



Higher National Unit specification

General information for centres

Unit title: Oral Health Care: Policy and Legislation for Dental Managers

Unit code: F1XK 34

Unit purpose: The Unit is designed for candidates who are managing dental practices/environments. It provides an overview of the policy and legislative framework relating to the provision of dental services. It allows opportunities to examine the application of these policies and includes issues of protection.

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

- 1 Identify and explain the legislation and policy underpinning dental provision.
- 2 Examine the impact of legislation and policy on managing dental services.
- 3 Examine the role of agencies which oversee the provision of dental services.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**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 is no automatic certification of Core Skills in this Unit. However, there may be opportunities to develop aspects of Core Skill components in *Communication*.

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 Unit is an optional Unit within the framework of the PDA Dental Managers level 8. It is a free-standing Unit and may be delivered for Continuing Professional Development purposes.

Assessment: There are three assessments for this Unit: Outcome 1 could be assessed by a series of structured questions; Outcome 2 by an assignment which could include a report or alternatively a case study and associated questions. Outcome 3 could be assessed by a report focussing on practice and policy within one agency. Specific advice on assessment of this Unit is given for each Outcome. Candidates must achieve all of the minimum evidence specified for each Outcome to pass the Unit.

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

Identify and explain the legislation and policy underpinning dental provision

Knowledge and/or Skills

- ◆ Key influences on development of legislation and policy
- ◆ The range of legislation relevant to dental services
- ◆ Current policy initiatives and their impact on the provision of dental services
- ◆ Key policies and charters which promote the rights and responsibilities
- ◆ Legislation designed to promote the equality of individuals
- ◆ Legislation designed to protect individuals

Evidence Requirements

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

- ◆ describe three key influences on the development of legislation and policy
- ◆ show an awareness of the influence of European, National and Local Government on policy
- ◆ describe one policy initiative and explain the impact on dental provision
- ◆ explain one piece of legislation designed to promote the equality of individuals
- ◆ explain one piece of legislation designed to protect individuals

Assessment Guidelines

Evidence should be presented as written responses to specific questions which should be carried under closed-book supervised conditions.

Higher National Unit specification: statement of standards (cont)

Unit title: Oral Health Care: Policy and Legislation for Dental Managers

Outcome 2

Examine the impact of legislation and policy on managing dental services

Knowledge and/or Skills

- ◆ Role of Dental Practice Manager
- ◆ Relevant Legislation in relation to the role
- ◆ Organisational policies and procedures
- ◆ Impact of the legislation on organisational policy
- ◆ Risk Assessment

Evidence Requirements

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

- ◆ explain the role of the practice manager
- ◆ describe the legislation in relation to one aspect of the role of the practice manager
- ◆ explain the application of organisational policy and procedures in relation to one aspect of the role of the dental practice manager
- ◆ explain the concept of risk assessment in relation to one aspect of the role of the dental practice manager

Assessment Guidelines

Candidates should undertake an assignment which could be in the form of a report, presentation or a case study with questions.

Outcome 3

Examine the role of agencies which oversee the provision of dental services

Knowledge and/or Skills

- ◆ Key agencies
- ◆ Roles of key agencies in relation to regulating and inspecting dental services
- ◆ Impact of key agencies on work practices within dental services

Evidence Requirements

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

- ◆ explore the roles of one key agency in relation to the regulation and inspection of dental services
- ◆ examine the role of one agency in relation to development of dental practices
- ◆ analyse the impact of guidance/code of practice of one agency in a specified context

Higher National Unit specification: statement of standards (cont)

Unit title: Oral Health Care: Policy and Legislation for Dental Managers

Assessment Guidelines

Evidence may be presented as a report which focuses on practice and policy development of one agency, which may be the one the candidate works in or the placement experience. In such cases due regard for confidentiality must be observed.

Administrative Information

Unit code: F1XK 34

Unit title: Oral Health Care: Policy and Legislation for Dental Managers

Superclass category: PF

Original date of publication: August 2007

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History of changes:

Version	Description of change	Date

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Higher National Unit specification: support notes

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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

This Unit is designed to give candidates an understanding of the policy and legislative framework in which they practice and to equip them with the knowledge and understanding of the issues surrounding the protection of individuals. This Unit is likely to form part of a Group Award, which is primarily designed to provide an opportunity for those who are employed in the field of dental services, to gain advanced competencies.

Outcome 1

This Outcome enables candidates to become familiar with the general processes that influence policy development. Relevant legislation could include:

- ◆ Protection of Vulnerable Groups (Scotland) Bill
- ◆ Mental Health (Care and Treatment) (Scotland) Act 2003
- ◆ Children (Scotland) Act 1995
- ◆ Data Protection Act 1998
- ◆ Regulation of Care (Scotland) Act 2001

Policy initiatives could include:

- ◆ *Partnership for Care 2003*. The white paper builds on Our National Health and moves on to develop certain key issues. The paper sees patients and national standards as key drivers of change in the Health Service. It outlines ways in which the redesign, integration and quality of services can be systematically progressed, and it seeks a step change in approach to health improvement as an essential component.
- ◆ *Action Plan for Improving Oral Health and Modernising NHS Dental Services in Scotland* (2005). This paper sets out an action plan to improve oral health in Scotland, with a particular focus on improving the oral health of our children, and presents our proposals for modernising NHS dental services in Scotland over the next three years but with implications for oral health and dental services to the end of the decade. This will set change in progress over the next three years and have further implications on changes in oral health and dental services into the next decade. There is no single solution; it is only by a combination of actions that we will be able to improve access to services and patients' dental and oral health.

Candidates should look at legislation which promotes the rights and responsibilities of individuals. This will be achieved by examining legislation such as the Human Rights Act 1998 as well as specific sections of other key pieces of legislation. The Disability Discrimination Act defines disability as a physical or mental impairment, which has a substantial and long term adverse affect on a person's ability to carry out normal day-to-day activities.

Higher National Unit specification: support notes (cont)

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Relevant legislation could include:

- ◆ Human Rights Act 1998
- ◆ Disability Discrimination Act 2005
- ◆ The Adults with Incapacity (Scotland) Act 2000
- ◆ Protection of Children (Scotland) Act 2003
- ◆ Protection of Vulnerable Groups (Scotland) Bill

Outcome 2

Role of the Dental Manager:

- ◆ General Management
- ◆ Health and Safety Management
- ◆ IT & Technology Management
- ◆ Human Resource Management
- ◆ Financial Management
- ◆ Physical Resource Management
- ◆ Marketing Services & Sales Management
- ◆ Strategic Planning

Relevant legislation could include:

- ◆ Health & Safety at Work Act
- ◆ Employment Protection Act
- ◆ Data Protection Act
- ◆ Freedom of Information Act
- ◆ Smoking (Health and Social Care)Act

Outcome 3

Key agencies include:

- ◆ Scottish Executive
- ◆ Scottish Commission for the Regulation of Care
- ◆ General Dental Council
- ◆ Disability Rights Commission Scotland

Guidance/codes of practice include:

- ◆ National Standards for Dental Services
- ◆ Standards for Dental Professionals
- ◆ Clinical Governance framework

Higher National Unit specification: support notes (cont)

Unit title: Oral Health Care: Policy and Legislation for Dental Managers

Guidance on the delivery and assessment of this Unit

This information is contained within Evidence Requirements and support notes. The following websites provide useful information for this Unit:

- ◆ BDA (**British Dental Association**) — www.bda.org
- ◆ BSPD (**British Society of Paediatric Dentistry**) — UK National Clinical Guidelines in Paediatric Dentistry www.bspd.co.uk/publications.html
- ◆ DOH (**Department of Health — UK Government**) Reference Guide to Consent for Examination or Treatment (June 2001). Resuscitation Policy (2000). Guidelines for the Safe and Secure Handling of Medicines. Prof. R Duthie. (1998). Complaints: Listening, Acting, Improving Guidance Pack for General Dental Practitioners (1996). www.dh.gov.uk/Home/fs/en

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 Skills components in *Communication* (Written Communication, all Outcomes; Oral Communication Outcome 2).

Open learning

This Unit would be suitable for delivery on 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

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On completion of the Unit you should be able to:

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Each Outcome has its own assessment requirements. Outcome 1 may be assessed by a series of structured questions. Outcome 2 may be assessed by an assignment which could be a report or a case study with associated questions. Outcome 3 may be assessed by a report on practice and policy within one agency.