

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.



Measuring Dental Assisting Excellence®

## How to Use the Following Charts

**Chart 1**

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.

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 Competency Study.

**Chart 2**

Review all the allowable tasks for each level of dental assisting as published in the state practice act.




The numbers next to each task correspond to the 70 numbered tasks that were identified and used in the DANB/ADAA Core Competency 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 in the template.

See Appendix B for more information about supervision.

Education/Training/ Credential Required	Job Title According to State of OK	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <b>NOT</b> Permitted by Dental Assistants in OK
<p><i>Note: Oklahoma passed a new law in the 2013 legislative session creating an <b>oral maxillofacial surgery assistant permit</b> in Oklahoma. As of the date of publication, the Oklahoma Board of Dentistry had not yet defined requirements and scope of practice for the oral maxillofacial surgery assistant.</i></p> <p>To perform <b>expanded functions</b> in the state of Oklahoma under the direct supervision of a licensed dentist, a dental assistant must earn status as an <b>Expanded Duty Dental Assistant (EDDA)</b>.</p> <p>To qualify, a dental assistant must obtain a permit for each expanded duty he or she desires to perform. Permit applicants must complete expanded duty training in each of the desired functions at a CODA-accredited dental assisting program.</p> <p>Available permits are:</p> <p><u>Coronal polishing/Topical fluoride.</u> A dental assistant must successfully complete a Board-approved course of study, including a clinical component, consisting of a minimum of 14 hours.</p> <p><u>Sealants.</u> A dental assistant must successfully earn the coronal polishing/topical fluoride permit <b>and</b> complete a Board-approved course of study, consisting of a minimum of 12 hours.</p> <p><u>Nitrous oxide.</u> A dental assistant must successfully complete a Board-approved course of study, consisting of a minimum of 12 hours.</p>	<p>Expanded Duty Dental Assistant (EDDA)</p>	<p>Expanded Functions Dental Assistant (EFDA)</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Oklahoma, a dental assistant <u>must</u> obtain a permit from the Oklahoma Board of Dentistry.</p> <p>To qualify, one must:</p> <ul style="list-style-type: none"> <li>■ Complete a course of study in radiation safety and protection, consisting of a minimum of seven hours, approved by the OBD</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Submit written verification to the OBD from the applicant's current employing dentist attesting to competent clinical experience</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>■ Apply for a Radiation Safety permit from the Oklahoma Board of Dentistry.</li> </ul>	<p>The following functions are <b>not</b> permitted by any level of dental assistant:</p> <p>12. 33. Placement or removal of restorative materials in a human oral cavity</p> <p>61. Removal of fully hardened cement</p> <ul style="list-style-type: none"> <li>• Diagnosis</li> <li>• Treatment planning</li> <li>• Prescription of medications</li> <li>• Final placement or removal of orthodontic brackets and bands</li> <li>• Surgery or the cutting or severance of hard and soft tissue</li> <li>• Placement or adjustment of any removable or fixed prosthesis</li> <li>• Administration of injectable local anesthesia</li> <li>• Utilization of a laser</li> <li>• Administration of nitrous oxide</li> <li>• Any procedure that may contribute to or result in an irreversible alteration of the human oral anatomy</li> <li>• An expanded duty (see list on the next page) when the dental assistant does not hold a current permit issued by the Oklahoma Board of Dentistry for the expanded duty</li> <li>• Those procedures allocated exclusively to dental hygienists</li> </ul> <p>The following acts shall be regarded as practicing dentistry:</p> <ul style="list-style-type: none"> <li>• Treating or professing to treat by professional instructions</li> <li>• Removing human teeth</li> <li>• Repairing or filling cavities in human teeth</li> <li>• Correcting or attempting to correct malposed teeth;</li> <li>• Administering anesthetics, general or local</li> <li>• Treating deformities of the jaws and adjacent structures</li> <li>• Using x-ray and interpreting dental x-ray film</li> <li>• Offering or undertaking, by any means or methods, to remove stains, discolorations, or concretions from the teeth</li> <li>• Operating or prescribing for any disease, pain, injury, deficiency, deformity, or any physical condition connected with the human mouth</li> <li>• Taking impressions of the teeth and jaws</li> <li>• Furnishing, supplying, constructing, reproducing, or repairing, or offering to furnish, supply, construct, reproduce, or repair, prosthetic dentures, sometimes known as plates, bridges, or other substitutes for natural teeth for the user or prospective user thereof</li> <li>• Adjusting or attempting to adjust any prosthetic denture, bridge, appliance, or any other structure to be worn in the human mouth</li> <li>• Diagnosing, making, and adjusting appliances to artificial casts of malposed teeth for treatment of the malposed teeth in the human mouth, without instructions</li> <li>• Writing a laboratory prescription to a dental laboratory or dental laboratory technician for the construction, reproduction or repair of any appliance or structure to be worn in the human mouth</li> </ul> <p>No dental assistant shall perform any duty not authorized by Title 195, Chapter 15, of the Oklahoma Administrative Code or the State Dental Act.</p>
<p>Every <b>dental assistant</b> in Oklahoma must obtain a Dental Assistant permit from the Board of Dentistry within 30 days of beginning employment. To obtain a permit, one must submit a completed application form and the required fee to the Oklahoma Board of Dentistry.</p> <p>A dental assistant in the state of Oklahoma 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>A dental assistant must receive adequate office-based training by the supervisory dentist to ensure that the dental assistant is aware of all requirements and responsibilities of each duty to be performed.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>†DANB has not received confirmation that this Career Ladder Template has been reviewed and approved by the Oklahoma Board of Dentistry. All of the templates in this volume reflect DANB's interpretation of each state's dental practice act and administrative rules and regulations related to dental assisting. For authoritative information regarding requirements, please contact the relevant dental board. Specific contact information can be found in this DANB publication.</p> </div>	<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> <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>	

Job Title  
According to  
State of OK

## 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)

Expanded  
Duty  
Dental  
Assistant  
(EDDA)

### Under Direct Supervision\*

- |  |   |
|--|---|
| <p>9. Polish coronal surface of teeth, or prepare teeth for band cementation or bonding of brackets utilizing a slow speed rotary handpiece and rubber cup or brush (<i>examination for calculus and scaling must be done by a dentist or dental hygienist</i>)</p> <p>18. Apply topical fluoride and desensitizing agents</p> | <p>22. Expose intra-oral and extra-oral radiographs</p> <p>40. Place pit and fissure sealants</p> <p>59. Assist in the administration of nitrous oxide</p> <ul style="list-style-type: none"> <li>• All duties designated to Dental Assistants, under the same level of required supervision</li> </ul> |
|--|---|

Dental  
Assistant

### Under Direct Supervision\*

- Any duty for which the dental assistant has received adequate office-based training by the supervisory dentist to ensure that the dental assistant is properly aware of all requirements and responsibilities of each duty to be performed

### DANB's Note on Allowable Dental Assisting Functions

In the state of Oklahoma, all dental assistants may:

- Perform infection control and occupational safety procedures
- Perform other duties not specified by this state's dental practice act

At this time, DANB cannot list all allowable dental assisting functions for each state because some states' dental practice acts outline very specific allowable functions, while others outline only prohibited functions and some contain minimal or no regulation of dental assisting duties.

\*Direct Supervision:

A supervisory dentist is in the dental office or treatment facility and, during the appointment, personally examines the patient, diagnoses any conditions to be treated, authorizes the procedures to be performed by a dental assistant, remains in the dental office or treatment facility while the procedures are being performed and, before dismissal of the patient, evaluates the results of the dental treatment.

# 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 2012. 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.**



Measuring Dental Assisting Excellence®

Dental Assisting National Board, Inc. (DANB)

444 N. Michigan Ave., Suite 900, Chicago, IL 60611 • 1-800-367-3262 or 312-642-3368 • Fax: 312-642-8507  
danbmail@danb.org • www.danb.org