



Higher National Unit specification

General information for centres

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment

Unit code: F1XM 35

Unit purpose: This Unit is designed to meet the range of skills required of candidates managing Health and Safety in a dental environment. The Unit will enable candidates to have an awareness of the current policies and legislation relating to Health and Safety, including infection control, in a dental environment

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

- 1 Develop and maintain individual and organisational competence in Health and Safety matters.
- 2 Determine and implement Health and Safety risk control measures.
- 3 Monitor, review and audit the Health and Safety policy and Infection control policy.

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

**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 Higher English or a qualification equivalent to SCQF level 6 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 the Core Skills in this Unit although there is no certification of Core Skills or Core Skills components

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. This is a mandatory Unit in the Professional Development Award PDA Dental Managers at SCQF level 8. It may also be delivered as a stand-alone Unit for Continuing Professional Development purposes.

Assessment: This Unit may be assessed holistically. All Outcomes for this Unit may be assessed jointly by an assignment in the form of a report which should be no more than 1,500–2,000 words in length.

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

Develop and maintain individual and organisational competence in Health and Safety matters

Knowledge and/or Skills

- ◆ Relevant Legislation and related Statutory requirements
- ◆ Common hazards in the dental environment
- ◆ Safe systems of work in the dental environment
- ◆ Risk assessment
- ◆ Compliance with all relevant statutory legislation
- ◆ CPD requirements of staff in the dental environment in relation to Health and Safety

Evidence Requirements

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

- ◆ outline individual and organisational responsibilities under the Management of Health and safety at Work regulations
- ◆ analyse functions, activities and tasks within the dental environment in order to develop and implement risk assessments
- ◆ monitor and review procedures in order to identify deficiencies
- ◆ implement improvements to policy and procedures

Assessment Guidelines

An assignment which could be combined with Outcomes 2 and 3 in the form of a report to show that the candidate can determine and implement Health and Safety competence in the dental environment. The report should be between 1,500–2,000 words.

Higher National Unit specification: statement of standards (cont)

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment

Outcome 2

Determine and implement Health and Safety risk control measures

Knowledge and/or Skills

- ◆ Modes of infection and cross infection
- ◆ Decontamination methods
- ◆ Waste disposal measures in the dental environment
- ◆ Safe systems of work in the dental environment
- ◆ Risk control measures
- ◆ Statutory requirements and General Dental Council (GDC) policy and guidance on Health and Safety

Evidence Requirements

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

- ◆ implement risk control measures
- ◆ evaluate the effectiveness of risk control systems
- ◆ suggest improvements to policy and procedures
- ◆ act in accordance with legislation and GDC policy and guidance

Assessment Guidelines

An assignment which could be combined with Outcomes 1 and 3 in the form of a report to show that the candidate can determine and implement Health and Safety competence in the dental environment. The report should be between 1,500–2,000 words.

Outcome 3

Monitor, review and audit the Health and Safety policy and Infection control policy

Knowledge and/or Skills

- ◆ Roles and responsibilities
- ◆ Quality Assurance and Quality Improvement principles
- ◆ Policy and regulatory framework

Higher National Unit specification: statement of standards (cont)

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment

Evidence Requirements

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

- ◆ evaluate their own role and the roles of key people in their organisation or workplace
- ◆ explain the key principles of quality assurance and quality improvement
- ◆ carry out an internal audit of health and safety and infection control procedures and provide examples of managing three operational procedures in relation to health and safety and infection control. An explanation of the legislation, policies and any guidance, which relates to these must be included

Assessment Guidelines

An assignment which could be combined with Outcomes 1 and 2 in the form of a report to show that the candidate can determine and implement Health and Safety competence in the dental environment. The report should be between 1,500–2,000 words.

Administrative Information

Unit code:	F1XM 35
Unit title:	Oral Health Care: Managing Health and Safety in a Dental Environment
Superclass category:	PL
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History of changes:

Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment

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

For Outcomes 1–3

This Unit should cover all aspects of Health and Safety in the workplace with particular reference to dental-specific considerations and the manager's responsibilities in relation to H&S, eg, for the provision of:

Procedures/equipment

Additional protective equipment including types of personal protective equipment such as visors, protective eyewear and radiation protective equipment; **Personal protective clothing** including items such as plastic aprons, gloves — both clean and sterile, eyewear, footwear, dresses, trousers and shirts and all-in-one trouser suits, gowns. These may be single use disposable clothing or reusable clothing; **Exposure prone procedures**, procedures that involve contact with bodily fluids from an individual that may be infected; **Clinical work areas**, including ward area, treatment room, operating theatre, sterile services department, work areas that are used by individuals eg living rooms, bedrooms, day rooms; **Contamination**, including items contaminated with body fluids, chemicals or radionuclides. Any pack/item opened and not used should be treated as contaminated; **Standard precautions and health and safety measures**, a series of interventions which will minimise or prevent infection and cross infection, including hand washing/cleansing before during and after the activity; use of personal protective clothing and additional protective equipment when appropriate. This will also include handling contaminated items including disposing of waste and untoward incident procedures.

Risk assessment

A working understanding of the risks which are present in clinical work areas and how they can be minimised; a working understanding of how to identify risk when planning work activities and undertaking work in a way which minimises them; a working understanding of how to undertake a risk assessment in your clinical work area; a working understanding of the health, safety and security risks which may occur and the appropriate action to take when they do (eg take action oneself to limit the effect of the risk, call someone else more able to deal with the risk).

Higher National Unit specification: support notes (cont)

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment

Specific to decontamination facilities/controlled environment

A working understanding of the difference between clean and other areas of the decontamination facility; a working understanding of how to maintain the environment to enable the Unit to meet the requirements specified in the Standards and Practice Manual issued by the ISSM (The Institute of Sterile Services Management); a working understanding of reasons why access to various areas of the department is restricted; a working understanding of how to ensure the traceability of all equipment received into the controlled environment; a working understanding of why it is important to maintain positive air pressure in the controlled environment; factual understanding of the basic system of filtered air circulation with positive pressure changes to other areas; working understanding of why stock is transferred through hatch or air locks; working understanding of why stock holding is limited in the controlled environment; factual understanding of the risk to articles posed by particles in the controlled environment.

Records and documentation

A working understanding of the records that have to be kept in relation to health, safety and security; a working understanding of the importance of completing records accurately, legibly and completely; a working understanding of the importance of immediately reporting any issues which are outside your own sphere of competence without delay to relevant staff and/or the relevant regulatory authority (HSE).

Legislation should include:

- ◆ Health and Safety at Work Act
- ◆ Management of Health and Safety at Work Regulations
- ◆ Control of Substances Hazardous to Health (COSHH)
- ◆ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- ◆ Working Time Regulations
- ◆ Disability Discrimination Act

Under existing legislation, employers have a duty to provide a safe working environment. They also have a responsibility to ensure the tasks and activities carried out in the workplace are properly risk assessed and action taken to minimise risk to the health and safety of staff and others using the premises. The ultimate legal responsibility rests with the General Medical or Dental Practitioner. While that legal responsibility cannot be delegated, General Medical and Dental Practitioners will wish to ensure that they have a structure in place which promotes and develops health and safety with staff. That structure should include appropriate audit and monitoring arrangements to make sure that current health and safety practices and procedures are working.

Higher National Unit specification: support notes (cont)

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment

Statutory Requirements should include (available on www.scottishdental.org):

- ◆ Special Waste Regulations 1996
- ◆ Hand Hygiene Policy & Procedure — Health Protection Scotland (2007)
- ◆ Control of the Environment Policy & Procedure — Health Protection Scotland (2007)
- ◆ Guidance for Clinical Health Care Workers: Protection Against Infection with Blood-borne Viruses
- ◆ Decontamination Into Practice — Cleaning of Dental Instruments (published March 2007)

There are a number of statutory and regulatory bodies which monitor aspects of NHS and/or private dentistry in Scotland. This includes monitoring quality of dental treatment, educational provision for newly-qualified dentists and quality of dental practices. Key regulatory bodies are listed below:

The General Dental Council (GDC) — regulates all dental care professionals (DCPs). Following public consultation the GDC has agreed that DCPs will be required to complete and record 150 hours of CPD every five years.

CPD requirements of staff:

- ◆ medical emergencies (10 hours per cycle)
- ◆ disinfection and decontamination (5 hours per cycle)
- ◆ radiography and radiation protection (5 hours per cycle)

Useful websites include:

- ◆ General Dental Council www.gdc-uk.org
- ◆ **Scottish Executive** — NHS practice inspections, compulsory audit. www.scotland.gov.uk
- ◆ **Practitioner Services (PSD), on behalf of the Scottish Dental Practice Board** — authorises payments for NHS dentistry, patient examinations to check treatments and monitors quality www.show.scot.nhs.uk/psd
- ◆ **Scottish Dental Practice Board (SDPB)** — sets operational policy on authorising payments to dentists and monitoring NHS dentistry www.show.scot.nhs.uk/psd/sdpb
- ◆ **NHS Education for Scotland** — inspects NHS dental practices for vocational training or general professional training. www.nes.scot.nhs.uk

Guidance on the delivery and assessment of this Unit

Delivery should be candidate-centred and take account of actual workplace practice wherever possible and appropriate. Candidates should be working in a dental environment or have access to a placement which allows them sufficient opportunity to meet the requirements of the Unit. Where examples taken from candidates' own work experience are used, candidates should be made aware of the need for confidentiality of information to be maintained. Individual study should be encouraged. The use of case study materials (simulated or based on actual organisational policies and procedures) and practical exercises may assist in the delivery of the Unit.

Higher National Unit specification: support notes (cont)

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It is recommended that the Unit be assessed holistically. All Outcomes for this Unit may be assessed jointly by an assignment in the form of a report which should be no more than 1500–2000 words in length.

Opportunities for developing Core Skills

There is no automatic certification of Core Skills in this Unit. However, there are clear opportunities to develop aspects of Core Skill components in:

- ◆ Communication (Written, all outcomes)
- ◆ Problem Solving (Analysis, Outcomes 1 and Evaluation Outcome 2)
- ◆ Communication: Will be evidenced via the candidates written assignments
- ◆ Problem Solving: Critical thinking, planning and organising, reviewing and evaluating could be evidenced through the candidate's written assignment on Health and Safety
- ◆ Aspects of Information Technology could be evidenced through input, storage and processing information and data, essential to a Health and Safety management system

Open learning

Due to the nature of the competences being developed in this Unit, practical work experience is essential. However, the knowledge aspects of this Unit could be suitable for delivery in a variety of modes including open, distance and blended learning

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: Oral Health Care: Managing Health and Safety in a Dental Environment

This Unit is designed to enable you acquire the knowledge and skills needed to monitor evaluate and improve the Health and Safety and Infection Control Policies in a dental environment in order to comply with legislation, policies and any guidance which relate to these. You will also have the opportunity to develop aspects of Core Skills particularly in Communication and Problem Solving.

On completion of the Unit you should be able to:

- 1 Develop and maintain individual and organisational competence in Health and Safety matters.
- 2 Determine and implement Health and Safety risk control measures.
- 3 Monitor, review and audit the Health and Safety policy and Infection control policy.

All the Outcomes for this Unit may be assessed jointly by an assignment which could be the production of a report based on workplace practice. Practical work experience is essential for this Unit.