



## **Group Award Specification for:**

**Professional Development Award in  
Recording Patient Assessment for Dental Care  
Professionals at SCQF level 8**

**Group Award Code: GK6L 48**

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# 1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification
- ◆ provide a guide for new staff involved in offering the qualification
- ◆ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

This Award is an occupationally-specific, sector-led qualification that has been developed under the Design Principles for Professional Development Awards. It has been developed in collaboration with key stakeholders from the NHS.

The qualification will form part of a suite of occupationally-specific awards for the oral health care domain. This suite includes currently:

- ◆ SVQ3 in Dental Nursing at SCQF level 7
- ◆ PDA in Dental Nursing at SCQF level 7
- ◆ PDA in Oral Health Care (OHC): Dental Managers at SCQF level 8
- ◆ PDA Dental Radiography (Operator) for Dental Care Professionals at SCQF level 9
- ◆ PDA in Healthcare Professionals: Facilitating Learning and Training in the Workplace at SCQF level 8
- ◆ PDA in Dental Nursing: Delivering Oral Health Interventions at SCQF level 8
- ◆ PDA Dental Nursing: Supporting Special Care Provision at SCQF level 8
- ◆ PDA in Orthodontic Dental Nursing at SCQF level 8
- ◆ PDA in Intravenous Sedation for Dental Care Professionals at SCQF level 8
- ◆ PDA in Oral Health Care: Dental Administrators at SCQF level 6
- ◆ PDA in Dental Care Professionals: Dental Laboratory Skills at SCQF level 8
- ◆ HNC/HND in Dental Nursing
- ◆ HNC/HND in Dental Technology

This award has been developed in response to a need for clear progression and articulation routes for registered dental nurses who seek to extend their clinical duties within their professional scope of practice, as defined by their regulatory body, The General Dental Council (GDC) and to contribute towards their continued professional development. The GDC Scope of Practice 2013 can be accessed here:

**[http://www.gdc-uk.org/Dentalprofessionals/Standards/Documents/Scope%20of%20Practice%20September%202013%20\(3\).pdf](http://www.gdc-uk.org/Dentalprofessionals/Standards/Documents/Scope%20of%20Practice%20September%202013%20(3).pdf)**

## 2 Qualification structure

The design principles for Professional Development Awards at SCQF level 7–12 stipulate that the qualification:

- ◆ will be made up of a minimum credit value of 16 SCQF credit points
- ◆ will be made up of at least 2 Units
- ◆ will have at least half the SCQF credit points at the level of the Group Award

This Group Award meets the design principles as follows:

- ◆ It is made up of 3 mandatory HN Unit credits.
- ◆ It comprises 24 SCQF credit points which are all at SCQF level 8.

### 2.1 Structure

4 code	2 code	Unit title	SCQF level	SCQF credit points	SQA credit
H944	35	Dental Patient Assessment: Measuring and Recording Plaque Indices	8	8	1
H943	35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	8	8	1
FN3P	35	Dental Impressions for Working or Study Models (Dentate)	8	8	1

## 3 Aims of the qualification

The principal aim of the qualification is to provide dental nurses, registered with the General Dental Council (GDC), with the depth and breadth of knowledge and skills required to actively contribute to the recording of a patient's oral health assessment.

### 3.1 General aims of the qualification

- 1 Enable progression within the SCQF.
- 2 Provide opportunities for career planning and enhance learners' future employment prospects.
- 3 Develop transferable skills, eg organising/planning/personal effectiveness/team working/time management/ record keeping.
- 4 Develop the Core Skills, ie *ICT/Communication/Problem Solving/Working with Others* and *Numeracy*.
- 5 Develop upon the four capacities of Curriculum for Excellence, ie:
  - ◆ successful learners
  - ◆ confident individuals
  - ◆ responsible citizens
  - ◆ effective contributors
- 6 Address aspects of the GDC Scope of practice and continued professional development requirements.

### **3.2 Specific aims of the qualification(s)**

To enable learners to develop essential knowledge and skills, namely:

- 1 Skills in measuring and recording plaque indices accurately and to the prescription of a dentist.
- 2 Knowledge of the purpose of measuring and recording plaque indices in relation to oral health assessment; patient motivation and oral health education.
- 3 Knowledge of the technical aspects of the equipment required to produce clinical dental photographs for patient assessment and record keeping.
- 4 Skills in producing a range of intra and extra oral clinical dental photographs to the required standard and to the prescription of a dentist.
- 5 Knowledge and skills in the taking of alginate dental impressions for the purpose of working or study models.
- 6 Skills in responding to emergency support procedures for common medical emergencies which could occur in the dental surgery whilst taking alginate dental impressions.
- 7 Knowledge of the legislation and professional guidance that relates to taking and storing clinical dental photographs, measuring and recording plaque indices and taking alginate impressions.
- 8 Skills in self-evaluation and reflection and identifying areas for self-development.
- 9 To support the Scope of Practice 'additional skills' and 'prescribed additional skills' that registered dental nurses can develop throughout their career, namely: skills in providing support to dentists during oral health assessment.
- 10 To enable progression to the HND in Dental Nursing.
- 11 To develop advanced professional attitudes and practice in relation to patient treatment and support.

## **4 Recommended entry to the qualification**

Entry to this qualification is at the discretion of the centre. Learners must be registered with the General Dental Council (GDC) as a Dental Care Professional. The learner must be working in a dental environment and have the opportunity to gain regular experience in supporting and recording oral health assessment.

Learners undertaking this PDA must also be disclosed under the PVG scheme (2011) standard or enhanced

Where appropriate other GDC registered Dental Care Professional (DCP) groups, for example, Orthodontic Therapists and Dental Technicians may also wish to undertake an HN Unit to extend their clinical duties within their professional scope of practice, or for the purposes of continued professional development.

### **4.1 Core Skills entry profile**

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

<b>Core Skill</b>	<b>Recommended SCQF entry profile</b>	<b>Associated assessment activities</b>
Communication	6	Supporting and managing patient care. Written assessments and record keeping.
Numeracy	5	Using relevant technology, specialist equipment, and materials, interpreting plaque scores and indices and qualitative data.
Information and Communication Technology (ICT)	5	Using relevant technology, specialist equipment. Word processing and photographic packages.
Problem Solving	6	Overcoming barriers, self-reflection, interpreting patient information, and patient prescriptions
Working with Others	6	Supporting and managing patient care, working with colleagues and other healthcare professionals.

## **5 Additional benefits of the qualification in meeting employer needs**

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

## 5.1 Mapping of qualification specific aims to Units

Code	Unit title	Aims										
		1	2	3	4	5	6	7	8	9	10	11
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	✓	✓					✓	✓	✓	✓	✓
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals			✓	✓			✓	✓	✓	✓	✓
FN3P 35	Dental Impressions for Working or Study Models (Dentate)					✓	✓	✓	✓	✓	✓	✓

## 5.2 Mapping of National Occupational Standards (NOS) and/or trade body standards

The Sector Skills Council for Dental Nursing National Occupational Standards is Skills for Health.

A full listing of NOS can be downloaded from [www.ukstandards.co.uk](http://www.ukstandards.co.uk)

These Units have been aligned to the following National Occupational Standards:

Code	Unit Title	National Occupational Standard
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	SFHOH2 SFHOH3 L&D 10
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	SFHOH3 L&D 10
FN3P 35	Dental Impressions for Working or Study Models (Dentate)	SFHOH3 SFHOH6 L&D 10

SFHOH2 — Offer information and support to individuals on the protection of their oral health.

SFHOH3 — Provide chairside support during the assessment of patients' oral health.

SFHOH6 — Provide chairside support during the provision of fixed and removable prostheses.

L&D10 — Reflect on, Develop and Maintain Own Skills and Practice in Learning and Development.

The General Dental Council (GDC) is the statutory body that regulates dentistry in the United Kingdom. Its stated aims are to regulate the profession and protect the public and to that end it restricts who can legitimately work in any capacity in the provision of dental care.

The GDC sets out the standards of conduct, performance and ethics that govern all dental professionals. It specifies the principles, standards and guidance which apply to all members of the dental team.

A full explanation of *Standards for the Dental Team* and the *Scope of Practice* for all Dental Care Professionals (DCP) can be downloaded from [www.gdc-uk.org](http://www.gdc-uk.org)

### 5.3 Mapping of Core Skills development opportunities across the qualification

Core Skill signposting: learners will have the opportunity to develop aspects of the following Core Skills.

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
FN3P 35	Dental Impressions for Working or Study Models (Dentate)	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓

## 5.4 Assessment Strategy for the qualification

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

Centres are reminded the 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 transferrable to work situations or higher education.

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Dental Patient Assessment: Measuring and Recording Plaque Indices	Closed-Book Assessment which can be integrated with Outcome 2.	Closed-Book Assessment which can be integrated with Outcome 1.	Portfolio of Evidence of patient cases which can be integrated with Outcome 4.	Portfolio of Evidence of patient cases which can be integrated with Outcome 3.
Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	Closed-Book Assessment which can be integrated with Outcome 2.	Closed-Book Assessment which can be integrated with Outcome 1.	Portfolio of Evidence of patient cases which can be integrated with Outcome 4.	Portfolio of Evidence of patient cases which can be integrated with Outcome 3.
Dental Impressions for Working or Study Models (Dentate)	Portfolio of Evidence of patient cases.	Report	Simulation and questioning.	N/A

## 6 Guidance on approaches to delivery and assessment

### 6.1 Sequencing/integration of Units

The three Units have been designed to be delivered and assessed as a single programme of learning. However, centres may wish to deliver the individual Units to learners for reasons of CPD or to meet an identified gap where learners have presented with RPL.

### 6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

- ◆ HN Graded Units
- ◆ Course and/or external assessments
- ◆ Other integrative assessment Units (which may or not be graded)
- ◆ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
- ◆ Where there is an existing requirement for a licence to practice
- ◆ Where there are specific health and safety requirements
- ◆ Where there are regulatory, professional or other statutory requirements
- ◆ Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website [www.sqa.org.uk](http://www.sqa.org.uk)

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

#### 6.2.1 Articulation and/or progression

Successful completion of the individual Units of this PDA will offer learners the opportunity to progress within the HND in Dental Nursing.

#### 6.2.3 Credit transfer

It may be possible for learners to request full or partial credit transfer for the PDA Units, eg learners who present with equivalent qualifications from other awarding bodies

Credit transfer is at the discretion of the delivering centre and will be subject to SQA's external verification quality assurance process.

## 6.3 Opportunities for e-assessment

Aspects of the qualification offer opportunities for e-assessment, for example the use of e-portfolios.

## 6.4 Support materials

A **list of existing ASPs** is available to view on SQA's website.

## 6.5 Resource requirements

It is recommended that teaching and assessment staff are GDC registered, experienced dental practitioners or dental care professionals who hold relevant academic qualifications in these subject areas, at this SCQF level or above and are currently practicing these skills. Learners must have access to the equipment and materials necessary to complete the practical aspects of this Unit.

# 7 General information for centres

## Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will 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](http://www.sqa.org.uk/assessmentarrangements)

## Internal and external verification

All instruments of assessment used within this/these qualification(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* ([www.sqa.org.uk/GuideToAssessment](http://www.sqa.org.uk/GuideToAssessment)).

## 8 Glossary of terms

**Embedded Core Skills:** is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

**Finish date:** The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- ◆ learners may not be entered for the Group Award
- ◆ the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

**Graded Unit:** Graded Units assess learners' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage learners to retain and adapt their skills and knowledge.

**Lapsing date:** When a Group Award is entered into its lapsing period, the following will apply:

- ◆ the Group Award will be deleted from the relevant catalogue
- ◆ the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the Group Award
- ◆ centres should only enter candidates whom they expect to complete the Group Award during the defined lapsing period

**SQA credit value:** The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

**SCQF:** The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk).

**SCQF credit points:** SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

**SCQF levels:** The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

**Subject Unit:** Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**Signposted Core Skills:** refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

**General Dental Council (GDC)** is the statutory body that regulates dentistry in the United Kingdom



## 9 General information for learners

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

This qualification is a Professional Development Award (PDA). PDAs are principally designed for those already in a career or vocation who wish to extend or broaden their skills base. PDAs are often embedded within another qualification such as HNC/HND to provide learners with progression opportunities. This PDA is embedded within the HND in Dental Nursing.

The principal aim of this PDA is to provide dental nurses, registered with the General Dental Council (GDC), with the depth and breadth of knowledge and skills required to contribute to the recording of a patient's oral health assessment.

Where appropriate other GDC registered Dental Care Professional (DCP) groups, for example, Registered Orthodontic Therapists and Dental Technicians may also wish to undertake a HN Unit to extend their clinical duties within their professional scope of practice, or for the purposes of continued professional development.

This PDA consists of three mandatory Units.

Successful completion of the PDA or individual Units will allow you the opportunity to extend your clinical duties within your professional scope of practice, as defined by the General Dental Council and will contribute to your continued professional development (CPD).

To undertake the PDA or individual Units you should be registered with the General Dental Council as a dental care professional and you must also be disclosed under the Protection of Vulnerable Groups (PVG) scheme 2011, standard or enhanced.

The PDA in Dental Nursing: Recording Patient Assessment for Dental Care Professionals at SCQF level 8 has three mandatory Units, each at SCQF level 8:

### **Dental Patient Assessment: Measuring and Recording Plaque Indices**

This Unit is designed to enable you to become effective in disclosing, measuring and recording plaque indices, to the prescription of a dentist.

Upon completion you will be able to effectively manage your patients and correctly select and safely use the appropriate instruments and equipment required to disclose, measure and record plaque indices. You will also learn the importance of reflection and evaluation to your continuing good practice.

Assessment for this Unit includes a closed-book assessment and completion of a workplace logbook, witnessed by a GDC registrant experienced in measuring and recording plaque indices. You will also be required to reflect on your performance in this skill and identify areas of strengths and areas that require further development.

### **Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals**

This Unit is designed to enable you to become effective in producing and storing a range of intra and extra oral clinical dental photographs, to the prescription of a dentist.

Upon completion you will be able to effectively manage your patients and correctly select and use the appropriate instruments and equipment required to take intra and extra oral clinical dental photographs. You will also learn the importance of reflection and evaluation to your continuing good practice.

Assessment for this Unit includes a closed-book assessment and complete of a workplace logbook, which should be witnessed by GDC registrant who is experienced in clinical photography. You will also reflect upon your own practice, gather feedback from other members of the dental team and evaluate the quality of the photographs produced, resulting in identification of areas of strength and areas requiring further development.

### **Dental Impressions for Working or Study Models (Dentate)**

This Unit is designed to enable you to develop the knowledge, skills and practical application required to take alginate dental impressions for working or study models, working to the prescription of a Dentist.

Upon completion you will be able to take alginate dental impressions for working/study models and effectively manage patients during this procedure.

Assessment for this Unit includes a completion of a workplace logbook which should be witnessed by GDC registrant dentist who is experienced in taking impressions. In addition you will be required to produce patient case studies detailing your role in taking of alginate dental impressions for working/study models outlining patient management and consent. It is also a requirement for you to produce a report which investigates the legislation affecting the taking of alginate dental impressions and how the legislative requirements and guidance are followed within your working area. You will also be required to undertake simulated practical exercises to demonstrate competence in managing the medical emergencies.

Throughout the assessment period you will also have the opportunity to further develop your Core Skills in *Communication* at SCQF level 6, *Problem Solving* at SCQF level 6, *Working with Others* at SCQF level 6, *Numeracy* at SCQF level 5, *Information and Communication Technology (ICT)* at SCQF level 5. Additionally, you will develop your transferable skills, eg Research, Evaluation, Report Writing and Reflective Practice.