2018 Allowable and Prohibited Duties for Dental Assistants: 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.
- Compare your state’s job designations to those used as standardized job titles in the DANB/ADAA Core Competencies Study.
- If your state’s dental practice act specifically defines levels of supervision, the state-specific definition is noted below the chart. See Appendix B for more information about supervision.

The numbers next to each task correspond to the 70 numbered tasks that were identified and used in the DANB/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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To perform expanded functions in Virginia under the direct supervision of a licensed dentist, one must be registered as Dental Assistant II (DA II).

To qualify for registration as a DA II by examination, one must:
- Hold current DANB Certified Dental Assistant (CDA) certification
- Successfully complete board-approved expanded functions requirements from a CODA-accredited program
- OR
- Apply to the Virginia Board of Dentistry for registration

To qualify for registration as a DA II by endorsement, one must:
- Hold current DANB CDA certification
- Be currently authorized to perform expanded duties in a jurisdiction of the United States
- Hold a credential with qualifications substantially equivalent to the Virginia DA II requirements
- OR
- Document experience in the Virginia DA II functions for at least 24 of the 48 months preceding application
- OR
- Be certified to be in good standing in each U.S. jurisdiction where currently or formerly credentialed
- OR
- Not have committed any prohibited act
- OR
- Apply to the Virginia Board of Dentistry for registration

All DA II applicants must attest that they have read and understood and will comply with Virginia laws and regulations governing the practice of dentistry and dental assisting.

A dental assistant I (DA I) in the state of Virginia may perform basic supportive dental procedures specified by the state dental practice act (see opposite page) under the direction of a licensed dentist.

There are no education or training requirements for this level of dental assisting.

To qualify as an expanded dental assistant, one must meet one of the following requirements:
- Training and current certification in basic resuscitation techniques with hands-on airway training for health care providers, such as Basic Cardiac Life Support for Health Professionals or a clinically oriented course devoted primarily to responding to clinical emergencies offered by an approved provider of continuing education
- OR
- Current certification as a certified anesthesia assistant by the American Association of Oral and Maxillofacial Surgeons or the American Dental Society of Anesthesiology

To qualify as a Registered Dental Assistant (RDA) in the state of Virginia, one must:
- Be currently authorized to perform expanded duties in a jurisdiction of the United States
- Hold a credential with qualifications substantially equivalent to the Virginia DA II requirements
- OR
- Document experience in the Virginia DA II functions for at least 24 of the 48 months preceding application
- OR
- Be certified to be in good standing in each U.S. jurisdiction where currently or formerly credentialed
- OR
- Not have committed any prohibited act
- OR
- Apply to the Virginia Board of Dentistry for registration

The following functions are not permitted by any level of dental assistant:
1. Performing an initial clinical examination of teeth and surrounding tissues including the charting of carious lesions, periodontal pockets or other abnormal conditions for assisting the dentist in the diagnosis or for further evaluation by the dentist
2. Scaling, root planing, or gingival curettage of natural and restored teeth using hand instruments, slow-speed rotary instruments, ultrasonic devices, and nonsurgical lasers, with any sedation or anesthesia administered
3. Administer nitrous oxide; turn nitrous oxide machines on or off
4. Final diagnosis and treatment planning
5. Performing surgical or cutting procedures on hard or soft tissue
6. Prescribing or parenterally administering drugs or medications
7. Authorization of work orders for any appliance or prosthetic device or restoration to be inserted into a patient’s mouth
8. Operation of high speed rotary instruments in the mouth
9. Administering nitrous oxide or oxygen analgesia analgesia
10. Final positioning and attachment of orthodontic bands and bonds
11. Final adjustment and fitting of crowns and bridges in preparation for final cementation
12. Polishing of natural and restored teeth using air polishers
13. Subgingival irrigation or subgingival application of topical Schedule VI medicinal agents
14. Administering and monitoring conscious/moderate sedation, deep sedation, or general anesthetics, except monitoring in accordance with anesthetics and sedation rules (see requirements in far left column on this page and 18VAC60-21-260 for more information)
15. Non-delegable duties of a dentist and duties only delegable to a dental hygienist

The ADAA/DANB Alliance developed a listing of standardized job titles (left) based on its national Core Competencies Study conducted from 2002-2005.

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.

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.)

Functions listed with bullets are part of this state’s practice act but are not specific matches to DANB/ADAA research.

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.

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### Under the Direction and Direct Supervision* of a Dentist

<table>
<thead>
<tr>
<th>Allowable Functions</th>
<th>Under Indirect Supervision of a DENTIST*</th>
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<tbody>
<tr>
<td>6. Use of a non-epinephrine retraction cord</td>
<td>DA II’s can perform all duties a DA I is allowed to perform under the Indirect Supervision of a dentist.</td>
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<tr>
<td>33. Placing and shaping composite resin restorations only with slow-speed handpiece</td>
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<tr>
<td>46. Taking final impressions</td>
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<tr>
<td>51. Packing and carving amalgam restorations</td>
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### Under Indirect Supervision of a DENTIST*

1. Perform mouth mirror inspection of the oral cavity.
2. Chart existing restorations and conditions as instructed by the dentist.
4. Prep lab forms for signature by the dentist.
5. Maintenance of dental equipment.
6. Place and remove post-extraction dressings/monitor bleeding.
7. Polish coronal portion of teeth with rotary hand piece and rubber prophylaxis cup or brush.
8. Transfer dental instruments.
9. Amalgam: Place only.
10. Remove sutures.
11. Dry canals with paper points.
12. Apply fluoride varnish, gels, foams and agents.
13. Select and manipulate gypsums and waxes.
15. Place x-ray film and expose radiographs (see Radiography Requirements).
16. Preventive education and oral hygiene instruction.
17. Address risks of tobacco use.
18. Give oral hygiene instruction.
20. Sterilization and disinfection procedures.
21. Provide pre- and post-operative instructions.
22. Place and remove dental dam.
23. Rubber dams: Place and remove.
24. Make impressions and pour and trim models.
25. Select and fit bands and brackets for cementation by dentist (see Prophylactic Banding and Brackets for Cementation by Dentist).
26. Compliance with OSHA Regulations and Centers for Disease Control Guidelines.

### Under Indirect Supervision of a HYGIENIST*

<table>
<thead>
<tr>
<th>Allowable Functions</th>
<th>Under Indirect Supervision of a HYGIENIST*</th>
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<tbody>
<tr>
<td>4. Prepare patients for treatment/seating/positioning chair/placing napkin</td>
<td>DA II’s can perform all duties a DA I is allowed to perform under the Indirect Supervision of a dentist.</td>
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<tr>
<td>7. Maintenance of dental equipment</td>
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<tr>
<td>9. Polish coronal portion of teeth with rotary hand piece and rubber prophylaxis cup or brush</td>
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<tr>
<td>11. Transfer dental instruments</td>
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<tr>
<td>22. Place x-ray film and expose radiographs (see Radiography Requirements).</td>
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<tr>
<td>24. Preventive education and oral hygiene instruction</td>
<td></td>
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<tr>
<td>25. Sterilization and disinfection procedures</td>
<td></td>
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<tr>
<td>32, 36, 57. Compliance with OSHA Regulations and Centers for Disease Control Guidelines</td>
<td></td>
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<tr>
<td>35. Place and remove periodontal dressings</td>
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<tr>
<td>39. Clean and polish removable appliances and prostheses</td>
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<td>40. Apply pit and fissure sealants</td>
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<tr>
<td>41. Prepare procedural trays/armamentaria set-ups</td>
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<tr>
<td>42. Place and remove elastic separators</td>
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<td>44. Take impressions and make study models for orthodontic treatment and retainers</td>
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<td>45. Matrices - place and remove</td>
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<td>47. Fabricate, cement and remove temporary crowns/restorations</td>
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<td>48. Maintain field of operation through use of retraction, suction, irrigation, drying</td>
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<td>53. Mount and label images</td>
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<td>56. Apply Schedule VI topical oral anesthetic</td>
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<td>59. Monitor patient under nitrous oxide (see Anesthesia Requirements).</td>
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<td>60. Maintain emergency kit</td>
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<td>61. Remove excess cement from coronal surfaces of teeth</td>
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<tr>
<td>64. Make impressions for athletic/night/occlusal/snore mouthguards and fluoride/bleaching trays</td>
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<tr>
<td>64. Take impressions and fabricate bleaching trays</td>
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<tr>
<td>65. Perform health assessment</td>
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<tr>
<td>66. Conducting preliminary dental screenings in free clinics, public health programs, or a voluntary practice</td>
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<tr>
<td>67. Use intraoral camera or scanner to take images for tooth preparation and CAD CAM restorations</td>
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*Direct Supervision: The dentist examines the patient and records diagnostic findings prior to delegating restorative or prosthetic treatment and related services to DA II for completion the same day or at a later date. The dentist prepares the tooth or teeth to be restored and remains immediately available in the office to the DA II for guidance or assistance during the delivery of treatment and related services. The dentist examines the patient to evaluate the treatment and services before the patient is dismissed.*

**Direction:** The dentist supervises (i.e., immediate, direct, indirect, or general) that a dentist is required to exercise with a dental hygienist, a dental assistant I, or a dental assistant II or that a dental hygienist is required to exercise with a dental assistant in accordance with the following guidelines:

**General Supervision:** A dentist completes a comprehensive examination of the patient and issues a written order for hygiene treatment which states the specific services to be provided by a dental hygienist during one or more subsequent appointments when the dentist may or may not be present. Issuance of the order authorizes the dental hygienist to supervise a dental assistant performing duties delegated to dental assistants I.

**Indirect Supervision:** The dentist examines the patient at some point during the appointment, is continuously present in the office to advise and assist a dental hygienist or a dental assistant who is delivering hygiene treatment, or who is preparing the patient for examination or treatment by the dentist, or who is preparing the patient for dismissal following treatment.
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
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.