



Australian Government

Department of Education, Employment and Workplace Relations

HLT43012 Certificate IV in Dental Assisting

Release: 1

HLT43012 Certificate IV in Dental Assisting

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT43007 Certificate IV in Dental Assisting	HLT43012 Certificate IV in Dental Assisting	ISC upgrade Code changed due to new HLTWHS300A to WHS processes has changed OHS unit to a WHS unit

Description

This qualification provides the knowledge and skills necessary to provide an advanced level of chairside assistance to the operator, including contributing to the quality of dental care provided through well developed communication skills; providing an oral health education program that promotes good oral health as part of general good health; as well as implementing and monitoring infection control policy and procedures.

This qualification allows the dental assistant to select electives to address specific workplace needs in line with jurisdictional Dental Acts and Regulations.

This qualification is suited to Australian Apprenticeships pathways.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

To gain entry into HLT43007 Certificate IV in Dental Assisting a candidate must demonstrate competence through a recognised training program or recognition process, in all core units from the HLT31812 Certificate III in Dental Assisting (as listed below):

HLTDA303D Prepare for and assist with oral health care procedures

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS200A)

HLTDA304D Assist with dental radiography

(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS200A)

HLTDA306D Assist with administration in dental practice (Note pre-requs: HLTIN301C, HLTIN302C, HLTDA303D, HLTWHS200A)

HLTFA311A Apply first aid

HLTHIR301C Communicate and work effectively in health

HLTIN301C Comply with infection control policies and procedures

HLTIN302C Process reusable instruments and equipment in health work

(Note pre-requ: HLTIN301C)

HLTWHS200A Participate in WHS processes

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

7 units of competency are required for award of this qualification including:

- 3 core units
- 4 elective units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of dental assisting work functions, or
- a targeted qualification as required for specific work roles

Elective units may be selected from:

- Group A electives which are required for work in dental radiography and meet licensing requirements for this work
- Group B electives which are recommended for work in oral health promotion
- Group C electives which are recommended for work in general anaesthesia and conscious sedation

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PACKAGING RULES (contd)

Elective units may be selected from:

- Group D electives which are recommended for dental assisting work with extended duties

- Group E electives which are recommended for dental practice administration work
- Group F electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, 1 unit of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

HLTAMBFC301D Communicate with clients and colleagues to support health care
 HLTIN403C Implement and monitor infection control policy and procedures
 (Note pre-requ: HLTIN301C)
 HLTWHS300A Contribute to WHS processes

Relevant electives

Four (4) elective units must be selected in line with the specified Packaging Rules.
 Group A electives identify specific units required for work in dental radiography.
 Groups B, C, D and E specify electives recommended for work in the following areas:

- *Oral health promotion*
- *General anaesthesia and conscious sedation*
- *Extended duties*
- *Practice administration*

Electives for this qualification may be selected from these groups as well as from the electives listed below them and from other Training Packages, in line with the specified Packaging Rules.

Group A electives – required for dental radiography

The following three (3) units of competency are required for work in dental radiography:
 HLTDA410D Apply the principles of radiation biology and protection in dental practice
 (Note pre-requ: HLTIN301C, HLTIN302C, HLTWHS300A)
 HLTDA411D Prepare to expose a prescribed dental radiographic image
 (Note pre-requ: HLTIN301C, HLTIN302C, HLTWHS300A)
 HLTDA412D Produce a dental radiographic image
 (Note pre-requ: HLTIN301C, HLTIN302C, HLTWHS300A)

Where Group A electives required for dental radiography work are achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes Group A electives for *Dental radiography work*"

Group B electives – recommended for work in oral health promotion

The following electives are recommended for work in oral health promotion:
 HLTDA407D Implement an individualised oral hygiene program
 (Note pre-requ: HLTIN301C, HLTIN302C, HLTWHS300A)
 HLTDA413B Implement an oral hygiene program for older people
 (Note pre-requ: HLTAMBFC301D, HLTDA407D)

HLTDA414B Implement an oral health promotion program

Group C electives – recommended for work in general anaesthesia and conscious sedation

The following electives are recommended for work in assisting with general anaesthesia and sedation:

HLTDA408D Assist in oral health care procedures during general anaesthesia
(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)

HLTDA409D Assist in oral health care procedures during conscious sedation
(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A, HLTDA408D)

Group D electives – recommended for dental assisting work with extended duties

The following electives are recommended for dental assisting work with extended duties:

HLTDA415B Take an impression for study models
(Note pre-requs: HLTIN301C, HLTIN302C)

HLTDA417B Take a clinical photograph
(Note pre-requs: HLTIN301C, HLTIN302C)

HLTDT301D Construct models (Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT302D Construct custom impression trays
(Note pre-requs: HLTIN301C, HLTWHS200A)

HLTDT303D Construct registration rims
(Note pre-requs: HLTIN301C, HLTWHS200A)

Group E electives – recommended for dental practice administration work

The following electives are recommended for dental practice administration work:

BSBADM409A Coordinate business resources

BSBFIA301A Maintain financial records

BSBMED401B Manage patient record keeping system

HLTCOM405D Administer a practice

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group F electives – recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

In addition to the core and elective units listed above, other elective units of competency are to be selected in line with the Packaging Rules. Workplaces may package electives to reflect the functions of workers. The following sample electives are suggested as appropriate for this qualification.

- BSBCMM401A Make a presentation
- CHCCS427A Facilitate adult learning and development
- CHCOHC401A Inform and encourage clients and groups to understand and achieve
good oral health
- CHCOHC402A Support clients and groups to learn practical aspects of oral health care
- CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral
health issues
- CHCOHC406A Provide or assist with oral hygiene (Note pre-requ: HLTIN301C or
CHCWHS312A)
- CHCOHC407A Apply and manage use of basic oral health products
- HLTDA407D Implement an individualised oral hygiene program
(Note pre-requs: HLTIN301C, HLTIN302C, HLTWHS300A)
- HLTDA413B Implement an oral hygiene program for older people
(Note pre-requs: HLTAMBFC301D, HLTDA407D)
- HLTDA414B Implement an oral health promotion program
- HLTDA415B Take an impression for study models
(Note pre-requs: HLTIN301C, HLTIN302C)
- HLTDA416C Allocate treatment appointments according to priority
(Note pre-requs: HLTAMBFC301D, HLTFA311A)
- HLTDT301D Construct models (Note pre-requs: HLTIN301C, HLTWHS200A)
- HLTDT302D Construct custom impression trays
(Note pre-requs: HLTIN301C, HLTWHS200A)
- HLTDT303D Construct registration rims
(Note pre-requs: HLTIN301C, HLTWHS200A)
- TAEDEL301A Provide work skill instruction