



Higher National Project-based Graded Unit Specification

General Information

This Graded Unit has been validated as part of the HNC Oral Health Care: Dental Nursing. Centres are required to develop a project-based assessment in accordance with this validated specification.

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Graded Unit code: HA02 34

Type of Project: Practical Assignment

Publication date: July 2018

Source: Scottish Qualifications Authority

Version: 03

Graded Unit purpose

This Graded Unit is designed to provide evidence that the learner has achieved the following principal aims of the HNC Oral Health Care: Dental Nursing:

- ◆ To enable learners to integrate knowledge, theory and practice effectively and to develop skills in providing support to the dental team and oral health care to a range of individuals during different procedures.
- ◆ To develop learners skills and knowledge whilst in employment/placement within in a dental environment.
- ◆ To enable learners to critically evaluate their practice and to be reflective practitioners.
- ◆ To facilitate progression to a higher level of dental nursing education.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7).

Higher National Project-based Graded Unit Specification: General Information (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Recommended entry to the Graded Unit

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

Unit title	Code	SCQF credit value	SCQF level	SCQF credit points
Dental Nursing: Principles in the Management of Plaque Related Diseases	H9R7 34	1	7	8
Dental Radiography	H9R8 34	1	7	8
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	H9R9 34	1	7	8
Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	H9RA 34	1	7	8
Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery	H4R2 04	1	7	7
Basic Life Support	H4X4 04	1	7	7
Ensure Your Own Actions Reduce the Risk to Health and Safety	F300 04	1	6	8
Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures	H4PT 04	1	7	12
Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development	FD42 04	1	7	4

Given the nature of the Units it may also be possible to draw evidence from the following:

Unit title	Code	SCQF credit value	SCQF level	SCQF credit points
Provide Chairside Support During the Assessment of Patient's Oral Health	H4PW 04	1	7	10
Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health	H4PV 04	1	7	10

Higher National Project-based Graded Unit Specification: General Information (cont)

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Core Skills

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill Problem Solving at SCQF level 6

Core Skill component None

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

Assessment Support Pack

The Assessment Support Pack for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable instrument of assessment. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard. Assessment Support Packs are available on SQA's secure website.

Equality and inclusion

This Graded Unit 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 SQA's website:
www.sqa.org.uk/assessmentarrangements

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Assessment

This Graded Unit will be assessed by the use of a project-based *practical assignment* developed by centres. The project should provide the learner with the opportunity to produce evidence that demonstrates she/he has met the aims of this Graded Unit.

The project undertaken by the learner must be a complex task which involves:

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

The project must require the learner 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

Conditions of assessment

The learner should be given a date for completion of the project. However, the instructions for the project should be distributed to allow the learner sufficient time to assimilate the details and carry out the project. During the time between the distribution of the project instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing learners with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes. In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify learner responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier. In relation to Higher National Project-based Graded Units, learners must be given the opportunity for remediation at each stage of the project.

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the learner to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, learners who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Evidence Requirements for this Graded Unit

The project undertaken by learners will consist of three stages: Planning; Developing; and Evaluating. The following table specifies the minimum evidence required to pass each stage.

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 1 — Planning	Produce a plan for a minimum of 3 dental procedures which includes: <ul style="list-style-type: none"> ◆ Identifying relevant procedures to be carried out. ◆ A discussion of how to achieve the best Outcomes for the patient and the methods to be used, with reasons for this approach. ◆ A rationale for the selection of the chosen instruments and materials in terms of appropriateness and benefits to the patient. ◆ Identification and assessment of potential risks (including infection prevention and control processes) and evidence of a plan to minimise these, ensuring safe practice throughout the activity. ◆ Clearly defined aims of the project and steps required to reach these. ◆ Realistic timescales which are set and agreed with all relevant parties, for carrying out the chosen procedures and completing this assignment. ◆ The resources to be used which may include a discussion on how to achieve best practice, with reasons for this approach. This may include any drugs, medicaments or materials used with relevance to medical history and valid patient consent. 	35% of total marks
	<i>The learner must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i>	

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 2 — Developing	Produce a report which: <ul style="list-style-type: none"> ◆ Indicates how the procedures carried out followed the plan. ◆ Demonstrates how the learner ensured that the patient's interests, needs and preferences were respected and considered throughout the procedures. ◆ Demonstrates ability to manage instruments, materials and resources safely to carry out and/or assist with the procedures. ◆ Is verified by a course tutor/workplace supervisor as an authentic record of what actually took place. 	35% of total marks
	<i>The learner must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i>	
Stage 3 — Evaluating	Produce an evaluation of the activities which includes: <ul style="list-style-type: none"> ◆ An objective review of the quality of own work in comparison to best practice. ◆ An assessment of strengths and weaknesses of the original plan. ◆ Reference to modifications made to the original plan which informed improvements to own practice. ◆ An indication of how the integrative nature of the assignment enhanced understanding of learning attained throughout the award and how this promoted a holistic view of oral health care provision. ◆ Identification of any problems encountered and how these were addressed and additional skills gained during the process of completing the assignment. 	30% of total marks
	<i>The learner must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i>	

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Assessing and grading learners

The overall project will be marked out of **100**. Only whole marks should be used.

Planning Stage — 35% of total marks

It is suggested that the plan should be 1,000 to 1500 words (or equivalent).

This stage is worth 35 marks. The learner must achieve all of the minimum evidence specified in the Evidence Requirements section to pass the planning stage. The planning stage is assessed by a short detailed planning document and two individual interviews/professional discussions with the tutor.

Developing Stage — 35% of total marks

It is suggested that the report should be 1,000 to 1500 words (or equivalent).

This stage is worth 35 marks. The learner must achieve all of the minimum evidence specified in the Evidence Requirements section to pass the developing stage. Assessment is based on a verified report of the activity and an observation by the tutor.

Evaluation Stage — 30% of total marks

It is suggested that the report should be between 750 and 1,000 words (or equivalent).

This stage is worth 30 marks. The learner must achieve all of the minimum evidence specified in the Evidence Requirements section to pass the planning stage. The evaluation stage is assessed by an evaluation report.

The percentage of marks allocated to each stage of the project is outlined in the **Evidence Requirements**.

It is a requirement that learners must meet the minimum *Evidence Requirements* for the *Planning* stage *before progressing to the Developing stage before progressing to the Evaluating* stage. Learners may produce evidence over and above that specified in the minimum *Evidence Requirements* and deserve more than half the available marks for that stage. Assessors should use the Grade Related Criteria outlined below to judge learner performance.

Learners are required to work independently to meet the *Evidence Requirements* of the Graded Unit. At the same time, learners need appropriate support. SQA uses the term reasonable assistance to describe the balance between supporting learners in their project and not providing too much assistance.

At the end of *each* stage there should be opportunities for remediation and re-assessment of learners for that particular stage. This includes the final *Evaluation* stage. Any re-assessment should be carried out in line with the centre's own assessment policy.

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Grade Related Criteria	
Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related. ◆ Demonstrates an accurate and insightful interpretation of the project brief. ◆ Is highly focused and relevant to the tasks associated with the project brief. ◆ Is clear and well-structured throughout and language used is of a high standard in terms of level, accuracy and technical content. ◆ Effectively consolidates and integrates required knowledge and skills. ◆ Demonstrates the learner's ability to work autonomously. 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence of the three essential phases of the project, is produced to an adequate standard. ◆ Demonstrates an acceptable interpretation of the project brief. ◆ Is focused and relevant to the tasks associated with the project brief. ◆ Is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content. ◆ Consolidates and integrates knowledge and skills but this may lack some continuity and consistency. ◆ Demonstrates independent learning with minimum support and revision during project.

The marks allocated to each stage will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the learner for this Graded Unit based on the following grade boundaries.

A = 70%–100%
 B = 60%–69%
 C = 50%–59%

These grade boundaries are fixed and should **not** be amended.

Any learner who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the learner's evidence at the time of the completion of the graded unit. Learners must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Project-based Graded Unit Support Notes

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1
(SCQF level 7)

Guidance on approaches to delivery and assessment of this Graded Unit

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

Learners should be provided with information about the Graded Unit as early as possible but centres should ensure that learners have all the required knowledge and skills as laid out at the beginning of this Graded Unit Specification. Learners must work independently but must also be supported throughout the process and effective tools such as progress logs or diaries should be used to motivate and monitor the learner throughout the assessment period and provide evidence of assistance given for grade consideration. An appointment system for progress interviews with learners should be identified at an early stage of the project.

As identified within this Graded Unit Specification, projects should be assessed at each stage against Minimum Evidence Requirements and learners should only progress to the next stage when they have met the Minimum Evidence Requirements of the previous stage. Learners should be given a date for submission of each stage, if dates given are not met then the college's internal policy on missed deadlines will apply. At the end of each stage there should be opportunities for remediation and re-assessment on that particular stage.

However, any remediation/re-assessment will have an impact on grading as the degree of autonomous working is a criterion for a Grade A.

Opportunities for developing Core and other essential skills

There are opportunities to develop aspects of the Core Skills of *Communication, Information and Communication Technology (ICT)* and *Working with Others* in this Unit.

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.

History of changes to Graded Unit

Version	Description of change	Date
02	Core Skill Problem Solving at SCQF level 6 embedded.	26/02/16
03	Update of Conditions of Assessment	17/07/18

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General information for learners

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

This Graded Unit will be assessed by the use of a project-based practical assignment. In this Unit you will bring together and apply the knowledge you have gained in the following Units to your practice:

Dental Nursing: Principles in the Management of Plaque Related Diseases
Dental Radiography
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning
Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment
Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery
Basic Life Support
Ensure Your Own Actions Reduce the Risk to Health and Safety
Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures
Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development

It is important, therefore, that you are familiar with the content of these Units. There is no new content within this Unit. Although the main focus of the Unit is based on these nine Units, you may draw on content from other Units which are relevant to the practical activity. You will work with your lecturer/tutor in developing the necessary techniques and approaches to enable you to use the knowledge and understanding you have already gained and apply it to the practical assignment.

The project will consist of three stages: planning; developing; and evaluating. You will be given a date for completion of the project. During the time between the distribution of the project instructions and the completion date, your assessor will answer questions, provide clarification, guidance and reasonable assistance.

This assignment relates to planning, developing and evaluating three oral health care procedures to ensure a positive patient experience. You should identify the appropriate procedures in discussion with your course tutor and placement/workplace supervisor, which may include:

- ◆ Prevention and management of oral diseases
- ◆ Radiography
- ◆ Infection Prevention and Control
- ◆ Oral Health Assessment and treatment planning

The procedures must be with actual patient/patients and must be observed by the course tutor, placement or workplace supervisor or a previously identified G.D.C. Registrant. Evidence directly related to the patient must be anonymised to protect patient confidentiality.

The planning stage is assessed by a planning document.

The developing stage is assessed by observation and your report of the activity.

The evaluating stage is assessed by an evaluation report.

General information for learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1 (SCQF level 7)

Stage 1 — Planning

Select three appropriate procedures for your assignment, for example:

- ◆ Prevention — tooth brushing and inter-dental cleaning, diet, fissure sealants, scale and polish, fluoride application, role of dental health messages.
- ◆ Prosthetics — full or partial denture, acrylic or chrome cobalt, immediate denture, implants.
- ◆ Restorations — amalgam, including pinned amalgam, composites, crowns, inlays, bridges and veneers.
- ◆ Radiography — taking, processing, uses, quality control, legislation and regulations relating to the safe use of ionising radiation.
- ◆ Oral health assessment and treatment planning — patient consent, protecting patient's interests, medical histories, periodontal charts, orthodontic classifications, UK and FDI charts.
- ◆ Infection prevention and control — process, equipment, immunisation, decontamination, regulation, professional guidelines and legislation.

The procedures should be of verify complexity and you should justify the chosen procedures. An explanation should be given how various factors may contribute to the options offered by the clinician and agreed by the patient, eg medical history, treatment offered privately or NHS, willingness to undertake complex and/or lengthy treatment.

You will apply the appropriate knowledge and skills to prepare and carry out chosen procedures which are aimed at ensuring a positive patient experience.

Stage 2 — Developing

Produce an account of the procedures that describes how you applied the knowledge and skills gained from studying the underpinning Units to the treatment carried out, making reference to:

- ◆ your role and responsibilities in relation to the procedures
- ◆ the structure and function of the oral and dental anatomy
- ◆ the timescales for completion
- ◆ resources

Stage 3 — Evaluating

Provide an evaluation and review of the activity, which includes:

- ◆ evaluation of the effectiveness of the original plan
- ◆ reflection on your own practice throughout all the stages of the project

Identification of your strengths and areas requiring further development

General information for learners (cont)

Graded Unit title: Oral Health Care: Dental Nursing: Graded Unit 1
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To pass you must obtain at least 50% of the marks. Your final project will be graded as follows:

70%–100% = Grade A

60%–69% = Grade B

50%–59% = Grade C

This grade will apply only to this Unit and not to the full HNC or HND Group Award.

Arrangements for remediation and re- assessment will be in line with your centre's policy, however, if for any reason you were to be unsuccessful in the project overall, re-assessment must be on a substantially different project.