



# 2018 Allowable and Prohibited Duties for Dental Assistants: Indiana



## 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><b>Education/Training/Credential Required:</b></p> <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 Registered Function (RF) Restorative Certificate. To qualify, the assistant must:             <ul style="list-style-type: none"> <li>Pass the Arizona Council on Dental Practice (ACDP) Restorative Proficiency Certificate (see requirements to candidates).</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, TRMP and AARD.</li> <li>Under the supervision of a licensed dentist, perform restorative procedures equivalent to the ASBDE Clinical Exam 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 the Arizona Restorative Certificate.</li> </ul> </li> <li>To perform central polishing procedures in Arizona under the general supervision of a licensed dentist, a dental assistant must hold the Arizona Central Polishing Certificate.</li> <li>To qualify, one must:             <ul style="list-style-type: none"> <li>Pass the Dental Core Competency Study for Arizona Restorative and Central Polishing.</li> <li>Hold the Arizona Central Polishing Clinical Skills Affidavit (completed by a licensed dentist or a central polishing instructor) and a current certificate in DANB.</li> <li>Hold the Arizona Central Polishing Clinical Skills Affidavit (completed by the DANB of Arizona and Restorative Clinical Skills Alliance to DANB).</li> </ul> </li> <li>A dental assistant in Arizona who performs basic restorative dental procedures under the state dental practice act has no specific requirements for this level of dental assisting.</li> </ul>	<p><b>Job Title Assigned by State (P.A.):</b></p> <p>Registered Function (RF) Restorative</p> <p>Registered Function (RF) Central Polishing</p> <p>Dental Assistant</p> <p>Central Dental Assistant</p>	<p><b>Proposed Standard Job Titles:</b></p> <p>Registered Function (RF) Restorative</p> <p>Registered Function (RF) Central Polishing</p> <p>Dental Assistant</p> <p>Central Dental Assistant</p>	<p><b>Radiography Requirements:</b></p> <ul style="list-style-type: none"> <li>In order to legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must have a current approved certificate in radiography.</li> <li>To obtain a certificate, one must:             <ul style="list-style-type: none"> <li>Pass the national DANB Radiation Safety and Safety (RHS) exam.</li> <li>Hold the Arizona Radiology Proficiency Certificate, issued by DANB.</li> <li>Be currently certified in another U.S. state's radiology or non-radiology dental radiography (ARRT).</li> </ul> </li> <li>Under the supervision of a licensed dentist, use the Arizona Central Polishing Certificate, which is not a DANB certification. The certificate is not valid in other states.</li> </ul> <p><b>Functions NOT Permitted by State (P.A.):</b></p> <ul style="list-style-type: none"> <li>The following functions are not permitted by any level of dental assisting:             <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 "filmholders".</li> <li>A procedure which by law only a licensed dentist can perform.</li> <li>Pre-job registrations.</li> <li>Adjusting orthodontic appliances.</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 Registered Function Restorative Certificate may perform placement, contouring and finishing of direct restorations. To use the Arizona Central Polishing Certificate, which is not a DANB certification, the dental assistant must be currently certified in another state's radiology or non-radiology dental radiography (ARRT).</li> </ul> <p><b>← The ADA/DANB Alliance on the Dental Core Competency Study conducted from 2002-2003.</b></p> <p>The same study offered a list of 70 job titles that were representative of the range of dental assisting core competencies.</p> <p>Functions in this state that relate to the national DANB/ADAA Core Competencies Study are supported by the right, state dental practice act. (The numbers correspond to the state's task numbering system.)</p> <p>Functions listed with italics are part of the state's practice act but are not specific matches to DANB/ADAA.</p> <p><i>These states explicitly reflect the job titles used in the ADA/DANB Alliance to support a uniform dental practice act for one set of dental assisting tasks, some and requirements, which will serve as a model career ladder for dental assistants.</i></p>

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

Arizona	
<p><b>Education/Training/Credential Required:</b></p> <p>Registered Function (RF) Restorative</p> <p>Registered Function (RF) Central Polishing</p> <p>Dental Assistant</p> <p>Central Dental Assistant</p>	<p><b>Allowable Functions:</b></p> <p><i>(Functions with numbers relate specifically to Core Competency designations. Functions with italics are in the state's practice act but are not specific matches to DANB research.)</i></p> <p><b>Under General Supervision*</b></p> <ul style="list-style-type: none"> <li>15. Apply fluoride varnish.</li> <li>40. Apply sealants.</li> <li>Place interim orthodontic appliances 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 preformed indirect restorations in the tooth by a licensed dentist. The restorative materials used will be determined by the dentist.</li> </ul> <p><b>Under Central Supervision*</b></p> <ul style="list-style-type: none"> <li>Perform central polishing procedures.</li> </ul> <p><b>Under Direct Supervision*</b></p> <ul style="list-style-type: none"> <li>13. Remove calculus.</li> <li>23. Apply dental cements and restorative and sealant materials.</li> <li>42. Remove periodontal dressings with care.</li> <li>43. Prepare a patient for retentive orthodontic appliances and complete orthodontic preparations with care.</li> <li>44. Remove orthodontic cement and interim restorations with hand instruments.</li> <li>45. Perform a patient's orthodontic band and engage orthodontic arch wires and engage appliances as instructed by the dentist.</li> <li>Check the supragingival surface of the tooth preparation for sealant and restorative materials.</li> <li>Check each procedure.</li> <li>Remove of dressings and packs.</li> </ul> <p><b>Dental Assistant:</b></p> <ul style="list-style-type: none"> <li>1. Perform all restorative procedures as directed by the dentist.</li> <li>2. Confine all restorative information pertaining to working material.</li> <li>3. Take or instruct patients in oral hygiene instructions, preventive procedures, dietary counseling by patient and proper control, and provide oral and orthodontic instructions relative to specific office treatment.</li> </ul>

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.

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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# Indiana

Education/Training/ Credential Required	Job Title According to State of IN	Proposed Standardized National Job Titles (see below)	Radiography Requirements	Functions <b>NOT</b> Permitted by Dental Assistants in IN
<p>To qualify to <b>apply medicaments for the control or prevention of dental caries</b> (i.e., <b>apply topical fluoride</b>), a dental assistant must:</p> <ul style="list-style-type: none"> <li>Be employed in a dental practice for a minimum of one year <b>and</b> complete an educational program approved by the Indiana State Board of Dentistry that includes the following instruction in prevention of dental caries:                             <ul style="list-style-type: none"> <li>9 hours of didactic instruction meeting Board curriculum requirement</li> <li>2 hours of laboratory work</li> <li>Performance of the task on five patients under the observation of a licensed dentist or dental hygienist</li> <li>An affidavit certifying competency signed by the supervising dentist</li> </ul> </li> </ul> <p><b>OR</b> Graduate from an educational program accredited by the Commission on Dental Accreditation (CODA) that included instruction meeting the above requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Display certificate of completion of education program publicly in the dental office</li> </ul> <p>To qualify to <b>polish the coronal surfaces of the teeth</b>, a dental assistant must:</p> <ul style="list-style-type: none"> <li>Be employed in a dental practice for a minimum of one year <b>and</b> complete an educational program approved by the Indiana State Board of Dentistry that includes the following instruction in coronal polishing:                             <ul style="list-style-type: none"> <li>5 hours of didactic instruction meeting Board curriculum requirement</li> <li>2 hours of laboratory work</li> <li>Performance of the task on five patients under the observation of a licensed dentist or dental hygienist</li> <li>An affidavit certifying competency signed by the supervising dentist</li> </ul> </li> </ul> <p><b>OR</b> Graduate from an educational program accredited by the Commission on Dental Accreditation (CODA) that included instruction meeting the above requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Display certificate of completion of education program publicly in the dental office</li> </ul> <p>A dental assistant who has completed an out-of-state dental assisting program in applying medicaments for the control and prevention of dental caries must provide a syllabus of coursework successfully completed; coursework must be equal to or greater than that required by Indiana rules, or the dental assistant must complete laboratory and clinical requirements in Indiana and obtain a certificate of completion from an Indiana CODA-accredited or Board-approved program; the dental assistant must display CODA-accredited program diploma or certificate of completion from Board-approved course publicly in the dental office.</p> <p>A dental assistant in Indiana 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, except for radiography requirements.</p>	<p>Dental Assistant <i>qualified in coronal polishing/ Dental Assistant qualified in applying medicaments for the control and prevention of dental caries</i></p> <p>Dental Assistant</p>	<p>Expanded Functions Dental Assistant (EFDA)</p> <p>DANB Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA)</p> <p>Dental Assistant</p> <p>Entry Level Dental Assistant</p>	<p>To legally operate dental x-ray equipment and perform dental radiographic procedures in the state of Indiana, a dental assistant <b>must</b> obtain a limited dental radiographic license from the Indiana State Department of Health/Division of Medical Radiology Services.</p> <p>To obtain this license, one must:</p> <ul style="list-style-type: none"> <li>Successfully complete a CODA-accredited program in radiography <b>OR</b> Successfully complete an Indiana State Department of Health-approved program in radiography <b>AND THEN</b></li> <li>Be certified by a licensed practitioner or licensed dental hygienist in an approved educational program as proficient in performing the procedures included in the limited dental curriculum <b>AND THEN</b></li> <li>Pass one or more of the following examinations:                             <ul style="list-style-type: none"> <li>(a) The national DANB Certified Dental Assistant (CDA) exam</li> <li>(b) The national DANB Radiation Health and Safety (RHS) exam</li> <li>(c) An exam approved by the Indiana State Department of Health/ Division of Medical Radiology Services</li> </ul> </li> </ul> <p><b>AND THEN</b></p> <ul style="list-style-type: none"> <li>Apply to the IN State Department of Health/Division of Medical Radiology Services for a limited dental radiographic license</li> </ul> <p><b>Note:</b> The Indiana State Department of Health also issues student dental radiography permits and provisional radiography permits.</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>	<p>The following functions are <b>not</b> permitted by any level of dental assistant:</p> <p>46. Any intraoral impression which would lead to the fabrication of a final prosthetic appliance</p> <ul style="list-style-type: none"> <li>Diagnosis and treatment planning</li> <li>Cutting of hard or soft tissues</li> <li>Removing calcific deposits or accretions from the surfaces of human teeth or cleaning or polishing such teeth (except coronal polishing, as permitted by meeting the requirements)</li> <li>Applying and using within the patient's mouth such antiseptic sprays, washes or medicaments for the control or prevention of dental caries (except for applying medicaments, as permitted by meeting the requirements)</li> <li>Treating gum disease</li> <li>Using impressions and x-ray photographs for treatment purposes</li> <li>Administering local dental anesthetics</li> </ul>

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Job Title  
According to  
State of IN

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  
Assistant  
*qualified  
in coronal  
polishing/*  
Dental  
Assistant  
*qualified in*  
Dental  
Assistant  
*qualified in  
applying  
medica-  
ments for the  
control and  
prevention of  
dental caries*

**Under Direct Supervision\***

- 9. Polish the coronal surface of teeth
- 18. Apply medicaments for the control or prevention of dental caries

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

In the state of Indiana, 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.

Dental  
Assistant

\*Direct Supervision: A licensed dentist is physically present in the facility when patient care is provided by the dental assistant

# 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.**



Measuring Dental Assisting Excellence®

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