



Higher National Unit specification

General information for centres

Unit title: Health and Safety: Dental Workplace Experience

Unit code: F1XJ 33

Unit purpose: This Unit is designed to meet the range of skills required of candidates working in a dental environment in relation to Health and Safety responsibilities and legal obligations. Practical work experience is essential for this Unit. Candidates will develop knowledge of the main issues relating to Health and Safety in dental environments. Candidates will be equipped to deal with a number of emergency situations which could occur in the dental environment.

On completion of the Unit the candidate should be able to:

- 1 Outline the Health and Safety legislation and related issues for workers in the dental environment.
- 2 Implement health and safety procedures in the dental environment.
- 3 Respond to incidents and emergencies in the dental environment.

Credit points and level: 1 HN credit at SCQF level 6: (8 SCQF credit points at SCQF level 6*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Candidates should have good communication skills, both written and oral. These may be evidenced by the achievement of nationally recognised qualifications for example Standard Grade English or a qualification equivalent to SCQF level 5 or by the completion of a pre-course interview part of which could take the form of a written assignment.

Core Skills: There may be opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: This Unit is specifically designed for delivery as part of mandatory section of the PDA Dental Administrator at SCQF level 6. It may also be delivered as a stand-alone Unit for Continuing Professional Development.

Assessment: There are three instruments of assessment for this Unit. Outcome 1 could be assessed by a written assignment in the form of a report on health and safety based on a dental workplace. Outcome 2 could be assessed by oral or written questions and observation of workplace performance. Observation of practice could be done by a college tutor, expert witness, or other qualified individual. Outcome 3 may be assessed by a series of short questions which could include multiple choice.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Outline the Health and Safety legislation and related issues for workers in the dental environment

Knowledge and/or Skills

- ◆ Legislation relating health and safety in the workplace
- ◆ Health and safety policy
- ◆ Safe working practices
- ◆ Hazards in a dental practice
- ◆ Risk assessment
- ◆ Safe Storage of equipment and materials
- ◆ Procedures for dealing with emergencies

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ explain Health and Safety legislation relevant to the dental environment
- ◆ describe safe working practices in the dental environment
- ◆ identify hazards in the dental environment

Assessment Guidelines

This Outcome could be assessed by a written assignment in the form of a report on health and safety based on a dental workplace. The report should be between 500–750 words.

Outcome 2

Implement health and safety procedures in the dental environment

Knowledge and/or Skills

- ◆ Health and Safety and Fire Safety checks
- ◆ Decontamination procedures
- ◆ Blood spillage/leakage (patient-related)
- ◆ Cleaning (managing and cleaning up leakages)
- ◆ Disinfection/sterilisation of instruments/equipment

Higher National Unit specification: statement of standards (cont)

Unit title: Health and Safety: Dental Workplace Experience

- ◆ Procedures/ordering of supplies
- ◆ Dental radiography
- ◆ Clinical Waste disposal
- ◆ Record keeping for auditing purposes
- ◆ PUWER /COSHH
- ◆ Manual Handling

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ demonstrate health and safety and fire checks
- ◆ describe decontamination procedures
- ◆ understand the hazards of ionising radiation
- ◆ identify appropriate action for a minimum of three incidents
- ◆ complete H&S records

Assessment Guidelines

This Unit could be assessed by a oral or written questions and observation of practice.

Outcome 3

Respond to incidents and emergencies in the dental environment

Knowledge and/or Skills

- ◆ Needlestick injuries
- ◆ Medical emergencies
- ◆ Health and safety incidents
- ◆ Common medical incidents
- ◆ Record keeping/reporting procedures

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ outline procedures to minimise needlestick injuries
- ◆ outline procedures for dealing with two Health & Safety incidents
- ◆ outline procedures for dealing with two medical incidents
- ◆ explain how to respond to two medical emergencies

Assessment Guidelines

The Outcome could be assessed by a series of short questions which could include multiple choice.

Administrative Information

Unit code: F1XJ 33

Unit title: Health and Safety: Dental Workplace Experience

Superclass category: PL

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Higher National Unit specification: support notes

Unit title: Health and Safety: Dental Workplace Experience

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

Outcome 1

Relevant legislation could include:

Health and Safety at Work Act

Primary care medical and dental practitioners have legal obligations under the Health and Safety at Work Act 1974 (HSWA). They have a duty to protect their employees and others that may be affected by their work activities such as contractors, agency staff, patients and visitors. Under HSWA employers must ensure their employees are appropriately trained and proficient in the procedures necessary for working safely. Employees have duties to comply with systems and procedures put in place by employers to ensure their health, safety and welfare; they also have a duty not to do anything that would put others at risk.

Management of Health and Safety at Work Regulations

Under the Management of Health and Safety at Work Regulations 1999, employers must carry out a risk assessment and must have arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. They must also provide their employees with adequate health and safety training. The Medical Devices Agency have recently published a helpful booklet on risk assessment related to devices for GPs and Dentists entitled '*Devices in Practice: A Guide for Health and Social Care Professionals*'.

Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations 1999 are designed to protect employees against recognised hazards. COSHH requires employers to control hazardous substances to protect employees and others who may be exposed from work activities. Where prevention is not reasonably practicable, employers must take steps to eliminate, reduce or control the risk of exposure by using the measures listed in Schedule 3 to the Regulations. These measures include: the design of work processes and engineering control measures so as to prevent or minimise exposure in the work place; instituting means for safe collection, storage and disposal of waste; and specifying procedures for taking, handling and processing contaminated samples. Employers must carry out a risk assessment considering all the factors pertinent to the work and make an informed and valid judgement about the risks, the steps that need to be taken to achieve and maintain adequate control, and whether health surveillance is necessary.

Higher National Unit specification: support notes (cont)

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Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

RIDDOR requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents. The information collected enables the enforcing authorities to identify where and how risks arise and investigate serious accidents. The enforcing authorities can then help and advise on prevention action to reduce injury, ill health and accidental loss. Accidents (including physical violence) connected with work and which result in an over three day injury to an employee or self-employed person must be reported to the enforcing authority. Reportable work-related diseases must be reported to the enforcing authority under RIDDOR as should incidents or accidents which do not result in a reportable injury, but which clearly could have done.

The Ionising Radiation (Medical Exposure) Regulations 2000

This states that *practitioners* and *operators* should have successfully completed training, including theoretical knowledge and practical experience in:

- ◆ radiation production, radiation protection and statutory obligations relating to ionising radiations, as are relevant to their functions as practitioner or operator
- ◆ diagnostic radiology as relevant to their specific area of practice

Working Time Regulations

The Working Time Regulations are an important addition to health and safety protection for workers. Government policy favours maximum flexibility in implementation but believes that all workers should be protected from the risks of working long hours, which could affect their health and safety. The Regulations protect the most vulnerable workers against working excessive hours and gives a right to rest breaks, rest periods away from work and paid annual leave. While many of their staff will be covered general medical and dental practitioners are classed as self employed and are therefore excluded from the scope of the Working Time Regulations which implement the EC Working Time Directive (93/104/EC).

Disability Discrimination Act

The Disability Discrimination Act deals with discrimination against disabled people — that is, when someone treats a disabled person less favourably than someone else without justification, for a reason related to their disability. Discrimination also occurs if, without justification, a ‘reasonable adjustment’ for the disability is not made. The Act applies to all those who provide goods, facilities and services to the public.

Higher National Unit specification: support notes (cont)

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Risk Assessment

- ◆ look for hazards
- ◆ decide who might be harmed and how
- ◆ evaluate the risks arising from the hazards and decide whether existing precautions are adequate or should more be done
- ◆ record the findings
- ◆ review the assessment at regular intervals and revise it if necessary

The most effective risk management procedure is the **elimination of the hazard** by using an alternative method (eg replacement of difficult to sterilize instruments with single use disposable items), followed in turn by **isolation of the hazard** using design and engineering controls (eg safety needle retraction devices). When engineering controls are unavailable or inappropriate then **work practice controls** (eg hand hygiene, personal protective equipment) and **work behaviour controls** that result in safer practices (eg single handed recapping of needles) can be introduced.

Administrative controls such as infection control policies and quality assurance standards (eg validation of sterilisation cycles, legislation on waste disposal) can be used to protect individuals, communities and the environment from infectious hazards. This hierarchy of control and prevention strategies forms the foundation for all infection control and safety management in primary dental care.

Outcome 2

Common Procedures could include:

- ◆ disinfection procedures
- ◆ spillage procedures
- ◆ equipment decontamination
- ◆ personal Protective Equipment
- ◆ radiation
- ◆ disposal of waste

Exemplification of Procedures:

- ◆ spillage procedures Blood and body fluid spillages must be dealt with immediately. The size of the spill (spot, small (<30ml) or large spill) will determine the management. The majority of blood and body fluid spills in the dental surgery are likely to be spots and splashes.
- ◆ equipment decontamination — all instruments selected for use even if they were not actually used must be cleaned and sterilized. Steam sterilisation is the most practicable method for sterilizing reusable
- ◆ personal Protective Equipment such as protective clothing and eyewear and disposable gloves are worn as a barrier to prevent the transmission of microorganisms between patients and the dental team. The type of protective clothing required will depend upon the potential risks associated with the planned task. Legally it is the health care worker's responsibility to assess this risk and decide upon the necessary clothing as appropriate. However, the employer must provide suitable PPE that must be freely and readily available for use.

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- ◆ disposal of waste — good clinical waste management is essential in every practice to reduce the risk to staff, patients and visitors and to protect the environment. It is the responsibility of the person generating waste to ensure that it is segregated according to the national guidelines
- ◆ decontamination is a combination of processes including cleaning, sterilisation or disinfection and storage used to render a reusable item safe
- ◆ disinfection: reduces the microbial load to level, which makes the disinfected object safe to handle
- ◆ sterilisation: killing and removal of all micro-organisms including bacterial spores

Accurate Record keeping is essential. Some incidents, eg radiation contamination, accidents endangering health require to reported to statutory authorities (HSE) and candidates must be aware of their potential responsibilities. Records could include:

- ◆ records of sterilisation procedure
- ◆ records of incidents & emergencies
- ◆ records of risk assessments and other procedural issues
- ◆ clinical governance framework

Outcome 3

This Outcome should cover a range of common emergencies likely to occur in a dental environment and organisational procedures in place to deal with them. Whilst candidates are not expected to be First Aiders, they should be familiar with the organisational procedures in place to deal with emergencies and incidents and understand their role and boundaries of responsibilities. When medical emergencies occur in the dental setting they require a sound understanding of what action to take, to ensure that the emergency is dealt with quickly. Medical problems/incidents which may present during dental treatment might include:

- ◆ asthma
- ◆ anaphylaxis
- ◆ hypoglycaemia
- ◆ epilepsy
- ◆ bleeding
- ◆ faints
- ◆ angina/heart attack
- ◆ choking and aspiration
- ◆ panic attack/hyperventilation

Higher National Unit specification: support notes (cont)

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Common health and safety incidents which may occur could include:

- ◆ needlestick injury
- ◆ exposure to potentially harmful fluids, eg blood
- ◆ spillages/leakages eg, chemicals, cleaning materials
- ◆ cross infection
- ◆ latex allergy
- ◆ dental radiography — exposure and risk prevention
- ◆ exposure to and disposal of clinical waste

Guidance on the delivery and assessment of this Unit

All Outcomes must be demonstrated in the context of the workplace, either the candidate's own workplace or an appropriate placement, or, in exceptional circumstances, simulated exercises in a setting which replicates the dental environment.

Delivery of the Unit could include practical exercises in dealing with common emergencies. The following is an example of how to deal with an emergency procedures to follow in the Event of a 'Needlestick' or similar Sharp-Induced Injury

- ◆ encourage bleeding of puncture wound by gentle squeezing, not sucking of the area
- ◆ wash the affected area with soap and clean, warm running water, do not scrub
- ◆ where appropriate, treat mucosal surfaces, mouth and conjunctiva of the eyes, by rinsing with clean, warm running water or sterile saline, do not rub or abrade the site
- ◆ do not swallow liquid used for rinsing the affected site
- ◆ dry and protect the injury site with appropriate dressings

Opportunities for developing Core Skills

There may be opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

- ◆ Communication: could be evidenced via the candidate's written assignment and oral answers to questions
- ◆ Problem Solving: Critical thinking, planning and organising, reviewing and evaluating could be evidenced through the candidate's written assignment on Health and Safety
- ◆ Information Technology: Could be evidenced through input, storage and processing information and data, essential in a Health and Safety management system

Open learning

This Unit requires aspects of skills and knowledge to be demonstrated in the workplace and can only be achieved by the candidate being in the workplace. The Unit does not necessitate attendance at an educational institution and the underpinning knowledge could be delivered by open, distance or online learning.

Higher National Unit specification: support notes (cont)

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Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Health and Safety: Dental Workplace Experience

This Unit is designed to enable you to develop knowledge of the legislation and procedures relating to Health and Safety in a dental environment. You will learn about safe working practices and the main issues and hazards relating to Health and Safety in dental environments, how to assess risks and identify measures to reduce or eliminate risk. You will be equipped to deal with a number of medical and other emergency situations which could occur in the dental environment.

For this Unit you are required to be in a dental workplace. You will apply your learning to the workplace.

There are three instruments of assessment for this Unit. Outcome 1 may be assessed by a written assignment in the form of a report on health and safety in a dental environment. The report should be around 500–750 words. Outcome 2 may be assessed by oral or written questions and observation of workplace performance. Outcome 3 may be assessed by a series of short questions which could include multiple choice questions.