expanded duty in New Hampshire, with the exception of restorative duties restricted to EFDAs, a dental assistant must</p> <ul style="list-style-type: none"> <li>■ Be at least 18 years of age</li> <li>■ <b>AND</b></li> <li>■ Be a Graduate Dental Assistant* <ul style="list-style-type: none"> <li><b>OR</b></li> <li>Qualify in <b>preliminary inspection of the oral cavity and infection control in the dental office</b> as described on p. 82</li> </ul> </li> <li>■ <b>AND</b></li> <li>■ Meet specific course, certification, or experience requirements for each function, as described on p. 82</li> </ul>	<p>Dental Assistant qualified to perform expanded duties**</p> <p>**See p. 82 for additional information</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>New Hampshire allows dental assistants who hold the national <b>DANB Certified Dental Assistant (CDA)</b> certification or are <b>Graduate Dental Assistants*</b> to perform specified duties.</p> <p>*Dental assistants in New Hampshire can earn status as a <b>Graduate Dental Assistant</b> by graduating from a CODA-accredited program of dental assisting.</p>	<p>DANB Certified Dental Assistant (CDA) and Graduate Dental Assistant (GDA)</p>	<p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p>	<p>Functions listed with bullets are part of this state's practice act but are not specific matches to DANB/ADAA research.</p>	<p>These state templates reflect the work 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>A <b>dental assistant</b> in the state of New Hampshire may perform basic supportive dental procedures specified by the state dental practice act under the direct or general supervision of a licensed dentist. There are no education or training requirements for this level of dental assisting.</p> <p>To perform <b>specified duties under public health supervision</b> to assist a Certified Public Health Dental Hygienist (CPHDH), a dental assistant must qualify in <b>preliminary inspection of the oral cavity and infection control in the dental office</b> as described on p. 82.</p>	<p>Dental Assistant</p>	<p>Dental Assistant</p>	<p></p>	<p></p>

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Job Title According to State of NH	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)
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Expanded  
Function  
Dental  
Auxiliary  
(EFDA)

**Under Direct Supervision\***

- 12, 33, 51. Place, contour and adjust direct restorative materials within the oral cavity

Dental  
Assistant  
qualified  
to perform  
expanded  
duties

**Under Direct Supervision\***

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>1. Preliminary inspections of the oral cavity</li> <li>9. Coronal polishing (see <i>DANB's State Fact Booklet</i> or NH Rule 302.05(u) for specific requirements related to coronal polishing)</li> <li>22. Dental radiography</li> <li>40. Dental sealants</li> <li>47. Fabrication of provisional crown and bridge restorations</li> <li>59. Monitor nitrous oxide administration                     <ul style="list-style-type: none"> <li>In-office tooth whitening</li> </ul> </li> </ul> | <p>Orthodontic duties:</p> <ul style="list-style-type: none"> <li>15. Attachment or tying in and removal of orthodontic wires</li> <li>29. Trial fitting of orthodontic bands</li> <li>42. Placement and removal of orthodontic separators</li> <li>44. Taking impressions for orthodontic appliances</li> <li>61. Using hand instruments to remove excess cement from bands on the coronal surfaces of the teeth</li> </ul> | <ul style="list-style-type: none"> <li>68. Simple emergency adjustment of orthodontic appliances to relieve pain                     <ul style="list-style-type: none"> <li>Preparation of teeth for bonding of brackets</li> <li>Removal of orthodontic bands or brackets</li> <li>Trial fitting of head gear</li> <li>Bending arch wires</li> </ul> </li> </ul> |
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**Under Direct Supervision of a Licensed Dental Hygienist\***

- 9. Coronal polishing (see *DANB's State Fact Booklet* or NH Rule 302.05(u) for specific requirements related to coronal polishing)

DANB  
Certified  
Dental  
Assistant  
(CDA)  
and  
Graduate  
Dental  
Assistant  
(GDA)

**Under Direct Supervision\***

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>6. Place and remove gingival retraction cord<sup>1</sup></li> <li>12. Place amalgam prior to condensing by a dentist<sup>1</sup></li> <li>13, 62, 69. Remove sutures and dressings</li> <li>18. Apply topical fluoride after prophylaxis by a licensed professional</li> <li>27. Place and remove rubber dams</li> <li>28, 44, 46. Select impression trays; seat, hold, remove and pour impressions for study models, single arch athletic mouth guards, custom fluoride trays and bleaching trays</li> <li>29. Cement bands and bond brackets, not to include the use of rotary instruments to remove excess cement</li> </ul> | <ul style="list-style-type: none"> <li>34. Place cavity liners and bases<sup>1</sup></li> <li>35. Place periodontal dressings<sup>1</sup></li> <li>37. Take and record blood pressure</li> <li>45. Place and remove matrices</li> <li>46. Make finals<sup>1</sup></li> <li>49. Perform pulpal vitality testing procedures</li> <li>50, 55. Place and remove temporary restorations, not to include temporary crowns and bridges, unless qualified (see <i>"Qualified Dental Assistant" requirements on previous page</i>), and not to include the use of intraoral rotary instruments<sup>1</sup></li> </ul> | <ul style="list-style-type: none"> <li>56. Application of non-prescription topical anesthesia                     <ul style="list-style-type: none"> <li>Take dental and medical histories</li> <li>Apply non-prescription desensitizing agents to the cementum and dentin</li> <li>Insert athletic mouth guards</li> <li>Make bite registrations when maximum intercuspation can be achieved<sup>1</sup></li> <li>Place and remove dry socket medications<sup>1</sup></li> <li>All duties designated to Dental Assistants, under the same levels of required supervision</li> </ul> </li> </ul> |
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<sup>1</sup>After at least 400 hours of experience in clinical dental assisting

**Under Public Health Supervision\* to assist a Certified Public Health Dental Hygienist (CPHDH)**

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|---|--|---|
| <ul style="list-style-type: none"> <li>4. Seat patient, place protective materials or garments including the lubrication of such patient's lips</li> <li>24. Train or instruct groups or individual patients in techniques of oral hygiene and mouth care</li> <li>25. Process and sterilize instruments and perform infection control</li> <li>41. Organize and arrange instruments on bracket tables</li> </ul> | <ul style="list-style-type: none"> <li>48. Retract a patient's cheek, tongue or other oral tissues during a dental hygiene and remove such debris as is normally created or accumulated during the course of treatment being rendered by the use of vacuum devices, compressed air, mouthwashes and water</li> <li>52. Process dental radiographs</li> </ul> | <ul style="list-style-type: none"> <li>Reorganize instruments and equipment after the patient has departed the healthcare facility</li> <li>Assist with the placement or removal of a rubber dam and accessories used for its placement and retention, as directed by an operating CPHDH during the course of a dental hygiene operation</li> </ul> |
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Dental  
Assistant

**Under Direct Supervision\***

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>27. Assist with the placement or removal of a rubber dam and accessories used or its placement and retention, as directed by an operating dentist or during the course of a dental operation</li> </ul> | <ul style="list-style-type: none"> <li>48. Retract a patient's cheek, tongue or other parts of tissues during a dental operation</li> <li>48. Remove such debris as is normally created or accumulated during the course of treatment being rendered by a licensed dentist by the use of vacuum devices, compressed air, mouthwashes and water</li> </ul> | <ul style="list-style-type: none"> <li>48. Place cotton rolls prior to delivery of local anesthesia by dentist</li> <li>56. Place topical anesthesia prior to delivery of local anesthesia by dentist</li> </ul> |
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**Under General Supervision\***

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>4. Seat patient, place protective materials or garments including the lubrication of such patient's lips</li> </ul> | <ul style="list-style-type: none"> <li>24. Train or instruct groups or individual patients in techniques of oral hygiene and mouth care</li> <li>25. Sterilize instruments</li> <li>25. Reorganize instruments and equipment after the patient has departed</li> </ul> | <ul style="list-style-type: none"> <li>41. Organize and arrange instruments on bracket tables</li> <li>52. Process dental radiographs                     <ul style="list-style-type: none"> <li>Function as a dental laboratory technician</li> <li>Perform tests on saliva</li> </ul> </li> </ul> |
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**Continued**

**\*Direct Supervision:** A dentist with an active license is in the dental office, authorizes the procedures, remains in the dental office while the procedures are being performed and, before dismissal of the patient, evaluates the performance of the dental assistant.  
**General Supervision:** A dentist with an active license has authorized the procedures; the procedures are being carried out in accordance with the dentist's diagnosis and treatment plan; and the procedures will be personally evaluated and reviewed by the dentist with the patient at least once in a 12-month period  
**Public Health Supervision:** A dentist with an active license authorizes procedures which are to be carried out by: (1) A dental hygienist with an active license practicing in a school, hospital or other institution, or for a homebound person without the dentist having to be present, provided the dentist has reviewed the records once in a 12 month period; or (2) A dental assistant in a school, hospital or other institution, or for a homebound person who shall be supervised by a CPHDH as set forth in Den 401.01 (d).

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# New Hampshire

## Additional Requirements for Dental Assistants to Qualify in Expanded Functions Permitted in New Hampshire

The following table summarizes requirements for Graduate Dental Assistants and for dental assistants other than Graduate Dental Assistants to qualify to perform the expanded dental assistant functions permitted under New Hampshire regulations. See p. 80 for *Graduate Dental Assistant requirements*.

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Summary of Expanded Functions Requirements for <u>Graduate Dental Assistants</u>	Summary of Expanded Functions Requirements for Dental Assistants <u>Other Than Graduate Dental Assistants</u>
<b>Function: Preliminary inspection of the oral cavity</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(d)-(f).</i>	
<ul style="list-style-type: none"> <li>No further requirements beyond those to earn status as a Graduate Dental Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Hold DANB's CDA certification <u>or</u> have at least 400 hours of clinical dental assisting experience <u>prior</u> to course, <b>AND</b></li> <li>Successfully complete a course or exam in preliminary inspection of the oral cavity meeting requirements established by rule of the NHBDE</li> </ul>
<b>Function: Infection control in the dental office</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(ag).</i>	
<ul style="list-style-type: none"> <li>No further requirements beyond those to earn status as a Graduate Dental Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Successfully complete a course or exam in infection control meeting requirements established by rule of the NHBDE</li> </ul> <p><i>(Note: The DALE Foundation's DANB ICE Review course meets this requirement. Successful performance on DANB's Infection Control exam [ICE] also meets this requirement.)</i></p>
<b>Function: Provisional crown and bridge restorations</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(j)-(l).</i>	
<ul style="list-style-type: none"> <li>Successfully complete a course or exam in provisional crown and bridge restorations meeting requirements established by rule of the NHBDE</li> </ul>	<ul style="list-style-type: none"> <li>Have at least 400 hours of clinical dental assisting experience prior to course, <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity (see requirements above), <b>AND</b></li> <li>Qualify in infection control (see requirements above), <b>AND</b></li> <li>Successfully complete a course or exam in provisional crown and bridge restorations meeting requirements established by rule of the NHBDE</li> </ul>
<b>Function: Orthodontic duties</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(m)-(o).</i>	
<ul style="list-style-type: none"> <li>Successfully complete a course or exam in orthodontic duties meeting requirements established by rule of the NHBDE</li> </ul>	<ul style="list-style-type: none"> <li>Hold DANB's CDA certification <u>or</u> have at least 400 hours of clinical dental assisting experience prior to course, <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity (see requirements above), <b>AND</b></li> <li>Qualify in infection control (see requirements above), <b>AND</b></li> <li>Successfully complete a course or exam in orthodontic duties meeting requirements established by rule of the NHBDE</li> </ul>
<b>Function: Dental sealants</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(p)-(r).</i>	
<ul style="list-style-type: none"> <li>Successfully complete a course or exam in dental sealants meeting requirements established by rule of the NHBDE</li> </ul>	<ul style="list-style-type: none"> <li>Have at least 400 hours of clinical dental assisting experience prior to course, <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity (see requirements above), <b>AND</b></li> <li>Qualify in infection control (see requirements above), <b>AND</b></li> <li>Successfully complete a course or exam in dental sealants meeting requirements established by rule of the NHBDE</li> </ul>
<b>Function: Coronal polishing</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(s)-(u).</i>	
<ul style="list-style-type: none"> <li>Have at least 400 hours of clinical dental assisting experience, <b>AND</b></li> <li>Successfully complete a course or exam in coronal polishing meeting requirements established by rule of the NHBDE</li> </ul>	<ul style="list-style-type: none"> <li>Have at least 400 hours of clinical dental assisting experience, <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity (see requirements above), <b>AND</b></li> <li>Qualify in infection control (see requirements above), <b>AND</b></li> <li>Successfully complete a course in coronal polishing meeting requirements established by rule of the NHBDE</li> </ul>
<b>Function: Monitoring nitrous oxide administration</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(y)-(aa).</i>	
<ul style="list-style-type: none"> <li>Successfully complete a course or exam in nitrous oxide meeting requirements established by rule of the NHBDE, <b>AND</b></li> <li>Be currently certified in CPR</li> </ul>	<ul style="list-style-type: none"> <li>Hold DANB's CDA certification <u>or</u> have at least 400 hours of clinical dental assisting experience prior to course, <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity (see requirements above), <b>AND</b></li> <li>Qualify in infection control (see requirements above), <b>AND</b></li> <li>Successfully complete a course or exam in monitoring the administration of nitrous oxide anesthesia meeting requirements established by rule of the NHBDE, <b>AND</b></li> <li>Be currently certified in CPR.</li> </ul>
<b>Function: In-office tooth whitening</b> <i>For more detailed information, see New Hampshire administrative rule Den 302.05(ad)-(af).</i>	
<ul style="list-style-type: none"> <li>Successfully complete a course or exam in in-office tooth whitening meeting requirements established by rule of the NHBDE</li> </ul>	<ul style="list-style-type: none"> <li>Hold DANB's CDA certification <u>or</u> have at least 400 hours of clinical dental assisting experience prior to course, <b>AND</b></li> <li>Qualify in preliminary inspection of the oral cavity (see requirements above), <b>AND</b></li> <li>Qualify in infection control (see requirements above), <b>AND</b></li> <li>Successfully complete a course or exam in in-office tooth whitening meeting requirements established by rule of the NHBDE</li> </ul>

# 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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