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Sequence Number: 07-33-16  
 Notice ID(s): 2563  
 File Date: 7/22/16

# Notice of Rulemaking Hearing

Hearings will be conducted in the manner prescribed by the Uniform Administrative Procedures Act, T.C.A. § 4-5-204. For questions and copies of the notice, contact the person listed below.

<b>Agency/Board/Commission:</b>	Board of Dentistry
<b>Division:</b>	
<b>Contact Person:</b>	Jennifer Putnam
<b>Address:</b>	665 Mainstream Drive, Nashville, Tennessee 37243
<b>Phone:</b>	(615) 741-1611
<b>Email:</b>	Jennifer.Putnam@tn.gov

Any Individuals with disabilities who wish to participate in these proceedings (to review these filings) and may require aid to facilitate such participation should contact the following at least 10 days prior to the hearing:

<b>ADA Contact:</b>	ADA Coordinator
<b>Address:</b>	710 James Robertson Parkway, Andrew Johnson Building, 5th Floor, Nashville, Tennessee 37243
<b>Phone:</b>	(615) 741-6350
<b>Email:</b>	Tina.M.Harris2@tn.gov

**Hearing Location(s)** (for additional locations, copy and paste table)

Address 1:	Metro Center
Address 2:	665 Mainstream Drive, Iris Conference Room
City:	Nashville
Zip:	37228
Hearing Date :	10/13/2016
Hearing Time:	9:00 A.M. <input checked="" type="checkbox"/> CST/CDT <input type="checkbox"/> EST/EDT

**Additional Hearing Information:**

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**Revision Type (check all that apply):**

- Amendment  
 New  
 Repeal

**Rule(s)** (ALL chapters and rules contained in filing must be listed. If needed, copy and paste additional tables to accommodate more than one chapter. Please enter only **ONE** Rule Number/Rule Title per row.)

Chapter Number	Chapter Title
0460-05	General Rules Governing Schools, Programs and Courses for Dentists, Dental Hygienists, and Registered Dental Assistants
Rule Number	Rule Title
0460-05-.03	Schools, Programs and Courses for the Registered Dental Assistant

(Place substance of rules and other info here. Statutory authority must be given for each rule change. For information on formatting rules go to <http://state.tn.us/sos/rules/1360/1360.htm>)

## Chapter 0460-05

### General Rules Governing Schools, Programs and Courses for Dentists, Dental Hygienists, and Registered Dental Assistants

#### Amendments

Rule 0460-05-.03 Schools, Programs and Courses for the Registered Dental Assistant is amended by deleting subparagraphs (1)(a) and (1)(b), including their parts, and substituting the following language, so that as amended, the new subparagraphs shall read:

(a) Approval and Re-approval of Program

1. The owner and/or director of a dental assistant program seeking board approval shall make application for approval to operate a program on forms provided by the Tennessee Board of Dentistry Administrative Office. The completed application along with program information required by this rule must be received by the Board office at least thirty days (30) days prior to the next regularly scheduled meeting in order for the Board to review the application. The owner and/or director of the program will be notified in writing of the Board's action(s).
2. The program shall be subject to on-site inspections by representatives of the Board and/or required to complete paper surveys, as requested.
3. The Board shall be notified immediately of any changes made in the operation of the program, such as changes of location, directorship, and/or instructors.
4. Approval granted by the Board of Dentistry is only valid for two (2) years from the date the approval is granted (ratified) by the Board.
5. Should approval be removed by the Board or not renewed after the expiration of the two (2) year time period, the program shall cease using the language 'board approved' on all materials and advertisements.
6. Resumes must be submitted on each instructor.
7. The application must also include a detailed curriculum which lists the outline of the subjects covered in the program and the learning objectives for each subject.
8. The program must inform the Board if the program will be taught in person or online. If any portion of the program is taught online, the subjects and number of hours taught online must be included with the application.
9. In order to obtain and/or retain Board approval, the program shall maintain compliance with all minimum standards for admissions, facilities, instructor(s), equipment, and curriculum that are in effect upon application or re-application for approval.

(b) Minimum Standards for Admissions, Facilities, Instructor(s), Equipment and Curriculum.

1. The curriculum must be structured on the basis of, a minimum\_of 116 hours instructional hours and must include at least 14 hours in the subject of dental radiology.
2. Instructional hours should include didactic and laboratory instruction.

3. Students should generally be at least 18 years before admittance to the program; however students must be 18 years old before any exposing of x-rays begin. Students must have high school diploma or equivalent.
4. The program must demonstrate that student enrollment numbers are proportionate to the number of faculty, availability of appropriate classroom, laboratory, and clinical facilities, equipment, instruments, and supplies. Student to instructor ratio should not exceed 10/1.
5. A program must have access to dental operatories, sterilization equipment, x-ray machines (processing and/or digital equipment), and dental laboratory equipment.
6. The students should be provided a program syllabus at the beginning of each program. The syllabus should include a program outline, learning objectives for each topic and the amount of time to be spent on each topic. A sample dental assistant registration applicant form should be included when applying for board approval.
7. Program grading policies must be included in the information provided to each student.
8. Skills assessments where needed must be performed.
9. Students need to be informed that any conviction must be explained to the Board of Dentistry with their application for registration and that all court documents regarding any arrest must be submitted. The Board of Dentistry reviews all court documents required to be submitted with the application for registration and they may deny registration or require an appearance before the Board before deciding to issue or deny the registration.
10. Suggested materials to be utilized in the course include but are not limited to, the most recent editions of the following:
  - (i) Modern Dental Assisting; Doni L. Bird, CDA, RDA, RDH, MA and Debbie S. Robinson, CDA, MS
  - (ii) Tennessee Dental Practice Act – available at <http://tn.gov/health/article/Dentistry-statutes>;
  - (iii) Review of Dental Assisting; Betty Ladley Finkbeiner CDA Emeritus RDA BS MS
  - (iv) The Dental Assisting Workbook.: Doni L. Bird, CDA, RDA, RDH, MA and Debbie S. Robinson, CDA, MS
11. The minimum of 14 hours in the subject of dental radiology required to be covered in the curriculum for the dental assistant registration must include, at a minimum, the same subjects as required for the dental radiology certification courses. (see Rule 0460-05-.03(7)(d)4.)
12. The program syllabus must be approved by the Board and shall include instruction in all of the following subject matters:
  - (i) The dental health team;
  - (ii) The dental office, including a review of equipment commonly found in treatment areas;
  - (iii) Ethics and jurisprudence;
  - (iv) Applied psychology and communication skills;

- (v) A review of the teeth and supporting tissues;
- (vi) Assisting with soft tissue oral examination;
- (vii) Dental charting;
- (viii) Microbiology and oral pathology;
- (ix) Dental materials;
- (x) Preventive dentistry;
- (xi) Disease transmission and infection control;
- (xii) Special and disabled patients;
- (xiii) Medical emergencies;
- (xiv) Pharmacology and pain control;
- (xv) Dental instruments;
- (xvi) Delivering dental care and moisture control;
- (xvii) The dental dam;
- (xviii) Oral diagnosis and treatment planning;
- (xix) General dentistry and restorations;
- (xx) Pediatric dentistry;
- (xxi) Orthodontics;
- (xxii) Periodontics;
- (xxiii) Endodontics;
- (xxiv) Fixed prosthodontics;
- (xxv) Removable prosthodontics; and
- (xxvi) Oral surgery.

13. The curriculum content must include instruction in the following dental assisting skills and functions:

- (i) Maintaining patient treatment records;
- (ii) Reviewing and recording medical and dental histories;
- (iii) Taking and recording vital signs;
- (iv) Seating and dismissing patients;
- (v) Preparing tray set-ups for operative procedures;

- (vi) Managing infection and hazard control protocols consistent with current guidelines;
  - (vii) Operating oral evacuation systems and air/water syringes;
  - (viii) Maintaining a clear field of vision including various isolation techniques;
  - (ix) Performing a variety of instrument transfers;
  - (x) Utilizing appropriate chairside assistant ergonomics;
  - (xi) Providing patient preventive education and oral hygiene instruction;
  - (xii) Identifying and responding to medical and dental emergencies;
  - (xiii) Providing pre and post-operative instructions prescribed by a dentist;
  - (xiv) Applying topical anesthetic and desensitizing agents;
  - (xv) Placing and removing a rubber dental dam;
  - (xvi) Applying fluoride agents;
  - (xvii) Applying bases, liners, and bonding agents;
  - (xviii) Fabricating, placing and removing provisional restorations;
  - (xix) Placing and selecting matrix retainers, matrix bands, and wedges;
  - (xx) Removing of excess cement;
  - (xxi) Fabricating bleaching trays, mouth guards, and custom trays;
  - (xxii) Taking preliminary impressions (alginate impressions);
  - (xxiii) Placing and removing retraction materials;
  - (xxiv) Removing sutures;
  - (xxv) Performing pulp vitality tests;
  - (xxvi) Placing and removing periodontal dressing; and
  - (xxvii) Performing orthodontic functions as stated in Rule 0460-04-.08.
14. Time and attendance records must be kept on each student. The student must make up any missed hours. Usually, each program has extra hours added to the 116 total hours to facilitate makeup lessons.
  15. Each program must have at least two (2) examinations during the program; one mid-term examination and a final examination.
  16. Examinations must have a passing score of at least 75%.
  17. Within thirty (30) days of program completion, the program director must certify in writing to the Board office that the student has completed all program requirements, including the requirements for the dental radiology certification.

18. Within thirty (30) days of program completion, a list of students must be submitted to the Board office along with the program completion letter for each student.

Authority: T.C.A. §§ 63-5-105, 63-5-107, 63-5-108, 63-5-111, 63-5-115, and 63-5-116.

I certify that the information included in this filing is an accurate and complete representation of the intent and scope of rulemaking proposed by the agency.

Date: 7/22/16

Signature: Jennifer L. Putnam

Name of Officer: Jennifer Putnam

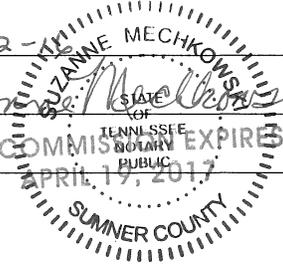
Assistant General Counsel

Title of Officer: Department of Health

Subscribed and sworn to before me on: 7-22-16

Notary Public Signature: [Signature]

My commission expires on: APRIL 19, 2017



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Filed with the Department of State on: 7/22/16

[Signature]

Tre Hargett  
Secretary of State

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