



Higher National Unit specification: general information

Unit title: Dental Nursing: Preparing a Practice for Inspection

Unit code: FN3V 35

Superclass: PF

Publication date: June 2011

Source: Scottish Qualifications Authority

Version: 01

Unit purpose

This specialist Unit is designed to enable candidates to develop the skills and knowledge required to contribute fully to the planning, preparation and presentation of information required for a practice inspection in general dental practice.

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

- 1 Explain the standards against which the practice will be measured
- 2 Describe the processes required to prepare for a practice inspection
- 3 Explain the interpersonal and communication skills required to work effectively with others involved in practice inspection
- 4 Contribute to the presentation of identified practice inspection information

Recommended prior knowledge and skills

Candidates should have good communication skills. This can be evidenced by the achievement of nationally recognised qualifications, eg Higher English or other relevant qualification, or by completion of a pre course interview, part of which would take the form of an assignment. The skills and level of autonomy required to take this Unit should be demonstrated through an employer's reference. Candidates undertaking this Unit should be registered as a dental professional with the GDC, eg a dental nurse.

Credit points and level

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

**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.*

General information (cont)

Core Skills

There are opportunities to develop the Core Skills of *Communication, Working with Others, Information and Communication Technology* and *Problem Solving* 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 is a mandatory Unit within the framework of the HND in Dental Nursing. It may also be delivered as a stand alone Unit for Continuing Professional Development purposes

Assessment

Assessment of this Unit occurs through a variety of assessment instruments. The candidate will be required to produce assignments, construct policy documents and create a portfolio of evidence to be witness testified by their employer. The portfolio which includes information for Practice Inspection (PI) will require to be anonymised.

Assessment for Outcome 4 may be based on simulated activities as PIs are carried out on a tri-annual basis.

Higher National Unit specification: statement of standards

Unit title: Dental Nursing: Preparing a Practice for Inspection

Unit code: FN3V 35

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 the standards against which the practice will be measured.

Knowledge and/or Skills

- ◆ Purpose of practice inspection
- ◆ Practice inspection documentation
- ◆ Relevant legislation
- ◆ Guidance and codes of practice for General Dental Practice
- ◆ Documentation and information applicable to the dental environment

Evidence Requirements

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

- ◆ explain the purpose of practice inspection
- ◆ identify the documentation required for general dental practice inspection and any time scales involved
- ◆ outline the legislation relevant to practice inspection
- ◆ explain the need to meet regulatory requirements and the consequences of failing to meet these requirements
- ◆ describe mechanisms for keeping up to date with regulatory and legislative information

Assessment Guidelines

The outcome may be assessed by an assignment outlining the purpose and requirements of the practice inspection, the information required for an inspection and how this is sourced and maintained. It should also include what steps are taken if a practice should fail to meet the criteria listed in practice inspection checklists.

Higher National Unit specification: statement of standards (cont)

Unit title: Dental Nursing: Preparing a Practice for Inspection

Outcome 2

Describe the processes required to prepare for a practice inspection.

Knowledge and/or Skills

- ◆ Practice policy standards for blood borne viruses and HBV
- ◆ Local decontamination Unit compliance, servicing and maintenance
- ◆ Regulation of pressure vessels
- ◆ Disposal of sharps and clinical waste
- ◆ Risk assessment
- ◆ COSHH/RIDDOR
- ◆ Electrical and fire safety
- ◆ Health and Safety
- ◆ Displaying of Health and Safety information with a practice
- ◆ Staff meetings, training and appraisal
- ◆ Record keeping, management and organisational aspects of practice
- ◆ Emergency equipment and maintenance
- ◆ Standard operating procedures for controlled drugs
- ◆ IRMER and radiography policy
- ◆ Complaints procedures
- ◆ Patient information leaflets and feedback mechanisms

(Subject to review when practice inspection documents are updated)

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can explain in detail the processes involved in preparing the relevant information for each section of the practice inspection checklist and reflect on what may be required to achieve this.

The candidate should create a portfolio of evidence covering how the quality standards listed in the practice inspection above are developed and achieved. This portfolio should also include a policy document created by the candidate appropriate to the general practice setting they are working in.

Assessment Guidelines

The assessment would take the format of a portfolio of evidence and it should contain the candidate's reflective account on addressing specific challenges encountered when meeting the inspection criteria.

Higher National Unit specification: statement of standards (cont)

Unit title: Dental Nursing: Preparing a Practice for Inspection

Outcome 3

Explain the interpersonal and communication skills required to work effectively with others involved in practice inspection.

Knowledge and/or Skills

- ◆ Interpersonal characteristics/skills which underpin effective working with others
- ◆ Communication methods with those involved with the practice inspection
- ◆ Task management abilities and delegation
- ◆ Recognition of professional limitations and boundaries

Evidence Requirements

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

- ◆ explain the interpersonal characteristics/skills which underpin effective working with others including assertiveness skills
- ◆ explain methods used to communicate with others involved with the practice inspection
- ◆ demonstrate task management abilities and delegation skills
- ◆ explain why it is necessary to work within professional limits and boundaries

Assessment Guidelines

The assessment will take the form of an assignment in which the candidate will identify and explain the interpersonal skills, communication methods and task management abilities used when involved with the practice inspection. An explanation of their professional limits and boundaries and when tasks should be passed to others should be included.

Higher National Unit specification: statement of standards (cont)

Unit title: Dental Nursing: Preparing a Practice for Inspection

Outcome 4

Contribute to the presentation of identified practice inspection information.

Knowledge and/or Skills

- ◆ Components of the practice inspection and items on the practice inspection checklist
- ◆ Own role during practice inspection
- ◆ Required personnel and their respective roles
- ◆ Support needs and resources necessary to conduct a successful inspection
- ◆ Flow and relevant timings of a practice inspection

Evidence Requirements

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

- ◆ present all components for practice inspection to the referring dentist and have this witness testified by that dentist
- ◆ explain in detail own contribution to the practice inspection
- ◆ explain who should be present during the inspection and their respective roles
- ◆ describe the support and resources required to ensure a successful inspection
- ◆ describe the flow of a practice inspection and timings involved within a practice

Assessment Guidelines

Candidates are required to participate fully in the planning and preparation of the information required for a practice inspection. This should be witness testified by the referring dentist.

Candidates should review their contribution and effectiveness in gathering this information.

Candidate's knowledge and understanding could be demonstrated through production of a report or by their answering questions set by the assessor/tutor.

In the case of simulation the assessors should conduct a simulated practice inspection with the consent of the employer in the practice of the candidate.

Higher National Unit specification: support notes

Unit title: Dental Nursing: Preparing a Practice for Inspection

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 80 hours.

Guidance on the content and context for this Unit

This Unit is designed to provide candidates with the knowledge and skills to contribute to planning, preparation and conduct of a dental practice inspection. The Unit is mandatory within the HND in Dental Nursing and may form part of other group awards or be delivered as a stand alone Unit.

Guidance on the delivery and assessment of this Unit

All identifiable patient and practice information must be removed from any assignments or submissions to the assessment team.

Candidates should develop skills in prioritising and planning. They should be able to create policy documents and store and find documents and folders within the practice either in electronic or hard copy. The introduction of the planning process will give candidates an appreciation of how long it takes to build up the resources required for a practice inspection. They will also benefit from seeing how continuing professional development fits within the frame work of practice development and quality delivery of care.

Reference should be made where appropriate to relevant GDC documentation, eg:

- ◆ Standards for Dental Professionals
- ◆ Principles of Patient Confidentiality
- ◆ Principles of Raising Concerns
- ◆ Principles of Complaints Handling
- ◆ Principles of Team Working
- ◆ CPD for Dental Care Professionals
- ◆ CPD for Dentists

Communication with others involved with the inspection may include, eg:

- ◆ other dental professionals from within the practice
- ◆ dental professionals from health boards, NHS Education Scotland (NES), dental practice advisors

Communication skills for this Unit include developing interpersonal skills and verbal and non verbal communication.

Candidates must be in a work place environment and have the support of their employer in undertaking this Unit.

Higher National Unit specification: support notes (cont)

Unit title: Dental Nursing: Preparing a Practice for Inspection

Opportunities for developing Core Skills

There is no automatic certification of core skills for this Unit. However there are clear opportunities to develop aspects of core skill components in:

- ◆ Communication (written and oral)
- ◆ Problem Solving (critical thinking, planning and organising, reviewing and evaluating)
- ◆ Working with Others (Working co-operatively with others, reviewing co-operative contribution)
- ◆ Information and Communication Technology (Accessing information, providing/creating information)

Open learning

This Unit is not suitable for open learning as due to the nature of the competencies of this Unit practical work experience is essential.

Opportunities for the use of 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 e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003), SQA Guidelines on e-assessment for Schools (BD2625, June 2005).

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority 2011

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.

Information for Candidates

Unit Title: Dental Nursing: Preparing a Practice for Inspection

This specialist Unit has been designed to develop your skills to enable you to contribute fully to the planning, preparation, development and presentation of practice inspection (PI) information.

To undertake this Unit you should be registered with the GDC as a dental professional e.g. a dental nurse and have good communication skills evidenced by a national qualification at SCQF level 6 or equivalent, eg Higher English

To achieve this Unit you will complete **four** Outcomes.

- 1 Explain the standards against which the practice will be measured.
- 2 Describe the processes required to prepare for a practice inspection.
- 3 Explain the interpersonal and communication skills required to work effectively with others involved in practice inspection.
- 4 Present identified practice inspection information to practice inspectors.

You will be asked to identify the purpose of PI and explain the standards against which the practice will be measured. You will create a portfolio of evidence covering the quality standards and a PI checklist; creating a policy document appropriate to the general practice setting you work in. You will also need to describe the interpersonal and communication skills required to work effectively with others throughout the process. Finally you will contribute to the presentation of the PI information.

There will be opportunities to develop your Core Skills in *Communication*, *Problem Solving*, *Information and Communication Technology* and *Working with Others* throughout this Unit.

Transferable skills in planning, organising, reviewing and presenting will also be developed.