

DANB's Code of Professional Conduct

The Dental Assisting National Board, Inc. (DANB) established *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, the healthcare profession, and the public. All DANB Individuals must abide by *DANB's Code of Professional Conduct* and must maintain high standards of ethics and excellence in all areas of professional endeavor.

DANB's Code of Professional Conduct represents the minimum standard of professional behavior to which all DANB Individuals should adhere. DANB certificants, those seeking certification through DANB, and those who have applied for or passed DANB or OSAP-DANB national exams are subject to review under *DANB's Disciplinary Policy & Procedures* for violation of any tenet of *DANB's Code of Professional Conduct*.

DANB's Disciplinary Policy & Procedures is available on DANB's website at www.danb.org. *DANB's Disciplinary Policy & Procedures* addresses appropriate professional conduct with greater detail and specificity. DANB requires all DANB Individuals to review and uphold the tenets described in both documents.

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

Individual Autonomy and Respect for Others

DANB Individuals have a duty to respect the individuality, humanity and autonomy of all people.

DANB Individuals shall:

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

Health and Well-Being of Patients and Colleagues

DANB Individuals have a duty to refrain from harming others. DANB Individuals have a duty to protect the health and well-being of patients and colleagues.

DANB Individuals shall:

- 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 competently perform the assignments
- Respect the health and safety of themselves, colleagues, and patients
- Practice without impairment from substances, cognitive deficiency, or mental illness
- Perform all duties designed to protect themselves and others from workplace hazards
- Enhance professional competency through continuous learning and incorporate new knowledge into the performance of delegated services
- Report the potentially dangerous acts of others in the workplace or in other professional settings

* *DANB Individuals* is an inclusive term that refers to all DANB or OSAP-DANB exam applicants, DANB or OSAP-DANB exam candidates, DANB or OSAP-DANB certificants and those who hold DANB certificates of knowledge-based competence. See Definitions section for additional detail.

- Visit each state dental board's website to learn about state compliance

Justice and Fairness

DANB Individuals have a duty to treat all people fairly.

DANB Individuals shall:

- Behave in a manner free from bias or discrimination on any basis when providing oral healthcare services
- Behave ethically, without any undisclosed conflicts of interest in the workplace or in other professional settings
- Report unethical acts of others in the workplace or in other professional settings

Truth

DANB Individuals have a duty to communicate truthfully.

DANB Individuals shall:

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

Confidentiality

DANB Individuals have a duty to respect the right to confidentiality of each patient.

DANB Individuals shall:

- Maintain patient confidentiality
- Safeguard all confidential patient and practice information

Duty and Responsibility to Profession, Community, and Society

DANB Individuals have a duty to know and act within the law and to assist others to act within the law.

DANB Individuals shall:

- Maintain knowledge of all laws, rules, and regulations that govern the specific healthcare profession of which they are a part
- Comply with the state dental practice act related rules and regulations, and any other local, state, and federal statutes that promote public health and safety, in each state in which the DANB Individual is practicing
- Refuse to perform duties that violate any applicable state dental practice act, related rules and regulations, and any other local, state, and federal statutes or any other applicable governmental guidance
- Report to the appropriate individual or entity (e.g., employer, state board of dentistry, state department of environmental protection, state bureau of radiological health) the violation of any applicable state dental practice act, related rules and regulations, and/or any other local, state, or federal statutes

Visit the website of each state dental board or www.danb.org > Meet State Requirements to learn about each state's oral healthcare requirements.

To report a violation of a state dental practice act, administrative rules or regulations, follow the procedures listed on the department website.

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

DANB Individuals have a duty to know DANB's 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 credentials or designations or DANB intellectual property by others
- If certified, maintain DANB certification in accordance with the requirements established by DANB
- Refrain from any action or behavior prohibited in *DANB's Disciplinary Policy & 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 taking a DANB-administered exam
- Attempt to obtain, maintain, 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

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

DANB Definitions

The term **DANB or OSAP-DANB certificant** refers to those holding a certification (e.g., those holding DANB CDA or other DANB certification, OSAP-DANB DISIPC or CDIPC certification).

The term **DANB or OSAP-DANB exam candidate** refers to those individuals who have applied for and are qualified to take any DANB or OSAP-DANB exam but who have not yet taken an exam. DANB has contracts with 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 supersede *DANB's Code of Professional Conduct*. For a complete list of DANB state-specific exams, go to www.danb.org, and click on Meet State Requirements.

The term **DANB certificate of knowledge-based competence holder** refers to those individuals who have passed any DANB exam for which a certificate of knowledge-based competence is issued.

A **National Entry Level Dental Assistant (NELDA®) certificant** is a person who has satisfied all of the following requirements:

- Passes: DANB's Anatomy, Morphology and Physiology (AMP); Radiation Health and Safety (RHS); and Infection Control (ICE) exams, within a three-year period
- Meets the education and/or experience prerequisites established by DANB
- Holds a current DANB-accepted, hands-on CPR, BLS, or ACLS certificate
- Maintains NELDA certification by meeting *DANB's NELDA Recertification Requirements*

- NELDA certification can only be renewed for up to four years

A **Certified Dental Assistant™ (CDA®) certificant** is a person who has satisfied all of the following requirements:

- Education and/or experience prerequisites established by DANB
- Passes: DANB's Radiation Health and Safety (RHS), Infection Control (ICE), and General Chairside Assisting (GC) exams, within a five-year period
- Holds a current DANB-accepted, hands-on CPR or BLS certificate
- Maintains CDA certification by meeting *DANB's Recertification Requirements-*

A **Certified Orthodontic Assistant (COA®) certificant** is a person who has satisfied all of the following requirements:

- Education and/or experience prerequisites established by DANB
- Passes: DANB's Infection Control (ICE) and Orthodontic Assisting (OA) exams, within a five-year period
- Holds a current DANB-accepted, hands-on CPR or BLS certificate
- Maintains COA certification by meeting *DANB's Recertification Requirements*

A **Certified Preventive Functions Dental Assistant (CPFDA®) certificant** is a person who has satisfied all of the following requirements:

- Passes: DANB's Coronal Polish (CP), Sealants (SE), and Topical Fluoride (TF) exams, within a three-year period
- Certification, education, and/or experience prerequisites established by DANB
- Holds a current DANB-accepted, hands-on CPR or BLS certificate
- Maintains CPFDA certification by meeting *DANB's Recertification Requirements*

A **Certified Restorative Functions Dental Assistant (CRFDA®) certificant** is a person who has satisfied all of the following requirements:

- Certification, education, and/or experience prerequisites established by DANB
- Passes: DANB's Impressions (IM); Temporaries (TMP); Sealants (SE); and Restorative Functions (RF) exams, within a three-year period
- Holds a current DANB-accepted, hands-on CPR or BLS certificate
- Maintains certification by meeting *DANB's Recertification Requirements*

A **Certified in Dental Infection Prevention and Control (CDIPC) certificant** is a person who has satisfied all of the following requirements:

- Meets all CDIPC certification eligibility requirements established by DANB
- Passes the CDIPC exam
- Maintains certification by meeting CDIPC recertification requirements established by DANB

A **Dental Industry Specialist in Infection Prevention and Control (DISIPC) certificant** is a person who has satisfied all of the following requirements:

- Meets all DISIPC certification eligibility requirements established by DANB
- Passes the DISIPC exam
- Maintains certification by meeting DISIPC recertification requirements established by DANB

A **Certified Dental Practice Management Administrator (CDPMA®) certificant** is a person who has satisfied all of the following requirements:

- Certification, education, and/or experience prerequisites established by DANB
- Passed DANB's Certified Dental Practice Management Administrator (CDPMA) exam
- Holds a current DANB-accepted, hands-on CPR or BLS certificate
- Maintains CDPMA certification by meeting *DANB's Recertification Requirements*

Effective September 1, 2008, the CDPMA exam 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.

A Certified Oral and Maxillofacial Surgery Assistant (COMSA®) certificant is a person who has satisfied all of the following requirements:

- Education and/or experience prerequisites established by DANB
- Passed DANB's Certified Oral and Maxillofacial Surgery Assistant (COMSA) exam
- Holds a current DANB-accepted, hands-on CPR or BLS certificate
- Maintains COMSA certification by meeting *DANB's Recertification Requirements*

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.

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