SQA

Group Award Specification for:

HNC in Oral Health Care: Dental Nursing

Group Award Code: GL64 15

HND in Dental Nursing

Group Award Code: GL65 16

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Contents

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

In 2013 and 2014 the 16 Units of the registerable qualifications (SVQ 3 in Dental Nursing at SCQF level 7 and PDA in Dental Nursing at SCQF level 7) were revised.

These Units form a major part of the mandatory sections of the HNC and HND qualifications therefore it was necessary to also revise the HN frameworks to ensure their currency.

The new awards contained in this Group Award Specification were subsequently validated as direct replacements for the:

♦   HNC in Oral Health Care: Dental Nursing GC7R 15
♦   HND in Dental Nursing GC7T 16

Learners already registered for GC7R 15 will have until 31 July 2019 to complete the full HNC.

Learners already registered for GC7T 16 will have until 31 July 2020 to complete the full HND.

Background and rationale for the awards

The Group Awards; Higher National Certificate (HNC) and Higher National Diploma (HND) are occupationally-specific, industry-led qualifications and have been developed under the Design Principles for Higher National Qualifications. They have been produced in collaboration with key stakeholders from the public and private sectors and FE colleges and the NHS.

SQA offers a broad choice of qualification provision for the dental sector:

♦   SVQ 3 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 in Dental and Medical Reception Skills at SCQF level 6
♦   HNC/HND Dental Technology
♦   PDA Dental Care Professionals: Dental Laboratory Skills at SCQF level 8
♦   PDA Dental Nursing: Delivering Oral Health Interventions at SCQF level 8
♦   PDA Dental Nursing: Supporting Special Care Provision at SCQF level 8
♦   PDA Dental Radiography (Operator) at SCQF level 9
♦   PDA Recording Patient Assessment for Dental Care Professionals at SCQF level 8
♦   PDA in Intravenous Sedation for Dental Nurses at SCQF level 8
♦   PDA in Inhalation Sedation for Dental Nurses at SCQF level 8

- PDA in Orthodontic Dental Nursing at SCQF level 8
- PDA in Preparing a Practice for Inspection at SCQF level 8

The awards have been developed in response to a need for clear progression and articulation routes for both new (trainee) and experienced (qualified) dental nurses.

The HNC/HND provides an inclusive dental nursing curriculum offering opportunities to those who wish to study and operate at a higher level. The HNC offers an exit route after year one which allows learners to leave with a national qualification. **It must be noted that achievement of the HNC alone does not allow learners to seek access to the GDC register.**

The HND incorporates a number of new Units in specialist areas such as Dental Impressions, Supporting Special Care Provision, Radiography, Sedation, Practice Inspection and Managing Quality in Dental Practice, which reflect the current GDC Scope of Practice and facilitate Continuing Professional Development for qualified dental nurses.

2 Qualification structures

The HNC Group Award is made up of 12 SQA Unit credits.

It comprises 96 SCQF credit points of which 78 are at SCQF level 7 in the mandatory section including a Graded Unit of 8 SCQF credit points at SCQF level 7.

Learners should also select a minimum of 1 credit from the optional section to achieve a total of 12 credits (96 SCQF points).

Units marked * form part of the registerable qualifications, required for access to the GDC register.

2.1 Structure of the HNC in Oral Health Care: Dental Nursing

	Mandatory Units (all 11 Units to be achieved)			
Unit Code	Unit title	SQA credit	SCQF level	SCQF credit points
H9RA 34*	Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	1	7	8
H9R9 34*	Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	1	7	8
H9R7 34*	Dental Nursing: Principles in the Management of Plaque Related Diseases	1	7	8
F6C7 34*	Dental Nursing Assessment	1	7	8
HA02 34	Oral Health Care: Dental Nursing Graded Unit 1	1	7	8
H4R2 04*	Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery	1	7	7
H4X4 04*	Provide Basic Life Support	1	7	7
F300 04	Ensure Your Own Actions Reduce the Risk to Health and Safety	1	6	8
H4PT 04*	Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures	1	7	12
FD42 04*	Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development	1	7	4
H9R8 34*	Dental Radiography	1	7	8
	Mandatory Optional Units (minimum of 1 Unit from 2 to be achieved)			
Unit Code	Unit title	SQA credit	SCQF level	SCQF credit points
H4PW 04*	Provide Chairside Support During the Assessment of Patient's Oral Health	1	7	10
H4PV 04*	Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health	1	7	10

Free Optional Section (Units marked with * are required for registration but do not contribute to the achievement of the HNC)		SQA credit	SCQF level	SCQF credit points
Unit Code	Unit title	SQA credit	SCQF level	SCQF credit points
H4PX 04*	Contribute to the Production of Dental Images	1	7	8
H4PY 04*	Provide Chairside Support During the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities	1	7	34
H4R0 04*	Provide Chairside Support During the Provision of Fixed and Removable Prostheses	1	7	14
H4R1 04*	Provide Chairside Support During Non-Surgical Endodontic Treatment	1	6	8
H485 34	Local Decontamination of Re-usable Instruments	1	7	8
H66L 33	Reflective Practice in a Dental or Medical Environment	1	6	8
H66M 33	Health and Safety in a Dental or Medical Reception Area	1	6	8
H66J 34	Dental Reception Skills	1	7	8
HE3D 46	Dental Care Professionals: Fitness to Practice	1	6	6

The following Unit, whilst required for registration cannot be taken as part of the HNC/HND in Dental Nursing. The design principles for HNC and HND qualifications do not allow the inclusion of Units levelled at SCQF 5 or below.

H4TR 04*	Make Sure Your Own Actions Reduce Risks to Health and Safety	1	5	8

2.2   Structure of the HND in Dental Nursing

The HND Group Award is made up of 18 mandatory Units (19 SQA credit points, 8 of which carry 64 SCQF points at SCQF level 8, including 16 SCQF credit points from the Graded Unit) and 13 optional Units.

Mandatory Units (all 19 credits to be achieved)				
Unit Code	Unit title	SQA credit	SCQF level	SCQF credit points
FN3R 35	Dental Nursing: Supporting Oral Health Improvement	1.5	8	12
FN3V 35	Dental Nursing: Preparing a Practice for Inspection	2	8	16
FG6A 35	Legal Protection of NHSS Patient Data	1	8	8
DH3Y 35	Stress Management	0.5	8	4
H8P9 35	OHC: Managing Health and Safety in a Dental Environment	1	8	8
HA03 35	Dental Nursing: Graded Unit 2	2	8	16
H4X4 04*	Provide Basic Life Support	1	7	7
H4PT 04*	Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures	1	7	12
F300 04	Ensure Your Own Actions Reduce the Risk to Health and Safety	1	6	8
FD42 04*	Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development	1	7	4
H4R2 04*	Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery	1	7	7
HA02 34	OHC: Dental Nursing Graded Unit 1	1	7	8
H9RA 34*	Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	1	7	8
H9R9 34*	Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	1	7	8

Mandatory Units (all 19 credits to be achieved) (cont)				
Unit Code	**Unit title**	**SQA credit**	**SCQF level**	**SCQF credit points**
H9R8 34*	Dental Radiography	1	7	8
H9R7 34*	Dental Nursing: Principles in the Management of Plaque Related Diseases	1	7	8
F6C7 34*	Dental Nursing Assessment F6C7 34	1	7	8

Mandatory Optional Section: (Minimum of 1 credit from 2 to be achieved)				
Unit Code	**Unit title**	**SQA credit**	**SCQF level**	**SCQF credit points**
H4PW 04*	Provide Chairside Support During the Assessment of Patient's Oral Health	1	7	10
H4P0 04*	Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health	1	7	10

Optional Units: Minimum of 10 credits to be achieved				
Unit Code	**Unit title**	**SQA credit**	**SCQF level**	**SCQF credit points**
FN3P 35	Dental Impressions for Working or Study Models (Dentate)	1	8	8
J1LM 35*	Supporting the Dental Team in the Workplace	2	8	16
J1SK 35*	Managing Quality Improvement in a Dental Practice	2	8	16
H1F0 34	Creating a Culture of Customer Care	1	7	8
F1XL 35	OHC: Managing a Dental Environment	2	8	16
F1XK 34	OHC: Policy and Legislation for Dental Managers	1	7	8
F20M 34	OHC: Presentation Skills for Dental Managers	1	7	8
DF4E 34	Developing Skills for Personal Effectiveness	1	7	8
F86Y 34	Developing the Individual Within the Team	1	8	8

Optional Units: Minimum of 10 credits to be achieved				
Unit Code	**Unit title**	**SQA credit**	**SCQF level**	**SCQF credit points**
F552 35	Plan and Facilitate Learning	2	8	16
H5WT 35	Dental Nursing: Oral Health Promotion and Dental Public Health	1	8	8
H5WV 35	Dental Nursing: Oral Health Education	2	8	16
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	1	8	8
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	1	8	8
H76E 35	Dental Nursing: Principles and Policies for Special Care Provision	1.5	8	12
H76D 35	Dental Nursing: Special Care Practice	1.5	8	12
H95N 35	Dental Care Professionals: Constructing Study Models	1	8	8
H95K 35	Dental Care Professionals: Constructing Mouthguards, Bleaching Trays and Vacuum Formed Retainers	1	8	8
H95L 35	Dental Care Professionals: Repairing the Acrylic Component of Removable Appliances	1	8	8
H95M 35	Dental Care Professionals: Constructing Occlusal Registration Rims and Special Trays	1	8	8
H4PY 04*	Provide Chairside Support During the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities	1	7	34
H4R0 04*	Provide Chairside Support During the Provision of Fixed and Removable Prostheses	1	7	14
H4PX 04*	Contribute to the Production of Dental Images	1	7	8

Optional Units: Minimum of 10 credits to be achieved		SQA credit	SCQF level	SCQF credit points
Unit Code	**Unit title**	**SQA credit**	**SCQF level**	**SCQF credit points**
H4R1 04*	Provide Chairside Support During Non-Surgical Endodontic Treatment	1	6	8
H485 34	Local Decontamination of Re-usable Instruments	1	7	8
H66L 33	Reflective Practice in a Dental or Medical Environment	1	6	8
H66M 33	Health and Safety in a Dental or Medical Reception Area	1	6	8
H66J 34	Dental Reception Skills	1	7	8
H0AH 36	Dental Radiography: Operator	2	9	16
H0BN 35	Dental Nursing: Orthodontics	2	8	16
HT8V 35*	Dental Nursing: Intravenous Sedation	2	8	16
HT8V 35*	Dental Nursing: Inhalation Sedation	2	8	16
J11R 36*	Research in Dental Practice	1	9	8

3   Aims of the qualifications

Aims of the Group Awards

Mapping of the specific aims of the Group Awards against Unit content is shown in Section 5.

3.1   General aims of the qualifications

♦ To enable progression within the SCQF
♦ To provide opportunities for career planning and enhance learners' employment prospects
♦ To develop transferable skills, eg organising/planning/personal effectiveness/team working/time management/record keeping
  To develop Core Skills, ie *Information and Communication Technology/Communication/Problem Solving/Working with Others and Numeracy*
♦ To develop the four capacities of Curriculum for Excellence
♦ To address some of the GDC Scope of practice and continual professional development requirements

3.2 Specific aims of the qualifications

3.2.1 Specific Aims of the HNC in Oral Health Care: Dental Nursing

(i) To provide a structured programme of learning which supports learners to achieve all of the component Units of the PDA in Dental Nursing
(ii) To provide learners with the opportunity to achieve the external examination component (PDA Dental Nursing Assessment) which forms part of the registration requirements of the GDC
(iii) To enable learners to achieve key mandatory Units of the SVQ in Dental Nursing
(iv) To enable learners to develop specific knowledge and skills, namely:
    (a) Reflective practice
    (b) Infection prevention and control in the dental environment
    (c) Oral health assessment and treatment planning
    (d) Dental radiography
    (e) Principles in the management of plaque related diseases
    (f) Basic life support
    (g) Preparation and maintenance of the dental environment, instruments and equipment
    (h) Health and safety risk assessment within the dental environment
(v) To enable progression to the HND in Dental Nursing
(vi) To provide an exit point at end of year one for learners who are unable to continue with the HND

3.2.2 Specific aims of the HND in Dental Nursing

(i) To support the GDC's Scope of Practice 'additional skills' and 'prescribed additional skills' that registered dental nurses can develop throughout their career, namely:
    (a) Skills in oral health education and oral health promotion
    (b) Dental impressions
    (c) Dental radiography
    (d) Intravenous sedation
    (e) Inhalation sedation
    (f) Supporting special care provision
    (g) Orthodontic dental nursing
    (h) Recording patient assessment
(ii) To develop advanced professional attitudes and practice in relation to patient treatment, namely:
    (a) Customer care
    (b) Health and safety
    (c) Data handling and protection
    (d) Stress management
(iii) To develop skills and knowledge to facilitate practice inspection
(iv) To develop skills and knowledge to support the learning and development of colleagues

3.3 Graded Units

3.3.1 Oral Health Care: Graded Unit 1

The Graded Unit 1 is an assignment which has been designed to enable learners to integrate their knowledge, theory and where applicable practice in terms of:

♦ providing support to the dental team.
♦ providing oral health care to a range of individuals during different dental procedures.
♦ developing their skills and knowledge whilst in employment/placement within in a dental environment.
♦ enabling reflective practice.
♦ facilitation of progression to a higher level of dental nursing education.

3.3.2 Dental Nursing: Graded Unit 2

The Graded Unit 2 is an investigation which will allow the learner to:

♦ examine a range of theoretical and practice based perspectives relating to advanced practice and management in a dental environment.
♦ consolidate knowledge and skills of oral health care processes and practice.
♦ develop own study, organisation and research skills.
♦ demonstrate clearly the importance of collaborative working and integrative practice.
♦ understand quality indicators and the processes by which good practice is measured and disseminated.

4 Recommended entry to the qualification(s)

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only.

Access to the HNC/HND is at the discretion of individual SQA approved Centres and will form part of the submission for approval to offer the Award. However as these are advanced awards with recognised levels of demand it is recommended that the learner has a good level of general education, particularly good communication skills. This may be demonstrated through a pre-assessment interview or by the learner's existing qualifications, eg SQA qualifications at SCQF level 5 or introductory qualifications appropriate to the dental sector, and/or other equivalent qualification such as the NEBDN National Certificate or qualifications from another Awarding Body.

The Units within this Group Award can also be accessed as standalone Units for the purpose of responding to individual workforce planning needs, improved professional practice and CPD.

The awards can be taken on either full time or part time basis.

Specific Access Requirements

Learners who wish to undertake the HND should have already completed the following qualifications (or equivalent)*

♦ SVQ 3 in Dental Nursing at SCQF level 7
♦ PDA in Dental Nursing at SCQF level 7
♦ HNC in Oral Health Care: Dental Nursing

*eg NVQ in Dental Nursing at level 3; VRQ in Dental Nursing; NEBDN National Certificate

All learners will require to achieve the HNC GU 1, regardless of the access route used.

Centres must ensure that any Units offered as part of the HND which state that the learner should be registered with the GDC are only delivered to those learners who have that status.

It is contingent on the learner to be GDC registered to complete the HND.

Grandparent Clause

There is also scope for accreditation of prior learning (APL) as an articulation opportunity into the second year of this Award. Learners who are registered with the GDC via the grandparenting clause may make applications to articulate into the second year of the HND programme. It is the responsibility of each individual Centre to consider the learners suitability for this and it is strongly recommended that the HNC Graded Unit is used as a tool for benchmarking their eligibility.

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.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	5	Verbal interactions with colleagues and patients, written record keeping and treatment planning, etc
Numeracy	5	Payment processing, charts and instrument reading
Information and Communication Technology (ICT)	5	Electronic appointment systems, possible use of online portfolio and assessment
Problem Solving	5	Understanding theory and ability to relate this to practice, overcoming issues as they arise
Working with Others	5	Underpinning skill required of DCP, fundamental in the majority of the practice Units.

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 HNC specific aims to the mandatory Units

Code	Unit title	Aims					
		1	2	3	4	5	6
H9RA 34*	Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	i	ii		iv	v	vi
H9R9 34*	Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	i	ii		iv	v	vi
H9R7 34*	Dental Nursing: Principles in the Management of Plaque Related Diseases	i	ii		iv	v	vi
F6C7 34*	Dental Nursing Assessment	i	ii		iv	v	vi
HA02 34	Oral Health Care: Dental Nursing Graded Unit 1				iv	v	vi
H4R2 04*	Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery			iii	iv	v	vi
H4X4 04*	Provide Basic Life Support			iii	iv	v	vi
F300 04	Ensure Your Own Actions Reduce the Risk to Health and Safety			iii	iv	v	vi
H4PT 04*	Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures			iii	iv	v	vi
FD42 04*	Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development			iii	iv	v	vi
H9R8 34*	Dental Radiography	i	ii		iv	v	vi
H4PW 04*	Provide Chairside Support During the Assessment of Patient's Oral Health			iii	iv	v	vi
H4P0 04*	Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health			iii	iv	v	vi

5.2 Mapping of HND specific aims to Units (other than year one Units)

Code	Unit title	Aims			
		1	2	3	4
FN3R 35	Dental Nursing: Supporting Oral Health Improvement	i	ii		iv
FN3V 35	Dental Nursing: Preparing a Practice for Inspection	i	ii	iii	iv
FG6A 35	Legal Protection of NHSS Data		ii	iii	
DH3Y 35	Stress Management		ii		iv
H8P9 35	OHC: Managing Health and Safety in a Dental Environment	i	ii	iii	
HA03 35	Dental Nursing: Graded Unit 2	i	ii	iii	iv
FN3P 35	Dental Impressions for Working or Study Models (Dentate)	i			
FN3T 35	Supporting the Dental Team in the Workplace	i	ii	iii	iv
FN3W 35	Managing Quality in Dental Practice	i	ii	iii	
H1F0 34	Creating a Culture of Customer Care		ii		
F1XL 35	OHC: Managing a Dental Environment	i	ii	iii	iv
F1XK 34	OHC: Policy and Legislation for Dental Managers	i	ii	iii	iv
F20M 34	OHC: Presentation Skills for Dental Managers		ii	iii	iv
DF4E 34	Developing Skills for Personal Effectiveness	i	ii	iii	iv
F86Y 34	Developing the Individual Within the Team	i		iii	iv
F552 35	Plan and Facilitate Learning	i		iii	iv

Code	Unit title	Aims			
		1	2	3	4
H5WT 35	Dental Nursing: Oral Health Promotion and Dental Public Health	i	ii		Iv
H5WV 35	Dental Nursing: Oral Health Education	i	ii		iv
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	i	ii		
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	i	ii		
H76E 35	Dental Nursing: Principles and Policies for Special Care Provision	i	ii		
H76D 35	Dental Nursing: Special Care Practice	i	ii		
H95N 35	Dental Care Professionals: Constructing Study Models	i	ii		
H95K 35	Dental Care Professionals: Constructing Mouthguards, Bleaching Trays and Vacuum Formed Retainers	i	ii		
H95L 35	Dental Care Professionals: Repairing the Acrylic Component of Removable Appliances	i	ii		
H95M 35	Dental Care Professionals: Constructing Occlusal Registration Rims and Special Trays	i	ii		

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

The HNC in Oral Health Care: Dental Nursing contains 11 Units devised by Skills for Health which form the SVQ 3 in Dental Nursing at SCQF level 7.

Please refer to the SVQ Dental Nursing webpage on SQA's website for information on Units, Core Skills and the Assessment Strategy.

http://www.sqa.org.uk/sqa/14344.html

The HNC framework also includes four HN Units which form the PDA in Dental Nursing at SCQF level 7. These have been mapped to the Skills for Health National Occupational Standards (NOS) and also to the NHS Knowledge and Skills Framework.

Please refer to the PDA Dental Nursing webpage on SQA's website for information on the HN Units mapping

http://www.sqa.org.uk/sqa/files_ccc/PDA%20Dental%20Nursing%20Arr.pdf

5.4 Opportunities for Core Skills Development

Individual Unit specifications detail opportunities to develop the Core Skills.

Learners will have the opportunity to develop the following Core Skills throughout the HNC/HND:

Communication at SCQF level 6
There are ample opportunities for learners to provide evidence of oral communication skills when interacting with staff and patients and other internal and other external customers.

Working in a dental environment where the well-being of individuals is being supported necessitates the use of written communication to convey information reports, treatment plans, etc.

Information and Communication Technology at SCQF level 5
Dental practices use information technology systems to input records and reports, for processing other information and to retrieve information about individuals. There are opportunities for learners to collect evidence towards achievement of this Core Skill. Learners may also use Information Technology to produce their assessments

Problem Solving at SCQF level 5
Achievement of the full Core Skill of Problem Solving at SCQF level 6 is embedded in the following Units:
HA03 35 Dental Nursing Graded Unit 2
H8P9 35 Oral Health Care: Managing Health and Safety in a Dental Environment

Working with Others at SCQF level 6
The ability to work in a team is a critical competence for dental nurses and is developed through the practical Units

Numeracy at SCQF level 5
This Core Skill will be developed as learners will process numerical and graphical information for treatment planning and instrument calibration and records. Processing payments and calculating costs for patients will also contribute to the development of numeracy skills.

5.5 Assessment Strategy for the qualification

Please refer to the Support Notes of individual Unit specifications for guidance on appropriate assessment methods.

HNC Units

The following SVQ Units are assed in the workplace therefore the primary methods of assessment will be assessor observation, products of practice, witness testimony and professional discussion/questioning.

- Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery
- Provide Basic Life Support
- Ensure Your Own Actions Reduce the Risk to Health and Safety
- Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures
- Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development
- Provide Chairside Support During the Assessment of Patient's Oral Health
- Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health
- Contribute to the Production of Dental Images
- Provide Chairside Support During the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities
- Provide Chairside Support During the Provision of Fixed and Removable Prostheses
- Provide Chairside Support During Non-Surgical Endodontic Treatment

The following HN Units form the knowledge and understanding component of the registerable qualification and are assessed by an externally quality assured assessment paper.

- Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment
- Dental Nursing: Principles of Oral Health Assessment and Treatment Planning
- Dental Radiography
- Dental Nursing: Principles in the Management of Plaque Related Diseases

Assessment for the mandatory Units in the HND is summarised in the following table.

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Dental Nursing: Supporting Oral Health Improvement	Report/patients log sheets	Report	Observation	
Dental Nursing: Preparing a Practice for Inspection	Assignment	Portfolio	Assignment	Report
Legal Protection of NHSS Data	Questions on a Case Study	Investigation or Case Study	Investigation or Case Study	
Stress Management	Integrated Assignment	Integrated Assignment		
OHC: Managing Health and Safety in a Dental Environment	Integrated Assignment	Integrated Assignment	Integrated Assignment	
Dental Nursing: Graded Unit 2	Investigation	Investigation	Investigation	

6 Guidance on approaches to delivery and assessment

6.1 General delivery principles

Although Higher National Qualifications are traditionally offered by the FE sector, they may Also be offered by other SQA approved centres such as private training providers and employers.

It is essential that learners achieve the Units (or their equivalent) detailed in Section 7.1 before progressing on to the second year. This qualification offers flexibility in its approach as learners holding other forms of qualification and/or experience may gain access to year two following assessment of APL and achievement of the HNC Graded Unit. The structure of the qualification allows for a degree of flexibility in its delivery. This will enable Centres to tailor the selection of optional Units to suit the needs of learners and meet local demand.

6.1.1 Delivery of year one (HNC)

Centres will determine their own delivery plan based on the needs of learners, the number of terms/semesters employed by the Centre and the mode of delivery (ie full time, part time or blended). It is therefore not possible to provide a detailed sequence of delivery.

It is anticipated that the workplace assessed (SVQ) Units will be achieved concurrently with the theory-based Units and that evidence of competence will be drawn from work practice.

The first five HN Units detailed in Section 7.1 are the component Units from the Dental Nursing PDA. These Units integrate theory and practice and provide underpinning knowledge for the workplace (SVQ) Units. Graded Unit 1 (sixth in the structure) allows for the knowledge and skills gained in the theory Units to be applied in the context of a dental nursing project. As such, it would tend to be delivered in the second and third terms to allow learners to gather appropriate evidence.

Delivery of the Workplace (SVQ) Units will be in the learner's workplace or placement where evidence of competence will be drawn from real work practice. Such evidence should be retained in a portfolio. It is acknowledged that learners will achieve competence at different paces and the sequencing of Units may be affected by this.

6.1.2 Delivery of year two (HND)

As with year one, the delivery sequence will be determined by individual Centres based on practice within the Centre, timetabling and learner need.

Year two focuses on the development of specialist skills and knowledge in areas such as Practice Inspection, Oral Health Improvement, Legal Protection of NHSS Patient Data and Managing Health and Safety in a Dental Environment. These, along with Creating a Culture of Customer Care and Stress Management form the Mandatory Section and it is anticipated that delivery of these will start at an early point in the programme.

Delivery of Graded Unit 2 should be timetabled to begin no later than midway through the session to allow learners sufficient time to gather the necessary evidence.

The selection of optional Units will be determined by learner and employment needs and their delivery integrated with the mandatory Units appropriately by the Centre.

6.1.3 Assessment Methodology

SQA promotes the strategy of holistic assessment wherever possible. The HN Unit specification places the emphasis on reducing the assessment load for both learners and Centres by encouraging Centres to devise assessments that allow assessment of the entire Unit or join the assessment of Outcomes together. The mix of theory and SVQ Units in year one encourages this practice by allowing learners to draw evidence from real work situations where appropriate. Assessment will operate through a blend of results from workplace activities and portfolios of evidence. Assessors should assure themselves of the authenticity of each learner's evidence submission.

6.1.4 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**.

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 Credit transfer

Centres should note that Unit H4TR 04 *Make Sure Your Own Actions Reduce Risks to Health and Safety* is required as part of the SVQ in Dental Nursing for dental nurse registration. It does not and cannot be a part of the HN frameworks as the design principles do not allow for Units at SCQF level 5 or below. Centres may deliver and assess the Unit F300 04 *Ensure Your Own Actions Reduce the Risks to Health and Safety* as part of the HN Framework and then use their own RPL processes to credit transfer between the Units. Please note that evidence of mapping and RPL is subject to external verification so should be retained for inspection.

6.3   Opportunities for e-assessment

Solar e-assessment has been developed and is available to approved centres for the SVQ and PDA Units which comprise the registerable qualification.

6.4   Support materials

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

6.5   Resource requirements

Where access to specialist resources, instruments or equipment is required – this is detailed in the relevant Unit specifications.

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**.

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)**.

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. (**Note to writer:** delete if not applicable to product type)

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 learners 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**.

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.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦ No new centres may be approved to offer the Unit which has been revised.
♦ Centres should only enter learners for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date
06	**Revision of Unit**: Managing Quality in Dental Practice FN3W35 (Lapse date 31/07/2021) revised by Managing Quality Improvement in a Dental Practice J1SK 35 For HND Dental Nursing only.	02/05/2019
05	**Revision of Units:** FN3T 35 Supporting the Dental Team in the Workplace (finish date 31/07/2020) has been replaced by J1LM 35 (start date 01/08/2018) for the HND framework only	17/12/2018
04	**Addition of Unit: J11R 36** Research in Dental Practice added to Optional Units for HND award.	18/09/2018
03	**Revision of Units**: H4AR 34 Dental Nursing: Inhalation Sedation (finish 31/07/2018) has been replaced by HT8T 35 Dental Nursing: Inhalation Sedation (Start date: 01/08/2017). H0BP 35 Dental Nursing: Intravenous Sedation (finish 31/07/2018) has been replaced by HT8V 35 Dental Nursing: Intravenous Sedation (Start date 01/08/2017)	11/08/2017
02	Updated statements on embedded Core Skills	18/05/2017

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

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.

The HND in Dental Nursing forms part of a suite of qualifications for this sector that includes the SVQ in Dental Nursing at level 3, the PDA in Dental Nursing at SCQF level 7 and a range of other specialist PDAs.

Successful completion of year one will allow you to gain certificates for the:

♦ HNC in Oral Health Care: Dental Nursing
♦ PDA in Dental Nursing*

Successful completion of year two will allow you to gain the certificate for the:

♦ HND in Dental Nursing GC7T 16

Should you also complete **all** of the SVQ Dental Nursing Units as part of your studies you will gain the certificate for the:

♦ SVQ in Dental Nursing*

*Award of these certificates is contingent upon centres being approved to deliver them.

You can apply to the GDC to become a registered Dental Care Professional if you have achieved both the SVQ and the PDA.

The awards consist of mandatory and optional Units covering various aspects of dental nursing. In year one, you will undertake HN Units covering principles of infection control, oral health assessment and treatment planning and principles in the management of plaque related diseases. year one also includes the external exam (Dental Nurse Assessment).

You will also undertake Units from the SVQ in Dental Nursing which will be assessed in your workplace or placement covering areas such as health and safety, preparation of the clinical environment and basic life support skills.

Successful completion of year one will:

♦ provide you with suitable occupational skills and knowledge in dental nursing to enable you to identify future opportunities for career progression.
♦ pass the exam required as part of the GDC's registration requirements.
♦ allow you to progress to year two of the HND **— OR**
♦ allow you to exit at this stage with an HNC.

In year two, you will have the opportunity to gain more specialised skills and knowledge related to the GDC Scope of Practice. This will be of particular interest to you if you are a qualified Dental Nurse who wishes to demonstrate continuing professional development (CPD) and to gain a higher level of qualification. It will also allow you to develop more generic advanced skills in management, training and development, quality management, health and safety in the dental environment and personal effectiveness.

Successful completion of year two will:

♦ provide you with the opportunity to further develop your skills and knowledge in specialist areas
♦ provide you with the opportunity to work as a dental nurse with 'additional skills' under the GDC Scope of Practice
♦ allow you to achieve the HND in Dental Nursing

You must be registered with the GDC prior to undertaking some of the more specialized Units within the HND.

Throughout both years, you will have the opportunity to further develop your Core Skills in communication, working with others, problem solving, numeracy and ICT.

A variety of assessment models will be used throughout. These include observation, extended response questions and case studies, question papers including multiple choice questions and portfolios containing real work evidence.