



Higher National Unit specification

General information

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment (SCQF level 8)

Unit code: H8P9 35

Superclass: PL

Publication date: February 2015

Source: Scottish Qualifications Authority

Version: 02

Unit purpose

This Unit is designed to meet the range of skills required of learners who are required to manage Health and Safety in a dental environment. The Unit will provide learners with knowledge of the current policies and legislation relating to Health and Safety, including infection control, in a dental environment.

Outcomes

On completion of the Unit the learner 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 Higher National Unit credit at SCQF level 8: (8 SCQF credit points at SCQF level 8)

Recommended entry to the Unit

Learners 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.

Higher National Unit Specification: General information (cont)

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Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill	Problem Solving at SCQF level 6
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Core Skill component	None
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There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of the Unit Specifications for this Course.

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 Oral Health Care: Dental Managers and the HND in Dental Nursing at SCQF level 8. It may also be delivered as a stand-alone Unit for Continuing Professional Development purposes.

Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit specification: Statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

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.

Learners 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

Outcome 2

Determine and implement Health and Safety risk control measures.

Knowledge and/or Skills

- ◆ Modes of infection and cross infection
- ◆ Standard Infection Control Precautions
- ◆ Instrument Decontamination
- ◆ Effective cleaning of clinical and non-clinical areas
- ◆ Waste disposal measures in the dental environment
- ◆ Safe systems of work in the dental environment
- ◆ Risk control measures
- ◆ Health and Safety at Work Act and General Dental Council (GDC) policy and guidance on Health and Safety

Higher National Unit specification: Statement of standards (cont)

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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

Evidence Requirements for this Unit

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

Outcome 1

- ◆ 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.

Outcome 2

- ◆ 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.

Outcome 3

- ◆ 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: 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 Support Notes

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Unit Support Notes are offered as guidance and 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

Standard Infection Control Precautions are intended for use by all staff, in all care settings, at all times, for all patients whether infection is known to be present or not to ensure the safety of patients, staff and others in the dental environment.

SICPs are the basic infection prevention and control measures necessary to reduce the risk of transmission of micro-organisms from recognised and unrecognised sources of infection. These sources of (potential) infection include blood and other body fluids secretions or excretions (excluding sweat), non-intact skin or mucous membranes and any equipment or items in the dental environment that are likely to become contaminated. They include:

Personal clothing includes items such as appropriate footwear, dresses, trousers and shirts and all-in-one trouser suits.

Additional protective equipment (used in addition to personal clothing) includes types of personal protective equipment such as protective face-wear, disposable aprons/gowns and gloves and radiation protective equipment.

Clinical work areas, includes dental surgeries, local decontamination Unit and work areas that are used by individuals, eg reception, waiting room areas, staff rooms, etc.

Contamination, includes items contaminated with body fluids, chemicals.

Higher National Unit Support Notes (cont)

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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).

Specific to decontamination

Decontamination is a complex process. Success is dependent on a number of important factors being in place which are all interlinked, ie facilities, processes, equipment and quality management. The life-cycle of a re-usable instrument stretches from purchase to final disposal and includes key elements such as use, cleaning, disinfection, sterilisation, packaging, storage and transport. Health and Safety as well as good infection control practice relating to personal protection, safe sharps handling and effective hand hygiene is essential. Failure at any stage may result in inadequate decontamination and present a risk to staff or patient safety. Decontamination is also the subject of extensive regulation and guidance.

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
- ◆ Equality Act (2010)

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 Dental Practitioner. While that legal responsibility cannot be delegated, 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 Support Notes (cont)

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Guidance and legislation should include (available on www.scottishdental.org):

- ◆ National Infection Prevention and Control Manual v2.1 (HPS, 2013)
- ◆ The Special Waste Amendment (Scotland) Regulations 2004 (as amended)
- ◆ Guidance for Clinical Health Care Workers: Protection Against Infection with Blood-borne Viruses
- ◆ Decontamination Into Practice — Cleaning of Dental Instruments (SDCEP, 2007)
- ◆ Sterilisation of Dental Instruments (SDCEP, 2011)
- ◆ Compliant Dental LDUs in Scotland (Primary Care) (HFS, 2013)
- ◆ Combined Practice Inspection Document (SDCEP, 2013)

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. Standards for the Dental Team (GDC 2013)
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)
- ◆ (these topics may be subject to change in future years)

Useful websites include:

- ◆ Health Protection Scotland. The principal organisation providing advice on health protection in Scotland including healthcare associated infections and infection prevention and control www.hps.scot.nhs.uk
- ◆ Health Facilities Scotland. Leads the national decontamination agenda for reusable medical devices by standard setting, providing guidance and advice, audit, monitoring and support training programmes www.hfs.scot.nhs.uk
- ◆ 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** — Develops and provides education for those who work in NHS Scotland. www.nes.scot.nhs.uk www.portal.scot.nhs.uk

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- ♦ Scottish Dental Clinical Effectiveness Programme — useful key publications www.scdep.org.uk
- ♦ Scottish Dental website- contains key documents www.scottishdental.org

The Scottish Dental Clinical Effectiveness Programme (SDCEP) has also produced a Dental Practice Managers manual which contains guidance and very useful templates relevant to health and Safety.

Guidance on approaches to delivery of this Unit

Delivery should be learner-centred and take account of actual workplace practice wherever possible and appropriate. Learners 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 learners' own work experience are used, learners 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.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Delivery should be learner-centred and take account of actual workplace practice wherever possible and appropriate. Learners 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 learners' own work experience are used, learners 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.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Higher National Unit Support Notes (cont)

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Opportunities for developing Core and other essential skills

This Unit has the Core Skill of Problem Solving embedded in it, so when candidates achieve this Unit their Core Skills profile will be updated to show that they have achieved Problem Solving at SCQF Level 6.

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 learners written assignments
- ◆ *Problem Solving*: Critical Thinking, Planning and Organising, Reviewing and Evaluating could be evidenced through the learner's written assignment on Health and Safety
- ◆ *Aspects of Information and Communication Technology (ICT)* could be evidenced through input, storage and processing information and data, essential to a Health and Safety management system

History of changes to Unit

Version	Description of change	Date
02	Core Skill Problem Solving at SCQF level 6 embedded.	02/03/15

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General information for learners

Unit title: Oral Health Care: Managing Health and Safety in a Dental Environment (SCQF level 8)

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 from own work-place or placement is essential for this Unit.