



National Unit Specification

General information

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Unit code: HH7L 45

Superclass: PF

Publication date: July 2017

Source: Scottish Qualifications Authority

Version: 02

Unit purpose

This unit has been designed to introduce learners to safe working practices within the dental environment. Successful completion of this unit will enable trainee dental nurses to be able to work safely, ethically and confidently within the dental environment until they commence a pre-registration dental nurse training programme. Learners will develop their knowledge of the professional guidance and legislation relating to their role and responsibilities as a dental nurse thus enabling them to work safely in the early stages of their career.

Outcomes

On successful completion of the unit the learner will be able to:

- 1 Outline the role and the ethical responsibilities of a dental nurse as defined by the dental regulatory body.
- 2 Describe how to prevent and control the spread of infection within the dental environment.
- 3 Explain safe working practices to ensure the health, safety and welfare of self and others within the dental environment.

Credit points and level

1 National unit credit at SCQF level 5: (6 SCQF credit points at SCQF level 5)

National Unit Specification: General information (cont)

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Recommended entry to the unit

Access to undertake this unit is at the discretion of the centre. Learners should be working in or have access to an educational dental environment, where they can complete the unit under the supervision of a General Dental Council (GDC) registrant.

Learners will therefore need to meet conditions of employment including having commenced a course of immunisation against Hepatitis B virus and disclosure under the PVG scheme (2011) standard or enhanced.

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes for this unit specification.

There is no automatic certification of Core Skills or Core Skill components in this unit.

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.

Equality and inclusion

This unit specification 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 our website www.sqa.org.uk/assessmentarrangements.

National Unit Specification: Statement of standards

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Outline the role and the ethical responsibilities of a dental nurse as defined by the dental regulatory body.

Performance criteria

- (a) State the role of the General Dental Council (GDC) in relation to patient safety and regulating the dental team.
- (b) Describe the purpose of the GDC Scope of Practice guidance.
- (c) Describe the ethical responsibilities of dental professionals as detailed in the GDC Standards for the Dental Team.

Outcome 2

Describe how to prevent and control the spread of infection within the dental environment.

Performance criteria

- (a) Outline key aspects of policies and procedures, legislation and guidance in relation to infection prevention and control within the dental environment.
- (b) Identify the methods used to prevent and control the spread of infection in the dental environment.
- (c) Identify the equipment used within a compliant local decontamination unit.
- (d) Describe how contaminated instruments are processed in a local decontamination unit.
- (e) Explain how to test and record that decontamination equipment is functioning correctly.

Outcome 3

Explain safe working practices to ensure the health, safety and welfare of self and others within the dental environment.

Performance criteria

- (a) Identify tasks within the role of a dental nurse that may pose a risk to health, safety and welfare of self and others.
- (b) Identify the range of health and safety policies and procedures that must be followed within the dental environment.
- (c) Explain the action to take following a sharps injury within the dental environment.
- (d) Describe the contents of the medical emergency drug box and equipment required to effectively respond to a medical emergency within the dental environment.

National Unit Specification: Statement of standards (cont)

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Evidence requirements for this unit

Evidence is required to demonstrate that learners have achieved all outcomes and performance criteria.

Outcome 1

Learners should:

- ◆ state the role of the General Dental Council (GDC).
- ◆ describe the purpose of the GDC Scope of Practice and Student Fitness to Practise guidance.
- ◆ list the nine ethical principles as detailed in the GDC Standards for the Dental Team.

Outcome 2

Learners should:

- ◆ identify the methods used to prevent and control the spread of infection in the dental environment.
- ◆ identify the different types of equipment used within the decontamination process and state their uses.
- ◆ describe how to test and record that the decontamination equipment is functioning correctly.
- ◆ describe the action to follow when equipment is faulty or not functioning correctly.

Outcome 3

Learners should:

- ◆ identify tasks within the role of a dental nurse that may pose a risk to health, safety and welfare of self and others.
- ◆ identify health and safety policies and procedures that must be followed within the dental environment.
- ◆ list in order the steps to take following a sharps injury within the dental environment.
- ◆ state the contents of the medical emergency drug box.
- ◆ identify medical emergencies that may occur in a dental environment and the equipment that would be required to respond effectively.



National Unit Support Notes

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Unit support notes are offered as guidance and 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

It is anticipated that this unit would be completed before commencement of a pre-registration dental nurse training programme that leads to registration with the GDC, eg the SVQ 3 in Dental Nursing and the PDA in Dental Nursing. This will ensure that the learner can commence their role having reached the level of 'safe beginner'.

Successful completion of this unit will complement a workplace induction and provide valuable support towards a learner's integration into the role of dental nurse and ensure adoption of safe working practices. It is important to note that this unit is at an introductory level, providing an awareness of the learner's role, boundaries and responsibilities at this level, so that they are equipped to work safely and adopt the correct professional attitudes and behaviours expected of a dental nurse from the outset of their training.

Learners should be provided with a brief overview of the requirements for obtaining and maintaining registration with GDC as a dental professional. This includes the importance of and requirements for continuing professional development.

Formal teaching and assessment will consolidate the learning gained from practical experience and workplace induction.

It is recommended that learners are working in or have access to an educational dental environment under the supervision of a GDC registrant, as this will allow them to relate the theory contained in the unit to their practise.

The content of this unit has been informed by the following GDC requirements for employing trainee dental nurses.

National Unit Support Notes (cont)

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Dental Nurses must either be registered or be undertaking a recognised training programme that will lead to registration. All dental nurses working in the dental team should be either registered with the GDC or 'in training'. The term 'in training' means that they are either:

- ◆ employed and enrolled or waiting to start on a recognised programme that will lead to GDC registration; or
- ◆ studying on a recognised programme that leads directly to GDC registration.

In addition the GDC state that:

'before the trainee dental nurse undertakes any duties in the practice, they must receive a formal structured induction, including training regarding patient safety and confidentiality; infection control; the protection of vulnerable children and adults; and how to deal with medical emergencies'.

Further information can be found at:

gdc-uk.org/Dentalprofessionals/Education/Pages/dcpsintraining.aspx

Outcome 1 will enable the learner to develop their knowledge of the role of the GDC in relation to regulating the dental team and ensuring patient safety.

The learner will also be introduced to the ethical responsibilities required of dental professionals and will be able to identify the skills and abilities required of their own role.

Teaching content should include:

- ◆ Role and functions of the General Dental Council (GDC) in relation to patient safety and regulating the dental team
- ◆ Scope of Practice guidance — introduction, to enable learners to work safely within their scope of practice and recognise the boundaries of their role
- ◆ Standards for the Dental Team — Nine Ethical Principles:
 - Put patients' interests first
 - Communicate effectively with patients
 - Obtain valid consent
 - Maintain and protect patients' information
 - Have a clear and effective complaints procedure
 - Work with colleagues in a way that is in patients' best interests
 - Maintain, develop and work within your professional knowledge and skills
 - Raise concerns if patients are at risk
 - Make sure your personal behaviour maintains patients' confidence in you and the dental profession
- ◆ Student Fitness to Practise — awareness of importance of professionalism as a student
- ◆ Indemnity Guidance — brief introduction to purpose and requirements following registration
- ◆ Continuing Professional Development — brief overview of purpose and requirements for registrants

National Unit Support Notes (cont)

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Outcome 2 will allow the learner to examine the practices policies and procedures, legislation and guidance in relation to infection prevention and control within the dental environment. Learners should be able to identify methods to prevent and control the spread of infection. Teaching should also include the process for decontaminating instruments within the local decontamination unit (LDU) and how to test and record all items of decontamination equipment within the LDU are functioning correctly.

Broader discussions may include:

- ◆ Infectious diseases within dentistry and routes of transmission:
 - Brief overview of the micro-organisms and infective proteins in the dental environment — groups: bacteria, viruses, fungi, bacterial spores and prions; and infectious diseases: Hepatitis B, Hepatitis C, HIV, Herpes Simplex Virus, Influenza
 - Chain of Infection
 - Immunisation requirements for the dental team
- ◆ Legislation and guidance relating to infection prevention and control:
 - SDCEP Guidance: Decontamination in Practice:
 - Part 1: Cleaning of Dental Instruments
 - Part 2: Sterilisation of Dental Instruments
 - Part 3: Management of Decontamination in Dental Practice
 - Health Facilities Scotland: Compliant Dental Local Decontamination units in Scotland (Primary Care), (2013)
- ◆ National Infection Prevention and Control Manual, Health Protection Scotland — Standard Infection Control Precautions:
 - Patient Placement
 - Hand Hygiene
 - Respiratory hygiene and cough etiquette
 - Personal Protective Equipment (PPE)
 - Management of care equipment
 - Control of the environment
 - Safe management of linen
 - Management of blood and body fluid spillages
 - Safe disposal of waste
 - Occupational exposure management (including sharps)

Outcome 3 This outcome will encourage the learner to consider the hazardous aspects of their role and gain an understanding of their role and responsibilities towards maintaining a safe environment to ensure the health, safety and welfare of themselves, their colleagues, patients and visitors to the workplace.

National Unit Support Notes (cont)

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Teaching content should include:

- ◆ Introduction and Overview of the following relevant Health & Safety Regulations:
 - Health and Safety at Work Act (1974)
 - Control of Substances Hazardous to Health (2002)
 - Reporting of Injuries, Diseases and Dangerous Occurrences (2013)
- ◆ Potential Hazardous aspects of their role:
 - Chemical — teaching may include; hazardous materials and substances used and how this relates to COSHH
 - Biological — teaching may include; safe handling of contaminated instruments, dealing with sharps injuries, safe disposal of waste
 - Electrical — teaching may include; safe working practices, care and maintenance of electrical equipment used in dentistry, (Portable Appliance Testing)
 - Physical — teaching may include; importance of manual handling and good posture, prevention of slips, trips and falls.
 - Psychological — teaching may include — awareness of psychological issues for example: workplace bullying, stress, dealing with aggressive patients/difficult situations.
- ◆ Practice Policies and Procedures in relation to Health, Safety & Welfare
- ◆ Awareness of Radiation Protection — IRR99 — Local Rules and their role in relation to radiation protection
- ◆ Importance of fire prevention and safety — awareness of workplace fire policy, fire drill protocols, location of exits and extinguishers
- ◆ Contents of the medical emergency drugs box and equipment within the practice
- ◆ Importance of being able to identify location and contents of the emergency drugs box and equipment within the practice

Guidance on approaches to delivery of this unit

It is recommended that learners are working in or have access to an educational dental environment under the supervision of a GDC registrant, as this will allow them to relate the theory contained in the unit to their practise.

It is envisaged that this unit may be delivered as a blended learning programme, perhaps to complement a workplace induction.

Learners should be provided with the necessary support and mentoring in the early stages of their training for employment.

Many of the topics covered in Outcome 2 are also applicable in Outcome 3, for example: disposal of waste, personal protective equipment and actions to take following a sharps injury so there will be scope to integrate delivery.

Progression and development throughout this unit will require the learner to undertake self directed study and research within their workplace (or dental educational environment) to develop awareness of their role and responsibilities as a dental nurse in relation to safe working practices and patient care.

National Unit Support Notes (cont)

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

Peer support and mentoring within the workplace/work placement/appropriate educational dental environment will enable the learner to discuss and question aspects of their learning to date, to enable further understanding and implementing theory into practice.

Learning and teaching approaches within the centre may include lectures, large and small group teaching and where appropriate practical teaching sessions to consolidate learning and begin to prepare for assessment.

Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Outcomes 1–3 could be assessed holistically by a closed-book assessment of multiple choice and short answer questions, covering all of the evidence requirements. This holistic assessment will aim to ensure that the learner has the underpinning knowledge and understanding of the legislation, regulation and professional guidance relevant to their role and responsibilities.

Opportunities for 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 social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

There will be opportunities to develop aspects of the Core Skills in *Communication, Information and Communication Technology (ICT), Working with Others* and *Problem Solving* throughout this unit.

Other transferable skills such as time management, team working, personal study skills, confidence and motivation may be achieved throughout completion of this unit.

History of changes to unit

Version	Description of change	Date
02	Entry requirements clarified. PVG is not required to undertake the Unit but the application should have been submitted and pending.	07/07/2017

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General information for learners

Unit title: Dental Nursing: Introduction to Safe Working Practices within the Dental Environment (SCQF level 5)

This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

The General Dental Council (GDC) states that Dental Nurses must either be registered or be undertaking a recognised training programme that will lead to registration. All dental nurses working in the dental team should be either registered with the GDC or 'in training'. The term "in training" means that they are either:

- ◆ Employed and enrolled or waiting to start on a recognised programme that will lead to GDC registration; or
- ◆ Studying on a recognised programme that leads directly to GDC registration.

Further information can be found at:

gdc-uk.org/Dentalprofessionals/Education/Pages/dcpsintraining.aspx

This introductory unit has been designed to introduce you to safe working practices within the dental environment. You should be working as a trainee dental nurse or have access to a dental environment in an educational establishment, under the supervision of a General Dental Council (GDC) registrant.

To undertake this unit you must also be disclosed under the PVG scheme (2011) standard or enhanced and if in a workplace/work placement situation have commenced a vaccination programme for Hepatitis B.

It would be anticipated that you would complete this unit before commencing a pre-registration dental nurse training programme, eg the SVQ 3 in Dental Nursing and the PDA in Dental Nursing. Successful completion of these qualifications will allow you to apply for registration with the GDC.

On successful completion of the unit you will be able to:

- 1 Outline the role and the ethical responsibilities of a dental nurse as set by the dental regulatory body.
- 2 Describe how to prevent and control the spread of infection within the dental environment.
- 3 Explain safe working practices to ensure the health, safety and welfare of self and others within the dental environment.

Assessment will likely be via an assessment paper to cover all the knowledge and understanding.