



Code of Professional Conduct

The Organization for Safety, Asepsis and Prevention (OSAP), the Dental Assisting National Board, Inc. (DANB) and the Dental Advancement through Learning and Education Foundation (DALE Foundation) established the *OSAP-DANB-DALE Foundation Code of Professional Conduct* ("Code") to promote quality and ethical practice, to advance safety in the workplace, and to assist OSAP-DANB-DALE Foundation Individuals¹ ("Individuals" as defined at the end of this document) in understanding their ethical responsibilities to their stakeholders² (as defined at the end of this document, including definitions of examples of various stakeholders).

All Individuals must abide by this Code and must maintain high standards of ethics and excellence in all areas of professional endeavor.

This Code represents the minimum standard of professional behavior to which all Individuals should adhere, which includes reviewing and upholding the tenets described below. Violating this Code may result in disciplinary action and the imposition of sanctions.

1. Individual Autonomy of and Respect for Others

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

Individuals shall:

- Respect the autonomy of each person, including any stakeholders that their actions affect
- Respect the legal and personal rights, dignity and privacy and all interactions with any affected stakeholders
- Maintain professional boundaries in relationships with stakeholders

2. Health and Well-Being of Others

Individuals have a duty to refrain from harming others. Individuals have a duty to protect the health and well-being of themselves as well as patients, colleagues and customers ("others").

Individuals shall:

- Act in the best interests of others
- Make health and safety the first and most important consideration in all actions and decisions
- Undertake assignments only when qualified and competent to perform them
- Respect the health and safety of themselves and others
- 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

3. Fair Treatment of Others

Individuals have a duty to treat others justly and fairly pursuant to *DANB's Disciplinary Policy & Procedures* and this Code.

In the workplace and in other professional settings, Individuals shall:

- Behave in a manner free from bias and/or discrimination on any basis
- Behave ethically, without any undisclosed conflicts of interest
- Report unethical acts of others

4. Truth

Individuals have a duty to communicate truthfully.

Individuals shall:

- Conduct themselves with honesty and integrity
- Provide stakeholders with complete and accurate dental infection prevention and control information and recommendations

5. Confidentiality

Individuals have a duty to respect the right to confidentiality of each patient, colleague and customer regarding proprietary information of OSAP, DANB, the DALE Foundation, the institution, company or customer.

Individuals shall:

- Maintain confidentiality
- Safeguard all confidential information

6. Duty and Responsibility to the Profession, Community and Society

Individuals have a duty and responsibility to the profession, the community and society to know and act within the law, adhere to government guidelines and standards,³ and assist others to do the same.

Individuals shall:

- Maintain knowledge of and comply with federal, state and local laws, rules, regulations, standards and guidelines that govern Individuals' respective healthcare professions and promote public health and safety
- Refuse to perform duties that violate any applicable federal, state and local laws, rules, regulations, standards or guidelines that govern Individuals' respective healthcare professions and promote public health and safety
- Report violations of any applicable federal, state and local laws, rules, regulations, standards or guidelines that govern Individuals' respective healthcare professions and promote public health and safety directly to the employer and/or to the state dental board, state department of health, OSHA or other appropriate governing agency, by following the violation reporting procedures published on the respective website(s)

Visit the website of the professional regulatory agency in each state (e.g., state dental board, state nursing board). Visit the [State Specific Requirements section of DANB's website](#) to learn about dental assisting requirements by state, or visit the [State Dental Practice Acts database](#) to learn about each state's requirements for all oral healthcare professionals.

Also refer to the websites of any other pertinent professional regulatory agency(ies) in each state (e.g., state nursing board) to learn more about each state's requirements for various healthcare professionals. In addition, some requirements are established at the local level that are more specific/restrictive compared to the federal or state requirements.

7. Duty and Responsibility to OSAP, DANB and the DALE Foundation

Individuals have a duty to adhere to policies and procedures that govern OSAP-DALE Foundation products and services and OSAP-DANB certification programs (see [OSAP-DANB-DALE Foundation Collaboration website](#)), and to report to the OSAP-DANB-DALE Foundation Collaboration those who fail to do so at professionalconduct@danb.org.

Related to OSAP-DALE Foundation products and services:

Individuals **shall**:

- Comply with the OSAP-DALE Foundation Product Agreement
- Uphold the integrity of the OSAP-DALE Foundation Dental Infection Prevention and Control Certificate Program™ (“Certificate Program”) and any OSAP-DALE Foundation continuing education courses by representing any certificate earned with complete accuracy
- Report to professionalconduct@danb.org any misuse or misrepresentation concerning the OSAP-DALE Foundation certificate, or any OSAP-DALE Foundation intellectual property
- Refrain from any action or behavior prohibited in the *DALE Foundation’s User Agreement* or *DANB’s Disciplinary Policy & Procedures*

Individuals **shall not**:

- Attempt to copy, memorize, distribute or otherwise misuse assessment items, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, before, during or after taking any OSAP-DALE Foundation assessment or continuing education course
- Attempt to obtain or earn – or assist others in obtaining or earning eligibility – eligibility, the OSAP-DALE Foundation Certificate or continuing education credits through deceptive means, including but not limited to submitting to OSAP, the DALE Foundation, 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 OSAP-DALE Foundation certificate or verification of participation

Related to OSAP-DANB products and services:

Individuals **shall**:

- Maintain knowledge of OSAP-DANB certification and recertification requirements
- Uphold the integrity of OSAP-DANB certifications by accurately representing certification marks earned without misuse or misrepresentation
- Report to professionalconduct@danb.org any misuse or misrepresentation concerning OSAP-DANB certification marks or DANB intellectual property
- If certified, maintain OSAP-DANB certification in accordance with the requirements established by DANB

Individuals **shall not**:

- Engage in cheating or other dishonest behavior that violates exam security (including attempting to memorize, distribute or otherwise misuse an exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, or by displaying, discussing, sharing or otherwise misusing exam items or any part of the exam) for any purpose before, during and/or after an exam appointment
- Attempt to obtain or maintain – or assist others in obtaining or maintaining – eligibility, certification or recertification through deceptive means, including but not limited to submitting to OSAP, 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 OSAP-DANB certificate
- Violate this Code and/or *DANB’s Code of Professional Conduct*, including but not limited to commission of any act specifically prohibited in *DANB’s Disciplinary Policy & Procedures*

Definitions

¹**OSAP-DANB-DALE Foundation Individuals (“Individuals”)** refers to all OSAP-DALE Foundation purchasers, learners, assessment candidates and those who complete OSAP-DALE Foundation continuing education courses or the OSAP-DALE Foundation Dental Infection Prevention and Control Certificate Program or OSAP-DANB exam applicants, exam candidates and certificants.

²**Stakeholders** refers to the groups and individuals with an interest in the quality, governance and operation of an educational or credentialing program. For the purposes of the OSAP-DANB-DALE Foundation Collaboration, stakeholders include but are not limited to students, purchasers, learners, assessment candidates, certificate holders, exam applicants, exam candidates, certificants, researchers, educators, consultants, industry trade professionals, customers, patients, clinicians, employers, professional colleagues, the healthcare professions, state and federal agencies (including regulatory bodies and the military), and the public, where:

Purchasers refers to those individuals who purchase a dental infection prevention and control product from OSAP, the DALE Foundation or DANB on behalf of an individual, institution, organization, agency or corporation.

Learners refers to those individuals who are authorized to access OSAP-DALE Foundation products.

Assessment candidates refers to those individuals who have applied for and are qualified to take the OSAP-DALE Foundation eHandbook Assessment™ but have not yet taken the assessment.

OSAP-DALE Foundation Dental Infection Prevention and Control Certificate holders refers to those who have successfully completed all steps required to hold this certificate.

Exam applicants refers to those individuals who declare interest in earning an OSAP-DANB certification by beginning an application.

Exam candidates refers to those individuals who have applied for and are qualified to take the OSAP-DANB Certified in Dental Infection Prevention and Control® (CDIPC®) or Dental Industry Specialist in Infection Prevention and Control™ (DISIPC™) exam but who have not yet taken an exam.

OSAP-DANB certificants refers to those holding and maintaining the CDIPC and/or DISIPC certifications.

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 the OSAP-DANB CDIPC recertification requirements established by DANB

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 the OSAP-DANB DISIPC recertification requirements established by DANB

3Examples of Key Guidelines and Standards

FEDERAL

Centers for Disease Control and Prevention (CDC) (www.cdc.gov)

Established in 1946, CDC was formed to increase the health security of the United States. To accomplish its mission, CDC conducts critical science and provides health information that protects the U.S. against expensive and dangerous health threats and responds when these arise. The OSAP-DANB-DALE Foundation Collaboration considers these CDC publications and ongoing COVID-19 Guidance documents to be CDC publications most relevant to OSAP-DANB-DALE Foundation Individuals:

- *CDC Guidelines for Infection Control in Dental Health-Care Settings (2003)*
- *CDC Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care (2016)*

Occupational Safety and Health Administration (OSHA) (www.osha.gov)

Following the Occupational Safety and Health Act of 1970, OSHA was established to assure as far as possible every working man and woman in the nation (U.S.) safe and healthful working conditions, with the goal of saving lives, preventing injuries and illnesses and protecting the health of the American worker. The OSAP-DANB-DALE Foundation Collaboration considers these OSHA publications and ongoing COVID-19 Guidance documents to be OSHA publications most relevant to OSAP-DANB-DALE Foundation Individuals:

- *OSHA Bloodborne Pathogens Standard (1910.1030)*
- *OSHA Hazard Communication Standard (Code of Federal Regulations #29, Part 1920)*

STATE AND LOCAL

Visit the website of the professional regulatory agency in each state (e.g., state dental board, state nursing board). Visit the [State Specific Requirements section of DANB's website](#) to learn about dental assisting requirements by state, or visit the [State Dental Practice Acts database](#) to learn about each state's requirements for all oral healthcare professionals.

Also refer to the websites of any other pertinent professional regulatory agency(ies) in each state (e.g., state nursing board) to learn more about each state's requirements for various healthcare professionals. In addition, some requirements are established at the local level that are more specific/restrictive compared to the federal or state requirements.