



## **DENTAL ASSISTING COUNCIL MEETING**

**August 26, 2013**



**DEPARTMENT OF CONSUMER AFFAIRS  
HEARING ROOM, HQ2  
1747 NORTH MARKET BLVD.  
SACRAMENTO, CA 95834**



## **DENTAL ASSISTING COUNCIL MEETING AGENDA** **August 26, 2013**

Department of Consumer Affairs  
Hearing Room, HQ2  
1747 North Market Blvd., Sacramento, CA, 95834  
(916) 263-2300 (Board Office)

### **Members of the Dental Assisting Council**

Judith Forsythe, RDA, Chair  
Anne Contreras, RDA  
Pamela Davis-Washington, RDA  
Michele Jawad, RDA  
Teresa Lua, RDAEF  
Emma Ramos, RDA  
Bruce Witcher, DDS

Public comments will be taken on agenda items at the time the specific item is raised. The Council may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. Time limitations for discussion and comment will be determined by the Council Chair. For verification of the meeting, call (916) 263-2300 or access the Board's website at [www.dbc.ca.gov](http://www.dbc.ca.gov). This Council meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Karen M. Fischer, Executive Officer, at 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, or by phone at (916) 263-2300. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

While the Board intends to webcast this meeting, it may not be possible to webcast the entire open meeting due to limitations on resources.

### **9:00 A.M. MEETING OF THE DENTAL ASSISTING COUNCIL**

1. Call to Order/Roll Call/Establishment of Quorum
2. Welcome and Introduction of New Dental Assisting Council Member Michele Jawad, RDA, and Administration of Oath of Office
3. Welcome and Introduction of New Dental Assisting Program Analyst Marla Rocha
4. Approval of the February 28, 2013 Dental Assisting Council Meeting Minutes
5. Chair Report

6. Update Regarding the Status of Dental Assisting Program and Course Applications
7. Dental Assisting Program Licensure and Permit Statistics
8. Dental Assisting Program Examination Statistics
9. Update on Consultant Contracts Regarding Dental Assisting Examinations
  - A. Registered Dental Assistant (RDA) Written Examination
  - B. Dental Sedation Assistant (DSA) Permit Written Examination
10. Report on a Plan for Registered Dental Assistant (RDA) Program Site Visits
11. Update on Amending California Code of Regulations, Title 16, Section 1004 Relative to the Abandonment of Applications to Split the Retake of the Registered Dental Assistant in Extended Functions (RDAEF) Examination
12. Staff Update on the Proposed Regulatory Amendments to California Code of Regulations, Title 16, Sections 1014 and 1014.1, Relevant to Radiation Safety Course Requirements
13. Discussion and Possible Action Regarding Recommendation to the Board for Dental Assisting Regulatory Priorities for Fiscal Year 2013/14
14. Public Comment of Items Not on the Agenda  
The Council may not discuss or take action on any matter raised during the Public Comment section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).
15. Future Agenda Items  
Stakeholders are encouraged to propose items for possible consideration by the Council at a future meeting.
16. Council Member Comments for Items Not on the Agenda  
The Council may not discuss or take action on any matter raised during the Council Member Comments section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).
17. Adjournment



## **Council Item 2**

### **Introduction of New Council Member**



## MEMORANDUM

<b>DATE</b>	August 16, 2013
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item DAC 2:</b> Welcome and Introduction of New Council Member Michele Jawad, RDA, and administration of Oath of Office

Judith Forsythe, RDA, Chair of the Dental Assisting Council, will introduce Ms. Jawad. Dr. Huong Le, President, will administer the Oath of Office.



## **Council Item 3**

**Welcome and Introduction of New  
Dental Assisting Program Analyst**



## MEMORANDUM

<b>DATE</b>	August 16, 2013
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item DAC 3:</b> Welcome and Introduction of New Dental Assisting Analyst Marla Rocha, RDA.

Judith Forsythe, RDA, Chair of the Dental Assisting Council, will introduce Ms. Rocha.



## **Council Item 4**

**Approval of the February 28, 2013  
Dental Assisting Council  
Meeting Minutes**





**DENTAL ASSISTING COUNCIL**  
**MEETING MINUTES**

**Thursday, February 28, 2013**

Holiday Inn on the Bay  
1355 North Harbor Drive, San Diego, CA, 92101  
(619)232-3861 or (916)263-2300

**DRAFT**

**Members Present**

Judith Forsythe, RDA – Chair  
Denise Romero, RDA – Vice Chair  
Anne Contreras, RDA  
Pamela Davis-Washington, RDA  
Teresa Lua, RDAEF  
Bruce Whitcher, DDS

**Members Absent**

Emma Ramos, RDA

**Staff Present**

Karen Fischer, Interim Executive Officer  
Kim Trefry, Enforcement Chief  
April Alameda, Dental Assisting Unit and Investigative Analysis Unit Manager  
Lori Reis, Complaint and Compliance Unit Manager  
Jocelyn Campos, Enforcement Coordinator  
Linda Byers, Executive Assistant  
Spencer Walker, DCA Senior Staff Counsel  
Greg Salute, Deputy Attorney General

**ROLL CALL AND ESTABLISHMENT OF QUORUM**

Judith Forsythe, Chair, called the Dental Assisting Council meeting to order at 1:43 p.m. Roll was called and a quorum established.

**DAC 1 - Approval of the December 3, 2012 Dental Assisting Council Meeting Minutes**

M/S/C (Lua/Romero) to approve the December 3, 2012 Dental Assisting Council meeting minutes. The motion passed unanimously.

**DAC 2 - Update Regarding Status of Dental Assisting Programs and Courses**

April Alameda, Dental Assisting Unit Manager, stated that since the last Board meeting in December, 11 course applications have been approved and five (5) new course applications have been received. Currently, there are 30 course applications and eight (8) program applications pending.

**DAC 3 - Dental Assisting Program Licensure and Permit Statistics**

Ms. Alameda reviewed the statistics provided. Denise Romero asked that the Registered Dental Assistant in Extended Functions (RDAEF) statistics be separated into the first generation RDAEF's, those licensed prior to January 1, 2010 and second generation

RDAEF's. Dr. Witcher commented that the delinquency rate for Registered Dental Assistants (RDA) is down.

#### **DAC 4 - Review and Discussion of the Dental Assisting Program Examination Statistics**

Ms. Alameda reviewed the examination statistics noting that the pass rate for first time RDA candidates taking the written exam increased from 68% in 2012 to 74% in 2013. The Dental Board has put a contract in place to review and possibly update the Dental Sedation Assistant written examination. A final report from the vendor is expected in April of 2014. Staff continues to work with the Department of Consumer Affairs (DCA), Office of Professional Examination Services (OPES) to begin the necessary process to review and possibly update the RDAEF written examination.

Guy Acheson, California Academy of General Dentistry, stated that he needed clarification regarding the statistics the upgrading of RDAEF 1 to RDAEF 2. Ms. Alameda explained that RDAEF's licensed prior to January 1, 2010 had a specific scope of duties that they were allowed to perform. After January 1, 2010 there were additions made to the scope of duties. Any previously licensed RDAEF's had to take additional courses and an examination in order to perform the additional duties. The numbers one (1) and two (2) were an internal way of keeping track of who could perform which duties. There are not two (2) separate licenses. Staff agreed to show them separately on the statistics beginning at the next meeting. Teresa Lua, RDAEF, asked if another survey could be done to determine the direction in which RDAEF's are going. Ms. Fischer stated that she and staff will review the survey that was already done to see if the information is available before starting a new survey. Dr. Witcher commented that Denise Johnson, former Assistant Executive Officer, reviewed the survey and brought back answers to the Board a few meetings ago. The information being asked for may be found in her report.

#### **DAC 5 - Discussion and Possible Action Regarding Scheduling a Separate Dental Assisting Council Meeting Aside from the Board Meeting**

The California Association of Dental Assisting Teachers (CADAT) requested the Dental Assisting Council consider scheduling a one-day public meeting in Sacramento. The council agreed. Staff will contact the Council to determine the best date.

#### **DAC 6 - Subcommittee Report and Possible Action Regarding the California Association of Dental Assisting Teacher's (CADAT) Proposed Regulatory Amendments to Radiation Safety Course Requirements**

Anne Contreras reported that the subcommittee and staff met several times to review CADAT's proposed amendments and held a teleconference with CADAT Director, Lori Gagliardi. A few provisions that required amendments were identified and a summary of the amendments was provided. April Alameda, Dental Assisting Unit and Investigative Analysis Unit Manager, reviewed the proposed changes with the Council which were:

- All references to "program" have been replaced with "course" as this language is relevant to the radiation safety course requirements and not program requirements.
- Staff recommended deleting the requirement in proposed Section 1014 (c)(4) for a course director to transmit to the Board on a form prescribed by the Board the name,

last four digits of the social security number and, where applicable, license number of each student who has successfully completed the course.

- Staff recommended revising proposed Section 1014(d)(2) to specify that all faculty shall complete a two-hour course in teaching methodology prior to providing instruction, instead of specifying the components of the two-hour teaching methodology course.
- Staff recommended revising proposed Section 1014(e)(2) to specify that operatories shall be sufficient in number to allow a ratio of at least one operatory for every six students to maintain consistency with the remaining proposed language.
- Staff recommended the Council discuss the proposed provision in Section 1014(j) relevant to the courses providing notice of compliance of the new regulatory requirements and whether registered dental assisting programs should be required to submit a notice of compliance when the revised regulations become effective. This would ensure registered dental assisting programs are teaching the new course requirements that would become effective as a result of this proposal.
- Staff recommended the Council discuss the proposed language in Section 1014.1(i) relative to extramural dental facilities to ensure the language is clear and consistent with other provisions within the proposal.

There was discussion regarding the courses providing notice of compliance of the new regulatory requirements. Ms. Romero agreed that registered dental assisting programs should be required to submit a notice of compliance. The rest of the council agreed.

There was discussion about the proposed language relative to extramural dental facilities and whether the language was clear and consistent with other provisions within the proposal. Dr. Whitcher commented that the language is consistent with other provisions. He goes on to clarify that clinical instruction is allowed at an extramural facility whereas didactic and laboratory is not.

Denise Romero asked about the second staff recommendation regarding deleting the requirement for a course director to transmit to the Board on a form prescribed by the Board the name, last four digits of the social security number and, where applicable, license number of each student who has successfully completed the course, and why delete this requirement. Ms. Alameda asked what the purpose of this information would serve and stated that some of this information cannot be provided by the schools. The name being printed on the certificate of completion is adequate.

M/S/C (Contreras/Romero) to accept the revisions to the proposed language to amend California Code of Regulation, Title 16, Sections 1014 and 1014.1 regarding radiation safety course requirements. The motion passed unanimously.

Lori Gagliardi, CADAT Director, reviewed the most recent revisions proposed by CADAT that were passed out at the time of the meeting. These included:

- CADAT recommended deletion of provisional approval status for a non-programmatic course.

The Council agreed to the deletion.

- CADAT recommended deleting lines 19 through 23 on page 3 of 17, paragraph (d) after Course Faculty and Instructional Staff. Change the word “faculty” in line 24 to “faculty and instructional staff” and continue using the terms “faculty and instructional staff” consistently throughout the regulations or use the term “all instructors” in lieu of “faculty and instructional staff” throughout the regulations.

The Council agreed with this recommendation.

- CADAT suggested striking line 7 beginning with the word “the” through line 11 ending with the word “course.” on page 7 of 17 and replacing it with:

*A certificate or other evidence of completion shall be issued to each student who successfully completes the course and shall include the student's name, the name of the course, the total number of course hours, the date of completion, and the signature of the course director or his or her designee. (Excerpt: B&P 1755(d))*

The Council discussed this previously and agreed.

- CADAT suggested replacing the word “program “ with the word “course” on line 34, page 7 of 17.

The Council agreed.

- CADAT suggested amending the lab instructor to student ratio of 1:14 on line 20, page 8 of 17, to the ratio of 1:6 to be consistent with all other language.

The Council agreed.

- CADAT suggested completing the sentence on line 27, page 10 of 17 with *shall provide evidence that each student enrolled has completed an 8-hour board approved course in infection control and a 2-hour course in dental practice act prior to radiographic exposures on a patient.*

Dr. Whitcher commented that the prior suggestion would probably be rejected as it is duplicative of existing requirements. Spencer Walker, Senior Legal Counsel agreed. Ms. Gagliardi requested clarification regarding the fact that CADAT suggests that the infection control course must be completed prior to taking any radiographs for public safety. Dr. Whitcher commented that there is an infection control element relative to radiation safety within the course itself. Ms. Forsythe directed everyone to line 30, page 6 of 17, for

information regarding Infection Control Protocols. Dr. Whitcher commented that the aforementioned paragraph on page six (6) refers to Section 1005 which means that they must adhere to the standards of the Dental Practice Act (DPA). Dr. Whitcher stated that he is all right with the way it is written he just wants to be sure that we are not being duplicative.

Denise Romero stated that as a Radiology Instructor she would like to see an 8-hour Infection Control course either incorporated into or a prerequisite to Radiology courses. Dr. Whitcher commented that if Infection Control were incorporated into the courses it would run beyond 32 hours. Teresa Lua stated that incorporated Infection Control curriculum would be preferable.

There was discussion about the pros and cons of making an 8-hour Infection Control course a prerequisite to, or incorporated into, a radiology course.

Lori Gagliardi commented that students are required to complete instruction in basic life support prior to performing procedures on patients; she asked why an 8-hour infection control course couldn't be required as well. Ms. Gagliardi suggested making the CPR course, the 8-hour Infection Control Course and the two (2) hour Dental Practice Act course all prior to exposing the public. The courses can be taken prior to or any time during the radiology course.

Teresa Lua commented that she feels that the 8-hour Infection Control, CPR and 2-hour Dental Practice Act should be taken prior to the Radiology Course.

- CADAT requested the addition of its latest proposed language; *provide evidence that each student enrolled has completed an 8-hour board approved course in infection control and a 2-hour course in dental practice act prior to radiographic exposures on a patient*, at the end of line 32, page 8 of 17

Dr. Whitcher reminded the Council of the barriers they may be putting up. In some areas the infection control courses are only given once or twice a year.

There was extensive discussion surrounding CADAT's proposed language.

The council agreed to approve this portion of CADAT's language with the revision of striking all the text after the words "...infection control."

- CADAT recommended inclusion of its originally proposed language: "*Consistent with Title 17, Division 1, Chapter 5, Subchapter 4, Group 3, Article 4, Section 30305(b)(4), deliberate exposure of an individual to the useful beam for training or demonstration purposes shall not be permitted unless prescribed by a physician or dentist*".

The Council agreed to approve this addition beginning with the word "...deliberate...".

M/S/C (Contreras/Lua) to adopt the regulatory proposal as amended and recommend that the Board move forward with promulgating regulations.

There was no public comment. The motion passed unanimously.



**Council Item 5**

**Chair Report**



## MEMORANDUM

<b>DATE</b>	August 16, 2013
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item DAC 5:</b> Chair Report

Judith Forsythe, RDA, Chair of the Dental Assisting Council, will provide a verbal report.



## **Council Item 6**

# **Dental Assisting Programs & Course Applications**





## MEMORANDUM

<b>DATE</b>	August 13, 2013
<b>TO</b>	Dental Assisting Council Members Dental Board of California
<b>FROM</b>	Sharon Langness, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>DAC Agenda Item 6:</b> Update Regarding the Status of Dental Assisting Programs and Courses

This report is provided to update the Board on the status of dental assisting programs and course applications, as they move through the approval process, as well as those which have received Board approval. Since the May Board meeting, ten course applications have been approved, and one program received full approval. The Board has received 19 new course applications, and one new program application. The table below identifies the total number of approved applications, year to date, for 2013.

DA Program and Course Applications Approved YTD for 2013										
PROGRAM or COURSE TITLE	Program		Radiation Safety	Coronal Polish	Pit and Fissure Sealants	Ultrasonic Scaler	Infection Control	Orthodontic Assistant	Dental Sedation Assistant	TOTAL APPROVED APPLICATIONS
	Prov	Full								
<b>Course Totals</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>12</b>	<b>5</b>	<b>31</b>



## **Council Item 7**

# **Dental Assisting Program Licensure & Permit Statistics**



## MEMORANDUM

<b>DATE</b>	August 13, 2013
<b>TO</b>	Dental Assisting Council Members Dental Board of California
<b>FROM</b>	Sharon Langness, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>Agenda Item DAC 7:</b> Dental Assisting Program Licensure and Permit Statistics

The following table provides current statistics by **license** type as of August 4, 2013.

<b>License Type</b>	<b>Registered Dental Assistant (RDA)</b>	<b>Registered Dental Assistant in Extended Functions (RDAEF)</b>	<b>Total Licenses</b>
<b>Active</b>	34,389	1,292	35,681
<b>Inactive</b>	8,630	122	8,752
<b>Renewal in Process</b>	528	16	544
<b>Fingerprinting Hold</b>	438	22	460
<b>Delinquent</b>	9,166	185	9,351
<b>Suspended No Coronal Polish/X-ray</b>	1,341	0	1,341
<b>Total Current Population</b>	54,492	1,637	56,129
<b>Total Cancelled Since Implementation</b>	35,132	160	35,292

New RDAEF licenses issued since January 1, 2010 = 141.

Existing RDAEF licenses enhanced since January 1, 2010 = 149.

The following table provides current statistics by **permit** type as of August 4, 2013

<b>Permit Type</b>	<b>Dental Sedation Assistant (DSA)</b>	<b>Orthodontic Assistant (OA)</b>
<b>Active</b>	21	90
<b>Inactive</b>	N/A	N/A
<b>Renewal in Process</b>	0	2
<b>Fingerprinting Hold</b>	0	0
<b>Delinquent</b>	0	2
<b>Total Current Population</b>	21	94
<b>Total Cancelled Since Implementation</b>	0	0



## **Council Item 8**

# **Dental Assisting Program Examination Statistics**



## MEMORANDUM

<b>DATE</b>	August 13, 2013
<b>TO</b>	Dental Assisting Council, Dental Board of California
<b>FROM</b>	Sharon Langness, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>DAC Agenda Item 8:</b> Review and Discussion of the Dental Assisting Program Examination Statistics

### Written Examination Statistics for 2013 ALL CANDIDATES

Written Exam	Total Candidates Tested	% Passed	% Failed
RDA	1869	61%	39%
RDA Law & Ethics	2004	67%	33%
RDAEF	67	46%	54%
Orthodontic Assistant**	85		
Dental Sedation Assistant	7	100%	0%

\*\*The OA exam was implemented June 1, 2013. Exam results are being held for sufficient candidate pool.

### Written Examination Statistics for 2013 FIRST TIME CANDIDATES

Written Exam	Total Candidates Tested	% Passed	% Failed
RDA	1267	69%	31%
RDA Law & Ethics	1287	70%	30%
RDAEF	41	51%	49%
Orthodontic Assistant	57		
Dental Sedation Assistant	5	100%	0%

### Written Examination Statistics for 2013 REPEAT CANDIDATES

Written Exam	Total Candidates Tested	% Passed	% Failed
RDA	602	46%	54%
RDA Law & Ethics	717	61%	39%
RDAEF	26	38%	62%
Orthodontic Assistant	28		
Dental Sedation Assistant	2	100%	0%

RDA Practical Examination Statistics for **2013** ALL CANDIDATES

<b>Practical/Clinical Exam Type</b>	<b>Candidates Tested</b>	<b>% Passed</b>	<b>% Failed</b>
RDA – February North	297	92%	8%
RDA – February South	314	82%	18%
RDA – April North	250	84%	16%
RDA – April South	304	77%	23%
RDA – August North*	532		
RDA – August Central	218		
RDA – August South*	507		
RDA – Nov – North			
RDA – Nov – South			
<b>Total for Year</b>	<b>1383</b>	<b>86%</b>	<b>14%</b>

\*Scheduled. Exam results pending – Not included in Total for Year

RDA Practical Examination Statistics for **2013** FIRST TIME CANDIDATES

<b>Practical/Clinical Exam Type</b>	<b>Candidates Tested</b>	<b>% Passed</b>	<b>% Failed</b>
RDA – February North	249	84%	16%
RDA – February South	253	81%	19%
RDA – April North	219	88%	12%
RDA – April South	258	78%	22%
RDA – August North			
RDA – August Central	213	84%	16%
RDA – August South			
RDA – Nov - North			
RDA – Nov - South			
<b>Total for Year</b>	<b>1192</b>	<b>83%</b>	<b>17%</b>

RDA Practical Examination Statistics for **2013** REPEAT CANDIDATE

<b>Practical/Clinical Exam Type</b>	<b>Candidates Tested</b>	<b>% Passed</b>	<b>% Failed</b>
RDA – February North	48	60%	40%
RDA – February South	61	85%	15%
RDA – April North	31	87%	13%
RDA – April South	46	76%	24%
RDA – August North			
RDA – August Central	5	100%	0%
RDA – August South			
RDA – Nov - North			
RDA – Nov - South			
<b>Total for Year</b>	<b>191</b>	<b>82%</b>	<b>18%</b>

RDAEF Clinical/Practical Examination Statistics for **2013** ALL CANDIDATES

<b>Practical/Clinical Exam Type</b>	<b>Candidates Tested</b>	<b>% Passed</b>	<b>% Failed</b>
RDAEF – January North	21	86%	14%
RDAEF – June North	24	63%	37%
RDAEF – June South	34	26%	74%
RDAEF – Sep -North			
RDAEF – Oct - South			
RDAEF – Dec - North			
<b>Total for Year</b>	<b>79</b>	<b>58%</b>	<b>42%</b>

RDAEF Clinical/Practical Examination Statistics for **2013** FIRST TIME CANDIDATES

<b>Practical/Clinical Exam Type</b>	<b>Candidates Tested</b>	<b>% Passed</b>	<b>% Failed</b>
RDAEF – January North	18	94%	6%
RDAEF – June North	20	60%	40%
RDAEF – June South	30	30%	70%
RDAEF – Sep - North			
RDAEF – Oct - South			
RDAEF – Dec - North			
<b>Total for Year</b>	<b>68</b>	<b>61%</b>	<b>39%</b>

RDAEF Clinical/Practical Examination Statistics for **2013** REPEAT CANDIDATES

<b>Practical/Clinical Exam Type</b>	<b>Candidates Tested</b>	<b>% Passed</b>	<b>% Failed</b>
RDAEF – January North	3	33%	67%
RDAEF – June North	4	75%	25%
RDAEF – June South	4	0%	100%
RDAEF – Sep - North			
RDAEF – Oct - South			
RDAEF – Dec - North			
<b>Total for Year</b>	<b>11</b>	<b>36%</b>	<b>64%</b>

**Update on the Dental Assisting Program written examinations:**

- A new Orthodontic Assistant examination was implemented June 1, 2013. Currently, examinee scores are being held pending evaluation and validation of the preliminary passing scores established by the vendor. The Board anticipates having the results by the end of August 2013.
- A contract has been put in place with a vendor to review and possibly update the RDA written examination. Staff expects a final report from the vendor in spring 2014. Staff is working with the Office of Professional Examination Services (OPES) to determine if the existing written examination for the Registered Dental Assistant in Extended Functions needs to be revised.
- Since the implementation of the new RDA Law and Ethics examination in May 2013, the overall passing score average is 82% for all candidates taking the exam. First-time candidate scores average 86%, and Repeat candidate scores average 75%.





## **Council Item 9**

# **Update on Consultant Contracts Regarding Dental Assisting Examinations**



## MEMORANDUM

<b>DATE</b>	August 6, 2013
<b>TO</b>	Dental Assisting Council
<b>FROM</b>	April Alameda, Interim Manager
<b>SUBJECT</b>	<b>Agenda Item DAC 9:</b> Update on Consultant Contracts Regarding Dental Assisting Examinations

### Registered Dental Assisting Written Examination

In 2010, focus group meetings consisting of RDAs were held to construct a new examination plan and to develop new multiple-choice items. The examination development occurred in response to newly passed regulations altering the scope of RDA practice.

Since a formal occupational analysis was not performed due to time constraints, the purpose of this contracted project is to collect quantitative data to support the qualitative judgments used to construct the 2010 examination plan.

In addition to building on earlier examination development efforts, this survey process will provide detailed information about the tasks performed and knowledge required for competent RDA practice.

### Dental Sedation Assistant (DSA) Written Examination

Applied Measurement Services, LLC (AMS) is currently conducting examination development for the DSA examination program. Unlike the initial start-up examination development which utilized dentists and oral surgeons, newly permitted DSAs are participating as subject matter experts in this process.

As of today, AMS has facilitated item writing and item review workshops to increase the number of multiple-choice questions in the item bank. These items/questions will be used to create additional forms of the DSA examination.

AMS expects to conduct an examination construction workshop and a passing score workshop during the month of August.

# Applied Measurement Services, LLC

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August 1, 2013

Department of Consumer Affairs  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

Dear Ms. Fischer:

The purpose of this letter is to provide an update on the Registered Dental Assistant (RDA) contract activities for the Dental Board of California August 26-27, 2013 board meeting.

Recall in 2010, focus group meetings consisting of RDAs were held to construct a new examination plan and to write new multiple-choice items. The examination development occurred in response to newly passed regulations altering the scope of RDA practice.

Since a formal occupational analysis was not performed due to time constraints, the purpose of this contracted project is to collect quantitative data to support the qualitative judgments used to construct the 2010 examination plan.

In addition to building on earlier examination development efforts, this survey process will provide detailed information about the tasks performed and knowledge required for competent RDA practice. This strategy conforms to mandates set forth in Business and Professions Code, section 139.

  
If you have questions about this update or the project, you may contact me either by mobile phone at 530.788.5346 or by email at [Tracy\\_montez@yahoo.com](mailto:Tracy_montez@yahoo.com).

Sincerely,

Tracy A. Montez, Ph.D.,  
President

# Applied Measurement Services, LLC



August 1, 2013

Department of Consumer Affairs  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

Dear Ms. Fischer:

The purpose of this letter is to provide an update on the Dental Sedation Assistant (DSA) contract activities for the Dental Board of California August 26-27, 2013 board meeting.

Recall that the initial start-up examination development for the DSA program was conducted by the Office of Professional Examination Services. This process utilized dentists and oral surgeons as subject matter experts and produced exams beginning in January of 2010.

Currently, Applied Measurement Services, LLC (AMS) is conducting additional examination development for the DSA program. Newly permitted DSAs are participating as subject matter experts in this process. There are approximately twenty DSAs who have successfully passed the DSA examination.

To date, AMS has facilitated item writing and item review workshops to increase the number of multiple-choice questions in the item bank. These items/questions will be used to create additional forms of the DSA examination. Working with DSAs, AMS expects to conduct an examination construction workshop and a passing score workshop during the month of August.

This examination development cycle, including the protocols followed in the workshops, conforms to mandates set forth in Business and Professions Code, section 139.

  
If you have questions about this update or the project, you may contact me either by mobile phone at 530.788.5346 or by email at [Tracy\\_montez@yahoo.com](mailto:Tracy_montez@yahoo.com).

Sincerely,

Tracy A. Montez, Ph.D.  
President



## **Council Item 10**

# **Report on the Board's Plan for Registered Dental Assistant (RDA) Program Re-Evaluations**



## MEMORANDUM

<b>DATE</b>	August 13, 2013
<b>TO</b>	Dental Assisting Council, Dental Board of California
<b>FROM</b>	Sharon Langness, Associate Governmental Program Analyst Marla Rocha, RDA, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>DAC Agenda Item 10:</b> Report on The Board's Plan for Registered Dental Assistant (RDA) Program Re-Evaluations

### **Background:**

Pursuant to California Code of Regulations, Title 16, Section 1070(a)(2), Dental Board of California (Board) approved dental assisting programs and courses are required to be re-evaluated approximately every seven years to ensure compliance with all applicable statutes and regulations for continued Board approval.

### **Staff Report:**

In an effort to meet the requirements of Section 1070(a)(2), Board staff has developed a plan to re-evaluate dental assisting programs and courses. The re-evaluation of programs and courses may include a site visit or may require written documentation that ensures compliance with all regulations. Board staff will send a notification letter to the program or course director approximately 60 days prior to the Board's re-evaluation. The letter will include instructions for the submission of required documentation. The Board will also mail the announcement regarding the re-evaluations to interested parties, place an announcement on the Dental Assisting website, and send an email to those signed up to receive email notifications from the Board.

Additionally, the Board has been recruiting and began training additional subject matter experts (SME) in the dental assisting program and course re-evaluation process, in an effort to expedite the implementation of the plan. A curriculum training session was conducted at the Sacramento Board office in July, and another is scheduled in September. The SME's will also accompany Board staff on site visits for hands-on training, as their work schedules permit.



## **Council Item 11**

### **Update on Abandonment of Applications Rulemaking**



## MEMORANDUM

<b>DATE</b>	August 12, 2013
<b>TO</b>	Dental Assisting Council Members, Dental Board of California
<b>FROM</b>	Marla Rocha, RDA, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>DAC Agenda Item 11:</b> Update on Amending California Code of Regulations, Title 16, Section 1004 Relative to the Abandonment of Applications to Split the Retake of the Registered Dental Assistant in Extended Functions (RDAEF) Examination

### **Background:**

Prior to the establishment of the Dental Assisting Council, the Dental Board of California (Board) appointed members of the dental assisting community to a Dental Assisting Forum (Forum) for the purpose of reviewing issues affecting the dental assisting profession as it related to the Board's licensing and enforcement functions. The Forum would then forward any recommendations to the Board for consideration and action.

At its November 2011 meeting, the Board discussed the Forum's recommendation to split the existing Registered Dental Assistant in Extended Functions (RDAEF) examination into two separate components for the purpose of re-examination. The Board discussed concerns raised by the Department of Consumer Affairs' Office of Professional Examination Services (OPES) and whether California Code of Regulations, Title 16, Section 1004 adequately addressed the time frame within which the application would be abandoned should the re-examination of the failed component of the exam not be taken and passed within two years. The Board's Legal Counsel advised that California Code of Regulations, Title 16, Section 1004 did not adequately address the issue of splitting the examination into two components, and recommended the Board develop a regulatory proposal so that applicants would clearly understand they cannot take the re-examination components more than a specified number of years apart.

At its February 2012 meeting, the Board voted to allow Registered Dental Assistant in Extended Functions (RDAEF) candidates to retake the RDAEF examination in two separate components (practical and clinical), but to continue the current requirement of retaking the entire examination (both the practical and



the clinical) until the Board had a regulation in effect that specifies a 2-year time limit to retake the examination from the date of the prior failure and directed staff to develop regulatory language.

At its May 2012 meeting, the staff presented the Board with proposed language for consideration. The proposed language addressed the issue of separating the examination into two components for the purpose of re-examination. Additionally, the proposed language clearly specified that any applicant for a license who fails to complete application requirements within a specified amount of time would be deemed abandoned and will be required to file a new application. This is because the Board experiences an exorbitant number of incomplete or deficient applications within the Dental Assisting Program and does not have a current regulation in place that clearly provides for the abandonment of incomplete or deficient applications for licensure.

Specifically, the proposed language would:

Amend Section 1004 of Division 10 of Title 16 of the California Code of Regulations (Abandonment of Applications):

1. Splitting of RDAEF Examination for the Purposes of Reexamination:  
This proposal amends Section 1004 by adding subdivision (a)(4) to specify that an application shall be deemed to have been abandoned when a RDAEF applicant, after failing either the clinical or practical component of the examination, fails to take a reexamination of the failed component within two years after the date the applicant was notified of such failure.
2. Abandonment of Incomplete or Deficient Applications  
This proposal amends Section 1004 by adding subdivision (c) to specify that for any other application deficiencies not listed in subdivision (a), an applicant for a license who fails to complete application requirements within one year after being notified by the Board of deficiencies in his or her application, shall be deemed to have abandoned the application and shall be required to file a new application and meet all of the requirements which are in effect at the time of reapplication. This proposal would apply to any application for a license issued by the Board.

**Update on Regulatory Proposal:**

The Board approved this language (please refer to page 4 of this memo) at its May 2012 and directed staff to initiate a rulemaking. The Board reviews regulatory priorities at the beginning of every fiscal year. While this regulatory proposal has been deemed by the Board as a priority, this proposal has been delayed due to other regulatory proposals taking a higher priority due to time sensitivity.

The Council will be kept up to date on this regulatory proposal's progress; however, the responsibility of responding to public comments and adopting the final rulemaking proposal will be conducted during full Board meetings. The Council will be actively involved in the development of all future dental assisting regulatory proposals prepared for the Board's consideration.

**TITLE 16. DENTAL BOARD OF CALIFORNIA  
DEPARTMENT OF CONSUMER AFFAIRS**

**PROPOSED LANGUAGE**

Amend Section 1004 of Division 10 of Title 16 of the California Code of Regulations to read as follows:

**§ 1004. Abandonment of Applications.**

(a) An application shall be deemed to have been abandoned in any of the following circumstances:

(1) The applicant fails to submit the application, examination, or reexamination fee within 180 days after notification by the board that such fee is due and unpaid.

(2) The applicant fails to take the licensing examination within two years after the date his or her application was received by the board.

(3) Except as provided in paragraph (4) of this subdivision, ~~the~~ applicant, after failing the examination, fails to take a reexamination within two years after the date the applicant was notified of such failure.

(4) The Registered Dental Assistant in Extended Functions (RDAEF) applicant, after failing either the clinical or practical component of the examination, fails to take a reexamination of the failed component within two years after the date the applicant was notified of such failure.

(b) An application submitted subsequent to the abandonment of a former application shall be treated as a new application.

(c) For any other application deficiencies not listed in subdivision (a), an applicant for a license who fails to complete application requirements within one year after being notified by the board of deficiencies in his or her application, shall be deemed to have abandoned the application and shall be required to file a new application and meet all of the requirements which are in effect at the time of reapplication.

Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1614, Business and Professions Code.



## **Council Item 12**

**Update on the Proposed  
Regulatory Amendments to  
CCR, Title 16, §§ 1014 and  
1014.1, Relevant to Radiation  
Safety Course Requirements**



## MEMORANDUM

<b>DATE</b>	August 12, 2013
<b>TO</b>	Dental Assisting Council Members, Dental Board of California
<b>FROM</b>	Marla Rocha, RDA, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>DAC Agenda Item 12:</b> Staff Update on the Proposed Regulatory Amendments to California Code of Regulations, Title 16, Sections 1014 and 1014.1, Relevant to Radiation Safety Course Requirements

### **Background:**

At the end of 2012 and the beginning of 2013, Board staff worked with representatives of the California Association of Dental Assisting Teachers (CADAT) on proposed regulatory amendments to California Code of Regulations, Title 16, Sections 1014 and 1014.1 relevant to radiation safety course requirements.

Prior to the Dental Assisting Council (Council) beginning the review of the radiation safety course requirements, CADAT had requested consideration of proposed regulatory amendments to all dental assisting educational program and course requirements as one regulatory package. Due to limitations on staff resources at the time, it was determined that the Council would move forward with proposed regulatory packages in increments rather than one package.

### **Moving Forward with the Regulatory Proposal for Radiation Safety Course Requirements:**

Since hiring a new analyst, staff has been able to further review the needed amendments to radiation safety course requirements as well as other dental assisting educational program and course requirements in need of amendment and addition, including:

- (1) Approval of Registered Dental Assistant Educational Programs (Cal. Code of Regs., Title 16, Section 1070.2);
- (2) Approval of Pit and Fissure Sealant Courses (Cal. Code of Regs., Title 16, Section 1070.3);

- (3) Approval of Coronal Polishing Courses (Cal. Code of Regs., Title 16, Section 1070.4);
- (4) Approval of Ultrasonic Scaling Courses (Cal. Code of Regs., Title 16, Section 1070.5);
- (5) Approval of Infection Control Courses (Cal. Code of Regs., Title 16, Section 1070.6);
- (6) Approval of Orthodontic Assistant Permit Courses (Cal Code of Regs., Title 16, Section 1070.7);
- (7) Approval of Dental Sedation Assistant Permit Courses (Cal Code of Regs., Title 16, Section 1070.8);
- (8) Approval of Registered Dental Assistant in Extended Functions (RDAEF) Educational Programs (Cal. Code of Regs., Title 16, Section 1071); and
- (9) Educational Methodology Course Requirements (New Regulation).

Now that there are available staff resources to dedicate to the development of dental assisting regulatory proposals, staff recommends that the Council discontinue work on the individual regulatory proposal for radiation safety course requirements and begin moving forward with the development of one regulatory proposal amending all of the previously listed programs and courses in addition to the radiation safety course requirements. Staff recommends this course of action to maintain consistency and clarity throughout all of the dental assisting educational program and course requirements.

The Council will be considering recommendations to the Board regarding setting dental assisting regulatory priorities for Fiscal Year 2013-14 during the next agenda item. Staff will provide a listing of the regulatory sections relevant to dental assisting that require action for the Council to prioritize. This list includes dental assisting educational programs and courses. Staff will provide further information and recommendations during the discussion of that agenda item.

Staff would like to thank Council Members and CADAT representatives for their dedication and participation in discussions regarding the proposed amendments to the radiation safety course requirements. Staff will consider all work previously completed on the proposal when developing the radiation safety course requirements as part of one regulatory package pertaining to all dental assisting educational programs and courses.

**Council Action Requested:**

Staff recommends the Council direct staff to discontinue work on the individual regulatory proposal for radiation safety course requirements and begin moving

forward with the development of one regulatory proposal pertaining to all dental assisting programs and courses in addition to the radiation safety course requirements once it is prioritized by the Council and the Board.



## **Council Item 13**

**Discussion and Possible Action  
Regarding Recommendation to  
the Board for Dental Assisting  
Regulatory Priorities for Fiscal  
Year 2013/14**





## MEMORANDUM

<b>DATE</b>	August 13, 2013
<b>TO</b>	Dental Assisting Council, Dental Board of California
<b>FROM</b>	Sharon Langness, Associate Governmental Program Analyst Marla Rocha, RDA, Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>DAC Agenda Item 13:</b> Discussion and Possible Action Regarding Recommendation to the Board for Dental Assisting Regulatory Priorities for Fiscal Year 2013/14

### **Background:**

The Dental Assisting Council of the Dental Board of California (Board) was created through legislation that was a result of the oversight hearings (Sunset Review) conducted by the California Legislature. Senate Bill 540 (Ch 385, Statutes of 2011) required the Dental Board of California to create a seven member Dental Assisting Council (Council).

The Council may periodically review the requirements for dental assistant and dental assistant in extended functions examinations, licensure and renewal, and permits for orthodontic assistants and dental sedation assistants.

Additionally, the Council may review standards and criteria for approval of dental assisting educational programs, courses (including but not limited to radiation safety, coronal polish, pit and fissure sealants, ultrasonic scaling, infection control, orthodontic assistants, and dental sedation assistants), and continuing education.

A major part of what the Council will be doing is vetting issues relating to new and existing regulations; and providing the Board with recommendations for new regulations and/or changes to existing regulations.

The Council conducted its first meeting in May 2012 where Board staff identified several regulations relating to dental assisting that required amendment or adoption. Due to other Board regulatory priorities requiring the attention of the Board's legislative and regulatory analyst, the development of dental assisting regulatory proposals has been put on hold.

Now that the RDA program has hired an additional analyst, more attention can be devoted to regulations affecting the Board's dental assisting program. Staff has identified the following list of needed regulations for the Council to consider prioritizing for FY 2013-14. The Council may then forward a recommendation to the Board for its top regulatory priorities to be considered when the Board establishes its regulatory priorities for FY 2013-14. Staff requests the Board to set regulatory priorities at the beginning of each fiscal year to assist staff in managing workload.

The needed regulations for the Council to consider prioritizing for FY 2013-14 include:

(1) Dental Assisting Educational Programs and Courses:

- (a) General Provisions Governing All Dental Assistant Educational Programs and Courses (Cal. Code of Regs., Title 16, Section 1070);
- (b) Educational Program and Course Definitions and Instructor Ratios (Cal. Code of Regs., Title 16, Section 1070.1);  
Approval of Registered Dental Assistant Educational Programs (Cal. Code of Regs., Title 16, Section 1070.2);
- (c) Approval of Pit and Fissure Sealant Courses (Cal. Code of Regs., Title 16, Section 1070.3);
- (d) Approval of Coronal Polishing Courses (Cal. Code of Regs., Title 16, Section 1070.4);
- (e) Approval of Ultrasonic Scaling Courses (Cal. Code of Regs., Title 16, Section 1070.5);
- (f) Approval of Infection Control Courses (Cal. Code of Regs., Title 16, Section 1070.6);
- (g) Approval of Orthodontic Assistant Permit Courses (Cal Code of Regs., Title 16, Section 1070.7);
- (h) Approval of Dental Sedation Assistant Permit Courses (Cal Code of Regs., Title 16, Section 1070.8);
- (i) Radiation Safety Course Requirements (Cal. Code of Regs., Title 16, Section 1014 and 1014.1
- (j) Approval of Registered Dental Assistant in Extended Functions (RDAEF) Educational Programs (Cal. Code of Regs., Title 16, Section 1071); and
- (k) Educational Methodology Course Requirements (New Regulation).

(2) Dental Assisting Program Application and Examination Requirements:

- (a) Establish Minimum Criteria for Non-Board Approved Programs for RDA Application Qualification per Business and Professions Code Section 1752.1(c) (New Regulation)
- (b) Equivalency Standards for CPR Courses (New Regulation)
- (c) General Application Requirements (Cal. Code of Regs., Title 16, Section 1076)
- (d) RDA Applications (Cal. Code of Regs., Title 16, Section 1077)
- (e) RDAEF Applications (Cal. Code of Regs., Title 16, Section 1077.1)
- (f) General Procedures for Dental Auxiliary Written and Practical Examinations (Cal. Code of Regs., Title 16, Section 1080)
- (g) General Procedures for Dental Auxiliary Clinical Examinations (Cal. Code of Regs., Title 16, Section 1080.1)

- (h) Conduct of Dental Auxiliary Examinations (Cal. Code of Regs., Title 16, Section 1080.2)
  - (i) Dental Auxiliary Licensure Examination Review Procedures; Appeals (Cal. Code of Regs., Title 16, Section 1080.3)
  - (j) RDA Examination (Cal. Code of Regs., Title 16, Section 1081)
  - (k) RDA Practical Examination-Requirements (Cal. Code of Regs., Title 16, Section 1081.1)
  - (l) RDAEF Examination Requirements (Cal. Code of Regs., Title 16, Section 1081.2)
  - (m) Passing Scores (Cal. Code of Regs., Title 16, Section 1083)
  - (n) Orthodontic Assistant Application, Examination and Renewal Requirements (New Regulation)
  - (o) Dental Sedation Assistant Application, Examination and Renewal Requirements (New Regulation)
- (3) Dental Assisting Program Duties and Settings:
- (a) Dental Assistant Duties and Settings (Cal. Code of Regs., Title 16, Section 1085)
  - (b) RDA Duties and Settings (Cal. Code of Regs., Title 16, Section 1086)
  - (c) RDAEF Duties and Settings (Cal. Code of Regs., Title 16, Section 1087)

A complete listing, including summaries, can be found in Attachment 1.

**Action Requested:**

Staff requests that the Council review the needed regulatory proposals and prioritize the list in the order of critical importance. Staff recommends the Council forward a recommendation to the Board for its top priority to be considered when the Board develops its regulatory priorities for FY 2013-14.

## ATTACHMENT 1

Board staff requests the Council review the following subject matters that require rulemakings, and establish a priority list for FY 2013/2014:

**Dental Assisting Educational Programs and Courses (CCR, Title 16, §§ 1070, 1070.1, 1070.2, 1070.3, 1070.4, 1070.5, 1070.6, 1070.7, 1070.8 and 1014, 1014.1)** The Board's Dental Assisting Educational Programs and Courses regulations became effective on November 11, 2011. These regulations were implemented to maintain consistency with the provision contained in AB 2637 (Chapter 499, Statutes of 2008), however Board staff has identified numerous issues with consistency and compatibility with statute and other dental assisting regulations. In order to maintain consistency and clarity throughout all of the Dental Assisting Educational Programs and Courses Requirements, staff believes it would be better to move forward with one large regulatory proposal amending and updating all of the Dental Assisting Programs and Course Requirements at one time.

**Dental Assisting Program Application and Examination Requirements (CCR, Title 16, §§ 1076 – 1081.2, and 1083)** – In November 2009, the Board reviewed and approved two proposals for regulatory changes relative to dental assisting. The first proposal implemented the requirements for Dental Assisting Educational Programs and Courses to maintain consistency with the provision contained in AB 2637 (Chapter 499, Statutes of 2008). The second proposal made necessary amendments to the Dental Assisting Program Application and Examination Requirements to ensure compliance with AB 2637 (Chapter 499, Statutes of 2008). The Board promulgated the Dental Assisting Educational Programs and Courses regulations, with the understanding that once they became effective, the Board would then promulgate the regulations relating to the Dental Assisting Program Application and Examination Requirements. The Board's Dental Assisting Educational Programs and Courses regulation became effective on November 11, 2011. Staff believes in order to maintain consistency and clarity throughout all of the Dental Assisting Application and Examination Requirements that it would be better to move forward with one large regulatory proposal amending and updating all of the Dental Assisting Program Application and Examination Requirements at one time.

**Dental Assisting Program Duties and Settings (CCR, Title 16, § 1085, 1086, and 1087)** – These regulations have not been updated to reflect the new duties set forth in AB 2637 (Chapter 499, Statutes of 2008). The duties and settings for the RDA and RDAEF need to be revised to ensure consistency and compatibility with statute.