



# 2018 Allowable and Prohibited Duties for Dental Assistants: Montana



## 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			
Education/Training/Credential Required	Job Title Assigned by State (JAT)	Proposed Function Category	Functions Allowed/Prohibited by State Practice Act
<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"> <li>Pass the Arizona Council on Dental Practice (ACDP) Restorative Functioning 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>AND (DANB's AMP, TMP and TAP) have the supervision of a licensed dentist, perform restorative procedures equivalent to the ASBDE criteria, and have 20 direct restorations and three indirect restorations.</li> </ul> <p>AND (DANB) for the Arizona Restorative Certificate.</p> <p>To perform central polishing procedures in Arizona under the general supervision of a licensed dentist, a dental assistant must hold an Arizona Central Polishing Certificate.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> <li>Pass the Dental Council of Practitioners (DCP) exam for the Central Polishing Certificate.</li> <li>AND (DANB) for the Arizona Central Polishing Certificate.</li> <li>AND (DANB) for the Arizona Central Polishing Certificate.</li> </ul> <p>AND (DANB) for the Arizona Central Polishing Certificate.</p> <p>AND (DANB) for the Arizona Central Polishing Certificate.</p>	<p>Dental Assistant</p> <p>Dental Assistant</p> <p>Dental Assistant</p> <p>Dental Assistant</p> <p>Dental Assistant</p> <p>Dental Assistant</p>	<p>Restorative Functions</p> <p>Central Polishing</p> <p>Endodontics</p> <p>Oral Surgery</p> <p>Oral Pathology</p> <p>Oral Radiology</p> <p>Oral Care</p> <p>Oral Hygiene</p> <p>Oral Anesthesia</p> <p>Oral Surgery</p> <p>Oral Pathology</p> <p>Oral Radiology</p> <p>Oral Care</p> <p>Oral Hygiene</p> <p>Oral Anesthesia</p>	<p>The following functions are not permitted by any level of dental assisting:</p> <ul style="list-style-type: none"> <li>46. Taking full impressions for any activating orthodontic appliances, fixed or removable prosthetics.</li> <li>51. Introral curing of dental restorations or prosthetics.</li> <li>A procedure which by law only licensed dentists can perform.</li> <li>Any procedure which requires the use of a dental procedure, including and including of other restorative procedures.</li> <li>Child or a new Arizona law passed in the 2015 legislative session, a dental assistant who has met the requirements for an Registered Function or Restorative Certificate, issued by the ASBDE.</li> </ul> <p>The ADA/DANB Alliance has issued a list of 70 job titles that are standardized across all states. The same study offered a list of 70 job titles that are standardized across all states. The same study offered a list of 70 job titles that are standardized across all states.</p>

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.

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.

Arizona	
Job Title Assigned by State (JAT)	Allowable Functions
	<p>If Arizona will, numbers shall specifically in Core Competency designations. Functions with numbers are in the state's practice act but are not specific matches to DANB research.</p> <p><b>Under General Supervision*</b></p> <ul style="list-style-type: none"> <li>18. Apply fluoride varnish</li> <li>40. Apply sealants</li> <li>41. Place interim restorations under the direction of a licensed dentist following a consultation conducted through radiography.</li> </ul> <p><b>Level of Supervision Not Specified</b></p> <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 provisional crowns, bridges or prostheses. Do not use a finished dental restorative materials used will be determined by the dentist.</li> </ul> <p><b>Under General Supervision*</b></p> <ul style="list-style-type: none"> <li>31. Perform central polishing procedures.</li> </ul> <p><b>Under Direct Supervision*</b></p> <ul style="list-style-type: none"> <li>13. Remove amalgam</li> <li>22. Apply topical fluoride</li> <li>23. Apply fluoride</li> <li>24. Apply sealants</li> <li>25. Apply restorative dental cements and matrix bands</li> <li>26. Apply restorative dental cements and matrix bands</li> <li>27. DR restorations and glass ionomer cements</li> <li>28. Remove orthodontic cement</li> <li>29. Remove orthodontic cement</li> <li>30. Remove orthodontic cement</li> <li>32. Prepare a patient for retentive resin and complete diagnostic impressions with a dental</li> <li>33. Place dental material into a patient's mouth in response to a licensed dentist's instruction.</li> <li>34. Remove excess cement from slabs, crowns, bridges, and orthodontic appliances with hand instruments.</li> <li>35. Remove orthodontic bands from teeth.</li> <li>36. Remove orthodontic bands from teeth.</li> <li>37. Prepare a patient for retentive resin and complete diagnostic impressions with a dental</li> <li>38. Place dental material into a patient's mouth in response to a licensed dentist's instruction.</li> </ul> <p><b>Under General Supervision*</b></p> <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, restorative, preventive procedures, dietary counseling, and patient education, and provide oral and dental care in accordance with specific office treatment</li> </ul>

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 MT	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions NOT Permitted by Dental Assistants in MT
<p>A <b>dental auxiliary</b> in Montana 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>To qualify, one must:</p> <ul style="list-style-type: none"> <li>Graduate from a CODA-accredited dental assisting program <b>OR</b> Receive instruction and training by a licensed dentist <b>OR</b> Receive instruction and training in a board-approved continuing education course</li> </ul>	<p>Dental Auxiliary</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>To legally operate dental x-ray equipment and perform dental radiographic procedures in Montana, a dental assistant <u>must</u>:</p> <ul style="list-style-type: none"> <li>Successfully complete the national DANB Radiation Health and Safety (RHS) exam. After successfully completing the DANB RHS exam, DANB will issue the dental assistant a DANB RHS certificate of knowledge-based competency. Dental assistants are not legally allowed to expose radiographs in Montana until they receive the RHS certificate from DANB.</li> </ul> <p><b>OR</b> Graduate from a CODA-accredited dental assisting program <b>OR</b> Hold a certification in dental radiography from the U.S. military</p> <p><b>Note:</b> Effective Jan. 1, 2016, radiology certification from other states will no longer be accepted, with the exception of a board-approved written examination. Dental auxiliaries who acquired radiology certification in other states and were employed as dental auxiliaries in Montana prior to Jan. 1, 2016, will be grandfathered.</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 <b>not</b> permitted by any level of dental assistant:</p> <p>12, 33, 51. Placing, carving or condensing any permanent restorations</p> <p>46. Taking final impressions of the involved arch for crowns, bridges, implant prosthesis, partial or complete dentures</p> <ul style="list-style-type: none"> <li>Diagnosis and treatment planning</li> <li>Cutting hard or soft tissue or extracting teeth</li> <li>Prescribing any drugs</li> <li>Administering or dispensing any drug, without the prior authorization of the supervising dentist</li> <li>Administering intravenous and intramuscular injections or local anesthetic</li> <li>Bonding or cementing any fixed prosthesis, including veneers, except for provisionals</li> <li>Bonding or cementing orthodontic brackets or orthodontic appliances that would provide activation upon cementation</li> <li>Placing sulcular medicinal or therapeutic materials</li> <li>Periodontal probing</li> <li>Air polishing</li> <li>Prophylaxis</li> </ul>

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Job Title  
According to  
State of MT

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)

Dental  
Auxiliary

**Under Direct Supervision\***

- |  |   |  |
|--|---|--|
| 2. Collecting patient data   | 24. Providing oral health instructions  | 56. Applying topical anesthetic agents   |
| 9. Coronal polishing   | 27. Placing and removing rubber dams  | 59. Initiating, adjusting and monitoring nitrous oxide flow for a patient who has been prescribed and administered nitrous oxide by a licensed dentist |
| 13, 62. Removing sutures and dressings   | 40. Placing pit and fissure sealants  | 61. Removing excess cement from coronal surfaces   |
| 18. Applying topical fluoride agents   | 44. Taking impressions for study or working casts                                     | • Polishing amalgam restorations   |
| 22. Making radiographic exposures as prescribed by the supervising dentist (see "Radiography Requirements" on previous page) | 45. Placing and removing matrices   |  |
|  | 47, 50, 54, 55. Placing and removing temporary restoration with hand instruments only |  |

\*Direct Supervision: Treatment is provided by a dental auxiliary with the intent and knowledge of the dentist. The treatment must be performed while the dentist is on the premises.

# 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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