



# DANB's Code of Professional Conduct

To promote quality and ethical practice and to assist DANB Individuals\* in understanding their ethical responsibilities to patients; employers; professional colleagues, including fellow DANB Individuals; the dental assisting profession; and the public, DANB has established the following *DANB Code of Professional Conduct*. The *DANB Code of Professional Conduct* includes a DANB Individual's responsibilities to patients, employers, colleagues, the profession, the public and DANB.

All DANB Individuals must abide by the *DANB Code of Professional Conduct* and must maintain high standards of ethics and excellence in all areas of professional endeavor.

Violating the *DANB Code of Professional Conduct*, including but not limited to commission of any act specifically prohibited in *DANB's Disciplinary Policy and Procedures*, may result in disciplinary action and the imposition of sanctions.

## Individual Autonomy and Respect for Human Beings

*The DANB Individual has a duty to respect each patient's individuality, humanity and autonomy in decision making.*

DANB Individuals shall

- Respect the autonomy of each person to decide from among treatment options, including refusing treatment
- Respect the legal and personal rights, dignity and privacy of all patients in whose treatment they assist
- Maintain professional boundaries in relationships with patients

## Health and Well-Being of Patients and Colleagues

*The DANB Individual has a duty to refrain from harming any patient. The DANB Individual has a duty to promote each patient's welfare. The DANB Individual has a duty to protect the health and well-being of colleagues.*

DANB Individuals shall

- Always act in the best interests of each patient
- Make patient health and safety the first and most important consideration in all actions and decisions
- Undertake assignments only when qualified to perform them competently
- Respect the health and safety of self, colleagues and patients
- Practice without impairment from substance abuse, cognitive deficiency or mental illness
- Diligently perform all duties designed to protect themselves and their colleagues from workplace hazards
- Enhance professional competency through continuous learning, incorporating new knowledge into daily performance of delegated services
- Refuse to conceal incompetent acts of others and report acts with a potentially dangerous outcome

## Justice and Fairness

*The DANB Individual has a duty to treat people fairly.*

DANB Individuals shall

- When providing appropriately delegated oral healthcare services, behave in a manner free from bias or discrimination on any basis
- Behave ethically, without a conflict of interest
- Report unethical acts of others

\* *DANB Individuals* is an inclusive term that refers to all DANB examination applicants, DANB examination candidates, DANB certificants (NELDA, CDA, COA, CPFDA, CRFDA, CDPMA, COMSA), and those who hold DANB certificates of knowledge-based competency (RHS, ICE, CP, SE, TA, TF, AMP, IM, TMP, IS). See Definitions section for additional detail.

## Truth

*The DANB Individual has a duty to communicate truthfully.*

DANB Individuals shall

- Conduct themselves with honesty and integrity at all times
- Provide patients with truthful assessment(s) of problems and potential treatments, including risks, within the DANB Individual's authorized scope of practice

## Confidentiality

*The DANB Individual has a duty to respect each patient's right to confidentiality.*

DANB Individuals shall

- Maintain patient confidentiality
- Safeguard all patient and practice information that is confidential in nature

## Responsibility to Profession, Community, Society and DANB

*The DANB Individual has a duty to know the law. The DANB Individual has a duty to act within the law and to report to the proper authorities those who fail to do so.*

DANB Individuals shall

- Obtain and maintain knowledge of governmental laws, rules and regulations that govern the dental assisting profession in the states where they work
- Comply with their state's dental practice act and related rules and regulations, and any other local, state and federal statutes that promote public health and safety
- Refuse to accept assignment of duties that violate the state's dental practice act or administrative rules or regulations
- Report illegal acts of others
- Report violations of the state dental practice act, administrative rules or regulations to the proper authorities (e.g., the state board of dentistry, state department of environmental protection, state bureau of radiological health)

- Visit each state dental board's website to learn about state compliance
- Visit [www.danb.org](http://www.danb.org) > Meet State Requirements to learn more about each state's dental assisting requirements, and to link to each state dental board's website
- To report a violation of a state dental practice act, administrative rules or regulations, follow the procedures listed on the department website
- To file a complaint with DANB about misuse or misrepresentation of DANB credential designations or DANB trademarks, visit [www.danb.org/About-DANB/Forms-Used-on-This-Site.aspx](http://www.danb.org/About-DANB/Forms-Used-on-This-Site.aspx)

## Responsibility to the Dental Assisting National Board, Inc. (DANB)

The dental assistant has a duty to know DANB policies and procedures, to act within them, and to report to DANB those who fail to do so.

### DANB Individuals **shall**

- Maintain current knowledge of DANB certification and recertification requirements
- Uphold the integrity of DANB credentials by representing credentials earned with complete accuracy
- Report to DANB any misuse or misrepresentation concerning DANB credential designations or DANB trademarks by others
- If certified, maintain DANB certification in accordance with the rules and procedures established by DANB
- Refrain from any action or behavior prohibited in DANB's Disciplinary Policy and Procedures

### DANB Individuals **shall not**

- Engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after a DANB examination
- Obtain, attempt to obtain, or assist others in obtaining or maintaining eligibility, certification or recertification through deceptive means, including submitting to DANB, the individual's employer or state regulatory body any document that contains a misstatement of fact or omits a material fact
- Manufacture, modify, reproduce, distribute or use a fraudulent or otherwise unauthorized DANB certificate

## DANB Definitions

The term **DANB certificant** refers to those holding DANB National Entry Level Dental Assistant (NELDA), Certified Dental Assistant (CDA), Certified Orthodontic Assistant (COA), Certified Preventive Functions Dental Assistant (CPFDA), Certified Restorative Functions Dental Assistant (CRFDA), Certified Dental Practice Management Administrator (CDPMA) and Certified Oral and Maxillofacial Surgery Assistant (COMSA) certification. Those who have earned these credentials at one time but have not maintained them by complying with *DANB's Recertification Requirements* are no longer DANB certificants and may not use any DANB acronyms.

The term **DANB examination applicant** or **candidate** refers to those individuals who have applied for any DANB exam but who have not yet taken an exam, including national NELDA, CDA, COA, CPFDA, CRFDA, RHS, ICE, GC, OA, CP, SE, TA, TF, AMP, IM, TMP and IS exams. DANB has contracts with many state regulatory bodies to develop, administer and score state-specific dental assisting exams. *DANB's Code of Professional Conduct* applies to individuals taking these exams as well, as long as a particular state Code of Professional Conduct, if one exists, does not supercede *DANB's Code of Professional Conduct*. For a complete list of DANB state exams, go to [www.danb.org](http://www.danb.org), and click on Meet State Requirements.

The term **DANB certificate of knowledge-based competency holder** refers to those individuals who have taken and passed DANB's RHS, ICE, CP, SE, TA, TF, AMP, IM, TMP and/or IS exams.

DANB defines a **National Entry Level Dental Assistant (NELDA) certificant** as a person who

- Passes DANB's Anatomy, Morphology and Physiology (AMP); Radiation Health and Safety (RHS); and Infection Control (ICE) exams within a three-year period, **AND**
- Meets the certification, education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain NELDA certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

DANB defines a **Certified Dental Assistant (CDA) certificant** as a person who

- Meets the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Passes DANB's Radiation Health and Safety (RHS), Infection Control (ICE) and General Chairside Assisting (GC) exams within a five-year period **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain CDA certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

DANB defines a **Certified Orthodontic Assistant (COA) certificant** as a person who

- Meets the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Passes DANB's Infection Control (ICE) and Orthodontic Assisting (OA) exams within a five-year period, **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain COA certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

DANB defines a **Certified Preventive Functions Dental Assistant (CPFDA) certificant** as a person who

- Passes DANB's Coronal Polishing (CP), Sealants (SE), Topical Anesthetic (TA) and Topical Fluoride (TF) exams within a three-year period, **AND**
- Meets the certification, education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain CPFDA certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

DANB defines a **Certified Restorative Functions Dental Assistant**

## DANB Definitions (cont.)

**(CRFDA) certificant** as a person who

- Meets the certification, education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Passes DANB's Anatomy, Morphology and Physiology (AMP); Impressions (IM); Temporaries (TMP); Isolation (IS); Sealants (SE); and Restorative Functions (RF) exams within a three-year period, **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

DANB defines a **Certified Dental Practice Management Administrator (CDPMA) certificant** as a person who

- Meets the certification, education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Passed DANB's Certified Dental Practice Management Administrator (CDPMA) exam, **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain CDPMA certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

*Effective September 1, 2008, the CDPMA examination was discontinued due to low participation. However, DANB continues to recognize those who have earned the CDPMA certification and maintain it annually by meeting DANB's Recertification Requirements.*

DANB defines a **Certified Oral and Maxillofacial Surgery Assistant (COMSA) certificant** as a person who

- Meets the education and/or experience prerequisites established by the Dental Assisting National Board, Inc. (DANB), **AND**
- Passed DANB's Certified Oral and Maxillofacial Surgery Assistant (COMSA) exam, **AND**
- Holds a current DANB-accepted, hands-on CPR, BLS or ACLS certificate, **AND**
- Continues to maintain COMSA certification by meeting *DANB's Recertification Requirements* (including answering background information questions, earning continuing education credits, maintaining DANB-accepted, hands-on CPR, BLS or ACLS and paying the annual renewal fee)

*Effective January 1, 2000, the COMSA examination was discontinued due to low participation. However, DANB continues to recognize those who have earned the COMSA certification and maintain it annually by meeting DANB's Recertification Requirements.*



The *DANB Code of Professional Conduct* represents the minimum standard of professional behavior to which all dental assistants should adhere. Dental assistants certified by DANB, those seeking certification through DANB, and those who have applied for or taken and passed DANB national exams are subject to review under *DANB's Disciplinary Policy and Procedures* for violation of any tenet of the *Code of Professional Conduct*. *DANB's Disciplinary Policy and Procedures* are available on DANB's website at [www.danb.org](http://www.danb.org). *DANB's Disciplinary Policy and Procedures* addresses appropriate professional conduct with greater detail and specificity. DANB encourages all DANB Individuals to review and uphold the tenets describe in both of these documents.

The DANB logo and the DANB pin design are registered trademarks of the Dental Assisting National Board, Inc. (DANB). CDA®, COA®, CRFDA®, CPFDA®, CDPMA®, COMSA®, DANB®, and Dental Assisting National Board® are registered certification marks of DANB. RHS®, ICE®, and Measuring Dental Assisting Excellence® are registered service marks of DANB. CERTIFIED DENTAL ASSISTANT™ and NELDA™ are certification marks of DANB. Mark of Dental Assisting Excellence™ is a service mark of DANB. Use of these marks is strictly prohibited, except as provided in the *Usage Guidelines for DANB Marks*, without the express written permission of DANB.