



Higher National Project-based Graded Unit Specification

General Information

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

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Graded Unit code: HA03 35

Type of Project: Investigation

Publication date: October 2015

Source: Scottish Qualifications Authority

Version: 02

Graded Unit purpose

This Graded Unit is designed to provide evidence that the learner 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 of oral health care processes and practice.
- ◆ To develop own 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.

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8)

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:

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

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Unit title	Code	SCQF credit value	SCQF level	SCQF credit points
Legal Protection of NHSS Patient Data	FG6A 35	1	8	8
Oral Health Care: Managing Health & Safety in a Dental Environment	F1XM 35	1	8	8
Dental Nursing: Supporting Oral Health Improvement	FN3R 35	1.5	8	12
Dental Nursing: Preparing a Practice for Inspection	FN3V 35	2	8	16
Stress Management	DH3Y 35	0.5	8	4

The topic for investigation should be left to the learner but should allow for the integration of knowledge and skills from the above Units and should reflect current best practice.

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: Dental Nursing: Graded Unit 2 (SCQF level 8)

Assessment

This Graded Unit will be assessed by the use of a project-based investigation 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

The project will be based on the investigation of an issue or current process related to the dental care environment. The issue or process selected should focus on at least one of the main aims of the course, and should involve an investigation which provides analysis of the current process or identified issue, provision of recommendations for improvements and where applicable solutions to identified issues.

Learners must:

- ◆ select a topic for the investigation.
- ◆ 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.

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. The project should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the learner's evidence at the time of the completion date.

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

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

At this level, learners should work independently. It is up to Centres to take responsible steps to ensure that the project is the work of learners. For example, Centres may wish to informally question learners 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 supervision of others that the learner does not receive undue assistance.

To ensure authentication of work it is advisable for learners to complete a log or diary recording progress and tasks completed. There should be regular meetings between the tutor and learner to review progress, these meetings should be recorded.

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. The level of support required would be reflected in the grade given.

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 1 — Planning	<p>The learner must achieve all of the minimum evidence specified below to pass the planning stage. The planning stage is assessed by a planning document. The tutor's role is as a facilitator and so to gain high marks the learner must demonstrate a high degree of autonomy in planning activities.</p> <p>The learner must submit an action plan that includes:</p> <ul style="list-style-type: none"> ◆ The title of the investigation. ◆ The aims and objectives of the investigation, including the anticipated benefit to the organisation. ◆ The timescale for achieving these aims and objectives. ◆ The reason for choice of investigation including identifying the main issues and demonstrating relevance to main aims of the HND Dental Nursing Award. ◆ Identification of the methods of research and sources to be used, including a rationale for their validity. <p><i>The learner must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>	25% of total mark

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

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 2 — Developing	<p>The Investigation Report should include evidence of the learner carrying out the action plan, meeting the requirements of the brief and managing the project. It should include:</p> <ul style="list-style-type: none"> ◆ A contents page. ◆ The development of a logical line of thought and conclusion. ◆ Clear reference to where the knowledge and skills gained from the contributory Units have been applied. ◆ Reference to the appropriate range of resources used. ◆ Use of effective research techniques. ◆ Demonstration of effective selection and analysis of valid data. ◆ A list of acknowledgements of sources and references. <p><i>The learner must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>	50% of total mark
Stage 3 — Evaluating	<p>An Evaluation Report which should:</p> <ul style="list-style-type: none"> ◆ Summarise the investigation. ◆ Assess the effectiveness of the research methods used, including changes to approaches made during the investigation because of unforeseen events or difficulties encountered ◆ Assess the extent to which the investigation meets its original objectives. ◆ Assess the strengths and weaknesses of the main body of the investigation report. ◆ Identify any additional knowledge and skills which have been gained or developed during the investigation. ◆ Explain how the approach to a similar task might differ in the future. The learner should demonstrate that they have reflected on this investigation and drawn conclusions from this reflection. <p><i>The learner must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>	25% of total mark

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

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Assessing and grading learners

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

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.

If significant tutor support is required in any of the project stages, the learner would not be awarded an 'A' grade as the level of independent working would not accord with the guidance on grading learners in the Grade Related Criteria.

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.

Grade Related Criteria	
Grade A	Grade C
<p>Is a seamless, coherent work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence for the three essential stages of Planning, Developing and Evaluating, that is comprehensive, integrated and logical. ◆ Is highly focused throughout on the objectives of the investigation. ◆ Carefully selects information from a variety of sources to provide strong and valid reasons to support points made. ◆ Demonstrates understanding of concept and issues relating to the dental environment and uses these accurately and relevantly to support points made. 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence of the three essential stages of Planning, Developing and Evaluating, and is produced to an adequate standard. ◆ Meets the objectives of the investigation but not in a consistent or fully comprehensive manner. ◆ Uses information from a limited source and in a manner which does not always support reasons given. ◆ Makes limited reference to concepts and issues related to the dental environment which may not always be used accurately nor fully relevantly.

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

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Grade Related Criteria	
Grade A	Grade C
<ul style="list-style-type: none"> ◆ Is clear and well-structured throughout and language is of a high standard in terms of level, accuracy and technical content. ◆ Includes a careful and considered reflection on the investigation which informs realistic recommendations. ◆ Demonstrates the learner's ability to work autonomously. 	<ul style="list-style-type: none"> ◆ Is satisfactorily structured and language is adequate in terms of level, accuracy and technical content. ◆ Has some limited reflection which does not provide a comprehensive basis for realistic recommendations for the future. ◆ Has demonstrated independent learning.

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.

If a learner does not achieve a pass or wishes to upgrade, then this must be done using a substantially different project, ie all stages are undertaken using a new project (case study, investigation or practical assignment). In these circumstances, the highest grade achieved should be awarded.

More information on reasonable assistance, remediation and re-assessment may be found in the SQA publication *Guidance for the Implementation of Graded Units in Higher National Certificates and Diplomas* (SQA, 2008, Publication code: CA4405).



Higher National Project-based Graded Unit Support Notes

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

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 80 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 learners' work 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.

Possible topics for investigation could be the use and effectiveness of:

- ◆ Stress Management Techniques
- ◆ Oral health messages in patient oral health education
- ◆ Infection prevention and control in the dental environment
- ◆ Hand hygiene procedures
- ◆ Complaints handling and protecting patient's interests and personal information

Higher National Project-based Graded Unit Support Notes (cont)

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Opportunities for developing Core and other essential skills

Opportunities for developing Core Skills

This Unit offers opportunities for learners to gather evidence which could help them demonstrate development of the Core Skills. The following gives further information on the Core Skills to which the Unit may contribute and on the opportunities which the Unit provides for Core Skills development.

Problem Solving at SCQF level 6:

- ◆ Investigation and analysis of a current process or issue.
- ◆ Planning, organising and carrying out an investigation using identified approaches, objectives and resources.
- ◆ Analysing the activity and assessing progress, implementing remedial action where appropriate and evaluating process used.

Communication at SCQF level 6:

- ◆ Reading and understanding complex information relating to the vocational area, with analysis and evaluation of key concepts and terminology.
- ◆ Producing a well structured and referenced document containing complex information.
- ◆ Discussing a complex issue through an interview and during discussions and negotiation with the tutor.

Working with Others at SCQF level 6:

- ◆ Working collaboratively with colleagues when gathering data and information relevant to the investigation.
- ◆ Encouraging and motivating others to contribute their views on processes or issues in the dental care environment.

Information and Communication Technology (ICT) at SCQF level 6:

- ◆ Employing effective search strategies to gather detailed information, ensuring any data gathered is valid and fit for purpose.
- ◆ Reviewing how effectively the search strategies selected informed the investigation.

This Unit has the Core Skill of Problem Solving embedded in it, so when learners 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

© Scottish Qualifications Authority 2015,2016

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

General information for learners

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

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 of oral health care practice.
- ◆ 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.

This Graded Unit will be assessed by the use of a project-based investigation. You should be able to draw upon your learning and assignments from the mandatory Units and your workplace practice. In this Unit you will develop skills in bringing together and applying the knowledge you have gained in the following Units:

- ◆ Legal Protection of NHSS Patient Data
- ◆ Oral Health Care: Managing Health & Safety in a Dental Environment
- ◆ Dental Nursing: Supporting Oral Health Improvement
- ◆ Dental Nursing: Preparing a Practice for Inspection
- ◆ Stress Management

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 five Units, you may draw on content from other Units which is relevant to your investigation.

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 processes relating to the dental care environment and patient care and draw on your experiences in practice.

You will work with your lecturer in developing the necessary techniques and approaches to enable you to use the knowledge and understanding you have already gained and apply it to your investigation.

The investigation 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

General information for learners (cont)

Graded Unit title: Dental Nursing: Graded Unit 2 (SCQF level 8)

Your investigation must include:

- ◆ A plan of action for an investigation of a current process or identified issue.
- ◆ An investigation report based on the selected topic with conclusions and recommendations.
- ◆ An evaluation of the effectiveness of the investigation including any benefits seen as a result. You should include a reflection on your own performance in this investigation with identification of your strengths and areas requiring improvement in the future.

Planning involves the production of an action plan which provides the basis for the subsequent stages.

The Development Stage includes your activities as you collect and collate data, interpret and analyse information, summarise findings, draw conclusions and make recommendations for improvements.

For the evaluation you have to reflect upon and summarise how effective the investigation was in terms of; your action plan, your approach to the project and how each stage progressed in terms of the decisions you made. You should highlight any positive aspects of the process in regard to benefits seen within the dental care environment and state what improvements you would make to your approach should you undertake a similar project in the future.

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.