



## Higher National Unit specification

### General information for centres

**Unit title:** Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment

**Unit code:** F20L 33

**Unit purpose:** This Unit is designed to provide candidates with the opportunity to reflect on and evaluate their own personal values and the professional values underpinning work in the dental environment. It also provides candidates with the opportunity to evaluate their development needs, devise a personal action plan and critically evaluate a learning experience in terms of how the new knowledge or skills gained affects their practice.

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

- 1 Explain how personal and professional values influence practice.
- 2 Integrate new knowledge into practice.

**Credit points and level:** 1 HN credit at SCQF level 6: (8 SCQF credit points at SCQF level 6\*)

*\*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:** Access is at the discretion of the Centre. Candidates should possess good communication and interpersonal skills.

**Core Skills:** There are opportunities to develop the Core Skill(s) of Problem Solving and Communication in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**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 included as a mandatory Unit in the framework of the PDA Oral Health Care Dental Administrators at SCQF level 6.

**Assessment:** This Unit could be assessed holistically by a portfolio of evidence generated in the candidate's work setting and based on the candidate's own performance, practice and behaviour. The candidate could produce an individual action plan and reflective accounts of practice.

## **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**

Explain how personal and professional values influence practice

#### **Knowledge and/or Skills**

- ◆ Personal values, beliefs and preferences
- ◆ Codes of practice, conduct and standards relevant to own role in the dental environment
- ◆ Influence of personal values on practice
- ◆ Factors influencing health and social wellbeing
- ◆ Legal and organisation requirements on equality and rights of individuals in the dental environment
- ◆ Support systems and networks for practice development

#### **Evidence Requirements**

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

- ◆ identify personal values and where these came from
- ◆ identify factors influencing health and social wellbeing
- ◆ explain legal and professional requirements in relation to own role
- ◆ evaluate own practice and identify strengths and weaknesses

#### **Assessment Guidelines**

This Outcome could be assessed by a portfolio of evidence including reflective accounts of practice and an analysis of personal strengths and weaknesses.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment

### **Outcome 2**

Integrate new knowledge into practice

#### **Knowledge and/or Skills**

- ◆ Principles underpinning personal and professional development and reflective practice
- ◆ Continuing professional development requirements and responsibilities
- ◆ Reflective practice
- ◆ Skills and knowledge needed to practice effectively
- ◆ Development opportunities to improve practice

#### **Evidence Requirements**

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

- ◆ identify own responsibilities in relation to CPD
- ◆ explain own CPD requirements
- ◆ produce an action plan for own professional development
- ◆ review a development opportunity and explain how personal practice has improved

#### **Assessment Guidelines**

This Outcome can be assessed holistically with Outcome 1 in a portfolio of evidence which will include an action plan for Continuing Professional Development and a reflective account of a learning opportunity undertaken which explains how practice has improved.

## Administrative Information

**Unit code:** F20L 33

**Unit title:** Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment

**Superclass category:** PF

**Original date of publication:** August 2007

**Version:** 01

### History of changes:

Version	Description of change	Date

**Source:** SQA

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## Higher National Unit specification: support notes

### Unit title: Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment

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 facilitate the candidate's understanding of the ways in which values and attitudes can affect the service they deliver. It also focuses on the development of a 'reflective practitioner'.

#### Outcome 1

This Outcome requires the candidate to show knowledge and understanding of values from a personal professional and societal viewpoint. Candidates should understand how attitudes and values are formed and can be changed personal values should be explored. Potential conflicts between personal and professional values should be identified. The effects of factors affecting values should be explored, eg, life experiences, family and cultural background and socio-economic background.

Candidates should develop an understanding of the values underpinning the Dental Environment — Dignity, Privacy, Choice, Safety, Realising potential and Equality and diversity. The purpose of the standards is to ensure high quality care and treatment from dental services. The standards set out what is expected of the people who provide dental services and they are used to assess the performance of dental services in Scotland.

Candidates need to develop a reflective approach allowing them to identify the impact of their own personal values on their work practice and work with others in relation to their health and social well being and to critically evaluate this. In the portfolio of evidence candidates should refer to legislation and organisational policies and procedures which reflect a commitment to values such as equal opportunities statements and policies, complaints procedures, confidentiality and codes of conduct. Relevant legislation could include:

- ◆ Disability Discrimination Act 1995
- ◆ Race Relations Act 1976
- ◆ Human Rights Act 1998

They should also identify how to access and use support systems and networks, within and outwith the organisation, such as appraisal systems, Investors in People and NHS Education for Scotland (NES) [www.nes.scot.nhs.uk/dentistry](http://www.nes.scot.nhs.uk/dentistry) . Candidates are required to reflect and review own practice. The factors to be considered are current practice and competencies, preferred and/or required practice competencies and codes of conduct. They should consider what skills, knowledge competence and performance already achieved and should research competence and performance levels required in National Dental Standards and consider the implications for personal development needs. It may be helpful for candidates to carry out a SWOT analysis, in order to determine strengths, weaknesses and opportunities for improvement.

## Higher National Unit specification: support notes (cont)

**Unit title:** Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment

### Outcome 2

This Outcome requires the candidate to prepare a personal action plan which sets clear goals and targets for his/her own development. These targets may be SMART — specific, measurable, realistic, achievable and time bounded.

The action plan should contain

- ◆ A clear statement of the goals and targets
- ◆ Specific knowledge of the skills that will be needed to get there
- ◆ Any regulatory requirements in terms of CPD
- ◆ The actions the candidate should take to acquire the required knowledge and skills
- ◆ The resources and support required
- ◆ The criteria by which the candidate will measure progress and achievement of identified goals
- ◆ Target dates for achievement of the goals and targets

Candidates should also produce a reflective account considering how one learning opportunity undertaken has improved practice which should include:

- ◆ What the candidate has done and why
- ◆ What the candidate learned
- ◆ How the candidate will use the skills and knowledge developed
- ◆ Identification of ways in which practice has improved
- ◆ Further activity required

Learning opportunities should be considered in the broadest sense and could include:

- ◆ Debates discussions and conferences
- ◆ Publications
- ◆ Internet based research
- ◆ Collaboration and consultation with others
- ◆ Attendance at training courses
- ◆ Implementing new systems or techniques
- ◆ Writing reports and making presentations
- ◆ Shadowing, coaching or mentoring

## Higher National Unit specification: support notes (cont)

**Unit title:** Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment

### Guidance on the delivery and assessment of this Unit

The assessment for this Unit should be a real evaluation of the candidate's own practices, behaviour and performance and an assessment of his/her own individual self development needs. Candidates should compile a portfolio of evidence which includes:

- ◆ Documentation eg reports, completed staff development and review forms
- ◆ The candidates own reflection on his/her performance which should be substantiated by an authorised source
- ◆ Witness testimony
- ◆ SWOT analysis
- ◆ Personal Action Plan
- ◆ Evaluation of a learning experience

### *Opportunities for developing Core Skills*

There is no automatic certification of Core Skills in this Unit. However, there will be opportunities to develop aspects of *Communication* (Written Communication) and *Problem Solving* (Evaluating).

### Open learning

This Unit draws primarily on the Candidate's work experiences and therefore evidence must be drawn from practice. However, some parts of the Unit may be suitable for open/blended learning and, in particular, the knowledge aspects could be delivered by open or distance learning. If this Unit is to be delivered by such learning methods, additional planning and resources may be required for candidate support, assessment and quality assurance.

### 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](http://www.sqa.org.uk)).

## **General information for candidates**

### **Unit title: Oral Health Care: Develop and Reflect on Own Practice in a Dental Environment**

This Unit is a mandatory Unit in the framework for the Professional Development Award in Oral Health Care: Dental Administrators at SCQF level 6 and is designed to provide you with the opportunity to reflect on and evaluate your personal values and the professional values underpinning work in the dental environment. It also provides you with the opportunity to evaluate your development needs, devise a personal action plan and critically evaluate a learning experience in terms of how the new knowledge or skills gained affects your practice.

On completion of the Unit you should be able to:

- ◆ Explain how personal and professional values influence practice
- ◆ Integrate new knowledge into practice

This Unit is assessed by a portfolio of evidence generated by experiences gained in your own work setting and will be based on your own performance, practice and behaviour. You will produce an individual action plan and reflective accounts of your practice detailing how one learning opportunity undertaken has improved your practice.