



## Higher National Unit specification: general information

This Graded Unit has been validated as part of the HND in Dental Nursing. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

**Graded Unit title:** Dental Nursing: Graded Unit 2

**Graded Unit code:** FN3N 35

**Type of Graded Unit:** Project

**Assessment Instrument:** Investigation

**Publication date:** June 2011

**Source:** Scottish Qualifications Authority

**Version:** 02

## Unit purpose

This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND in Dental Nursing:

- ◆ to examine a range of theoretical and practice based perspectives relating to advanced practice and management in a dental environment
- ◆ to consolidate knowledge and skills
- ◆ to develop study, organisation and research skills
- ◆ to demonstrate clearly the importance of collaborative working and integrative practice
- ◆ to understand quality indicators and the processes by which good practice is measured and disseminated

## General information (cont)

### Recommended prior knowledge and skills

It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- 1 Creating a Culture of Customer Care
- 2 Legal Protection of NHSS Patient Data
- 3 Oral Health Care: Managing Health & Safety in a Dental Environment
- 4 Oral Health Improvement
- 5 Dental Nursing: Preparing a Practice for Inspection
- 6 Stress Management

### Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 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.*

### Core Skills:

The achievement of this Unit gives automatic certification of the following:

Problem Solving @ SCQF level 6

There are also opportunities to develop aspects of the Core Skills of Communication and Working with Others in this Unit.

### Assessment

This Graded Unit will be assessed by the use of an investigation which will include:

- ◆ a plan of action
- ◆ an investigation report with conclusions and recommendations
- ◆ a reflection of the candidate's role in the process

The investigation should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Group Award that this Graded Unit covers.

Candidates must:

- ◆ select a topic for the investigation based on year two mandatory Units
- ◆ produce a working brief which will be presented with an action planning document to include how information will be gathered by a negotiated date
- ◆ carry out the investigation
- ◆ evaluate the investigation

## General information (cont)

The investigation should sample topics and issues from the mandatory Units. Some examples are listed below.

<b>Unit Title</b>	<b>Topics/Issues</b>
Creating a Culture of Customer Care	Dealing with Customer Care problems
Legal Protection of NHSS Patient Data	Access to Health Records Act
Oral Health Care: Managing Health & Safety in a Dental Environment	Roles and Responsibilities
Oral Health Improvement	Role and boundaries of the Dental Nurse in an Oral Health Assessment
Dental Nursing: Preparing a Practice for Inspection	Complaints Procedures
Stress Management	Appropriate strategies for managing stress in candidate's workplace

# Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

**Graded Unit title:** Dental Nursing: Graded Unit 2

## Conditions of assessment

The candidate should be given a date for completion for each stage of the investigation. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage. If the date is not met then the training provider's internal policy on missed dates will apply.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

At this level, candidates should work independently. It is up to the centres to take reasonable steps to ensure that the project is the work of the candidate. For example, centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc. is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

## Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Dental Nursing: Graded Unit 2

The topic for the investigation should be left to the candidate but the study must allow the candidate to integrate knowledge and skills from the Units that contribute to the Graded Unit and should reflect current best practice.

### Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence for the three essential stages of Planning, Developing and Evaluating, that is comprehensive, integrated and logical</li> <li>◆ is highly focused throughout on the objectives of the investigation</li> <li>◆ carefully selects information from a variety of sources to provide strong and valid reasons to support points made</li> <li>◆ demonstrates understanding of concept and issues relating to the dental environment and uses these accurately and relevantly to support points made</li> <li>◆ is clear and well structured throughout and language is of a high standard in terms of level, accuracy and technical content</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence of the three essential stages of Planning, Developing and Evaluating, and is produced to an adequate standard</li> <li>◆ meets the objectives of the investigation but not in a consistent or fully comprehensive manner</li> <li>◆ uses information from a limited source and in a manner which does not always support reasons given</li> <li>◆ makes limited reference to concepts and issues related to the dental environment which may not always be used accurately nor fully relevantly</li> <li>◆ is satisfactorily structured and language is adequate in terms of level, accuracy and technical content</li> </ul>
<ul style="list-style-type: none"> <li>◆ includes a careful and considered reflection on the investigation which informs realistic recommendations</li> <li>◆ demonstrates the candidate's ability to work autonomously</li> </ul>	<ul style="list-style-type: none"> <li>◆ has some limited reflection which does not provide a comprehensive basis for realistic recommendations for the future</li> <li>◆ has demonstrated independent learning</li> </ul>

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Dental Nursing: Graded Unit 2

In the case of this graded Unit, the planning stage is allocated 25 marks, the developing stage 50 marks and the evaluation stage 25 marks.

A = 70%–100%

B = 60%–69%

C = 50%–59%

**NOTE** — The candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Dental Nursing: Graded Unit 2

### Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

**NOTE:** The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 25% of total mark	<p>This stage is worth <b>25 marks</b>. The candidate <b>must</b> achieve all of the minimum evidence specified below to pass the planning stage. The planning stage is assessed by a short planning document. The tutor's role is as a facilitator and so to gain high marks the candidate must demonstrate a high degree of autonomy in planning activities. The level of support required would be reflected in the grade given. If significant tutor support is required in any of the project stages, the candidate would not be awarded an 'A' grade as the level of independent working would not accord with the guidance on grading candidates in the Graded Unit specification.</p> <p>The candidate must submit an action plan that includes:</p> <ol style="list-style-type: none"> <li>1 the title of the investigation</li> <li>2 the aims and objectives of the investigation, stating the anticipated benefit to the organisation</li> <li>3 the timescale for achieving these aims and objectives</li> <li>4 the reason for choice of investigation including identifying the main issues and demonstrating relevance to main aims of the HND Dental Nursing Award</li> <li>5 identification of the methods of research and sources to be used</li> <li>6 methods of investigation to be used with justification for their choice</li> <li>7 sources of information to be used</li> </ol>
	<p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Dental Nursing: Graded Unit 2

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 50% of total mark	<p>The Investigation Report should include evidence of the candidate carrying out the action plan, meeting the requirements of the brief and managing the project. It should include:</p> <ol style="list-style-type: none"> <li>1 a contents page</li> <li>2 the development of a logical line of thought</li> <li>3 application of course knowledge and skills</li> <li>4 reference to an appropriate range of resources</li> <li>5 applies effective research techniques and gives references to data in report</li> <li>6 demonstrates effective selection and analysis of data</li> </ol>
	<p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating 25% of total mark	<p>The evaluation should include:</p> <ol style="list-style-type: none"> <li>1 an evaluation of the project, explaining the relevance of the evidence. It should be related to the original aims and objectives</li> <li>2 reference and justification to any alterations made to the approach during the investigation</li> <li>3 presentation of objective reliable results</li> <li>4 present sound conclusions consistent with data and acknowledges sources</li> <li>5 makes recommendations, with justification, for the future which are relevant to the project. This could relate to personal and/or professional development of the candidate.</li> </ol> <p>The candidate must reflect on any strengths and weaknesses of the investigation undertaken and draw recommendations from these reflections</p>
	<p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Dental Nursing: Graded Unit 2

### Support notes

Possible topics for investigation could be:

- ◆ A patient who attends the practice makes a complaint about a conversation overhead in the reception area between two members of staff, regarding her own patient records. Explain how you would investigate this complaint.
- ◆ A member of staff is concerned that a clinician she works with is not following appropriate guidelines for some patients e.g. not updating medical histories, not explaining treatment options or reasons for treatment, as well as not following correct procedures regarding infection control and waste disposal. Explain how you would investigate this concern.

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## History of changes to Unit

Version	Description of change	Date
02	Problem Solving Core Skill embedded.	05/08/11

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## **General information for candidates**

**Graded Unit title:** Dental Nursing: Graded Unit 2

### **Project Brief: Investigation**

This assignment has been designed to allow you to integrate your learning across the Units in the HND Dental Nursing Award. You should be able to draw upon your learning and assignments from the mandatory Units and your workplace practice. You should be aware that any references to individual(s) must be anonymous and the permission of the individual(s) must be obtained. You will have the opportunity to discuss and agree on the topic of the investigation to be undertaken with your tutor and/or workplace supervisor prior to carrying out the investigation.

You will explore theories and perspectives relating to the dental environment and patient care and draw on your experiences in practice.

This graded Unit will give you the opportunity to combine learning gained from the following mandatory Units:

- 1 Creating a Culture of Customer Care
- 2 Legal Protection of NHSS Patient Data
- 3 Oral Health Care: Managing Health & Safety in a Dental Environment
- 4 Oral Health Improvement
- 5 Dental Nursing: Preparing a Practice for Inspection
- 6 Stress Management

On completion of this Graded Unit, you will be able to demonstrate that you have achieved the following principal aims of the HND in Dental Nursing Award:

- ◆ to examine a range of theoretical and practice based perspectives relating to advanced practice and management in a dental environment
- ◆ to consolidate knowledge and skills
- ◆ to develop study, organisation and research skills
- ◆ to demonstrate clearly the importance of collaborative working and integrative practice
- ◆ to understand quality indicators and the processes by which good practice is measured and disseminated

The timing of the Graded Unit is at the discretion of your centre. However, it is an autonomous piece of work and you are expected to carry out the work with the minimal support from your tutor.