



2017 Allowable and Prohibited Duties for Dental Assistants: West Virginia



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 Registered Function or Restorative Certificate. To qualify, one must:</p> <ul style="list-style-type: none"> Pass the Arizona Council on Dental Practice (ACDP) Restorative Certificate 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. Hold a DANB's AMP, TMP and RAMP certification. Under the supervision of a licensed dentist, perform restorative procedures equivalent to the ASBDE, CODA, and ACPD procedures, including the preparation of the tooth by a licensed dentist and placement of these procedures on a Licensed Dental Employment form. Hold the DANB for 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 Dental Assisting National Board (DANB) Coronal Polishing Exam for Arizona. Hold an Arizona Coronal Polishing Certificate issued by the ASBDE, CODA, or ACPD. Successfully complete the DANB Coronal Polishing Certificate exam. Hold the Arizona Coronal Polishing Certificate issued by the ASBDE, CODA, or ACPD. <p>A dental assistant in Arizona who performs restorative dental procedures under the supervision of a licensed dentist or coronal polishing under the supervision of a licensed dentist must meet the education/training/credential requirements for that level of dental assisting.</p>	<p>Job Title Assigned by State (A-Z)</p> <p>Registered Function or Restorative Certificate</p> <p>Coronal Polishing Certificate</p> <p>Dental Assistant</p> <p>Coronal Polishing Assistant</p>	<p>Proposed Restorative Job Titles</p> <p>Restorative Dental Assistant</p> <p>Coronal Polishing Assistant</p> <p>Dental Assistant</p> <p>Coronal Polishing 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 Registered Function or Restorative Certificate in radiology. To obtain a certificate, one must:</p> <ul style="list-style-type: none"> Pass the national DANB Radiation Safety and (RHS) 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. Hold a DANB's AMP, TMP and RAMP certification. Under the supervision of a licensed dentist, perform radiographic procedures equivalent to the ASBDE, CODA, and ACPD procedures, including the preparation of the tooth by a licensed dentist and placement of these procedures on a Licensed Dental Employment form. Hold the DANB for Arizona Radiography Certificate. <p>The ADA/DANB Alliance has issued a list of 70 job titles that are not specifically defined in the ADA/DANB Core Competencies Study. The same study offered a list of 70 job titles that are not specifically defined in the ADA/DANB Core Competencies Study. The numbers correspond to the study'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/ADAA.</p> <p>These tasks typically reflect the job titles used in the ADA/DANB Alliance to support a uniform dental practice act and to provide a common set of standards, skills, and requirements, which will serve as a model for other dental assisting states.</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 (A-Z)</p> <p>Dental Assistant</p>	<p>Allowable Functions</p> <p>If functions with numbers relate specifically to Core Competency designations, functions with letters 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 41. Place interim restoratives 42. Perform coronal polishing in the direction of a licensed dentist following a consultation conducted through radiology. <p>Level of Supervision Not Specified</p> <ul style="list-style-type: none"> 12, 23, 51, 70. Perform placement, contouring and finishing of direct restoratives or the placement and contouring of preformed indirect restoratives in the practice act, as long as a licensed dentist, the restorative materials used will be determined by the dentist. <p>Under General Supervision*</p> <ul style="list-style-type: none"> 31. 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 sealants and matrix bands 25. Apply sealants 26. Apply restorative composites 27. DR restorative and glass ionomer cements 28. Remove and place temporary crowns 29. Remove and place temporary veneers 30. Place dental material into a patient's mouth in response to a licensed dentist's instruction. 31. Remove excess cement from trays, crowns, bridges, and orthodontics 32. Remove pontical dressings with hand instruments 33. Prepare a patient for retentive resin and complete denture impressions using a dental impression tray 34. Place dental material into a patient's mouth in response to a licensed dentist's instruction. 35. Check the supragingival surface of the tooth in preparation for the placement of dentin covers, dental core restorations 36. Acid etch procedures 37. Removal of dressings and packs <p>Under General Supervision*</p> <ul style="list-style-type: none"> 2. Collect and record information pertaining to dental conditions 3. Prepare or instruct patients in oral hygiene, restorative treatment procedures, dietary counseling for caries and periodontal, and provide oral and dental care instructions relative to specific office treatment

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 WV	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in WV
<p>To qualify to perform the restorative and/or orthodontic expanded duties listed on the opposite page in West Virginia, a dental assistant must:</p> <ul style="list-style-type: none"> Complete a West Virginia Board of Dentistry (WVBD)-approved course and exam in each of the desired expanded duties <p>AND</p> <ul style="list-style-type: none"> Complete required clinical experiences under the observation of the supervising dentist, who attests to the dental assistant's competent performance of the function <p>AND</p> <ul style="list-style-type: none"> Apply to WVBD for a certificate <p>To qualify to perform visual monitoring of nitrous oxide analgesia units in West Virginia, a dental assistant must:</p> <ul style="list-style-type: none"> Complete a WVBD-approved course and exam in monitoring nitrous oxide <p>AND</p> <ul style="list-style-type: none"> Be currently certified in health care provider CPR through the American Red Cross or the American Heart Association <p>AND</p> <ul style="list-style-type: none"> Apply to WVBD for a certificate <p>To qualify to perform coronal polishing on children under age 21 in West Virginia, a dental assistant must:</p> <ul style="list-style-type: none"> Complete two years, at least 3,000 hours, of clinical experience in a dental office, as attested to by the supervising dentist <p>AND</p> <ul style="list-style-type: none"> Hold either the restorative duties or orthodontic duties certificate issued by the WVBD <p>AND</p> <ul style="list-style-type: none"> Complete a WVBD-approved coronal polishing course <p>AND</p> <ul style="list-style-type: none"> Complete required clinical experiences under the observation of the supervising dentist, who attests to the dental assistant's competent performance of the function <p>AND</p> <ul style="list-style-type: none"> Apply to WVBD for a certificate 	<p>Dental Assistant <i>qualified in expanded duties</i></p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>There are no radiography requirements for dental assistants in the state of West Virginia.</p> <p>All dental assistants may legally operate dental x-ray equipment and perform dental radiographic procedures.</p>	<p>The following functions are not permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> Diagnosis, treatment planning and prescription (including prescriptions for drugs and medicaments or authorizations for restorative, prosthodontic or orthodontic appliances) Surgical procedures on hard and soft tissue within the oral cavity or any other intraoral procedure that contributes to or results in an irremediable alteration of the oral anatomy
<p>A dental assistant in the state of West Virginia may perform basic supportive dental procedures specified by the state dental practice act (see opposite page) under the direct supervision of a licensed dentist.</p> <p>There are no education or training requirements for this level of dental assisting.</p> <p>Note: A chairside assistant assisting a dentist holding a permit to administer conscious/moderate sedation or general anesthesia/deep sedation must maintain BLS/CPR certification.</p>	<p>Dental Assistant</p>	<p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p> <p>Dental Assistant</p> <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> <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>	

*A dental assistant acting as a **Qualified Monitor** during sedation procedures must meet additional requirements. See p. 142 for Qualified Monitor requirements.*

Job Title According to State of WV	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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Dental Assistant qualified in expanded duties

Under Direct Supervision*

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| <ul style="list-style-type: none"> 6. Placing retraction cords for crown impressions with prior approval of the supervising dentist 9. Using a power-driven hand piece with rubber cup and/or brush only for preparing a tooth for accepting a restoration and/or appliance, which shall in no way be represented to the patient as a prophylaxis 9. Perform supragingival and coronal polishing on children under 21 years of age using a slow speed hand piece with a rubber cup | <ul style="list-style-type: none"> 18 Applying topical anticariogenic agents, with prior approval of the supervising dentist 29, 42. Placing or removing temporary space maintainers, orthodontic separating devices, ligatures, brackets and bands with a final evaluation by the supervising dentist at the time of placement or removal | <ul style="list-style-type: none"> 40. Applying pit and fissure sealants, with a final evaluation by the supervising dentist 59. Visually monitoring a nitrous oxide analgesia unit <ul style="list-style-type: none"> • Chemical conditioning of the tooth to accept a restoration and/or bracket by topical application |
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Note: A dental assistant acting as a Qualified Monitor during sedation procedures must meet additional requirements. Please see the separate chart for West Virginia Qualified Monitor requirements and functions on the pages that follow.

Dental Assistant

Under Direct Supervision*

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| <ul style="list-style-type: none"> 1. Viewing the oral cavity and reporting the symptoms/problems to the supervising dentist 2. Charting existing restorations and missing teeth 13. Holding and removing materials, trays, strips and sutures previously placed in the patient's mouth by the dentist 22, 52, 53. Placing, exposing, developing and mounting dental radiographs 26. Providing pre- and post-treatment instructions 27. Placing and removing rubber dams 29. Fitting bands and brackets prior to final cementation and/or bonding by the supervising dentist 34. Applying cavity liners and bases with a final evaluation by the supervising dentist 40. Applying pit and fissure sealants with a final evaluation by the supervising dentist 44. Taking impressions for study cast and pouring models | <ul style="list-style-type: none"> 45. Placing and removing matrices after a final evaluation by the supervising dentist 46. Taking final impressions for fixed or removable prosthesis and/or appliance with a final evaluation by the supervising dentist 47. Fabricating and cementing temporary crowns and bridges with a final evaluation by the supervising dentist 49. Performing pulp vitality testing (thermal or electrical) with a final evaluation by the supervising dentist 50, 55. Placing and removing temporary restorations by a non power-driven method with a final evaluation by the supervising dentist 54, 61. Removing excess cement from coronal surfaces of teeth without the use of rotating, power-driven or scaling instruments 56. Applying topical anesthetic agents with prior approval by the supervising dentist 62. Removing periodontal dressings with a final evaluation by the supervising dentist | <ul style="list-style-type: none"> • Recording medical and dental histories for interpretation by the supervising dentist • Inserting and adjusting athletic mouth guards and bleaching trays with a final evaluation by the supervising dentist • Removing soft tissue dressings with a final evaluation by the supervising dentist • Taking intra oral and extra oral photographs • Checking for loose orthodontic appliances with a final evaluation by the supervising dentist • Taking orthodontic measurements with a final evaluation by the supervising dentist • Bending archwires with a final evaluation by the supervising dentist at the time of placement • Removing loose or broken bands, brackets or archwires when directed by the supervising dentist |
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*Direct Supervision: Supervision of dental auxiliary personnel provided by a licensed dentist who is physically present in the dental office or treatment facility when procedures are being performed.

Education/Training/ Credential Required	Job Title According to State of WV	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <u>NOT</u> Permitted by Dental Assistants in WV
<p>Any individual, including a dental assistant, acting as a Qualified Monitor during sedation procedures must have received training and be competent in the recognition and treatment of medical emergencies, monitoring vital signs, the operation of nitrous oxide delivery systems and the use of the sphygmomanometer and stethoscope AND must meet the following requirements:</p> <p>For relative analgesia/minimal sedation:</p> <ul style="list-style-type: none"> ■ Possess a current health care provider BLS/CPR certification (qualified monitor certificate is not required) <p>For anxiolysis/minimal sedation:</p> <ul style="list-style-type: none"> ■ Possess a current health care provider BLS/CPR certification <p>AND</p> <ul style="list-style-type: none"> ■ Apply to the WVBD for a qualified monitor certificate <p>For conscious sedation/ moderate sedation (limited enteral or comprehensive parenteral) and general anesthesia/deep conscious sedation:</p> <ul style="list-style-type: none"> ■ Possess a current health care provider BLS/CPR certification <p>AND</p> <ul style="list-style-type: none"> ■ Successfully complete an American Association of Oral and Maxillofacial Surgeons (AAOMS) or American Academy of Pediatric Dentistry (AAPD) anesthesia assistants certification program or equivalent <p>AND</p> <ul style="list-style-type: none"> ■ Apply to the WVBD for a qualified monitor certificate <p>In addition to the above requirements for a Qualified Monitor, for all levels of sedation, including relative analgesia/minimal sedation, when monitoring a nitrous oxide unit, a certificate to monitor nitrous oxide must be obtained from the Board, as described on p. 140.</p> <p>A dentist holding an anesthesia permit must report the names and qualifications of each Qualified Monitor providing services to that permitholder to the WVBD.</p>	<p>Qualified Monitor</p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <hr/> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p> <hr/> <p>Dental Assistant</p> <hr/> <p>Entry Level Dental Assistant</p>	<p>There are no radiography requirements for dental assistants in the state of West Virginia.</p> <p>All dental assistants may legally operate dental x-ray equipment and perform dental radiographic procedures.</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>	<p>The following functions are not permitted by any level of dental assistant:</p> <ul style="list-style-type: none"> • Diagnosis, treatment planning and prescription (including prescriptions for drugs and medicaments or authorizations for restorative, prosthodontic or orthodontic appliances) • Surgical procedures on hard and soft tissue within the oral cavity or any other intraoral procedure that contributes to or results in an irremediable alteration of the oral anatomy

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Job Title According to State of WV	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)
Qualified Monitor	<p><u>During Sedation Procedures</u></p> <ul style="list-style-type: none">• Check closely and document the status of a patient undergoing anesthesia• Observe utilized equipment

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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