



Dental Assisting, Technology and Prosthetics

National Competency Standards

The materials contained within this volume are part of the endorsed component of the

Health Training Package (HLT02)

Endorsed by NTQC and agreed by Ministers in January 2002. This Training Package is to be reviewed by January 2005.

HLT02 Health Training Package

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Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 3 – check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact Community Services and Health Industry Skills Council (www.cshisc.com.au) to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release Date	Comments
3	12/05	Population Health National Competency Standards and Qualifications
2	4/12/02	Health Technicians National Competency Standards and Qualifications
1	11/12/01	Primary Release

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Health Training Package Units of Competency

This is the complete list of all units of competency in the Health Training Package as they relate to specific Health Industry Sectors.

Ambulance

HLTAMBAE1A	Enable safe access and egress in an emergency	1
HLTAMBAE2A	Implement specialist access and egress procedures	7
HLTAMBAE3A	Follow procedures for routine safe extrication of patient	13
HLTAMBAE4A	Follow procedures for safe extrication of patient in a life threatening situation	17
HLTAMBC1A	Receive request for service	23
HLTAMBC2A	Assign ambulance service resources	29
HLTAMBC3A	Coordinate resources	35
HLTAMBCR1A	Deliver basic patient care	39
HLTAMBCR2A	Deliver standard pre-hospital patient care	47
HLTAMBCR3A	Deliver intensive pre-hospital patient care	55
HLTAMBCR4A	Clinical mentoring in the work environment	63
HLTAMBFC1A	Communicate within an ambulance environment	67
HLTAMBFC2A	Communicate in complex or difficult situations	73
HLTAMBMA1A	Manage ambulance operations	79
HLTAMBMA2A	Supervise on-road operations	85
HLTAMBPD1A	Manage personal stressors in the work environment	91
HLTAMBSC1A	Manage routine scene	95
HLTAMBSC2A	Manage scene of special event	99
HLTAMBSC3A	Manage the scene of an emergency	103
HLTAMBT1A	Transport non-emergency patients	109
HLTAMBT2A	Transport emergency patients	115
PUACOM005A	Foster a positive organisational image in the community	119
PUAOHS003A	Implement and monitor the organisation's occupational health and safety policies, procedures and programs	123
PUAOHS004A	Establish and maintain the occupational health and safety system	131
PUAVEH001A	Drive vehicles under operational conditions	137

Complementary and Alternative Health Care

Common Units

HLTCOM1A	Provide specific information to clients/patients	1
HLTCOM2A	Develop professional expertise	7
HLTCOM3A	Manage a practice	13
HLTCOM4A	Communicate effectively with clients/patients	23
HLTCOM5A	Administer a practice	31
HLTCOM6A	Make referrals to other health care professional when appropriate	39
HLTCOM7A	Provide reception services for a practice	43
HLTCOM8A	Use specific/medical terminology to communicate with client/patients, fellow workers and health professionals	49

Ayurveda

HLTAYVIA	Plan the Ayurvedic herbal medicine treatment strategy – Dravyaguna	55
HLTAYV2A	Plan the Ayurvedic treatment strategy	63
HLTAYV3A	Prepare and dispense Ayurvedic herbal medicine - Dravyaguna	71
HLTAYV4A	Provide Ayurvedic advice on nutrition	83
HLTAYV5A	Provide the Ayurvedic herbal medicine treatment	93
HLTAYV6A	Provide Ayurvedic relaxation massage treatment	101
HLTAYV7A	Plan the Ayurvedic remedial massage treatment strategy	107
HLTAYV8A	Manage work within the Ayurvedic framework	115
HLTAYV9A	Perform Ayurvedic health assessment	123
HLTAYV10A	Perform Ayurvedic remedial massage health assessment	133
HLTAYV11A	Provide Ayurvedic remedial massage treatment	143
HLTAYV12A	Provide Ayurvedic lifestyle consultation	151
HLTAYV13A	Provide the Ayurvedic treatment	157
HLTAYV14A	Work within an Ayurvedic framework for lifestyle consultants	167
HLTAYV15A	Apply Ayurvedic diagnostic framework	175

Homoeopathy

HLTHOM1A	Apply Homoeopathic diagnostic framework	181
HLTHOM2A	Conduct basic Homoeopathic research	189
HLTHOM3A	Manage work with the Homoeopathic framework	195
HLTHOM4A	Perform clinical screening examination and assessment	205
HLTHOM5A	Plan the Homoeopathic treatment strategy	215
HLTHOM6A	Prepare and dispense Homoeopathic medicine	223

HLTHOM7A	Provide assistance to the Homoeopathic practitioner	233
HLTHOM8A	Provide Homoeopathic treatment and manage the case	239
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HLTHOM10A	Take the Homoeopathic case	261
HLTHOM11A	Use and maintain medical equipment	271
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Remedial Massage		
HLTREM1A	Work within a Massage framework	283
HLTREM2A	Provide the Remedial Massage treatment	291
HLTREM3A	Plan the Remedial Massage treatment strategy	301
HLTREM4A	Apply Remedial Massage assessment framework	311
HLTREM5A	Perform Remedial Massage health assessment	317
HLTREM6A	Provide the Massage treatment	327
HLTREM7A	Plan the Massage treatment	337
HLTREM8A	Apply Massage assessment framework	343
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HLTNAT2A	Provide the Western Herbal Medicine treatment	363
HLTNAT3A	Provide Naturopathic nutritional treatment	371
HLTNAT4A	Provide acute Homoeopathic treatment	381
HLTNAT5A	Plan the Naturopathic treatment strategy	391
HLTNAT6A	Perform Naturopathic health assessment	397
HLTNAT7A	Manage work within the Naturopathic framework	407
HLTNAT8A	Apply Naturopathic diagnostic framework	415
HLTNAT9A	Work within a Naturopathic framework	421
HLTNAT10A	Prepare and dispense Western Herbal and nutritional medicine	429
HLTNUT1A	Apply literature research findings to clinical nutritional practice	441
HLTNUT2A	Provide specialised nutritional care	445
Shiatsu Therapy		
HLTSHU1A	Apply oriental therapies assessment framework	451
HLTSHU2A	Apply Shiatsu assessment framework	457
HLTSHU3A	Perform Shiatsu health assessment	461
HLTSHU4A	Plan the Shiatsu therapy treatment	467
HLTSHU5A	Provide oriental therapies treatment	473
HLTSHU6A	Provide specific Shiatsu therapy assessment and care	481
HLTSHU7A	Provide the Shiatsu treatment	491
HLTSHU8A	Work with a Shiatsu framework	499
HLTSHU9A	Maintain Shiatsu personal health and awareness and fulfil professional responsibilities	507
HLTSHU10A	Perform Shiatsu therapy health assessment	513
HLTSHU11A	Apply shiatsu therapy assessment framework	523
Traditional Chinese Medicine Remedial Massage (An Mo Tui Na)		
HLTTCM1A	Apply TCM Remedial Massage (An Mo Tui Na) assessment framework	527
HLTTCM2A	Perform TCM Remedial Massage (An Mo Tui Na) health assessment	531
HLTTCM3A	Provide the TCM Remedial Massage (An Mo Tui Na) treatment	541
HLTTCM4A	Provide traumatology treatment within a TCM Remedial Massage (An Mo Tui Na) framework	549
HLTTCM5A	Provide TCM (An Mo Tui Na) treatment specific to the needs of women and children	555
HLTTCM6A	Work within a TCM Remedial Massage (An Mo Tui Na) framework	561
HLTTCM7A	Plan the TCM Remedial Massage (An Mo Tui Na) treatment strategy	569
Western Herbal Medicine		
HLTHER1A	Apply Western Herbal Medicine diagnostic framework	575
HLTHER2A	Manage work within the Western Herbal Medicine framework	581
HLTHER3A	Operate a Western Herbal Medicine dispensary	587
HLTHER4A	Perform health Western Herbal Medicine assessment	595
HLTHER5A	Plan the Western Herbal Medicine treatment strategy	605
HLTHER6A	Prepare and dispense Western Herbal Medicine	611
HLTHER7A	Provide dietary advice	621
HLTHER8A	Provide specialised Western Herbal Medicine treatment	625
HLTHER9A	Provide the Western Herbal Medicine treatment	637
HLTHER10A	Work within a Western Herbal Medicine framework	645
Dental Assisting		
HLTDA1A	Maintain infection control in dental practice	1
HLTDA2A	Follow organisational health and safety policies in dental practice	11
HLTDA3A	Prepare for and assist during oral health care procedures	17
HLTDA4A	Assist with dental radiography	25
HLTDA5A	Maintain and store instruments, equipment, materials and medicaments	31
HLTDA6A	Assist in administration in dental practice	37

HLTDA7A	Implement an oral health education program	45
HLTDA8A	Assist in oral health care procedures during general anaesthesia	53
HLTDA9A	Assist in oral health care procedures during conscious sedation	61
HLTDA10A	Apply the principles of radiation biology and protection in dental practice	69
HLTDA11A	Prepare to expose a prescribed dental radiographic image	77
HLTDA12A	Produce a dental radiographic image	85
Dental Technology		
HLTDT1A	Construct models	1
HLTDT2A	Construct custom impression trays	5
HLTDT3A	Construct registration rims	9
HLTDT4A	Articulate models and transfer records	13
HLTDT5A	Arrange artificial teeth for complete dentures	17
HLTDT6A	Wax, process and finish acrylic dentures and appliances	21
HLTDT7A	Construct immediate dentures	25
HLTDT8A	Set up and wax removable partial dentures	29
HLTDT9A	Cast metal alloy removable partial denture framework	33
HLTDT10A	Construct metal, crown and bridge structures	37
HLTDT11A	Join alloy structures	41
HLTDT12A	Take tooth shades	43
HLTDT13A	Construct ceramic restorations	47
HLTDT14A	Construct orthodontic appliances	51
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HLTDT16A	Construct indirect composite/polymer fixed restorations	59
HLTDT17A	Construct oral splints	63
HLTDT18A	Repair and modify dentures and appliance	67
Dental Prosthetics		
HLTDP1A	Identify, select and prepare instruments, equipment, materials as required	71
HLTDP2A	Gather data and history, conduct dental prosthetic examination and develop treatment plan	75
HLTDP3A	Take impressions	81
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HLTDP5A	Evaluate a dental prosthesis at try-in stage	91
HLTDP6A	Perform maintenance treatment for patients with removable dental prosthesis	95
HLTDP7A	Insert and issue a completed dental prosthesis	99
HLTDP8A	Insert and issue a protective mouthguard	103
HLTDP9A	Manage the delivery of quality patient service	107
General Health Services Delivery Volume 1		
Allied Health Assistance		
HLTAH1A	Assist with provision of an Allied Health therapy program	1
HLTAH2A	Assist in the application / removal of plaster cast	11
Client/Patient Services Delivery		
HLTCSD1A	Maintain high standard of patient and client services	17
HLTCSD2A	Assist with lifestyle and social support needs	25
HLTCSD3A	Prepare and maintain beds	33
HLTCSD4A	Support the care of clients and/or patients	39
HLTCSD5A	Assist with client/patient movement	47
HLTCSD6A	Respond effectively to difficult or challenging behaviour	51
HLTCSD7A	Care for home environment of clients	55
HLTCSD8A	Transport clients/patients	63
HLTMT1A	Assist with the provision of a mortuary service	67
Nutrition and Dietetic Support		
HLTNA1A	Provide assistance to nutrition and dietetic services	73
HLTNA2A	Plan and evaluate meals and menus to meet recommended dietary guidelines	81
HLTNA3A	Plan and/or modify menus according to nutrition dietary plans	89
HLTNA4A	Plan meals and menus to meet cultural and religious needs	95
HLTNA5A	Support food services in menu or meal order processing	101
Pathology Assistance and Pathology Specimen Collection		
HLTPAT1A	Receive and process pathology specimens	105
HLTPAT2A	Assist with microbiology testing	113
HLTPAT3A	Transport specimens and blood products	117
HLTPAT4A	Collect pathology specimens other than blood	121
HLTPAT5A	Operate efficiently within a pathology and specimen collection environment	129
HLTPAT6A	Perform blood collection	135
HLTPAT7A	Perform Electrocardiograms (ECG)	143
HLTPAT8A	Identify and respond to clinical risks associated with pathology specimen collection	149
PMLSAMP301A	Receive and prepare a range of samples for pathology testing	155
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PMLTEST301A	Perform biological laboratory procedures	169

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PMLTEST305A	Perform aseptic techniques	191
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HLTPH4A	Maintain pharmaceutical imprest/ward stock	219
HLTPH5A	Assist with Prescription preparation	227
HLTPH6A	Package and/or pre-pack pharmaceutical products	235
HLTPH7A	Small scale compound/manufacture pharmaceutical products	241
HLTPH8A	Maintain the procurement and storage of pharmaceutical products	251
HLTPH9A	Maintain the distribution of pharmaceutical products	259
HLTPH10A	Prepare batch and extemporaneous product master work sheets and labels	265
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HLTSTE1A	Cleaning of reusable medical devices	283
HLTSTE2A	Prepare and pack items	291
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HLTSTE4A	Control sterile stock	305
HLTSTE5A	Provide sterilisation support services	311
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HLTTEC1A	Operate an X-Ray Machine	317
HLTTEC2A	Use X-Ray Support Equipment	323
HLTTEC3A	Operate an X-Ray Film Processor	329
HLTTEC4A	Perform an X-Ray Examination	335
HLTTEC5A	Maintain records for x-ray examination	341
Operating Theatre Support		
HLTTH1A	Provide theatre support services	345
HLTTH2A	Provide equipment support in an operating theatre environment	351
HLTTH3A	Identify and move to maintain a sterile field	357
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CHCAOD1A	Introduction to the alcohol and other drugs sector	371
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CHCDIS1A	Orientation to disability work	379
CHCMH1A	Orientation to work in the mental health sector	385
General Health Services Delivery Volume 2		
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HLTFS12A	Conduct food safety audits	7
HLTFS11A	Develop food safety programs	17
HLTFS10A	Apply and monitor food safety requirements	27
HLTFS9A	Oversee the day-to-day implementation of food safety in the workplace	33
HLTFS8A	Transport food	39
HLTGM7A	Carry out work in a food handling area	45
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HLTFS2A	Prepare foods suitable for a range of food service settings	59
HLTFS3A	Apply cook freeze production processes	67
HLTFS4A	Provide ward or unit-based food preparation and distribution services	73
HLTFS5A	Perform kitchenware washing	81
HLTFS6A	Carry out cafeteria operation	85
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THHBCC01B	Use basic methods of cookery	93
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THHBCC00B	Prepare sandwiches	101
THHBCC03B	Prepare stocks, sauces and soups	105
THHBKA03B	Receive and store kitchen supplies	113
THHBKA04B	Clean and maintain kitchen premises	117
General Maintenance		
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HLTGM3A	Perform minor general maintenance	133
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HLTGM6A	Operate and incinerator	153
Miscellaneous Support		
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HLTMS2A	Provide personal laundry service to clients, patients and others	165
HLTMS3A	Undertake routine inventory maintenance	171
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LMTPRGN12A	Control Production	217
LMTPRGN15A	Coordinate work of team / section	223
LMTPRGN16A	Organise and plan own work to achieve planned outcomes	231
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LMTPRLA03A	Control washing machine operation	253
LMTPRLA04A	Perform linen rewash	261
LMTPRLA05A	Operate hydro extractor	267
LMTPRLA06A	Perform conditioning and/or drying process	273
LMTPRLA07A	Operate finishing equipment	279
LMTPRLA08A	Repair damaged products	285
LMTPRLA09A	Inspect, fold and pack theatre linen	291
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LMTPRLA11A	Coordinate and process products for storage or dispatch	303
LMTEMGN08A	Perform minor maintenance	307
Cleaning Services		
PRMCL01A	Maintain hard floor surfaces	313
PRMCL02A	Restore hard floor finish	321
PRMCL03A	Replace hard floor finish	329
PRMCL04A	Maintain soft floor	337
PRMCL05A	Remove stains and spillages from soft floors	341
PRMCL06A	Dry foam shampoo carpet to remove in-ground dirt and soil from upper layer	347
PRMCL07A	Remove dirt and soil from soft floors or fabric upholstery using a water extraction method	353
PRMCL08A	Bonnet buff soft floor to achieve a clean surface appearance	359
PRMCL09A	Wash and squeegee glass surfaces to remove all visible dirt and grime	365
PRMCL10A	Maintain ceiling surfaces and fittings	371
PRMCL11A	Spot clean external surfaces to remove all visible marks	377
PRMCL12A	Wash external surfaces to remove all visible dirt and grime	383
PRMCL13A	Undertake detail cleaning of window coverings to remove all dirt and grime	389
PRMCL14A	Maintain a clean room environment with no traces of visible dust	395
PRMCL15A	Maintain furniture and fittings and dress an area or room	399
PRMCL16A	Wash furniture and fittings to remove grime	407
PRMCL17A	Maintain wet area in an odour free, soil and hazard free condition	413
PRMCL18A	Clean a unit or location to achieve a low bacteria condition	421
PRMCL19A	Remove waste to maintain a tidy environment/area	429
PRMCL20A	Undertake pressure wash to remove excessive or oil based soil	435
PRMCL21A	Maintain industrial machinery in a soil free condition	441
PRMCL22A	Organise and monitor work to maximise resource effectiveness	447
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PRSSG01A	Maintain the security of premises and property	465
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RUHHRT225A	Maintain drainage systems	531
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TDTD1097A	Operate a Forklift	583
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Health Technicians		
Anaesthetic Technology		
HLTAN1A	Prepare the anaesthetic environment	1
HLTAN2A	Prepare and assist with the preparation of the patient for anaesthesia	11
HLTAN3A	Provide assistance during induction and maintenance of anaesthesia	21
HLTAN4A	Provide assistance during emergence phase of anaesthesia	31
HLTAN5A	Provide assistance during an emergency	39
HLTAN6A	Provide care and maintenance of anaesthetic and monitoring equipment	47
HLTAN7A	Provide assistance in anaesthetic related procedures	55
Audiometry		
HLTAU1A	Conduct screening hearing tests for children	1
HLTAU2A	Conduct screening hearing tests for adults	9
HLTAU3A	Conduct hearing assessments	17
HLTAU4A	Dispense hearing aids for adults	27
Cardiac Technology		
HLTCA1A	Perform electrocardiography (ECG)	1
HLTCA2A	Perform holter monitoring	7
HLTCA3A	Perform stress testing	15
HLTCA4A	Perform basic cardiopulmonary resuscitation in a cardiac testing environment	23
Cast Technology		
HLTCT1A	Apply casts	1
HLTCT2A	Modify casts	9
HLTCT3A	Remove casts	17
HLTCT4A	Apply and remove transaction	25
HLTCT5A	Apply orthopaedic devices	33
HLTCT6A	Modify orthopaedic devices	41
HLTCT7A	Remove orthopaedic devices	49
Hyperbaric Technology		
HLTHY1A	Prepare multi-place hyperbaric chamber	1
HLTHY2A	Conduct post compression routines	17
HLTHY4A	Implement emergency procedures for hyperbaric chamber	25
HLTHY5A	Manage the maintenance of hyperbaric systems	31
HLTHY6A	Identify and respond to risks associated with hyperbaric therapy	37
Mortuary Practice		
HLTMT3A	Maintain a mortuary service	1
HLTMT4A	Assist with autopsy	11
HLTMT5A	Maintain and record tissue sample collection	21
HLTMT6A	Maintain, clean and store autopsy equipment	27
HLTMT7A	Assist with special autopsy techniques	33
HLTMT8A	Assist with forensic autopsy techniques	43
HLTMT9A	Assist in the development of procedures for mortuary services	53
HLTMT10A	Collect, preserve and store post mortem samples	59
Neurophysiology Technology		
HLTNE1A	Perform electroencephalography (EEG)	1
HLTNE2A	Perform evoked potentials (EP) recording	13
HLTNE4A	Assist with the performance of nerve conduction studies and electromyogram (ECG)	23
HLTNE5A	Provide care and maintenance of neurophysiology equipment	33
HLTNE6A	Perform intra-operative neurophysiology monitoring	41
HLTNE7A	Perform long term electroencephalography (EEG) monitoring	53
HLTNE8A	Perform polysomnographic recording	67
Pathology Specimen Collection		
HLTPAT9A	Perform intravenous cannulation for sample collection	1
HLTPAT10A	Collect pathology specimens other than blood for specialised testing	11
HLTPAT11A	Perform blood collection for specialised testing	19
HLTPAT12A	Collect arterial blood samples	29
HLTPAT13A	Assist with pathology procedures	37
HLTPAT14A	Perform spirometry/flow volume	45
Prosthetics and Orthotics Technology		
HLTPO1A	Orientation to prosthetics and orthotics	1
HLTPO3A	Fabricate upper and lower extremity prostheses	7
HLTPO4A	Fabricate spinal, upper and lower extremity orthoses	15

HLTPO5A	Modify footwear	23
HLTPO6A	Participate in prosthetic and orthotic service provision	29
MEM1.1FA	Undertake interactive workplace communications	35
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MEM1.3FA	Apply quality procedures	47
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MEM2.4C11A	Assist in the provision of on the job training	69
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MEM5.5AA	Carry out mechanical cutting	101
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Introduction to Dental Assisting, Technology and Prosthetics National Competency Standards

This document contains specific national competency standards relating to Dental Assisting, Technology and Prosthetics. The competency standards form part of the Health Training Package. The Health Training Package has been developed by Community Services and Health Industry Skills Council Ltd with the assistance of funding provided by the Commonwealth Government through the Department of Education Science and Training (DEST).

This document must be used in conjunction with the following documents:

- Health Training Package Assessment Guidelines
- Health Training Package Qualifications Framework
- Industry and Organisational Requirements and Business Services National Competency Standards

The Health Training Package integrates national competency standards, qualifications and assessment guidelines in the following areas:

- Ambulance
- General Health Services Delivery
 - Health Service Assistance
 - Health Support Services
- Complementary and Alternative Health Care
 - Ayurveda
 - Homoeopathy
 - Remedial Massage
 - Naturopathy
 - Shiatsu Therapy
 - Traditional Chinese Medicine Remedial Massage
 - Western Herbal Medicine
- Dental Assisting, Dental Technology and Dental Prosthetics
- Health Technician work
- Population Health

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Units of Competency for Dental Assisting, Dental Technology and Dental Prosthetics

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UNIT HLTDA1A

Maintain infection control in dental practice

Unit Descriptor

The unit describes the skills and knowledge required for dental assistants to comply with infection control procedures before, during and after oral health care procedures.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

This unit acknowledges that it is the responsibility of each dental practice/organisation to determine the most appropriate current infection control guidelines and procedures to minimise the risk of cross contamination during all procedures carried out in dental practice.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Monitor and maintain the cleanliness of the clinical and clinically related treatment rooms	<ul style="list-style-type: none">1.1 Appropriate personal protective wear is used during cleaning of equipment and surfaces1.2 Appropriate disinfectants and cleaning equipment are selected, prepared and used on surfaces in accordance with current infection control guidelines and manufacturer specifications1.3 Non-autoclavable equipment in the area of contamination is decontaminated at the completion of each treatment session1.4 Used surface covers, if applicable, are removed and replaced in a manner to prevent cross contamination1.5 Cleaning equipment is correctly stored1.6 All surfaces including internal storage units within the treatment room are monitored and maintained for cleanliness
2. Clean and sterilise dental procedural instruments, handpieces and autoclavable equipment	<ul style="list-style-type: none">2.1 Dental instruments, handpieces and autoclavable equipment are cleaned of bio-burden and lubricated, where appropriate, prior to sterilisation2.2 Dental instruments and autoclavable equipment are checked for faults and disassembled where appropriate2.3 Prior to sterilisation dental instruments and autoclavable equipment are loaded safely into steriliser to ensure effective sterilisation2.4 Appropriate sterilisation procedures are carried out in the correct sequence and duration in accordance with manufacturer specifications2.5 Sterilised instruments, handpieces and autoclavable equipment are stored appropriately

ELEMENT	PERFORMANCE CRITERIA
	<ul style="list-style-type: none">2.6 Monitoring of sterilisation in accordance with legislation is carried out2.7 Cleanliness of sterilisation and cleaning equipment is maintained in accordance with manufacturer specifications2.8 Regular maintenance program including steriliser operation faults and incidences are recognised reported and documented
3. Maintain hygiene and personal protection	<ul style="list-style-type: none">3.1 Hand washing procedures are correctly followed3.2 Open cuts and abrasions are covered with a waterproof dressing3.3 Appropriate personal protection wear is correctly worn3.4 Immunisation is undertaken in accordance with current recommendations for dental health care worker3.5 All work is carried out in a manner that minimises the risk of cross contamination and complies with OHS policy and procedures3.6 Hazards in the dental surgery are recognised and reported to operator3.7 Appropriate procedures for dealing with accidents, including sharp injuries, are followed correctly
4. Dispose of dental surgery waste safely	<ul style="list-style-type: none">4.1 Appropriate protective clothing is worn or used in accordance with OHS policy and procedures when handling waste4.2 Waste is segregated, contained, stored and transported correctly4.3 Damaged and/or used pre-packed items are disposed of safely4.4 Waste is disposed of safely

ELEMENT	PERFORMANCE CRITERIA
5. Undertake the necessary measures to ensure prevention of transmission of infection	<ul style="list-style-type: none">5.1 Risks of cross contamination are identified and appropriate responses implemented within dental practice5.2 Clean, contaminated and administrative zones are clearly identified and maintained5.3 Instruments, materials, medicaments and equipment are set up prior to commencement of treatment where appropriate5.4 One-way workflow from clean to dirty zone is maintained5.5 Risk of transmission of infection is minimised in all clinical, clinically related and administrative procedures5.6 Spills are removed correctly

RANGE OF VARIABLES

Infection control guidelines and procedures include but are not limited to:

- Current National Health and Medical Research Council (NHMRC) guidelines for infection control in health care settings
- Standard Precautions and Additional Precautions as defined by NHMRC
- Current Australian Standards
- Dental practice/organisational policy and procedures and infection control guidelines and procedures
- Material Safety Data Sheets (MSDS)
- Local government ordinances
- Legislative requirements

Clinical and clinically related treatment rooms may include:

- Dental surgery
- Sterilisation procedure room
- Laboratory

Personal protective wear may include:

- Sterile and non sterile gloves including heavy duty
- Masks
- Eye protection
- Enclosed footwear
- Gowns
- Plastic aprons

Cleaning equipment may include but is not limited to:

- Ultrasonic cleaner
- Dishwasher/disinfector
- Manual cleaning with a range of brushes
- Drying cloths
- Re-usable heavy duty gloves
- Buckets and mops

Appropriate disinfectants are defined in current NHMRC guidelines, the Therapeutic Goods Act and dental practice/organisational policy and procedures.

Equipment is classified in accordance with manufacturer specifications and may include:

- Non-autoclavable
- Autoclavable

RANGE OF VARIABLES

Decontamination is limited to non-autoclavable equipment.

Surfaces may include all work surfaces in dental surgery within the contamination zone eg:

- Floor
- Bench tops
- Bracket table
- Dental chair
- Operator chair
- X ray unit
- Operator light
- Non autoclavable equipment
- Internal surfaces of storage units

Dental instruments may include those required during oral health care procedures including those which are:

- Autoclavable
- Disposal

Handpieces and their attachments may include:

- High speed
- Low speed
- Prophylaxis
- Pedodontic
- Straight
- Ultrasonic
- Other specific attachments

Sterilisation equipment may include but is not limited to:

- Autoclaves
- Other sterilisers that meet Australian standards
- Sterilising pouches and bags
- Steriliser monitoring systems including biological and chemical indicators

Infection risks and potential hazards may include but are not limited to:

- Handling of impressions, radiographs and appliances
- Sharps
- Waste amalgam
- Mercury
- Chemicals, including radiographic solutions
- Wet floors

RANGE OF VARIABLES

- Blood and other body fluids
- Concentration of disinfectant
- Expiry dates of medicaments and materials
- Storage of sterile items including monitoring of expiry dates

Sharps injury protocol is defined by current NHMRC guidelines and dental practice/organisational guidelines.

Waste segregation may include but is not limited by:

- Clinical and related waste
- Infectious waste
- Sharps
- Radiographic solutions
- Amalgam
- General waste
- Other hazardous substances

Requirements for safe disposal of waste may be determined by:

- Main drainage
- Incineration
- Local government ordinances
- Legislative requirements
- Material safety data sheets (MSDS)

Waste must be contained in Australian Standard correctly labelled containers in accordance with legislative requirements including:

- Sharps container
- Labelled plastic bags
- Rigid boxes
- Labelled hazardous waste container

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Critical aspects of assessment must include:

- Demonstrated knowledge of how infection is spread
- Demonstrated knowledge of infection risks in a health environment and specifically in dental practice
- Compliance with current NHMRC infection control guidelines and procedures, Australian Standards, OHS and legislative requirements related to the dental assistant's role
- Safe waste handling and management procedures in accordance with legislative requirements
- Demonstrated knowledge of personal hygiene practices, personal protection including immunisation
- Selection and use of appropriate cleaning agents for particular surfaces and equipment in accordance with the manufacturer's specifications
- Selection of correct sterilisation method for instruments, equipment, handpieces

Concurrent assessment and relationship with other units

This unit of competency is a pre-requisite for:

- HLTDA2A Follow occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist in dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials, and medicaments for oral health care procedures.
- HLTDA6A Assist in administration in dental practice
- HLTDA7A Implement an oral health education program
- HLTDA8A Assist in oral health care procedures during general anaesthesia
- HLTDA9A Assist in oral health care procedures during conscious sedation
- HLTDA10A Apply the principles of radiation biology and protection in dental practice
- HLTDA11A Prepare to expose a prescribed dental radiographic image
- HLTDA12A Produce a dental radiographic image

EVIDENCE GUIDE

Co-requisite unit:

- HLTA1A Apply basic First Aid
- Holistic assessment practice with other dental assistant units of competency is essential

Essential knowledge required includes:

- Knowledge of how infection is spread, cross infection and prevention strategies
- Knowledge of relevant OHS policies and procedures
- Limitations, properties and precautions required of disinfectants and decontaminates
- Knowledge of sterilisation procedures
- Knowledge of potential hazards in a health environment
- Knowledge of currently available vaccinations against transmissible disease and knowledge of personal status according to organisational/dental practice policy
- Knowledge of clinical waste disposal methods

Essential skills required include:

- Correct use of sterilisation equipment
- Applying Standard and additional precautions
- Using safe work practices to minimise the risk of transmission of infection
- Selection and use of appropriate chemicals in cleaning and sanitising
- Using correct hand washing and hand care techniques
- Using correct hygiene procedures
- Selecting and using equipment and cleaning agents effectively
- Using procedures appropriate to the cleaning area and purpose
- Minimising disruption to the work environment
- Minimising safety hazards for self and others
- Using time management strategies to set priorities
- Using technology to work safely and competently
- Reading and writing skills - literacy competence required to fulfil job roles in a safe manner and as specified by dental practice/organisation. The level of skill may range from the ability to understand symbols used in OHS signs, to reading workplace safety pamphlets or procedure manuals,

EVIDENCE GUIDE

to reading labels and handling chemicals such as cleaning fluids. Literacy support available in the workplace may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available. Literacy may be required in English or a community language.

- Oral communication skills - language competence required to fulfil job roles in a safe manner and as specified by the dental practice/organisation. Assessors should look for skills in asking questions, providing clear information, listening to and understanding workplace instructions, and clarifying workplace instructions when necessary. Dental practice/organisation may require competence in English or community language, depending on client group.

Resource implications

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice. Specific tools may include:

- Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - Occupational health and safety policy and procedures
 - Infection control guidelines (NHMRC) and relevant Australian Standards
 - Waste management policies
- Relevant State and Territory legislation
- Manufacturer's instructions for the use of relevant equipment, instruments, medicaments, materials and Material Safety Data Sheets (MSDs)
- Cleaning agents currently used in the workplace

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning.

Context of assessment:

This unit is most appropriately assessed in the workplace or a simulated workplace environment under the normal range of work conditions.

EVIDENCE GUIDE

Assessment should be conducted on more than one occasion to cover a variety of circumstances to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA2A Follow occupational health and safety policies in dental practice

Unit Descriptor

This unit describes the application of relevant OHS legislation and codes of practice, including duties and responsibilities for all parties under general duty of care.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

This unit is a customised version for dental assistants of Unit CHCORG4A Follow the organisation's occupational health and safety policies.

ELEMENT	PERFORMANCE CRITERIA
1. Follow workplace procedures for hazard identification and risk control	<ul style="list-style-type: none">1.1 Hazards in the work area are recognised and reported to supervisor in accordance with workplace procedures1.2 Workplace procedures and work instructions for controlling risks, including infection control, are followed accurately1.3 Workplace procedures for dealing with accidents, fires and emergencies are followed where necessary
2. Contribute to the management of OHS	<ul style="list-style-type: none">2.1 OHS issues are raised with designated personnel and co-workers as appropriate2.2 Contributions are made as appropriate to workplace OHS discussions
3. Utilise and implement strategies as directed to prevent infection in the workplace	<ul style="list-style-type: none">3.1 The environment is kept clean and tidy3.2 Personal hygiene practices are followed3.3 Any items that may be contaminated are disposed of safely
4. Utilise strategies to prevent stress overload	<ul style="list-style-type: none">4.1 Nominated rest time and breaks are taken4.2 Sources of stress are identified and issues raised with supervisor4.3 Work roles are clarified and followed

ELEMENT	PERFORMANCE CRITERIA
5. Work in a safe manner	<ul style="list-style-type: none">5.1 Defined procedures are followed to ensure personal safety5.2 All work is carried out in a manner which ensures safety of self and others5.3 Organisational security measures are followed5.4 Safe manual handling procedures are followed

RANGE OF VARIABLES

Workplace procedures for controlling risks include:

- Manual handling techniques
- Safe handling, storage and disposal of drugs, inflammable or potentially dangerous substances
- Mercury hygiene
- Radiation hygiene
- Strategies for reducing the amount of manual handling required

Indications of stress may include:

- Health problems
- Changes in behaviour
- Frequent absences
- Negative attitudes
- Unawareness of own stress levels

Rest time and breaks may include:

- Morning and afternoon tea, lunch, dinner breaks

Workplace procedures may include:

- Grievance procedures
- Team meetings
- Incident reports
- Debriefing procedures following crisis
- Smoke free environment

Items that may be contaminated may include:

- Non autoclavable equipment
- Work surfaces
- Clothing

Working in a manner that ensures personal safety may include:

- Carrying communication equipment
- Using personal protection equipment
- Safe work practices for handling sharps and other hazards in dental practice
- Carrying alarms
- Maintaining infection control in dental practice

Organisational security measures may include:

- Locking doors
- Alarm system
- Contracted security personnel

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Critical aspects of assessment must include:

- Ability to work safely, and follow OHS policies and procedures in dental practice
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role

Concurrent assessment and relationship with other units:

- This unit of competency is a pre-requisite for:
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist in dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials, and medicaments for oral health care procedures
- HLTDA6A Assist in the administration in dental practice
- HLTDA7A Implement an oral health education program
- HLTDA8A Assist in oral health care procedures during general anaesthesia
- HLTDA9A Assist in oral health care procedures during conscious sedation
- HLTDA10A Apply the principles of radiation biology and protection in dental practice
- HLTDA11A Prepare to expose a prescribed dental radiographic image
- HLTDA12A Produce a dental radiographic image

Co-requisite units:

- HLTDA1A Maintain infection control in dental surgeries and offices
- HLTFA1A Apply basic First Aid
- Holistic assessment practice with other dental assistant units of competency is essential

Essential knowledge required include:

- Compliance with OHS policy and procedures and infection control guidelines and procedures related to the dental assistant's role
- Knowledge of potential hazards in the workplace
- Knowledge of clinical waste disposal methods
- Demonstrated knowledge of personal hygiene and personal protection including immunisation

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- Knowledge of legislative requirements and best practice approaches to OHS
- Emergency procedures

Essential skills required include:

- Manual handling techniques
- Safe waste handling procedures
- Correct use of equipment, instruments, medicaments and materials in accordance with manufacturer specifications
- Technology used to work safely and competently
- Safe work practices to prevent or minimise risk
- Reading and writing skills - literacy competence required to fulfil job roles in a safe manner and as specified by dental practice/organisation. The level of skill may range from the ability to understand symbols used in OHS signs, to reading workplace safety pamphlets or procedure manuals, to reading labels and handling chemicals such as cleaning fluids. Literacy support available in the workplace may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available. Literacy may be required in English or a community language.
- Oral communication skills - language competence required to fulfil job roles in a safe manner and as specified by the dental practice/organisation. Assessors should look for skills in asking questions, providing clear information, listening to and understanding workplace instructions, and clarifying workplace instructions when necessary. Dental practice/organisation may require competence in English or community language, depending on client group.

Resource implications

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice. Specific tools may include:

- Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - OHS policy and procedures
 - Infection control guidelines (NHMRC) and relevant Australian Standards
 - Waste management policies
- Relevant State and territory legislation
- Manufacturers' instructions for the use of relevant

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equipment, instruments, medicaments and materials

- Material Safety Data Sheets (MSD's)

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice.

Methods of assessment may include but is not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HTLDA3A Prepare for and assist during oral health care procedures

Unit Descriptor

The unit describes the preparation of the dental surgery for oral health care procedures including recording of patient details, patient care and assistance provided to the operator during procedures.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the dental surgery for oral health care procedures	<ul style="list-style-type: none">1.1 Resources, including required forms are accessible and ready for use1.2 Appropriate equipment and instruments for the oral health care procedure are prepared ready for use1.3 Appropriate materials and medicaments for the oral health care procedure are selected and prepared in accordance with manufacturer specifications1.4 Materials and medicaments are pre-dispensed in accordance with operator requirements1.5 Amount of materials/medicaments prepared conforms to the amount required by the operator1.6 Personal protective wear and equipment for the dental team and the patient is readily accessible for use1.7 Emergency kit and procedures are in place and ready for use
2. Record personal, medical and dental details	<ul style="list-style-type: none">2.1 Information including the patient's oral condition is recorded legibly and accurately and verified in accordance with operator requirements2.2 Confidentiality of patient information is maintained

ELEMENT	PERFORMANCE CRITERIA
3. Select and prepare syringe safely for local anaesthesia	<p>3.1 Correct equipment for the administration of local anaesthesia is selected and prepared as directed by the operator</p> <p>3.2 Expiry dates for local anaesthesia solutions are checked prior to use</p> <p>3.3 Local anaesthesia equipment is safely and correctly assembled for use</p> <p>3.4 Unused local anaesthesia equipment is safely transferred to the operator in accordance with NHMRC guidelines and procedures for the transfer of sharps between health care workers</p>
4. Assist the operator during oral health care procedures	<p>4.1 Operator is assisted in the provision of a clear field of vision throughout the procedure</p> <p>4.2 Operation site is cleared of oral fluids and debris ensuring protection of soft tissues</p> <p>4.3 Triplex syringe, evacuation equipment and retractors are used correctly as directed by the operator</p> <p>4.4 Dental instruments, equipment, materials and medicaments for use by the operator are selected correctly and transferred safely</p> <p>4.5 Instruments are arranged in order of use in accordance with operator instructions</p> <p>4.6 Patient well-being is monitored throughout the procedure</p> <p>4.7 Treatment given, materials used and medicaments prescribed are recorded accurately and legibly in accordance with the operator instructions</p> <p>4.8 Tasks are completed within designated timelines in accordance with operator instructions</p> <p>4.9 Waste materials and medicaments are disposed of safely</p> <p>4.10 Prescribed post-operative written instructions are given to the patient/carer at the completion of the procedure when appropriate</p>

ELEMENT	PERFORMANCE CRITERIA
5. Select additional instruments, equipment, medicaments and materials during oral health care procedures	<p>5.1 Additional instruments, equipment, materials and medicaments are selected in accordance with operator instructions</p> <p>5.2 Additional instruments, equipment, materials and medicaments are retrieved to minimise cross contamination</p> <p>5.3 All work is in accordance with relevant OHS policy and procedures.</p>

RANGE OF VARIABLES

Equipment and instruments are to include the full range required for oral health care procedures in general dental practice.

Materials and medicaments are to include the full range required for oral health care procedures in general dental practice.

Emergency kit and procedures are in accordance with dental practice/organisational policy and procedures.

Resources may include but are not limited to:

- Patient medical and dental records
- Consent forms
- Prescribed pre-operative and post-operative instructions
- Radiographic request forms
- Referral letters
- Correspondence
- Radiographs
- Laboratory records

Information recorded may include but is not limited to:

- Dentition (deciduous or permanent)
- Correct terminology for anatomical detail including dental specific anatomy
- Charting characteristics including existing conditions, required oral health care procedure and recommendations for oral health care procedures
- Use of standard notations and symbols
- Any other specific requirements of the particular practice

Pre-operative and post operative instructions are prescribed by the operator in accordance with legislative requirements.

Patients include all persons seeking oral health care advice, treatment and follow up care at the dental practice/organisation.

Patient protective wear may include but is not limited to:

- Gowns
- Bibs
- Rubber dam
- Eyewear
- Lead aprons

RANGE OF VARIABLES

Patient well being may include but is not limited to:

- Providing protective wear
- Observing patient comfort
- Alerting operator to any observed patient change
- Opportunity to ask questions
- Providing assurance
- Good communication with patient and operator
- Mouth wipes and washes offered as and when appropriate
- Using safe work practices

Oral health care procedures as defined by the current Australian Schedule of Dental Services and Glossary, ADA Inc. may include the full range of services undertaken in general dental practice such as:

- Diagnostic
- Restorative
- Prosthodontics
- Preventive, prophylactic and bleaching
- Periodontics
- Oral surgery
- Endodontics
- Paedodontics
- Orthodontics
- Patients with special needs
- General

Local anaesthesia may include:

- Local infiltration
- Regional block
- Topical

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Critical aspects of assessment must include:

- Integrated demonstration of all elements of competency and their performance criteria
- Compliance with current NHMRC infection control guidelines and procedures, Australian Standards, OHS and legislative requirements related to the dental assistant role
- Application of dental practice/operator requirements for the preparation of the dental surgery assistance provided to the operator for oral health care procedures
- Selection of appropriate equipment, instruments, materials and medicaments for a given task
- Correct and safe use of equipment, instruments, materials and medicaments utilising a range of functions
- Accurate preparation of materials/medicaments in accordance with manufacturer specifications and operator requirements
- Amount of material/medicament prepared appropriate for the dental procedure
- Accurate record keeping and handling of patient information, ensuring confidentiality requirements are maintained
- Compliance with safe waste handling and management procedures
- Demonstration of safe work practices
- Consideration of patient well being

Concurrent assessment and relationship with other units:

Pre-requisite units of competency are:

- HLTDA1A Maintain infection control in dental practice
- HLTDA2A Follow occupational health and safety policies in dental practice
- HLTFA1A Apply basic First Aid
- However holistic assessment practice with other dental assistant units of competency is essential.

Essential knowledge required include:

- Fundamental knowledge of dental anatomy, anatomy and physiology, dental pharmacology and anaesthesia, oral pathology, dental histology, dental materials
- Fundamental knowledge of the fields of dentistry

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required to assist the operator to carry out procedures for the full range of general oral health care procedures

- Knowledge of correct dental terminology
- Reasons for keeping accurate records of oral conditions and treatments
- Dental practice/organisational policy and procedures
- Knowledge of why medical and dental emergencies occur and the appropriate response
- Knowledge of the types of complications which may arise from the administration of local anaesthesia
- Knowledge of the importance for patients to follow pre and post operative instructions.

- Essential skills required include:*
- Ability to safely and effectively assist the operator during oral health care procedures
 - Ability to recognise, respond to and assist with dental and medical emergencies
 - Applying Standard and Additional Precautions
 - Using safe work practices to minimise the risk of transmission of infection
 - Literacy skills to read and follow OHS and infection control procedures, other practice policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions; follow manufacturer specifications for the preparation of materials and medicaments
 - Interpersonal skills - relate to people from a range of social, cultural and religious backgrounds and physical and mental abilities
 - Oral communication skills - (language competence) required to fulfil the job role as specified by the dental practice/organization. Skills include negotiation, asking questions, active listening, asking for clarification from patient and/or carer, acknowledging and responding to a range of views
 - Ability to deal with conflict
 - Ability to work with others and display empathy with patient and relatives
 - Problem solving skills required include ability to

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use available resources, select and prepare instruments and equipment as directed by the operator

Resource implications

Competency in this unit should be assessed using all the relevant resources commonly provided in the dental practice:

- Access to an appropriate dental practice or simulation of a realistic workplace setting where assessment can be conducted
- Access to equipment and resources normally used in general dental practice
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian Standards
 - OHS policy and procedures
 - Waste management procedures
- Relevant state and territory legislation
- Manufacturer's specifications for the use of relevant equipment, instruments, medicaments and materials
- Materials safety data sheets (MSDS)

Methods of assessment may include but is not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA4A Assist with dental radiography

Unit Descriptor

The unit describes the preparation of patients for dental radiographic procedures. It also includes the processing, storage of dental radiographic film and the maintenance of dental radiographic equipment and facilities.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Prepare patients for dental radiography | 1.1 Patient and staff are protected from ionising radiations |
| | 1.2 Safe work practices to assist the operator in radiation safety are implemented according OHS requirements |
| | 1.3 Unexposed radiographic film and film locating devices/aids are selected and prepared in accordance with operator requirements |
| | 1.4 Radiographic film packages are handled correctly |
| | 1.5 Exposed films are labelled accurately and legibly before the patient leaves the surgery. |
| 2. Maintain and prepare dental radiographic equipment and facilities | 2.1 Working surfaces are maintained clean and dry |
| | 2.2 Processing equipment is kept clean and maintained in good working order |
| | 2.3 Solutions are mixed and maintained at the correct strength and temperature |
| | 2.4 Date of preparation of solutions is recorded accurately |
| | 2.5 Processing facility/equipment is protected against accidental intrusion of light |
| 3. Process exposed radiographic film | 3.1 Personal protective wear is utilised correctly |
| | 3.2 Processing stages are carried out in the correct sequence and for appropriate duration in accordance with manufacturer specifications |
| | 3.3 Faults caused by incorrect processing are identified and operator is notified |
| | 3.4 Processing faults are rectified in accordance with operator's instructions |
| | 3.5 Prior to further radiographs being processed the operator is notified of any processing faults which |

ELEMENT	PERFORMANCE CRITERIA
	cannot be rectified
	3.6 Waste chemicals are disposed of safely in accordance with manufacturer specifications and legislative requirements
	3.7 Films are stored in a cool, dry place away from ionising radiations
4. Maintain stock of unexposed radiographic film and chemicals	4.1 Sufficient stock is maintained and stored in accordance with manufacturer specifications
	4.2 Stock is rotated in accordance with use by date
	4.3 Expired stock is disposed of correctly
5. Mount and store exposed radiographs	5.1 Radiographs are mounted and secured in correct position for viewing
	5.2 Mounted exposed radiographs are labelled and dated accurately and legibly
	5.3 Radiographs are filed correctly

RANGE OF VARIABLES

Protection from ionising radiation may include but is not limited to:

- Lead apron
- Lead lined walls/partition
- Safe distance from ionising radiation

Safe work practices include:

- Current code of practice for the safe use of radiation in dentistry
- Legislative requirements
- Dental practice/organisational policy and procedures
- Radiographer's Licensing Board requirements

Personal protective wear may include:

- Gowns
- Gloves
- Masks

Processing equipment may include but is not limited to:

- Automatic processor
- Manual processor
- Containers/receptacles
- Safe light
- Thermometer
- Timer
- Film processing accessories
- Film processing hangers

Solutions may include:

- Developer
- Fixer

Stock may include but is not limited to:

- Intra-oral films
- Extra-oral films
- Film locating/positioning devices
- Barrier sleeves
- Chemicals including replenishers
- Digital imaging and digital processing

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Critical aspects of assessment must include:

- Correct preparation of patients for dental radiographic imaging procedures
- Application of radiation OHS policy and procedures
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role
- Correct handling and storage of radiographic film/s and chemicals
- Correct processing, mounting and filing of radiographic films
- Correct preparation of patients for dental radiographic imaging procedures
- Application of radiation OHS policy and procedures
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role
- Correct handling and storage of radiographic film/s and chemicals
- Correct processing, mounting and filing of radiographic films.

Concurrent assessment and relationship with other units:

- Pre-requisite units of competency are:
- HLTDA1A Maintain infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTF1A Apply basic First Aid

This unit is a pre-requisite for:

- HLTDA10A Apply the principles of radiation biology and protection in dental practice
- HLTDA11A Prepare to expose a prescribed dental radiographic image
- HLTDA12A Produce a dental radiographic image

This unit could be delivered and assessed independently, however holistic assessment practice with other dental assistant units of competency is recommended

Essential knowledge required

- Fundamental knowledge of the production and

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include:

- biological effects of ionising radiation
- Knowledge of the code of practice for radiation hygiene in dentistry
- Procedures and methods to minimise radiation exposure for patients and staff
- Knowledge of the correct procedures required for both manual and automatic processing of dental radiographs
- Knowledge of use, maintenance and safe disposal of radiographic solutions
- Reasons for storing films away from ionising radiation
- Reasons for use of films prior to expiry dates
- Fundamental anatomy of teeth and adjacent structures

Essential skills required include:

- Ability to safely and effectively assist the operator during dental radiography
- Application of the correct procedure and the correct use of equipment used for processing dental radiographic films
- Use of safe work practices to minimise the risk of transmission of infection
- Correct procedures for mounting and storing dental radiographic films
- Recognition of causes of processing errors and the ability to minimise processing errors
- Accurate record keeping and handling of dental radiographic images
- Ability to implement remedies for processing faults
- Ability to safely handle and dispose of radiographic solutions
- Literacy skills to read and follow OHS and infection control procedures, other practice policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions; follow manufacturer specifications for the preparation of materials and medicaments

Resource implications:

- Access to an appropriate dental surgery or simulation of a realistic workplace setting where

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assessment can be conducted

- Access to equipment and resources normally used in dental practice
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian Standards
 - OHS policy and procedures
 - Waste management procedures
- Relevant State and Territory legislation
- Manufacturer specifications for the use of relevant equipment, instruments, medicaments and materials
- Materials Safety Data Sheets (MSDS)

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice.

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning.

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA5A Maintain and store instruments, equipment, materials and medicaments

Unit Descriptor

The unit describes the maintenance of dental instruments and equipment. It also includes the storage of materials and medicaments for all oral health care procedures.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control in dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Maintain dental surgery instruments and equipment | 1.1 Instrument sharpness conforms to operator specifications |
| | 1.2 Equipment is maintained in good working order |
| | 1.3 Dental hand pieces are cleaned and lubricated in accordance with manufacturer specifications |
| | 1.4 Equipment and instruments are stored correctly |
| | 1.5 Faults in equipment or instruments are reported promptly to the operator |
| | 1.6 Maintenance records are legible and accurate |
| | 1.7 Servicing of instruments and equipment is arranged correctly |
| 2. Store and control materials and medicaments | 2.1 Storage requirements and shelf life of materials and medicaments are monitored |
| | 2.2 Expiry dates of materials and medicaments are monitored and materials re-ordered correctly |
| | 2.3 Materials and medicaments are stored correctly |

RANGE OF VARIABLES

Materials, medicaments, equipment and instruments are to include the full range required for oral health care procedures.

Storage requirements may include but are not limited to:

- Refrigeration
- Locked facility
- Dental cabinets and cupboards

Shelf life may include but is not limited to:

- Date of expiry as stated by manufacturer
- Exposure to a change in temperature
- Rotation of stock

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Critical aspects of assessment must include:

- Correct maintenance of equipment and instruments in accordance with manufacturer specifications and operator's requirements
- Correct storage of materials and medicaments in accordance with manufacturer specifications and operator's requirements
- Accurate records of maintenance procedures and processes
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role
- Correct maintenance of equipment and instruments in accordance with manufacturer specifications and operator's requirements
- Correct storage of materials and medicaments in accordance with manufacturer specifications and operator's requirements
- Accurate records of maintenance procedures and processes
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role.

Concurrent assessment and relationship with other units:

- Pre-requisite units of competency are:
 - HLTDA1A Maintain infection control in dental practice
 - HLTDA2A Follow the occupational health and safety policies in dental practice
 - HLTFA1A Apply basic First Aid
 - This unit can be delivered and assessed independently, however holistic assessment practices with other dental assistant units of competency is recommended.

Essential knowledge required includes:

- Knowledge of manufacturer specifications for instruments, equipment, materials and medicaments
- Knowledge of dental materials and medicaments storage requirements
- Knowledge of legislative requirements

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- Essential skills required include:*
- Use of safe work practices to minimise the risk of transmission of infection
 - Selection and use of appropriate sharpening equipment
 - Literacy skills to read and follow OHS and infection control procedures, other practice policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions; follow manufacturer specifications for the preparation of materials and medicaments
 - Oral communication skills (language competence) required to fulfill the job role as specified by the dental practice/organisation. Skills include negotiation, asking questions, active listening, asking for clarification from operator and/or other person, acknowledging and responding to a range of views
 - Problem solving skills required included an ability to use available resources, maintain and store instruments, equipment, materials and medicaments as directed by the operator

- Resource implications:*
- Access to appropriate dental surgery or simulation of realistic workplace setting where assessment can be conducted
 - Access to equipment and resources normally used in dental practice/organisation
 - Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian standards
 - Occupational health and safety policy and procedures
 - Waste management procedures
 - Relevant State and Territory legislation
 - Manufacturer specifications for the use of relevant equipment, instruments, medicaments and materials
 - Materials Safety Data Sheets (MSDs)

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice.

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Methods of assessment may include but is not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HDLTDA6A

Assist in administration in dental practice

Unit Descriptor

The unit describes the role of the dental assistant in contributing to the administration of the dental practice/organisation. It involves dealing with patients and other persons, including handling and recording payments and performing general administrative tasks as required.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Communicate effectively with patients and other persons | 1.1 Personal dress and presentation are maintained |
| | 1.2 Communication equipment is operated effectively |
| | 1.3 Enquiries are responded to promptly, politely and ethically |
| | 1.4 Purpose of enquiry and identity of person is ascertained. Relevant record/s are retrieved if required. |
| | 1.5 Messages are prioritised and recorded legibly and accurately |
| | 1.6 Enquiries outside area of responsibility/knowledge are referred to appropriate supervisor |
| | 1.7 Confidentiality of information relating to patients, staff and the dental practice/organisation is maintained |
| 2. Make and record appointments appropriate to patient and practice requirements | 2.1 Patient appointment requirements are ascertained |
| | 2.2 A time is allocated appropriate to patient and dental practice requirements |
| | 2.3 Appointment time is recorded accurately using standard dental notation |
| | 2.4 A copy of the appointment is provided to the patient |
| 3. Handle and record basic financial transactions | 3.1 Petty cash vouchers are completed accurately and all monies accounted |
| | 3.2 Correct fees are calculated and payments received are checked, recorded legibly and accurately and a receipt provided |
| | 3.3 Cheques and credit card vouchers are validated |
| | 3.4 Cash is secured in an approved location |
| | 3.5 Suspected breaches of security are responded to |

ELEMENT	PERFORMANCE CRITERIA
	and the appropriate action is taken with minimum delay
	3.6 A record of bad debts is maintained and appropriate action is taken
	3.7 Banking procedures in accordance with organisation policies are followed
4. Enter, update, remove and refile patient information in record systems	4.1 Correct files are removed and the appropriate fees and diagnostic records are attached
	4.2 Files are placed in order of appointment
	4.3 Information is entered legibly, accurately and updated as appropriate
	4.4 Files, forms and diagnostic records are refiled correctly after use
	4.5 Records of laboratory work are up-to-date, accurate, legible and complete
5. Recall patients	5.1 A patient recall system is utilised effectively
	5.2 When appropriate and as directed by the operator, patient records are marked with the relevant recall date
	5.3 Records ready for recall are identified and patients notified to arrange an appointment time
	5.4 Follow-up procedures for non-response to recalls are carried out as required

RANGE OF VARIABLES

Communication may include but is not limited to:

- Telephone enquiries
- Electronic (email, fax) and written
- Face to face

Range of other persons may include but is not limited to:

- Clinical
- Business
- Personal
- Trade

Communication equipment may include but is not limited to:

- Telephone
- Computer (email)
- Fax

Maintaining confidentiality may include but is not limited to:

- Public environments
- Legal and ethical requirements
- Writing details ie medical and dental consent forms
- Conversations on the telephone
- Secure location for written records
- Offering a private location for discussions
- Information disclosed to an appropriate person consistent with the responsibility of a dental assistant

Range of information may include but is not limited to:

- Fees
- Health fund entitlements
- Welfare entitlements
- Costs of materials, equipment, instruments and medicaments
- Payment methods and records
- Maintenance services

Appointment times relate to procedures required in accordance with operator requirements.

Recording of appointments may include but is not limited to:

- Manual ie appointment book
- Electronic ie computer based program

RANGE OF VARIABLES

Financial transactions and records may include but are not limited to:

- Petty cash
- Patient payments
- Day books
- Banking records

A variety of records and forms may include but are not limited to:

- Referral letters
- Correspondence
- Consent forms
- Patient records
- Radiographs
- Models
- Laboratory work
- Medical/dental reports
- Clinical photographs

Types of recall systems may include but are not limited to:

- Manual
- Electronic

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Critical aspects of assessment must include:

- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant role
- Demonstrated ability to respond to a variety of requests for information from a range of persons
- Accurate calculation of fees and recording of financial transactions in accordance with dental practice/organisational requirements
- Effective management of appointment and recall systems
- Accurate recording, labelling and filing of forms and records within the dental practice/organisation

Concurrent assessment and relationship with other units:

Pre-requisite units of competency are:

- HLTDA1A Maintain infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTFA1A Apply basic First Aid

This unit can be delivered and assessed independently, however holistic assessment practices with other dental assistant units of competency is recommended.

Essential knowledge required include:

- Confidentiality requirements in accordance with relevant legislation and dental practice/organisational policy and procedures
- Patient fee schedule including welfare and private health insurance entitlements
- Knowledge of the reasons for recalling patients

Essential skills required include:

- Ability to use appropriate technology and software for recording appointments and payments
- Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities. It includes working with others and demonstrating empathy with callers and patients.
- Oral communication skills (language competence) required to fulfil the job role as specified by the dental practice/organisation. Skills include negotiation, asking questions, active listening, asking for clarification from caller or patient, acknowledging and responding to a range of

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views.

- Literacy skills to read and follow OH&S and infection control procedures, other practice policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions, record accurately and legibly patient details
- Ability to deal with conflict
- Problem solving skills required include an ability to use available resources, prioritise appointments and assess the urgency of calls

Resource implications:

- Access to an appropriate dental practice/organisation or the simulation of a realistic workplace setting where assessment can be conducted
- Access to equipment and resources normally used in dental practice/organisation
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Office management procedures
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian Standards
 - Occupational Health and Safety policy and procedures
- Relevant State and Territory legislation
- Manufacturer specifications for the use of relevant equipment and software
- Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice

Method of assessment may include but is not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Appointment book/schedule
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the

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normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA7A Implement an oral health education program

Unit Descriptor

The unit describes the knowledge and skills required for dental assistants to provide advice on and demonstration of effective oral hygiene techniques and practices to aid in the prevention of oral diseases, including non carious tooth wear.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Action an oral health education program | 1.1 Oral health education program as prescribed is followed |
| | 1.2 Opportunity is provided for the review of patient's current oral hygiene routines |
| | 1.3 Relevant information on the causes and prevention of oral diseases is provided clearly and concisely |
| | 1.4 Patient/carer is given opportunity to ask questions and provide feedback on information provided by the dental assistant |
| | 1.5 Patient/carer is encouraged to follow an effective individual oral hygiene program |
| | 1.6 Review strategy is implemented to determine the effectiveness of the oral health education program |
| 2. Demonstrate oral hygiene techniques to patient/carer | 2.1 Presence of plaque is demonstrated to patient/carer |
| | 2.2 A variety of relevant oral hygiene techniques specific to patient needs are demonstrated and their advantages explained |
| | 2.3 Patient/carer is assisted with the implementation of relevant techniques |
| | 2.4 Use of appropriate aids specific to patient needs required to achieve and maintain effective oral hygiene are demonstrated |
| | 2.5 Patient/carer techniques are evaluated and further instruction is given when appropriate |
| | 2.6 Patient/carer is informed of the effectiveness and availability of fluoride as directed by the operator |

ELEMENTS

3. Provide advice on cariogenic food and drinks

PERFORMANCE CRITERIA

- 3.1 Patient/carer is given the opportunity to review current dietary habits
- 3.2 Relevant information on cariogenic and low pH food is provided clearly and concisely
- 3.3 Patient/carer and/or audience is given the opportunity to ask questions or express views

RANGE OF VARIABLES

Oral health education program is prescribed by the dentist or dental specialist and may include but is not limited to:

- Written and/or verbal advice
- Brochures, information sheets
- Prescribed home fluoride treatments
- Recommended toothpaste, toothbrush and oral hygiene aids for home use
- Modifications due to disability and aged care requirements
- Age dependent modifications for children

Causes and prevention of oral diseases targeted in an oral health education program may include but are not limited to:

- Role of plaque in development of dental caries and periodontal disease
- Risk factors in the development of dental caries, periodontal disease and non carious tooth wear
- Role of mouthguards in the prevention of trauma to dentition
- Risk factors of cigarette smoking on oral soft tissues
- Risk factors in diet related to the development of dental caries
- Role of saliva in the prevention of dental caries

Oral hygiene techniques may include but are not limited to:

- Manual and electric tooth brushing technique
- Use of dental floss
- Use of fluoride toothpaste and mouth rinses when appropriate
- Use of other specific oral hygiene aids when appropriate
- Modifications to toothbrush handles for specific needs of patient/carer
- Modifications to application of program for carers of special needs and aged care patients
- Modifications for young children
- Modifications to techniques required for patients wearing oral appliances

Oral diseases targeted in an oral hygiene program may include those for:

- Dental caries (decay of dentition)
- Periodontal disease (supporting structures of dentition)
- Non carious tooth wear

RANGE OF VARIABLES

- Damage to dentition due to trauma
- Damage to oral tissues due to cigarette smoking
- Effects of low salivary flow

The role of the dental assistant in the implementation of fluoride treatments prescribed by the dentist or dental specialist is determined by legislative requirements and is currently limited to use of:

The presence of plaque is demonstrated in accordance with current legislation.

- Toothpaste
- Mouth rinses available without prescription

Appropriate aids may include:

- Range of manual and electric toothbrushes
- Range of oral hygiene aids, including a range of dental floss
- A range of toothpastes
- Range of mouth rinses
- Face mirror for patient

Relevant information on cariogenic and low pH food may include:

- Level of intake
- Frequency of intake
- Consistency
- Content

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Critical aspects of assessment:

- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role
- Advice on prevention of oral diseases provided to a diversity of patients/carers or audiences
- Provision of information, advice and demonstration of oral hygiene techniques in an effective manner to patients/carers or audiences
- An effective review strategy

Concurrent assessment and relationship with other units:

Pre-requisite competencies are:

- HLTDA1A Maintain infection control in dental practice
- HLTDA2A Follow occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA5A Maintain and store instruments, equipment, materials, and medicaments for oral health care procedures.

Suggested co-requisite units of competency are:

- BSBMKG407A Make a presentation
- BSZ404A Train small groups

Essential knowledge required includes:

- Plaque and its differing roles in the development of dental caries and periodontal disease
- Causes and prevention of dental caries and periodontal disease
- Causes and prevention of non caries tooth wear
- Fundamental knowledge of the impact of smoking on oral soft tissues
- Fundamental knowledge of systemic conditions which influence the development of oral disease
- Local oral factors which influence the development of oral disease
- Modifications to oral health education programs related to special needs due to disability, aged care and child needs
- Oral appliances and their impact on oral hygiene maintenance

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- Knowledge of the use of fluoride in dentistry including legislative requirements
- Knowledge of the oral appliances and their impact on oral health maintenance
- Knowledge of the role of saliva in the maintenance of oral health

Essential skills required include:

- Application of fundamental motivational and learning skills
- Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Communication skills to effectively inform and motivate behaviour change
- Oral communication skills (language competence) required to fulfil the job role as specified by the dental practice/organisation. Skills include asking questions, active listening, asking for clarification from patient and/or carer, acknowledging and responding to a range of views.
- Interpersonal skills required include working with others and effectively and appropriately responding to patient and relatives /carers oral hygiene specific needs
- Problem solving skills required include an ability to use available resources

Resource implications:

- Access to appropriate workplace or simulation of realistic workplace setting where assessment can be conducted over a diverse range of patient requirements
- Access to equipment and resources normally used in a dental practice/organisation
- Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

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Context of assessment:

This unit is most appropriately assessed in the workplace or a simulated workplace environment under the normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA8A Assist in oral health care procedures during general anaesthesia

Unit Descriptor

The unit describes the skills and knowledge required for dental assistants to assist the dentist or dental specialist in carrying out oral health care procedures on patients under general anaesthesia.

Demonstration of all performance criteria is to be under the direction of the dentist or dental specialist.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Prepare the patient for oral health care procedures under general anaesthesia | 1.1 Written prescribed pre-operative and post-operative instructions are provided to the patient prior to the general anaesthetic session |
| | 1.2 Arrangements are confirmed and documented with the patient for the provision of an escort following the procedure |
| | 1.3 Resources, including required documentation are accessible and ready for use by the dentist or dental specialist |
| | 1.4 Patient/carer is given the opportunity to ask questions |
| | 1.5 Confidentiality of patient information is maintained in accordance with dental practice/organisational policy and procedures |
| 2. Select and prepare equipment, instruments, materials and medicaments applicable for the oral care procedures under general anaesthesia | 2.1 Instruments are arranged in order of use in accordance with the dentist or dental specialist requirements |
| | 2.2 Dental instruments, equipment, materials and medicaments are prepared and ready for use |
| 3. Assist the dentist or dental specialist during a general anaesthesia | 3.1 Patient is provided with appropriate protective wear |
| | 3.2 Standard operating suite /theatre policy and procedures are followed |
| | 3.3 Correct dental instruments, equipment, materials and medicaments are selected and transferred safely |
| | 3.4 Dentist or dental specialist is assisted when required in monitoring the patient airway and vital |

ELEMENTS	PERFORMANCE CRITERIA
	signs as allowed by legislation
	3.5 Oral health care treatment given, materials used and medicaments prescribed are recorded accurately and legibly
4. Assist in the recovery of the patient following general anaesthesia	4.1 Patient is transferred to the post-operative recovery room when appropriate
	4.2 Written post-operative instructions are provided to escort
	4.3 Patient, and or, escort are given the opportunity to seek advice or ask questions
	4.4 Patient is discharged only on instruction from the dentist or dental specialist

RANGE OF VARIABLES

Written pre-operative and post-operative instructions are prescribed by the dentist or dental specialist and may include but are not limited to:

- Instructions related to specific procedures for general anaesthesia
- Premedication requirements

Resources may include but are not limited to:

- Medical and dental history
- Consent form
- Radiographs
- Referral letters
- Study models
- Correspondence
- Other patient records

Dental equipment, instruments, materials and medicaments are to include the full range required for oral health care procedures including specialist procedures such as oral surgical procedures.

The role of the dental assistant is not associated with any equipment related to the administration of general anaesthesia.

Protective patient wear may include:

- Protection for the eyes
- Protection of the airway
- Sterile drapes
- Lead apron

Post operative care may include:

- Post-operative care in accordance with prescription by the dentist or dental specialist and legislative requirements
- Verbal and written instructions issued by dentist or dental specialist when appropriate

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Critical aspects of assessment must include:

- Integrated demonstration of all elements of competency and their performance criteria
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant role
- Application of the requirements specified by the dentist or dental specialist for the preparation of dental instruments, equipment, materials and medicaments for the relevant oral health care procedure
- Selection of appropriate dental equipment, instruments, materials and medicaments for a given task
- Correct and safe handling of dental equipment, instruments, materials and medicaments utilising a range of functions
- Accurate preparation of materials/medicaments in accordance with manufacturer specifications and operator requirements
- Amount of material/medicament prepared appropriate for the dental procedure
- Accurate record keeping of patient information, ensuring confidentiality requirements are maintained in accordance with legislative requirements
- Safe waste handling and management procedures

Concurrent assessment and relationship with other units:

The following are pre-requisite units:

- HLTDA1A Maintain infection control in dental practice
- HLTDA1A Maintain infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist with dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials and medicaments for oral health care procedures
- HLTDA6A Assist in administration in dental practice

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Essential knowledge required includes:

- HLTA1A Apply basic First Aid
- Knowledge of current legislative requirements for the use of general anaesthesia in dentistry related to the role of the dental assistant
- Knowledge of dental anatomy, anatomy and physiology, dental pharmacology and anaesthesia, oral pathology, dental histology, dental materials
- Fundamental knowledge of the fields of dentistry required to assist the operator to carry out the full range of oral health care procedures
- Physiology of respiration
- Reasons for keeping accurate records of oral conditions and treatments
- Knowledge of why medical emergencies may occur and the appropriate response including recognition of vital signs
- Knowledge of the importance for patients to follow pre and post operative instructions

Essential skills required include:

- Ability to assist effectively the dentist or dental specialist during general anaesthesia
- Ability to identify behavioural characteristics of fear and anxiety
- Ability to recognise, respond to and assist with medical emergencies
- Ability to perform basic life support
- Literacy skills to read and follow OHS and infection control guidelines procedures, other practice policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions, record accurately and legibly patient details
- Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Oral communication skills (language competence) required to fulfil the job role as specified by the dental practice/organisation. Skills include negotiation, asking questions, active listening, asking for clarification from patient and/or carer, acknowledging and responding to a range of views.
- Ability to deal with conflict
- Interpersonal skills required include working with

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others, empathy with patient and relatives and an ability to relate to persons from differing cultural, social and religious backgrounds

- Problem solving skills required include ability to use available resources, select and prepare instruments and equipment as directed by the operator.

Resource implications:

- Access to an appropriate dental practice/organisation where assessment can be conducted or the simulation of a realistic workplace setting for assessment.

Competency in this unit should be assessed using all the relevant resources. Specific tools may include: commonly provided in dental practice and a range of specialist oral surgery procedures.

Relevant dental practice/organisational policy and procedures manuals:

- Organisational standard operating suite/theatre procedures
- Incident reporting procedures
- Infection control guidelines (NHMRC) and relevant Australian standards
- Occupational health and safety policy and procedures
- Manufacturer specifications for the use of relevant equipment and software
- Relevant State and Territory legislation

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

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Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of work conditions.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA9A Assist in oral health care procedures during conscious sedation

Unit Descriptor

The unit describes the skills and knowledge required for dental assistants to assist the dentist or dental specialist in carrying out oral health care procedures on patients during intravenous, oral and inhalation sedation.

Demonstration of all performance criteria is to be under the direction of the dentist or dental specialist.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the patient for oral health care procedures during conscious sedation	<ul style="list-style-type: none">1.1 Written prescribed pre-operative and post operative instructions are given to the patient prior to conscious sedation1.2 Arrangements are confirmed and documented with the patient for the provision of an escort following the procedure as directed by the dentist or dental specialist1.3 Resources, including required documentation are accessible and ready for use by the dentist or dental specialist1.4 Patient/carer is given the opportunity to ask questions1.5 Confidentiality of patient information is maintained
2. Select and prepare equipment, instruments, materials and medicaments applicable for the oral health care procedures during conscious sedation	<ul style="list-style-type: none">2.1 Appropriate safety equipment for the monitoring of the patient is prepared ready for use as directed by the dentist or dental specialist2.2 Equipment used for the delivery of inhalation sedation is prepared ready for use2.3 Equipment used for the delivery of intravenous sedation is prepared ready for use in accordance with dental practice/organisational and OHS policy and procedures2.4 Dental instruments, equipment, materials and medicaments are prepared and ready for use in accordance with dental practice/organisational policy and procedures

ELEMENT	PERFORMANCE CRITERIA
3. Assist the dentist or dental specialist during conscious sedation	<ul style="list-style-type: none">3.1 Patient is provided with appropriate protective attire3.2 Instruments are arranged in order of use in accordance with the dentist or dental specialist requirements3.3 Correct dental instruments, equipment, materials and medicaments are selected and transferred safely3.4 Dentist or dental specialist is assisted when required in monitoring the patient airway and vital signs during conscious sedation3.5 Oral health care treatment given, materials used and medicaments prescribed are recorded accurately and legibly
4. Assist in the recovery following conscious sedation	<ul style="list-style-type: none">4.1 Patient is transferred to the post-operative recovery room and vital signs are monitored in accordance with the dentist or dental specialist instructions4.2 Venous access is maintained for intravenous sedation in accordance with dentist or dental specialist instructions4.3 Prescribed written post-operative instructions are provided to the escort4.4 Patient and/or escort are given the opportunity to seek advice or ask questions4.5 Patient is discharged only on instruction from the dentist or dental specialist

RANGE OF VARIABLES

- Written pre-operative and post operative instructions are prescribed by the dentist or dental specialist and may include but are not limited to:*
- Instructions related to specific procedures for intravenous, oral and inhalation sedation
 - Premedication requirements
 - Escort requirements

Escort is required to accompany patient following conscious sedation for the period of time as specified by the dentist/dental specialist.

- Escort may include but is not limited to:*
- Personal carer
 - Parent/guardian
 - Friend
 - Relatives
 - Others

- Resources may include but are not limited to:*
- Medical and dental history
 - Consent form
 - Radiographs
 - Referral letters
 - Study models
 - Correspondence
 - Other patient records

Dental equipment instruments, materials and medicaments are to include the full range required for oral health care procedures including specialist procedures such as oral surgical procedures.

- Instruments, equipment and agents used in the administration of intravenous sedation in dentistry may include but are not limited to:*
- Intravenous needles and syringes
 - Mouth props
 - Packs
 - Intravenous agents sedatives, tranquillisers, hypnotics, analgesics and emergency drugs

- Appropriate safety equipment for use in intravenous sedation in dentistry may include but is not limited to:*
- Laryngoscopes
 - Suction apparatus
 - Endotracheal tube
 - Pulse oximeter

RANGE OF VARIABLES

Instruments and equipment relating to the administration of inhalation sedation in dentistry may include but is not limited to:

- Oxygen, nitrous oxide gas cylinders
- Connecting tubing
- Mask
- Scavenging system
- Regulator
- Oxygen flush

Protective patient wear may include but is not limited to:

- Protection for eyes
- Protection of the airway
- Sterile drapes
- Lead apron

Post operative care may include:

- Post operative care in accordance with prescription by the dentist or dental specialist and legislative requirements
- Verbal and written instructions issued by dentist or dental specialist when appropriate

EVIDENCE GUIDE

Critical aspects of assessment:

- Integrated demonstration of all elements of competency and their performance criteria
- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant's role
- Application of the requirements specified by the dentist or dental specialist for the preparation of dental instruments, equipment, materials and medicaments for the relevant procedure
- Selection of appropriate dental equipment, instruments, materials and medicaments for a given task
- Safe and correct handling of instruments, equipment and agents used in the administration of intravenous sedation and conscious sedation in dentistry in accordance with legislative requirements
- Accurate preparation of materials/medicaments in accordance with manufacturer specifications and operator requirements
- Amount of material/medicament prepared appropriate for the dental procedure
- Accurate record keeping of patient information, ensuring confidentiality requirements are maintained in accordance with legislative requirements
- Safe waste handling and management procedures

Concurrent assessment and relationship with other units:

The following are pre-requisite units of competency:

- HLTDA1A Maintain infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist with dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials and medicaments for oral health care procedures
- HLTDA6A Assist in administration in dental practice
- HLTFA1A Apply basic First Aid

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Essential knowledge required includes:

- Knowledge of current legislative requirements for the use of conscious sedation in dentistry and the role of the dental assistant
- Fundamental knowledge of dental anatomy, anatomy and physiology, dental pharmacology and anaesthesia, oral pathology, dental histology, dental materials
- Fundamental knowledge of the fields of dentistry
- Physiology of respiration
- Reasons for keeping accurate records of oral conditions, treatments and the administration of conscious sedation
- Knowledge of why medical emergencies may occur and the appropriate response including recognition of vital signs
- Knowledge of the types of complications which may arise from the administration of conscious sedation
- Knowledge of the importance for patients to follow pre and post operative instructions.

Essential skills required include:

- Ability to assist effectively the dentist or dental specialist during conscious sedation
- Ability to identify behavioural characteristics of fear and anxiety
- Ability to recognise, respond to and assist with medical emergencies during conscious sedation
- Literacy skills to read and implement OHS policy and procedures, infection control guidelines and procedures, and other dental practice/organisational policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions, record accurately and legibly patient details
- Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Oral communication skills (language competence) required to fulfil the job role as specified by the dental practice/organisation. Skills include negotiation, asking questions, active listening, asking for clarification from patient and/or carer, acknowledging and responding to a range of views
- Ability to deal with conflict

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- Work with others and empathise with patient and relatives
- Problem solving skills required include ability to use available resources, prioritise tasks, select and prepare instruments and equipment as directed by the operator

Resource implications

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice and a range of specialist oral surgical procedures. Specific tools may include:

- Access to an appropriate dental practice/organisation or the simulation of a realistic workplace setting where assessment can be conducted
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Organisational standard operating suite/theatre procedures
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian standards
 - OHS policy and procedures
- Relevant State and Territory legislation
- Manufacturer specifications for the use of relevant equipment and software

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace under the normal range of work conditions. However, assessment in the workplace must be flexible to allow for patient confidentiality and organisational policies.

Assessment may be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA10A Apply the principles of radiation biology and protection in dental practice

Unit Descriptor

The unit describes the principles of radiation safety to be applied during the exposure of a prescribed dental radiographic image.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Apply knowledge of ionising radiation to produce a dental radiograph | 1.1 Knowledge of x rays properties is applied correctly |
| | 1.2 Technical variables of dental radiographic imaging units are identified and selected correctly according to manufacturers' specifications and patient requirements |
| | 1.3 Components of the dental x ray tube are identified |
| | 1.4 Appropriate technique for the type of cone is correctly identified and selected |
| 2. Apply knowledge of radiation biology to protect patient, operator and others from ionising radiation | 2.1 Cellular sensitivity to radiation is applied to protect patient, operator and others from radiation |
| | 2.2 Short and long term effects of radiation are interpreted |
| | 2.3 Correct units of radiation measurement are applied |
| | 2.4 Radiation safety measures for the patient, operator and others are correctly implemented |
| | 2.5 All work is in accordance with relevant OHS policy and procedures. |
| 3. Determine image characteristics of a dental radiographic image to minimise the necessity for re-takes | 3.1 Visual qualities of the radiograph are of a diagnostic level |
| | 3.2 Geometric qualities of the radiograph are of a diagnostic level |

ELEMENTS

4. Minimise radiation by maintaining quality in processing

PERFORMANCE CRITERIA

- 4.1 Contents of the film package are identified and the use of each item determined
- 4.2 Quality assurance for processing dental radiographic images is maintained
- 4.3 Quality assurance processes for the use of radiographic chemicals are followed in accordance manufacturer specifications
- 4.4 Appropriate conditions for manual and automatic processing are correctly maintained in accordance with manufacturer specifications
- 4.5 A range of processing errors and corrective measures required to produce a diagnostic radiograph are identified and implemented

RANGE OF VARIABLES

Technical variables, milliamperage, kilovoltage and tube length are pre-determined by manufacturer's specifications for radiographic unit or selected by the dentist or dental specialist prior to the procedure.

Selection of technical variables of dental radiographic units by the dental assistant in accordance with manufacturers' specifications and patient requirements may include but is not limited to exposure times.

Appropriate techniques may include:

- Bisecting (intraoral)
- Paralleling (intraoral)
- Extra oral

Appropriate technique selected and used by the dental assistant may include:

- Exposure time
- Horizontal and vertical angulation
- Film selection and placement
- Correct assembly of film locating device
- Positioning of patient
- Use of intensifying screens

Patient requirements may include consideration of:

- Age
- Size
- Weight
- Disability
- Pregnancy
- Ability to comply with instructions

Radiation safety for the patient includes but is not limited to:

- Use of lead aprons
- Appropriate technique
- Film selection
- Technical features of the radiographic unit as determined by manufacturer specifications including kilovoltage, filtration, x ray beam collimation
- Use of film locating devices
- Correct processing procedures to minimise re-takes
- Legislative requirements and codes of practice

RANGE OF VARIATIONALS

Radiation safety for the operator and others includes but is not limited to:

- Maximum permissible dose (MPD) of radiation
- Determination of pregnancy
- Distance from primary beam
- Use of lead lined barriers
- Maintenance of radiographic equipment
- Legislative requirements

Visual quality of dental radiographs may include but is not limited to:

- Contrast- subject and film
- Density
- Detail

Geometric characteristics of dental radiographs may include but are not limited to:

- Blurred image due to motion of patient
- Distortion due to incorrect technique

Range of processing errors and corrective measures may include those required for:

- Stained films
- Fogged films
- Dark films
- Light films
- Artefacts

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Critical aspects of evidence must include:

- Correct application of the safe use of radiation in dentistry
- Compliance with infection control guidelines and procedures, OHS and legislative requirements as related to the dental assistant's role
- Determination of image characteristics to minimise re-takes

Concurrent assessment and relationship with other units:

Pre-requisite competencies are:

- HLTDA1A Maintain Infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist in dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials, and medicaments for oral health care procedures.
- HLTDA6A Assist in administration in dental practice

This unit of competency should be delivered and assessed in conjunction with:

- HLTDA11A Prepare to expose a prescribed dental radiographic image
- HLTDA12A Produce a dental radiographic image

Essential knowledge required includes:

- Legal and ethical responsibilities for the safe use of radiation in dentistry
- Properties of x rays
- Short and long term effects of radiation
- Units of radiation measurement
- Radiographic appearance of anatomic landmarks, normal dentition and associated bony structures
- Reasons for processing and technique inaccuracies and methods to minimise errors

Essential skills required include:

- Correctly applied dental terminology
- Correct use of accessories in dental radiographic techniques

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- Ability to minimise technical inaccuracies in dental radiographic images
- Ability to minimise errors and maintain quality assurance in processing procedures
- Selection of appropriate film variables including:
 - Film speed
 - Film size
 - Intensifying screens
- Selection and use of correct techniques including:
 - Bisecting angle (intraoral)
 - Paralleling (intraoral)
- Extraoral

Resource implications:

- Access to appropriate workplace or simulation of realistic workplace setting where assessment can be conducted
- Access to dental radiographic imaging units and resources normally used in the workplace.
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian Standards
 - OHS policy and procedures
- Relevant State and Territory legislation
- Manufacturer specifications for dental radiographic units
- Radiographic viewing equipment

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

EVIDENCE GUIDE

Context of assessment:

This unit is most appropriately assessed in the workplace under the normal range of work conditions. However, assessment in the workplace must be flexible to allow for patient confidentiality and organisational policies.

Assessment should be conducted on more than one occasion to cover a variety of circumstances and to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA11A

Prepare to expose a prescribed dental radiographic image

Unit Descriptor

The unit describes all the requirements to interpret a prescribed request for a dental radiographic image including patient preparation and selection of equipment requirements.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENT	PERFORMANCE CRITERIA
1. Interpret the request for the prescribed dental radiographic image	<ul style="list-style-type: none">1.1 Request is interpreted accurately using appropriate dental terminology1.2 Request is assessed for sufficient information to produce the radiographic image and additional information obtained when necessary1.3 Appropriate technique is determined from the request
2. Refer to previous dental radiographic imaging	<ul style="list-style-type: none">2.1 Previous dental radiographic images are reviewed for technical quality2.2 Previous dental radiographic images and dental records are referred to for evidence of pre-existing conditions diagnosed by dentist or dental specialist2.3 Additional information and advice is obtained from the dentist or dental specialist when necessary
3. Assess and determine the procedure prior to exposing a dental radiographic image	<ul style="list-style-type: none">3.1 Patient ability to comply with instructions is determined3.2 Modifications to the standard procedure are reviewed with the operator prior to implementation3.3 Additional information and advice from the dentist or dental specialist is obtained prior to proceeding with the procedure if required3.4 Pre-procedure requirements are clearly explained to the patient3.5 Patient is prepared prior to producing a dental radiographic image3.6 Patient identification is confirmed and matched to the request3.7 Consent is obtained from the patient /carer3.8 Procedure is clearly explained to the patient prior to commencement

ELEMENT	PERFORMANCE CRITERIA
4. Select and prepare dental radiographic imaging equipment and accessories appropriate to the procedure	<ul style="list-style-type: none">4.1 Appropriate dental radiographic imaging equipment for the procedure is selected and patient requirements identified4.2 Appropriate accessories for dental radiographic imaging are selected and used correctly4.3 Appropriate technical variables of the dental radiographic imaging equipment are selected

RANGE OF VARIABLES

Interpretation of the request for a dental radiographic image may include but is not limited to:

- Consultation with dentist or dental specialist for radiographic imaging requirements, techniques and modifications to techniques
- Assessment that the request has not been duplicated
- Patient/carer interview

Technical variables, milliamperage, kilovoltage and tube length are pre-determined by manufacturer's specifications for the radiographic unit or selected by the dentist or dental specialist prior to the procedure.

The selection of technical variables of dental radiographic units by the dental assistant is in accordance with manufacturer's specifications and patient requirements which includes exposure times.

Appropriate techniques may include:

- Bisecting (intraoral)
- Paralleling (intraoral)
- Extra oral

Appropriate technique variables selected and used by the dental assistant may include correct:

- Horizontal and vertical angulation
- Film selection and placement
- Correct assembly of film locating device
- Positioning of patient
- Use of intensifying screens

Patient requirements include consideration of:

- Age
- Size
- Weight
- Disability including mobility and muscle coordination
- Pregnancy
- Ability to comply with instructions

Technical quality of dental radiographs may include but is not limited to:

- Processing variables - density, fogging, under/over development artefacts
- Accuracy variables - elongation, shortening, incorrect horizontal angulation
- Incorrect film placement, cone cutting, blurred images
- Storage variables - staining, exposure to light

RANGE OF VARIABLES

Reference to previous radiographic images for pre-existing conditions may include but is not limited to:

- Dental history, including previous diagnoses
- Dental records
- Location of oral pathology
- Date of previous image

Radiographic evidence of pre-existing conditions may include the radiographic appearance of:

- Dental caries
- Periodontal disease
- Periapical pathology
- Endodontic procedures
- Trauma and pathologic conditions of bone and the dentition
- Dental anomalies

Additional information and advice sought prior to carrying out procedure may include but is not limited to:

- Advice on modifications to standard procedures due to physical capabilities of patient which prevent immobilisation during the exposure
- Availability of the appropriate equipment, resources and accessories
- Pregnancy

Modifications to standard procedure may include but is not limited to:

- Use of film holders and film locating devices
- Assessment of special needs and age of patient

Explanation of the procedure and pre-procedure requirements may include but is not limited to:

- Patient/carer interview
- Parent/guardian interview
- Actions/movements of a range of dental radiographic equipment
- Safety precautions used to prevent exposure of radiosensitive organs
- Removal of jewellery, hearing aids and oral appliances
- Application of lead apron

Patient consent may include:

- Written
- Implied
- Parent/guardian

RANGE OF VARIABLES

Accessories may include but are not limited to a selection of the correct:

- Film locating devices
- Film holders
- Immobilisation equipment
- Intensifying machines
- Modifications to use of film locating devices

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Critical aspects of assessment:

- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant role
- Accurate interpretation of requests for dental radiographic imaging across a range of procedures for a diverse range of patients
- Correct preparation of a diverse range of patients for dental radiographic imaging across a range of procedures
- Correct selection and preparation of dental radiographic imaging equipment across a range of procedures
- Application of the safe use of radiation in dentistry

Concurrent assessment and relationship with other units:

Pre-requisite competencies are:

- HLTDA1A Maintain Infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist in dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials, and medicaments for oral health care procedures.
- HLTDA6A Assist in administration in dental practice

Co-requisites. This unit should be delivered and assessed with:

- HLTDA10A Apply principles of radiation biology and protection in dental surgeries
- HLTDA12A Produce a dental radiographic image

Essential knowledge required includes:

- Legal and ethical responsibilities for the safe use of radiation in dentistry
- Relevant legislation and statutory requirements of consent
- Correctly applied dental terminology
- Radiographic appearance of anatomic landmarks, normal dentition and associated bony structures for dental radiograph images

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- Knowledge of radiographic appearance of dental anomalies and common oral pathological conditions
- Range of dental radiographic imaging techniques and the reasons for selection of each technique
- Features, characteristics and movements of a range of dental radiographic equipment
- Reasons for processing and technique inaccuracies and methods to minimise errors

Essential skills required include:

- Use correctly appropriate dental terminology
- Ability to minimise technical inaccuracies in dental radiographic images
- Prepare correctly a diverse range of patients for a range of dental radiographic procedures
- Select appropriate film variables including:
 - Film speed
 - Film size
 - Intensifying screens
- Select correctly radiographic techniques including:
 - Bisecting angle
 - Paralleling
- Ability to deal with conflict
- Work with others and to empathise with patient and relatives
- Literacy skills to read and implement OHS policy and procedures, infection control guidelines and procedures, and other dental practice/organisational policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions, record accurately and legibly patient details
- Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Oral communication skills (language competence) required to fulfil the job role as specified by the dental practice/organisation. Skills include negotiation, asking questions, active listening, asking for clarification from patient and/or carer, acknowledging and responding to a range of views.
- Problem solving skills required include ability to

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use available resources, prioritise tasks, select and prepare instruments and equipment as directed by the operator

Resource implications:

- Access to appropriate workplace or simulation of realistic workplace setting where assessment can be conducted
- Access to dental radiographic imaging units and resources normally used in the workplace
- Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice. Specific tools may include:
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian standards
 - OHS policy and procedures
- Relevant State and Territory legislation
- Manufacturer specifications for dental radiographic units
- Radiographic viewing equipment

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace under the normal range of work conditions. However, assessment in the workplace must be flexible to allow for patient confidentiality and organisational policies.

Assessment may be conducted on more than one occasion to cover a variety of circumstances to establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDA12A Produce a dental radiographic image

Unit Descriptor

The unit describes the operation of dental radiographic equipment including patient positioning in order to produce a diagnostic image.

All procedures are carried out in accordance with current NHMRC guidelines, Australian Standards for maintaining infection control and dental practice/organisational policy.

All tasks are carried out in accordance with State/Territory legislative requirements.

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Position patient to obtain radiographic image | 1.1 Radiation safety for the patient, operator and others is implemented and maintained throughout the procedure
1.2 Patient is positioned correctly
1.3 Communication with the patient is maintained |
| 2. Expose dental radiographic film | 2.1 Appropriate technical variables on the dental radiographic unit are correctly selected according to manufacturer specifications, procedure and patient requirements
2.2 Appropriate film for the patient and the procedure is selected and positioned correctly
2.3 Film locating devices are selected and used to position the film correctly when appropriate
2.4 Accessories are selected when appropriate according to manufacturer specifications. |
| 3. Operate radiographic imaging equipment safely to produce image | 3.1 Equipment is operated, according to manufacturer specifications and according to legislative requirements for the safe use of radiation in dentistry
3.2 Immobilisation of patient is maintained and patient remains visible throughout the procedure
3.3 Exposed dental radiographic film package is removed carefully from the mouth
3.4 Exposed radiographic film package is labelled correctly prior to processing |
| 4. Process and provide quality assurance for the exposed dental radiographic film | 4.1 Radiographic film is processed correctly
4.2 Visual qualities of the processed film are assessed
4.3 Processing errors are identified and corrected
4.4 Errors in technique are identified and corrected |

ELEMENTS

PERFORMANCE CRITERIA

- 4.5 Radiographic images are mounted and stored correctly

RANGE OF VARIABLES

Radiation safety for the patient includes but is not limited to:

- Use of lead aprons
- Appropriate technique
- Film selection
- Technical features of the radiographic unit as determined by manufacturer specifications including kilovoltage, filtration, x ray beam collimation
- Use of film locating devices
- Correct processing procedures to minimise re-takes
- Legislative requirements and codes of practice

Radiation safety for the operator and others includes but is not limited to:

- Maximum permissible dose (MPD) of radiation
- Determination of pregnancy
- Distance from primary beam
- Use of lead lined barriers
- Maintenance of radiographic equipment
- Legislative requirements

Technical variables, milliamperage, kilovoltage and tube length are pre-determined by manufacturer specifications for radiographic unit or selected by the dentist or dental specialist prior to the procedure.

Selection of technical variables of dental radiographic units by the dental assistant in accordance with manufacturer's specifications and patient requirements may include but is not limited to exposure times.

Appropriate technique may include:

- Bisecting
- Paralleling
- Extra oral

Appropriate technique selected and used by the dental assistant may include:

- Horizontal and vertical angulation
- Film selection and placement
- Correct assembly of film locating device
- Positioning of patient
- Use of intensifying screens

Patient requirements may include but are not limited to consideration of:

- Age
- Size

RANGE OF VARIABLES

- Weight
- Physical capabilities
- Pregnancy
- Ability to comply with instructions

Selection of appropriate film includes:

- Film speed
- Film size

Accessories may include but are not limited to a selection of correct:

- Film locating devices
- Film holders
- Immobilisation equipment
- Intensifying screens
- Modifications for the use of film locating devices

Processing errors in films may include but are not limited to:

- Staining
- Fogging
- Dark
- Light

Errors in techniques may include but are not limited to:

- Incorrect horizontal and vertical angulation
- Incorrect film placement
- Incorrect assembly and use of film locating device
- Incorrect tubehead placement
- Failure to remove oral appliances and jewellery
- Over/under exposure

Errors due to patient may include but are not limited to:

- Patient movement
- Film movement

EVIDENCE GUIDE

Critical aspects of evidence must include:

- Compliance with current NHRMC infection control guidelines, Australian Standards and legislative requirements related to dental assistant role
- Correct positioning of a variety of patients across a range of procedures
- Correct operation of a range of radiographic imaging equipment across a range of procedures
- Production of consistently high quality dental radiographic images
- Application of code of practice for the safe use of radiation in dentistry

Concurrent assessment and relationship with other units:

Pre-requisite competencies are:

- HLTDA1A Maintain Infection control in dental practice
- HLTDA2A Follow the occupational health and safety policies in dental practice
- HLTDA3A Prepare for and assist during oral health care procedures
- HLTDA4A Assist in dental radiography
- HLTDA5A Maintain and store instruments, equipment, materials, and medicaments for oral health care procedures.
- HLTDA6A Assist in administration in dental practice

This unit should be delivered and assessed with:

- HLTDA10A Apply principles of radiation biology and protection in dental surgeries
- HLTDA11A Prepare to expose a prescribed dental radiographic image

Essential knowledge required includes:

- Legislative and ethical responsibilities for the safe use of radiation in dentistry
- Relevant legislation and statutory requirements of consent
- Fundamental knowledge of the radiographic appearance of anatomic landmarks, normal dentition and associated bony structures for intraoral radiographs
- Fundamental knowledge of the radiographic

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appearance of dental anomalies and common oral pathological conditions

- Range of dental radiographic imaging techniques and the reasons for selection of each technique
- Features and characteristics including range of movements of a range of dental radiographic equipment
- Reasons for processing and technique inaccuracies and methods to minimise errors

Essential skills required include:

- Operate radiographic unit safely and correctly
- Identify and correctly use terms for technical inaccuracies in dental radiographic images
- Ability to minimise technical inaccuracies in dental radiographic images
- Process and maintain quality assurance in exposed dental radiographic film
- Ability to deal with conflict
- Working with others and an ability to empathise with patient and relatives
- Literacy skills to read and implement OHS policy and procedures, infection control guidelines and procedures, and other dental practice/organisational policies and procedures; ability to select and apply the procedures to perform a range of tasks; follow sequenced written instructions, record accurately and legibly patient details
- Oral communication skills (language competence) required to fulfil the job role as specified by the dental practice/organisation. Skills include negotiation, asking questions, active listening, asking for clarification from patient/carer, acknowledging and responding to a range of views
- Interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- Problem solving skills required include ability to use available resources, prioritise tasks, select and prepare instruments and equipment as directed by the operator

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Resource implications

Competency in this unit should be assessed using all the relevant resources commonly provided in dental practice and a range of specialist oral surgery procedures. Specific tools may include:

- Access to an appropriate dental practice/organisation where or the simulation of a realistic workplace setting assessment can be conducted
- Relevant dental practice/organisational policy and procedures manuals such as:
 - Organisational standard operating suite/theatre procedures
 - Incident reporting procedures
 - Infection control guidelines (NHMRC) and relevant Australian standards
 - Occupational health and safety policy and procedures
- Relevant State and Territory legislation
- Manufacturer specifications for dental radiographic units
- Radiographic viewing equipment

Methods of assessment may include but are not limited to:

- Observation of work performance
- Written tasks
- Interview and questioning
- Authenticated portfolio/log book
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning

Context of assessment:

This unit is most appropriately assessed in the workplace under the normal range of work conditions. However, assessment in the workplace must be flexible to allow for patient confidentiality and organisational policies.

Assessment may be conducted on more than one occasion to cover a variety of circumstances to and establish consistency.

A diversity of assessment tasks is essential for holistic assessment.

UNIT HLTDT1A Construct models

Unit Descriptor

This unit is concerned with constructing models from impressions.

ELEMENT	PERFORMANCE CRITERIA
1. Verify integrity of impressions	1.1 Impression is disinfected according to NHMRC infection guidelines 1.2 Impressions are examined for defects 1.3 Impression is checked to ensure it meets the specifications of the work order
2. Select and prepare model materials	2.1 Appropriate materials are selected 2.2 Materials are prepared in accordance with desired outcomes
3. Pour impressions	3.1 Impressions are prepared for pouring 3.2 Pour materials into impressions in accordance with accepted techniques 3.3 Allow required setting time
4. Finish model	4.1 Model is recovered intact from impression 4.2 Model is inspected for defects 4.3 Models are trimmed according to requirements
5. Duplicate model	5.1 Duplicating materials are prepared according to manufacturer instructions 5.2 Stones, diestones and refractories are mixed according to manufacturer instructions 5.3 An accurate, bubble free cast is produced

RANGE OF VARIABLES

Models are poured in to appropriate model materials from these impressions:

- Rigid impression materials
- Aqueous elastomers
- Non-aqueous elastomers

The range of impressions will include:

- Edentulous impressions
- Dentulous impressions
- Partially dentulous

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<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• The models produced must be suitable for the construction of dental prostheses or appliances• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Relevant material science for carrying out procedures• Anatomy (head and neck)• OHS and material safety data sheets• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Cleanliness• Accuracy• Manual dexterity• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policies and procedures is a pre-requisite unit.
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT2A Construct custom impression trays

Unit Descriptor

This unit is concerned with constructing custom impression trays.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare model	<ul style="list-style-type: none">1.1 Work order is interpreted1.2 Undesirable undercuts are blocked out1.3 Outline is marked and spacer is applied as required
2. Select and prepare materials	<ul style="list-style-type: none">2.1 Selected materials are obtained and mixed according to manufacturer instructions2.2 Equipment is prepared for processing2.3 Mixing vessels and templates are provided
3. Construct custom impression tray	<ul style="list-style-type: none">3.1 Materials are mixed or manipulated to desired outcome3.2 Material is adapted to the cast3.3 Handle is constructed and attached as required3.4 Custom tray is processed according to industry standard3.5 Outline is trimmed3.6 Spacer material is removed3.7 Outline is refined and polished as required3.8 Impression tray is customised to particular impression material requirements3.9 Impression tray is disinfected to NHMRC guidelines

RANGE OF VARIABLES

A range of spacer materials may be used.

Materials may be acrylic, thermoplastic or light-cured composite.

Trays may be constructed for :

- Fully edentulous
- Partially dentate
- Fully dentate
- Implant

EVIDENCE GUIDE

Critical aspects of assessment: This unit should be assessed over a range of:

- Dental laboratory materials
- Custom tray materials

The custom tray produced must be suitable for use in the mouth.

All work complies with relevant legislative requirements.

Underpinning knowledge:

- Relevant material science for carrying out procedures
- Model fabrication techniques
- Oro-facial anatomy
- Current infection control NHMRC guidelines
- OHS and material data safety sheets

Underpinning skills:

- Manual dexterity
- Thermo-forming technology
- Visible light-cured techniques
- Planning of work

Interdependent assessment of units: This unit may be assessed with other units making up a job role:

- HLTIN1A Comply with infection control policies and procedures is a pre-requisite unit.

Resource implications: This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT3A Construct registration rims

Unit Descriptor

This unit is concerned with constructing registration rims.

ELEMENT	PERFORMANCE CRITERIA
1. Select and prepare materials	<ul style="list-style-type: none">1.1 Appropriate material for the base is selected1.2 Appropriate material for the rims is selected1.3 Model is prepared to enable appropriate application of selected base material
2. Construct base	<ul style="list-style-type: none">2.1 Selected base material is applied to model2.2 Base material is processed according to type of base material selected2.3 Base material is trimmed to peripheral contours of model and appropriate landmarks
3. Construct registration rim	<ul style="list-style-type: none">3.1 Rim is constructed in selected material3.2 Rim is trimmed to prescribed dimensions and appropriate landmarks3.3 Rim is smoothed and polished according to material chosen
4. Prepare face-bow (if required)	<ul style="list-style-type: none">4.1 Face-bow fork is located in required position4.2 Material is selected as required by the prescription4.3 Face-bows are finished to acceptable industry standard

RANGE OF VARIALBES

*Appropriate materials for base
may include:*

- Wax
- Thermoformed materials
- Light cured composites
- Acrylic
- Cast metal framework

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• The unit should be assessed over a range of jaw class relationships. Registration rims must be suitable for use in the mouth• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Relevant material science for carrying out procedures• Anatomy of the head and neck• Range of standard dimensions• Application of registration rims
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Processing techniques• Accuracy of measurements• Neatness• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policies and procedures is a pre-requisite unit.
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT4A Articulate models and transfer records

Unit Descriptor

This unit is concerned with the transfer and mounting of oral records to an articulator.

ELEMENT	PERFORMANCE CRITERIA
1. Select and prepare the articulator	1.1 Work order requirements are confirmed 1.2 Articulator is selected and adjusted as required 1.3 Mounting method to be used is identified
2. Select and prepare materials	2.1 Models and oral records are positioned in articulator 2.2 Mounting materials are prepared and applied to models 2.3 Centric records are established and secured 2.4 Excess material is removed 2.5 Equipment is cleaned
3. Transfer oral records to articulator	3.1 Records are transposed as provided 3.2 Midline is recorded 3.3 Vertical height is set and recorded 3.4 Condylar angle is set as required

RANGE OF VARIABLES

NB.

Include separate statement regarding face/ear-bow recording

Types of restorations may include:

- Complete and partial dentures
- Crown and bridge
- Implant
- Splints

Types of articulators may include:

- Average movement
- Plainline
- Semi-adjustable
- Fully adjustable

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<p>This unit should be assessed using a range of:</p> <ul style="list-style-type: none">– Articulators– Jaw relationships• The article produced for this unit must be suitable for use in subsequent procedures• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Recording techniques and devices• Articulation procedures• Mechanical devices: articulators, face-bows• Relevant material science for carrying out procedures• Anatomy (head and neck)• OHS - material safety data sheets• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policies and procedures is a pre-requisite unit.
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT5A Arrange artificial teeth for complete dentures

Unit Descriptor

This unit is concerned with the selection, arrangement and wax contouring of a complete denture.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare case for setting of teeth	1.1 Artificial teeth are selected to work order 1.2 Bases and rims are modified as required for positioning of teeth
2. Arrange artificial teeth	2.1 Work order is followed 2.2 Teeth are positioned to achieve aesthetics and centric occlusion, balanced articulation and balanced occlusion 2.3 Teeth are secured in wax and contoured to gingival outline
3. Wax up denture for try-in	3.1 Wax is applied as required 3.2 Facial and lingual aspects are contoured 3.3 Muscle attachments are located and relieved 3.4 Peripheral extensions are smoothed and rounded 3.5 Distal extensions are confirmed

RANGE OF VARIABLES

Dentures may be:

- Complete maxillary or complete mandibular
- Combined complete maxillary and complete mandibular

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<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• The appliance produced must be suitable for insertion in the mouth• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Range of articulators• Selection of artificial teeth• Articulation and occlusion• Tooth morphology• Denture fabrication procedures• Current NHMRC infection control guidelines• Relevant material science for carrying out procedures• Anatomy (head and neck)• OHS and material safety data sheets• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policies and procedures• HLTDT1A Construct models• HLTDT2A Construct custom impression trays• HLTDT3A Construct registration rims• HLTDT4A Articulate models and transfer records
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT6A Wax, process and finish acrylic dentures and appliances

Unit Descriptor

This unit is concerned with the process involved in polymerisation and finishing of acrylic dentures and appliances.

ELEMENT	PERFORMANCE CRITERIA
1. Wax case for finish consistent with work orders	1.1 Wax is applied as required by work order 1.2 Facial and lingual aspects are contoured
2. Select and prepare materials and processing technique	2.1 Appropriate polymer system for case is identified 2.2 Appropriate investment technique is identified 2.3 Appropriate processing cycle is identified 2.4 Material is selected from identified polymer system 2.5 System components are combined 2.6 Materials are allowed to reach application stage
3. Process denture or appliance	3.1 Appropriate investment techniques are applied 3.2 Material is applied to mould 3.3 Appropriate processing cycle is applied 3.4 Model is devested 3.5 Remount on articulator
4. Selectively grind dentures and appliances	4.1 Centric occlusion is restored 4.2 Balanced occlusion is restored 4.3 Balanced articulation is restored 4.4 Function is restored
5. Finish denture or appliance	5.1 Trim, shape and finish denture or appliance 5.2 Dentures are disinfected according to current NHMRC infection guidelines

RANGE OF VARIABLES

Acrylic dentures and appliances may be:

- Complete and partial dentures
- Orthodontic appliances
- Therapeutic appliances

EVIDENCE GUIDE

- Critical aspects of assessment:*
- The processed and finished dentures or appliances must comply with the records/specifications supplied and be clinically acceptable
 - All work complies with relevant legislative requirements

- Underpinning knowledge:*
- Relevant material science for carrying out procedures
 - Tooth morphology and anatomy
 - OHS and materials safety data sheets
 - Current NHMRC infection control guidelines

- Underpinning skills:*
- Manual dexterity sufficient to manipulate the necessary materials
 - Planning of work

- Interdependent assessment of units:*
- This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:
- HLTIN1A Comply with infection control policies and procedures
 - HLTDT1A Construct models
 - HLTDT2A Construct custom impression trays
 - HLTDT3A Construct registration rims
 - HLTDT4A Articulate models and transfer records
 - HLTDT5A Arrange artificial teeth for complete dentures

- Resource implications:*
- This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT7A Construct immediate dentures

Unit Descriptor

This unit is concerned with the construction of both complete, and partial, immediate dentures and surgical templates.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare immediate models	1.1 Models and equipment are prepared according to the procedure undertaken
2. Arrange artificial teeth	2.1 Arrangement of artificial teeth is based on correct interpretation of relevant documentation 2.2 Model teeth are removed individually and ridge is prepared 2.3 Artificial teeth are arranged as each model tooth is removed 2.4 Wax surfaces are contoured
3. Construct a surgical template	3.1 Ridge shape is finalised 3.2 Model is duplicated and poured 3.3 Surgical template is constructed
4. Finish immediate dentures and templates	4.1 Immediate dentures are processed 4.2 Immediate dentures are trimmed and polished 4.3 Immediate template is processed 4.4 Immediate template is trimmed and polished

RANGE OF VARIABLES

Dentures can be:

- Complete
- Partial

EVIDENCE GUIDE

Critical aspects of assessment:

- This unit is to be assessed over the full range of processes on a number of occasions
- Construction must comply with records/specifications supplied
- All work complies with relevant legislative requirements

Underpinning knowledge:

- Range of articulators
- Range of artificial tooth moulds
- Articulation and occlusion
- Moulds and shades of teeth
- Anatomy (neck and face)
- Relevant material science for carrying out procedures
- Denture fabrication procedures
- Safe work practices relating to OHS or OHS guidelines

Underpinning skills:

- Manual dexterity
- Planning of work

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:

- HLTIN1A Comply with infection control policies and procedures
- HLTDT1A Construct models
- HLTDT2A Construct custom impression trays
- HLTDT3A Construct registration rims
- HLTDT4A Articulate models and transfer records
- HLTDT5A Arrange artificial teeth for complete dentures

Resource implications:

This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT8A Set up and wax removable partial dentures

Unit Descriptor

This unit is concerned with the construction of acrylic removable partial dentures.

ELEMENT	PERFORMANCE CRITERIA
1. Design acrylic removable partial denture	<ul style="list-style-type: none">1.1 Models are surveyed1.2 Design is established and transferred to master model1.3 Undesirable undercuts are blocked out1.4 Food lines are scribed
2. Select and prepare materials	<ul style="list-style-type: none">2.1 Materials are selected according to work order2.2 Shape and dimension of components are established from design
3. Arrange artificial teeth	<ul style="list-style-type: none">3.1 Teeth are selected and positioned in wax to establish aesthetics and function3.2 Wax is contoured and dentures made suitable for try-in in mouth
4. Construct retainer units	<ul style="list-style-type: none">4.1 Components are constructed as required4.2 Components are joined as required4.3 Teeth and components are secured in wax4.4 Facial and lingual aspects are contoured4.5 Appliance is secured for processing

RANGE OF VARIABLES

A range of wrought or prefabricated metal components may be used.

Anterior and/or posterior teeth may be used in this procedure.

Base material options include:

- Acrylic
- Light cured
- Flexible materials

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• The appliance produced must be suitable for insertion in the mouth• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Metallurgy - soldering techniques• Wrought component fabrication techniques• Tooth morphology• Articulation and occlusion• Principles of partial denture design• Relevant material science for carrying out procedures• Duplication techniques• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Planning of work• Investing and packing techniques
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policies and procedures• HLTDT1A Construct models• HLTDT2A Construct custom impression trays• HLTDT3A Construct registration rims• HLTDT4A Articulate models and transfer records• HLTDT5A Arrange artificial teeth for complete dentures
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT9A Cast metal alloy removable partial denture framework

Unit Descriptor

This unit is concerned with construction of alloy removable partial denture framework.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare master model	<ul style="list-style-type: none">1.1 Work order is interpreted1.2 Alloy is selected1.3 Model is surveyed1.4 Design is transferred to master model1.5 Undesirable undercuts are blocked out1.6 Clasp ledges are created1.7 Finished lines are scribed1.8 Tissue relief is applied1.9 Saddle relief is applied
2. Construct refractory model	<ul style="list-style-type: none">2.1 Master model is duplicated in refractory material and sprue former is constructed, as necessary2.2 Refractory model surface is treated
3. Wax and invest removable partial denture framework	<ul style="list-style-type: none">3.1 Design is transferred to refractory model3.2 Patterns and waxes are selected3.3 Patterns are waxed up and sprues attached3.4 Appropriate investment and technique are selected3.5 Investment material is prepared3.6 Wax, patterns and sprues are treated3.7 Investment setting time is allowed for
4. Burnout, cast and finish removable partial denture framework	<ul style="list-style-type: none">4.1 Burn out and preheat cycles are selected for appropriate investment/alloy combination4.2 Investment mould is burnt out and preheated4.3 Alloy is melted and cast using appropriate equipment/technique4.4 Cooling cycle is selected and applied4.5 Denture framework is devested4.6 Denture framework is trimmed, shaped, treated, finished and fitted to master model4.7 Framework is treated in accordance with NHMRC infection control guidelines

RANGE OF VARIABLES

Alloys may include:

- Cobalt chromium based alloys
- Gold alloys
- Metal/ceramic alloys

Melting/Casting techniques may include:

- Flame melting
- Induction melting
- Arc melting
- Resistance melting
- Centrifugal casting
- Gas pressure casting
- Vacuum casting

EVIDENCE GUIDE

Critical aspects of evidence:

- The framework must be suitable for the construction of a clinically acceptable removable partial denture
- All work complies with relevant legislative requirements

Underpinning knowledge:

- Dental alloys
- Relevant material science for carrying out procedures
- Solidification
- Melting and casting
- Heat treatment
- Surface finishing
- OHS and material safety data sheets

Underpinning skills:

- Manual dexterity
- Ability to work as part of a team
- Planning of work

Interdependent assessment of units:

This unit may be assessed with other units making up a job role:

- HLTDT8A Set up and wax removable partial dentures is co-requisite to this unit

The following units are pre-requisites for this unit:

- HLTIN1A Comply with infection control policies and procedures
- HLTDT1A Construct models
- HLTDT2A Construct custom impression trays
- HLTDT3A Construct registration rims
- HLTDT4A Articulate models and transfer records
- HLTDT5A Arrange artificial teeth for complete dentures

Resource implications:

This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT10A

Construct metal, crown and bridge structures

Unit Descriptor

This unit is concerned with the construction of metal alloy, crown and bridge structures.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare sectionalised models	1.1 Models are sectioned 1.2 Margins are identified and models are trimmed 1.3 Margins are hardened if required
2. Wax and invest fixed partial dentures and structures	2.1 Crown and bridge restorations are waxed up 2.2 Crown and bridge wax pattern is sprued and prepared for investing 2.3 Appropriate investment material is selected and wax patterns are selected 2.4 Wax patterns are invested
3. Burnout, cast and finish alloy fixed partial dentures and structures	3.1 Burnout techniques are selected appropriate to the technique 3.2 Metal restorations are cast in appropriate alloy 3.3 Metal restoration is devested without damaging casting 3.4 Metal restoration is trimmed and polished while maintaining all contact areas and margins

RANGE OF VARIABLES

Construction of crown and bridge structures includes:

- A range of designs
- Anterior and posterior teeth
- Metal inlays, crowns and bridges
- Ceramic fused to metal sub structures

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• Appliance produced must be suitable for insertion in the mouth• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Casting techniques• Spruing techniques• Tooth morphology• Articulation and occlusion• Relevant material science for carrying out procedures• Soldering techniques• Wax and plastic pattern techniques• Investing techniques• OHS• Finishing techniques• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Ability to work as part of a team• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policies and procedures• HLTDT1A Construct models• HLTDT2A Construct custom impression trays• HLTDT4A Articulate models and transfer records
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT11A

Join alloy structures

Unit Descriptor

This unit is concerned with the thermal processes used to join dental alloys.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|----------------------|--|
| 1. Solder components | 1.1 Component materials are identified |
| | 1.2 Appropriate solder and flux are selected |
| | 1.3 Appropriate heating methods are selected |
| | 1.4 Components are selected |
| | 1.5 Components are soldered |
| | 1.6 Components are cleaned, trimmed, shaped and finished |
| | 1.7 Components are disinfected according to NHMRC guidelines |
| 2. Weld components | 2.1 Component materials are identified |
| | 2.2 Appropriate welding techniques are selected |
| | 2.3 Components are welded |
| | 2.4 Components are cleaned, trimmed, shaped and finished |
| | 2.5 Components are disinfected according to NHMRC guidelines |

EVIDENCE GUIDE

<i>Critical aspects of evidence:</i>	<ul style="list-style-type: none">• Soldered or welded joints produce must exhibit bio-compatibility and optimum mechanical properties• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Dental alloys• Orthodontic wires• Fluxes• Soldering and welding techniques• Finishing methods• OHS and materials safety data sheets
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Accuracy• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role:</p> <ul style="list-style-type: none">• HTLIN1A Comply with infection control policy and procedure is a pre-requisite unit
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT12A

Take tooth shades

Unit Descriptor

This unit is concerned with what is required to perform the taking of tooth shades for removable and fixed dental prosthesis.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. View existing teeth and structures | 1.1 Patient is correctly positioned for procedure |
| | 1.2 Accuracy of natural and artificial light is considered |
| | 1.3 Mouth is viewed to gain overview of procedure |
| | 1.4 Patient is consulted regarding requirements and aesthetic outcomes |
| 2. Select technique, equipment and materials for recordings | 2.1 Technique, equipment and materials that are appropriate for the procedure are determined |
| | 2.2 Equipment and materials are used in line with current NHMRC infection control guidelines |
| | 2.3 Equipment and materials are prepared and used in accordance with the manufacturer instructions |
| 3. Record tooth shade | 3.1 Patient is instructed on how to participate during the procedure |
| | 3.2 Stability and comfort of recording materials and equipment are achieved |
| | 3.3 Patient is consulted regarding findings and acceptance gained |
| | 3.4 Follow up procedures are discussed with the patient |
| | 3.5 Tooth shade is selected and documented/recorded |

RANGE OF VARIABLES

Legislative requirements will limit the scope of the practice.

Tooth shades may be required for the construction of:

- Fixed crown and bridges
- Complete dentures
- Partial dentures (acrylic, metal)
- Additions to existing denture

Materials and equipment may include:

- Manufacturer shade guides
- Artificial teeth
- Ceramic and composite system shade guides
- Individual operator characterisations guides

EVIDENCE GUIDE

Critical aspects of assessment:

- Where the patient is referred from another source, the prescription must be accurately interpreted
- All work complies with relevant legislative requirements

Underpinning knowledge:

- Current NHMRC infection control guidelines
- Factors which influence selection of tooth shades, eg skin tone, age, hair colour, natural teeth, light
- The rationale and objectives for taking shades
- Critical issues and techniques for taken tooth shades
- Anatomical structure of teeth
- Effects of aging, tooth wear and staining on shade
- Physics of light refraction including properties of materials used in aesthetic restoration
- Social, cultural and psychological factors affecting patient perception and acceptance of tooth shade
- Patient management techniques
- Principles and practices which underpin interpersonal communication and negotiation
- Principles of quality assurance and work effectiveness
- Legal and ethical issues relating to informed consent, duty of care, confidentiality
- Relevant OHS regulations

Underpinning skills:

- Interpersonal communication
- Behaviour management techniques
- Planning and organising personal work activities
- Problem solving
- Using cultural understandings
- Negotiation to consensus outcome

Interdependent assessment of units:

This unit may be assessed with other units making up a job role:

- HLTIN1A Comply with infection control policies and procedures is a pre-requisite unit

EVIDENCE GUIDE

Resources implications:

This unit should be assessed directly or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT13A Construct ceramic restorations

Unit Descriptor

This unit is concerned with the construction of ceramic restorations and fixed partial dentures.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare sub-structures	<ul style="list-style-type: none">1.1 Substructure is assessed for accuracy and appropriateness1.2 Substructure conforms to standard guidelines1.3 Structure is prepared for porcelain build up1.4 Sub-structure is treated according to manufacturer guidelines
2. Select and apply ceramics	<ul style="list-style-type: none">2.1 Porcelains appropriate to the procedure and operator requirements are selected and applied
3. Trim, shape and finish restorations	<ul style="list-style-type: none">3.1 Ceramic restoration is trimmed to required anatomical shape3.2 Ceramic restoration is completed to meet the clinically accepted standards

RANGE OF VARIABLES

Procedures to include crowns and bridges of the following types:

- Ceramic fused to precious, semi-precious or non-precious metal/alloy
- All ceramic restorations
- Ceramic veneers, inlays and onlays
- Castable ceramic

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Ceramics• Metallurgy• Colour• Science• Current NHMRC infection control guidelines• Oral anatomy• Tooth morphology• Cause of faults during construction• Rationale for processes and procedures• Principles of occlusion
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Carving teeth• Measurement• Accuracy• Cleanliness• Efficient use of materials• Safety• Analysis of faults
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policy and procedures• HLTDT9A Cast metal alloy removable partial denture framework• HLTDT10A Construct metal, crown and bridge structures
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT14A Construct orthodontic appliances

Unit Descriptor

This unit is concerned with the construction of orthodontic appliances.

ELEMENT	PERFORMANCE CRITERIA
1. Select or construct and assemble components and materials	1.1 Materials are selected according to design and function specified by work order 1.2 Individual components are selected and/or constructed as appropriate to work order
2. Construct orthodontic appliance	2.1 Components are secured to model by appropriate means 2.2 Materials are applied and processed according to manufacturer instructions
3. Finish orthodontic appliances	3.1 Trim, shape and finish appliance

RANGE OF VARIABLES

Components may include:

- Screws
- Piston-screws
- Springs and sheaths made in a variety of metals and polymers

Materials may include:

- Polymers or metals and metal joining techniques

Appliances may include functional appliances and retainers of varying types, which may include:

- Bite opening
- Retraction
- Expansion
- Retaining
- Incline plane
- Oral screen

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• This unit must be assessed over the full range of the processes on a number of occasions• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Dental metallurgy• Relevant material science for carrying out procedures• Relevant oral anatomy• Knowledge of the principles of orthodontic procedures• Occlusion• Wrought wire fabrication techniques
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Accuracy in wire bending• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policy and procedures• HLTDT1A Construct models• HLTDT4A Articulate models and transfer records• HLTDT6A Wax, process and finish acrylic dentures and appliances• HLTDT7A Construct immediate dentures• HLTDT8A Set up and wax removable partial dentures• HLTDT9A Cast metal alloy removable partial denture framework• HLTDT10A Construct metal, crown and bridge structures• HLTDT11A Join alloy structures
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT15A Construct thermoformed bases and appliances

Unit Descriptor

This unit is concerned with constructing thermo-formed bases and appliances.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare model	<ul style="list-style-type: none">1.1 Work order is interpreted1.2 Outline is marked and finishing lines are scribed where applicable1.3 Block-out material is applied as required
2. Thermo-form appliance or base from blank	<ul style="list-style-type: none">2.1 Thermo-forming material is selected2.2 Thermo-forming apparatus is selected2.3 Heat is applied to material2.4 Softened material is adapted2.5 Material is allowed to cool2.6 Adaptation is verified
3. Trim, shape and finish appliances or bases	<ul style="list-style-type: none">3.1 Thermo-formed blank is removed3.2 Outline is trimmed and fitted to model3.3 Outline is refined3.4 Appliance or base is smoothed and finished

RANGE OF VARIABLES

Types of appliances may include:

- Mouthguards
- Bleach trays
- Occlusal splints
- Baseplates
- Temporary crown stents
- Retaining devices
- Custom impression trays

Thermo-forming equipment used may be:

- Vacuum
- Pressure

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• The appliance produced must be suitable for insertion in the mouth• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Relevant material science for carrying out procedures• Oro-facial anatomy• Thermoforming technology• Polymer science• Tooth morphology• Principles of occlusion• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policy and procedures• HLTDT1A Construct models• HLTDT2A Construct custom impression trays• HLTDT4A Articulate models and transfer records• HLTDT6A Wax, process and finish acrylic dentures and appliances
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDT16A Construct indirect composite/polymer fixed restorations

Unit Descriptor

This unit is concerned with constructing indirect composite/polymer fixed restorations.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare model	<ul style="list-style-type: none">1.1 Work order is interpreted1.2 Model is treated as required1.3 Sub-structure (if used) is treated for application of material
2. Construct restoration	<ul style="list-style-type: none">2.1 Appropriate system is selected2.2 Margin is indicated as required2.3 Materials are selected2.4 Materials are mixed or manipulated2.5 Materials are applied and adapted2.6 Surface of the restoration is treated if required2.7 Material is processed to industry standard
3. Trim, shape and finish restoration	<ul style="list-style-type: none">3.1 Rotary trimmers are selected3.2 Shape is refined3.3 Restoration is finished according to work order requirements

RANGE OF VARIABLES

*Types of restoration may include
fixed restorations such as:*

- Single full crowns
- Bridges
- Maryland bridges
- Implant supported restorations
- Veneers
- Inlays
- Half and three-quarter crowns
- On-lays

EVIDENCE GUIDE

Critical aspects of assessment:

- The restorations produced must be suitable for insertion in the mouth
- All work complies with relevant legislative requirements

Underpinning knowledge:

- Relevant material science for carrying out procedures
- Articulation and occlusion
- Tooth morphology
- Oral anatomy
- MSDS sheets
- Colour
- Current NHMRC infection control guidelines
- Metallurgy
- Polymer science

Underpinning skills:

- Manual dexterity
- Carving restorations
- Efficient use of materials
- Colour and shade matching
- Cleanliness
- Analysis of faults
- Planning of work

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:

- HLTIN1A Comply with infection control policy and procedures
- HLTDT6A Wax, process and finish acrylic dentures and appliances
- HLTDT13A Construct ceramic restorations

Resource implications:

This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT17A Construct oral splints

Unit Descriptor

This unit is concerned with constructing oral splints.

ELEMENT	PERFORMANCE CRITERIA
1. Construct splint	<ul style="list-style-type: none">1.1 Materials for the construction of splint are selected1.2 Splint is constructed according to work order requirements1.3 Splint is processed according to manufacturer recommendations
2. Trim, shape and finish	<ul style="list-style-type: none">2.1 Splint is trimmed according to material selection2.2 Splint is shaped according to work order and rechecked on articulator2.3 Splint is fitted back to master model2.4 Splint is finished appropriately according to type of material selected

RANGE OF VARIABLES

Materials used may be:

- Cast alloys
- Acrylic resins (heat activated, chemically activated, thermoformed)
- Visible light-cured composite resins

Splints to be fabricated include:

- Cast metal alloy cap splints
- Acrylic cap splints
- Gunning splints
- Wrought wire retained splints
- Occlusal splints (bruxing, neutral, anterior, repositioning, TMJ, orthodontic)

EVIDENCE GUIDE

Critical aspects of assessment:

- The unit should be assessed over a range of dental laboratory materials, splint materials, jaw relations and malocclusions of a severe skeletal orthodontic type.
- The unit should be assessed using a range of articulators
- All work complies with relevant legislative requirements

Underpinning knowledge:

- Articulation and occlusion
- Relevant dental anatomy
- Dental metallurgy
- Relevant material science for carrying out procedures
- Use of surveying equipment
- OHS and material safety data sheets
- Current NHMRC infection control guidelines
- Processing of wax patterns in acrylic resin
- Using vacuum forming procedures

Underpinning skills:

- Manual dexterity
- Surveying and blocking out undercuts
- Selection of articulators
- Use of face-bow and centric records
- Planning of work

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:

- HLTIN1A Comply with infection control policy and procedures
- HLTDT1A Construct models
- HLTDT4A Articulate models and transfer records
- HLTDT5A Arrange artificial teeth for complete dentures
- HLTDT6A Wax, process and finish acrylic dentures and appliances

EVIDENCE GUIDE

Resource implications:

This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.

UNIT HLTDT18A

Repair and modify dentures and appliances

Unit Descriptor

This unit is concerned with the repair, modification and additions of dentures and appliances.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare case	<ul style="list-style-type: none">1.1 Case is received applying NHMRC guidelines1.2 Work order is interpreted1.3 Fractured components are examined for defects1.4 Fractured components are realigned, positioned and secured
2. Prepare model	<ul style="list-style-type: none">2.1 Model is constructed as required2.2 Model is modified2.3 Articulation key is constructed if required
3. Repair denture or appliance	<ul style="list-style-type: none">3.1 Denture surfaces are prepared3.2 Components are relocated3.3 Materials are selected3.4 Processing equipment is selected and prepared3.5 Repair material is applied3.6 Material is processed to manufacturer requirements
4. Modify denture or appliance, where required	<ul style="list-style-type: none">4.1 Case is articulated or articulation key is constructed as required4.2 Denture or appliance surfaces are prepared4.3 Denture is relined/re-based or modified in accordance with work order requirements
5. Trim, shape and finish denture or appliance	<ul style="list-style-type: none">5.1 Denture or appliance is trimmed to outline or required extensions5.2 Required contour(s) are produced5.3 Surfaces are refined and polished

RANGE OF VARIABLES

Repairs, modifications and additions may include:

- Impressions

Repairs, modifications, relines and re-bases may be:

- In a range of materials

Repairs or modifications may include:

- Prefabricated or wrought components

Relining may include:

- Resilient materials

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	<ul style="list-style-type: none">• The appliance produced must be suitable for use in the mouth• All work complies with relevant legislative requirements
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Denture base materials• Relevant material science for carrying out procedures• Soft lining techniques• Metallurgy• Wrought component fabrication techniques• Current NHMRC infection control guidelines
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Manual dexterity• Planning of work
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisites for this unit:</p> <ul style="list-style-type: none">• HLTIN1A Comply with infection control policy and procedures• HLTDT1A Construct models• HLTDT4A Articulate models and transfer records• HLTDT5A Arrange artificial teeth for complete dentures• HLTDT6A Wax, process and finish acrylic dentures and appliances
<i>Resource implications:</i>	<p>This unit should be assessed by direct observation at work or through simulation. A simulated environment must contain all necessary equipment.</p>

UNIT HLTDP1A Identify, select and prepare instruments, equipment, materials as required

Unit Descriptor

This unit is concerned with ensuring that the appropriate instruments, equipment, materials and medicaments are ready for use for specific removable dental prosthetic procedures.

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Prepare the clinic for the removable dental prosthetic treatment of patients | 1.1 Current NHMRC guidelines for infection control are followed to prepare for the surgery environment |
| | 1.2 Required patient records are available for use as well as any required laboratory work |
| | 1.3 Necessary protective equipment for the dental team and the patient are available and ready for use |
| | 1.4 Emergency procedures are in place and ready for use according to relevant guidelines |
| 2. Identify and select instruments and equipment for a range of removable dental prosthetic procedures | 2.1 Instruments and equipment selected are appropriate to the procedures |
| | 2.2 Instruments are arranged in order of use |
| | 2.3 Infection control guidelines are followed |
| 3. Prepare instruments and equipment for the range of removable dental prosthetic treatment/care procedures | 3.1 Instruments and equipment are prepared according to the manufacturer's instructions |
| | 3.2 Instruments and equipment are maintained and stored according to manufacturer's instructions and in accordance with infection control guidelines |
| 4. Prepare materials for the range of removable dental prosthetic treatment/care procedures according to the manufacturer's instructions | 4.1 Materials are prepared and handled according to manufacturer's instructions and as directed by the dental operator |
| | 4.2 The quantity of materials prepared conforms to the amount required |
| | 4.3 Materials are stored according to the manufacturer's instructions |
| | 4.4 Infection control guidelines are followed |
| | 4.5 OHS regulations and other regulations are followed |
| | 4.6 Materials are checked for integrity prior to use |

RANGE OF VARIABLE

Removable dental prosthetic procedures include:

- Full dentures
- Partial dentures
- Mouthguards

Instruments and equipment includes those used for the above procedures.

Materials include those used for the above procedures.

Relevant guidelines include:

- Current NHMRC document, infection control in the health care setting - guidelines for the prevention of transmission of infectious diseases, April 1996
- Publications from relevant authorities and associations
- Organisational policies and guidelines

EVIDENCE GUIDE

Critical aspects of assessment: The unit should be assessed across a range of removable dental prosthetic procedures and over time.

Underpinning knowledge:

- Related dental sciences relevant to removable dental prosthetic procedures
- Rationale and techniques for the range of dental procedures that affect this unit
- The order of use of instruments and equipment
- The correct range of instruments and equipment to be selected
- Rationale for the selection of instruments and equipment for particular removable dental prosthetic procedures
- Appropriate methods for maintenance and storage of instruments and equipment
- Understanding of the priorities of the materials being handled as they relate to their manipulation and use
- Rationale for the preparation of materials
- Manufacturer's instructions relating to preparation and handling of materials
- Relevance of quantity of materials prepared
- Storage requirements for materials
- Principles of quality assurance and work effectiveness
- OHS regulations, including material safety data sheets (MSDs)
- Current NHMRC infection control guidelines
- Relevant legislation

Underpinning skills:

- Interpersonal communication
- Implement infection control and OHS practices
- Planning and organising personal work activities
- Problem solving
- Manual dexterity to manipulate dental materials and equipment

Interdependent assessment of units: The following units are pre-requisite to this unit:

- HLTIN1A Comply with infection control policy and procedures

EVIDENCE GUIDE

Resource implications:

Assessment will require access to a workplace or a simulated environment. Equipment normally found in a dental prosthetist clinic would need to be provided if a simulation was used.

UNIT HLTDP2A Gather data and history, conduct dental prosthetic examination and develop a treatment plan

Unit Descriptor

This unit is concerned with obtaining and recording relevant information about the patient and the development of a treatment plan prior to removable dental prosthetic treatment

ELEMENTS

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Obtain a complete patient history | 1.1 Relevant information is obtained by the operator and/or from medical/dental history forms |
| | 1.2 Accuracy of information is checked with the patient or where appropriate, carer/guardian |
| | 1.3 Information is verified with appropriate practitioner, where required by relevant guidelines or legislation |
| 2. Consult medical history of patient | 2.1 Appropriate medical history is consulted and used in determining requirements for removable dental prosthetic treatment |
| | 2.2 Patient and/or carers are consulted about medical history to ensure it is accurate and current |
| 3. Obtain and record patient data | 3.1 Relevant information is recorded as necessary |
| | 3.2 Patients and/or carers/guardians are aided to complete data forms as required |
| | 3.3 Patient and/or carer/guardian signature is obtained where possible, to signify accuracy of the statement |
| | 3.4 All records are legible, accurate and complete |
| | 3.5 Confidentiality is maintained and patient is reassured of confidentiality |
| 4. Assess oral status for removable dental prosthetic procedures | 4.1 Intra-oral status is accurately assessed in accordance with relevant guidelines and legislation |
| | 4.2 Examination procedures are modified according to the specific needs of the patient |

ELEMENT	PERFORMANCE CRITERIA
5. Develop a removable dental prosthetic treatment plan	<p>5.1 Results of removable dental prosthetic examinations are interpreted and evaluated</p> <p>5.2 Patient's medical and dental history are taken into account</p> <p>5.3 Prosthetic assessment is made in accordance with organisational procedures</p> <p>5.4 Dentist/doctor is consulted where appropriate and in accordance with legislative guidelines</p> <p>5.5 Patient is referred to dentist/doctor where appropriate</p> <p>5.6 Centric and eccentric mandibular movements are observed</p>
6. Obtain patient/carer consent	<p>6.1 Removable dental prosthetic treatment options and risks are explained and discussed with patient and/or carer/guardian in a way that is understandable to them</p> <p>6.2 Patient and/or carer/guardian is informed of anticipated scope of treatment</p> <p>6.3 Patient and/or carer/guardian is informed of anticipated financial commitment of treatment (if relevant) and alternative strategies for meeting the required needs are discussed with the patient and/or carer/guardian, if relevant</p>

RANGE OF VARIABLES

Relevant patient information may include:

- Name (family name, given names and preferred name)
- Contact details
- Date of birth
- Information from carer/guardian, where appropriate
- Medical practitioner details and medical history
- Name and contact details of parent, next-of-kin, guardian or advocate, if relevant
- Consent form for minors
- Language/s spoken
- Pension details, if relevant
- Medical/dental health insurance fund
- Private and government entitlement, if relevant
- Referral and source
- Completion of medical/dental history questionnaire

Relevant guidelines may include:

- Relevant practitioner legislation and regulation
- Organisational policies and procedures
- State, territory and commonwealth legislation including EEO, disability Acts, Hazardous Substances Act, anti-discrimination Acts, Mental Health Act, Guardianship Act, OHS&W or OHS Act, current NHMRC guidelines for infection control and relevant legislation in regard to consent to undertake removable dental prosthetic procedures

Diagnostic aids may include:

- Study models
- Patient/carers, guardian questioning
- Clean, dry illuminated field
- Photographs/intra-oral images

Prioritising patient denture construction will depend on health status of patient, severity of dental condition, age of patient, attitude of patient, whether or not the patient is medically compromised, patient's culture/language, and financial status.

RANGE OF VARIABLES

Treatment plan includes a planned sequence of treatment and provision of removable dental prosthetic care.

Specific needs may include those relating to:

- Disability
- Language
- Culture
- Religion
- Age
- Health status
- Medical status

EVIDENCE GUIDE

Critical aspects of assessment:

This unit should be assessed over a range of ages and across a range of treatments. In formulating a patient treatment plan, a minimally invasive approach should be adopted. The treatment plan should outline appropriate reviews and recalls. Evidence of obtaining informed consent must be demonstrated.

Underpinning knowledge:

- Rationale for the removable dental prosthetic examination
- Informed consent
- Privacy rights of patient
- Disability awareness
- Cultural issues which may affect dental examinations and treatment
- Relevant current legislation eg registration, insurance
- Relevant OHS regulations
- Social justice principles
- Quality treatment modalities
- Factors that may influence dental management plan (general physical characteristics)
- Normal variance of structure of the anatomy and physiology of the oral cavity, the extra-oral facial region
- Normal variance of structure and function of dental prosthetic devices
- Current NHMRC infection control guidelines
- Occlusion in relation to removable dental prosthetic treatment
- Relevant anatomy and physiology of oro-facial structures
- Tooth morphology
- Relevant head and neck anatomy
- Structural, clinical and histological features and function of tooth tissue and the periodontal tissue
- Charting procedures
- Components of intra-oral and extra-oral examination
- Procedures and rationale for referral

EVIDENCE GUIDE

Underpinning skills:

- Team work
- Interpersonal and written communication
- Problem solving
- Charting
- Extra-oral removable dental prosthetic examination technique
- Intra-oral removable dental prosthetic examination technique

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:

- HLTIN2A Maintain infection control in small to medium sized health care establishments
- HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system

Resource implications:

Assessment will require access to a workplace or a simulated environment

UNIT HLTDP3A Take impressions

Unit Descriptor

This unit is concerned with taking a range of impressions for the dentate, partially dentate and edentulous patient. The use of a wide range of materials and equipment, in many different situations, will exist for this unit.

ELEMENT	PERFORMANCE CRITERIA
1. Assess the patient	<ul style="list-style-type: none">1.1 Patient's medical history is confirmed1.2 Prescription is interpreted where required1.3 Procedure is clearly explained to the patient/carer/guardian to inform and reassure patient and confirm consent1.4 Adjustments are made to the dental surgery to accommodate the patient's needs1.5 Oral cavity is prepared for impression procedure
2. Select impression tray and modify if required	<ul style="list-style-type: none">2.1 Appropriate impression tray is selected for the requirements and the patient2.2 Modifications to impression tray are carried out where necessary to assure comfort and accuracy
3. Select and prepare impression materials	<ul style="list-style-type: none">3.1 Materials chosen are in accordance with desired outcome3.2 Patients' comfort and indications for the use of particular materials are considered3.3 Materials are prepared and used in accordance with manufacturers' instructions, infection control guidelines and ohs requirements3.4 Materials are modified where indicated
4. Perform impression taking procedure	<ul style="list-style-type: none">4.1 Patient is prepared and positioned for the procedure4.2 Patient is instructed on how to participate during the procedure4.3 Impression tray and mixed material is placed in patient's mouth4.4 Muscle trimming of the impression is carried out4.5 Patient is monitored and reassured throughout the procedure and first aid support provided if required4.6 Impression is removed when set

ELEMENT	PERFORMANCE CRITERIA
	4.7 Post impression examination of the patient for injury and debris is performed
	4.8 Comfort and appearance of patient is restored
	4.9 Safe work practices are implemented in accordance with OHS requirements
	4.10 Details of procedure are documented in accordance with standard procedures and relevant guidelines
	4.11 Quality of the impression is assessed

RANGE OF VARIABLES

Legislative requirements in different jurisdictions will limit the scope of the practice.

An impression may be required for:

- Protective mouthguard
- Complete dentures
- Partial dentures
- Relining or rebasing
- Additions to existing denture
- Repair to existing denture
- Study models

Equipment may include:

- Existing denture
- Stock impression tray
- Custom made impression tray
- Examination mirrors
- Mixing bowl and/or mixing pad
- Spatula
- Burner
- Storage container for transportation

Impression materials may include:

- Compound
- Metallic oxide pastes
- Hydrocolloids (reversible and irreversible)
- Elastomeric materials
- Tissue conditioner (functional impression material)
- Periphery waxes

The climate (temperature and humidity) may influence the procedure.

Specific needs may include those relating to:

- Intellectual and/or physical disability
- Language
- Culture
- Religion
- Age
- Health status
- Medical status

RANGE OF VARIABLES

Relevant guidelines may include:

- National Health and Medical Research council document, *Infection Control in the Health Care Setting - Guidelines for the Prevention of Transmission of Infections Disease, April 1996 (or any update of this document)*
- Organisational policies and procedures
- State/Territory and Commonwealth legislation including: dental Acts, EO and EEO, anti-discrimination Acts, disability Acts, consent to dental procedures/duty of care, OHS

EVIDENCE GUIDE

Underpinning knowledge:

- The rationale and objectives for the taking of impressions
- The rationale, criteria for selection and use of dental impression materials
- Physics and chemistry of dental impression materials to carry out procedure
- Dental and general anatomy to carry out procedure
- Awareness of the effects of disability, medical conditions and medications on the impression taking procedure
- First aid
- Patient management techniques
- Principles and practices which underpin interpersonal communication
- Principles of quality assurance and work effectiveness
- Legal and ethical issues relating to: informed consent, duty of care, confidentiality, disability awareness
- Relevant OHS regulations
- Current NHMRC infection control guidelines

Underpinning skills:

- Interpersonal communication
- Behaviour management techniques
- Planning and organising personal work activities
- Problem solving
- Using cultural understandings
- Maintaining instruments materials
- First aid
- Implementing current NHMRC infection control guidelines

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:

- HLTIN1A Comply with infection control policies and procedures

EVIDENCE GUIDE

- HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system
- HLTDP1A Identify, select and prepare instruments, equipment, materials as required for removable dental prosthetic procedures
- HLTDP2A Gather data, take history, conduct a dental prosthetic examination and develop a treatment plan for removable dental prosthetic treatment

Resource implications:

Assessment will require access to a workplace or a simulated dental treatment environment.

UNIT HLTDP4A Measure and record jaw relationships and select artificial teeth

Unit Descriptor

This unit is concerned with measuring and recording maxilla/mandibular relationships of the dentate, partially dentate and edentulous patient and selecting artificial teeth.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare patient for procedure	<ul style="list-style-type: none">1.1 Procedure is outlined to inform and assure the patient and/or carer/guardian1.2 Prescription is interpreted, if referred from another source1.3 Patient is correctly positioned for procedure
2. Select technique, equipment and materials for recordings	<ul style="list-style-type: none">2.1 Technique, equipment and materials that are appropriate for the procedure are determined2.2 Equipment and materials are prepared and used in accordance with manufacturer's instructions
3. Record jaw relationships and occlusion	<ul style="list-style-type: none">3.1 Patient is instructed about how to participate in the procedure3.2 Comfort of patient, and stability and comfort of recording materials and equipment, are achieved3.3 Centric and eccentric mandibular movements are observed3.4 Functional measurements and dimensions are determined and recorded3.5 Where jaw relationship is unable to be determined referral is considered3.6 Recordings are checked by observation and repetition3.7 Integrity of the recording is maintained during extra-oral transfer3.8 Patient's well being is ensured prior to being dismissed
4. Select appropriate artificial teeth	<ul style="list-style-type: none">4.1 Patient is consulted regarding aesthetic and functional requirements.4.2 Properties and composition of artificial teeth are considered in relation to wear and aesthetics.4.3 Manufacturers mould and shade guides are examined .4.4 Artificial teeth that are appropriate in shade, size and shape are selected.

RANGE OF VARIABLES

Legislative requirements will limit the scope of the practice.

Procedures include recordings for edentulous, partially dentate and dentate patients.

Patients may include adults or children who may have specific needs.

Equipment and materials may include:

- Intra-oral recording devices
- Face bow
- Intra-oral and extra-oral tracing
- Waxes
- Occlusal registration materials
- Instruments
- Burner
- Artificial teeth mould and shade guides

EVIDENCE GUIDE

Underpinning knowledge:

- The rationale and objectives for the measuring and recording of jaw relationships and occlusion
- Techniques for measuring and recording jaw relationships and occlusion
- Dental and general anatomy to carry out the procedure
- Patient management techniques
- Principles and practices which underpin interpersonal communication
- Principles of quality assurance and work effectiveness
- Legal and ethical issues relating to: informed consent, duty of care, confidentiality, disability awareness
- Relevant OHS regulations
- Current NHMRC infection control guidelines

Underpinning skills:

- Interpersonal communication
- Behaviour management techniques
- Planning and organising personal work activities
- Using cultural understandings
- Using mathematical concepts
- Problem solving

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:

- HLTIN2A Maintain infection control in small to medium sized health care establishments
- HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system
- HLTDP1A Identify, select and prepare instruments, equipment, materials as required for removable dental prosthetic procedures
- HLTDP2A Gather data, take history, conduct a dental prosthetic examination and develop a treatment plan for removable dental prosthetic treatment
- HLTDT12A Take tooth shades

UNIT HLTDP5A Evaluate a dental prosthesis at try-in stage

Unit Descriptor

This unit is concerned with requirements to perform and alter the try-in fitting of a dental prosthesis prior to its completion.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare patient for procedure	<ul style="list-style-type: none">1.1 Procedure is outlined to inform and assure patient and/or carer/guardian1.2 Patient is seated and correctly positioned for procedure
2. Perform check of try-in prosthesis prior to insertion	<ul style="list-style-type: none">2.1 Try-in prosthesis is decontaminated in accordance with current NHMRC infection control guidelines2.2 Potential injury causing areas of the prosthesis are removed prior to insertion2.3 Teeth and other components are checked to ensure they will not dislodge during the procedure
3. Fit and evaluate try-in prosthesis	<ul style="list-style-type: none">3.1 Retention and stability are examined3.2 Occlusal relationships of prosthesis are assessed for accuracy3.3 Aesthetics are assessed3.4 Phonetics are assessed3.5 Patient comfort is assessed3.6 Current NHMRC infection control guidelines are followed3.7 Documentation is completed as required
4. Alter try-in prosthesis	<ul style="list-style-type: none">4.1 Changes are made to the appliance in accordance with the evaluation at the try-in stage4.2 Evaluation process is repeated4.3 Patient and operator acceptance is gained4.4 Patient is given instructions for the next stage4.5 Documentation is completed as required

RANGE OF VARIABLES

Legislative requirements will limit the scope of the practice.

Try-in may be of:

- Complete dentures
- Partial dentures
- Additions to existing denture
- Repair to existing denture.

Materials and equipment may include:

- Waxes
- Occlusal indicators
- Examination mirrors
- Hand piece
- Burs
- Wax instruments
- Intra-oral and extra-oral guides for taking measurements
- Burner

EVIDENCE GUIDE

Critical aspects of evidence:

Where the patient is referred from another source the prescription must be interpreted accurately. This unit should be assessed across a variety of prostheses.

<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Current NHMRC infection control guidelines• Relevant anatomy and physiology• The rationale and objectives for try-ins• Principles and practices which underpin interpersonal communication• Principles of quality assurance and work effectiveness• Legal and ethical issues relating to: informed consent, duty of care, confidentiality• Relevant OHS regulations.
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Interpersonal communication• Behaviour management techniques• Problem solving
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:</p> <ul style="list-style-type: none">• HLTIN2A Maintain infection control in small to medium sized health care establishments• HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system• HLTDP1A Identify, select and prepare instruments, equipment, materials as required for removable dental prosthetic procedures• HLTDP2A Gather data, take history, conduct a dental prosthetic examination and develop a treatment plan for removable dental prosthetic treatment• HLTDP3A Take impressions• HLTDP4A Measure and record jaw relationships and select artificial teeth
<i>Resource implications:</i>	<p>Assessment will require access to a workplace or a simulated dental treatment environment.</p>

UNIT HLTDP6A Perform maintenance treatment for patients with removable dental prosthesis

Unit Descriptor

This unit is concerned with what is required to perform treatment, adjustment and maintenance to new and existing dental prostheses.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for the procedure	<ul style="list-style-type: none">1.1 Patient's medical history is reviewed1.2 Patient and/or carer/guardian is consulted regarding own requirements1.3 Patient is referred to other professionals if necessary1.4 Patient and/or carer/guardian is informed of requirements of procedure and consent is obtained1.5 Oral cavity and/or prosthesis is examined to determine treatment need1.6 Procedure is determined that will give desired outcome for the patient and the operator1.7 Appropriate equipment is selected and prepared for the procedure1.8 Appropriate materials are selected for the procedure and prepared to manufacturer's instructions1.9 Patient is appropriately positioned for the procedure
2. Perform procedure	<ul style="list-style-type: none">2.1 Procedure is carried out in accordance with the treatment plan2.2 Equipment is used correctly for the procedure in accordance with relevant guidelines2.3 Materials are used in the correct manner in accordance with manufacturer's instructions and OHS guidelines2.4 Prosthesis is disinfected in accordance with current NHMRC infection control guidelines2.5 Documentation is completed as required

- 3. Evaluate procedure and instruct patient
 - 3.1 Oral hygiene and maintenance instructions of the dental prosthesis are discussed with the patient and/or carer/guardian
 - 3.2 Patient and/or carer/guardian is given advice on follow up treatment required
 - 3.3 Mutual agreement is reached that all outcomes of the treatment have been fulfilled

RANGE OF VARIABLES

Legislative requirements will limit the scope of the practice.

Patients may be wearing complete dentures or partial dentures (acrylic, metal).

Patients may require:

- Adjustments
- Tissue conditioning
- Temporary relining
- Permanent relining or re-basing
- Repairs to existing denture
- Additions to existing denture

Materials and equipment may include:

- Tissue conditioning
- Pressure indicator paste
- Impression materials
- Occlusal indicators
- Examination mirrors
- Handpiece
- Burs

Relevant guidelines may include:

- National Health and Medical Research Council document, *Infection Control in the Health Care Setting – Guidelines for the Prevention of Transmission of Infectious Disease, April 1996 (or updates to this document)*
- Organisational policies and procedures
- State/territory and commonwealth legislation including: Dental Acts, EO and EEO, anti-Discrimination Acts, Disability Acts, consent to dental procedures/duty of care, OHS

EVIDENCE GUIDE

<i>Critical aspects of evidence:</i>	Where the patient is referred from another source the prescription must be interpreted accurately. This unit should be assessed across a variety of prostheses.
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Principles and practices which underpin interpersonal communication• Principles of quality assurance and work effectiveness• Relevant OHS regulations• Current NHMRC infection control guidelines• Rationale and procedures for referral
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Interpersonal communication• Behaviour management techniques• Planning and organising personal work activities• Problem solving• Using cultural understandings
<i>Interdependent assessment of units:</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:</p> <ul style="list-style-type: none">• HLTIN2A Maintain infection control in small to medium sized health care establishments• HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system• HLTDP1A Identify, select and prepare instruments, equipment, materials as required for removable dental prosthetic procedures• HLTDP2A Gather data, take history, conduct a dental prosthetic examination and develop a treatment plan for removable dental prosthetic treatment• HLTDP4A Measure and record jaw relationships and select artificial teeth• HLTDP5A Evaluate a dental prosthesis at try-in stage• HLTDP7A Insert and issue a completed dental prosthesis

Resource implications: Assessment will require access to a workplace or a simulated dental treatment environment.

UNIT HLTDP7A Insert and issue a completed dental prosthesis

Unit Descriptor

This unit is concerned with the requirement to insert, alter, and issue a completed dental prosthesis.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Prepare patient for procedure | 1.1 Procedure is outlined to inform and assure patient and/or carer/guardian |
| | 1.2 Patient is seated and correctly positioned for procedure |
| 2. Check the dental prosthesis prior to insertion | 2.1 Prosthesis is disinfected in accordance with current NHMRC infection control guidelines |
| | 2.2 Potential injury causing areas of prosthesis are removed prior to insertion |
| | 2.3 Advice from laboratory on fitting procedures and potential problems is interpreted |
| 3. Fit and evaluate the prosthesis | 3.1 Retention and stability are examined |
| | 3.2 The fitting surfaces of the appliance are checked for accuracy and comfort |
| | 3.3 Occlusion of the prosthesis is assessed for accuracy |
| | 3.4 Aesthetics are assessed |
| | 3.5 Phonetics are assessed |
| | 3.6 Patient comfort is assessed |
| | 3.7 NHMRC infection control guidelines are followed |
| 4. Alter prosthesis | 4.1 Materials and equipment required to carry out alterations are used in accordance with manufacturer's instructions, NHMRC infection control guidelines and OHS regulations |
| | 4.2 Fitting surface is altered when pressure is indicated or when discrepancies to retention and stability are found |
| | 4.3 Materials are added to correct major discrepancies, either intra-orally or using a reline technique |
| | 4.4 Occlusion of the prosthesis is adjusted using occlusal indicator materials where required |
| | 4.5 Documentation is completed, as required |

- 5. Evaluate procedure and instruct the patient
 - 5.1 Hygiene and maintenance instructions for the dental prosthesis and supporting structures are discussed with the patient and/or carer/guardian
 - 5.2 Patient and/or carer/guardian is given advice on follow up treatment required
 - 5.3 Mutual agreement is reached that all outcomes of the treatment have been fulfilled

RANGE OF VARIABLES

Legislative requirements will limit the scope of the practice.

Completed dental prosthesis may include:

- Complete dentures
- Partial dentures
- Relines or rebases
- Additions to existing denture
- Repair to existing denture

Materials and equipment may include:

- Waxes
- Occlusal indicators
- Pressure indicator paste
- Examination mirrors
- Handpiece
- Burs
- Light cured acrylic
- Self and heat cured acrylic
- Impression materials

Relevant guidelines may include:

- National Health and Medical Research council document, *Infection Control in the Health Care Setting - Guidelines for the Prevention of Transmission of Infections Disease, April 1996* (or updates to this document)
- Organisational policies and procedures
- State/territory and commonwealth legislation including: dental Acts, EO and EEO, anti-discrimination Acts, disability Acts, consent to dental procedures/duty of care, OHS

EVIDENCE GUIDE

<i>Critical aspects of evidence:</i>	Where the patient is referred from another source the prescription must be interpreted accurately. This unit should be assessed across a variety of prostheses.
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Current NHMRC infection control guidelines• Principles of quality assurance and work effectiveness• Relevant OHS regulations
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Interpersonal communication• Behaviour management techniques• Planning and organising personal work activities• Problem solving
<i>Interdependent assessment of units</i>	<p>This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:</p> <ul style="list-style-type: none">• HLTIN2A Maintain infection control in small to medium sized health care establishments• HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system• HLTDP4A Measure and record jaw relationships and select artificial teeth• HLTDP5A Evaluate a dental prosthesis at try-in stage• HLTDP7A Insert and issue a completed dental prosthesis
<i>Resource implications:</i>	Assessment will require access to a workplace or a simulated dental treatment environment.

UNIT HLTDP8A Insert and issue a protective mouthguard

Unit Descriptor

This unit is concerned with the requirement to insert, alter, and issue a protective mouthguard.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare patient for procedure	<ul style="list-style-type: none">1.1 Procedure is outlined to inform and assure patient and/or carer/guardian1.2 Patient is seated and correctly positioned for procedure
2. Check the dental mouthguard prior to insertion	<ul style="list-style-type: none">2.1 Mouthguard is decontaminated in accordance with current NHMRC infection control guidelines2.2 Potential injury causing areas of a mouthguard are removed prior to insertion2.3 Mouthguard is assessed to ensure desired thickness and protective capabilities have been achieved
3. Fit and evaluate the mouthguard	<ul style="list-style-type: none">3.1 Retention and stability are examined3.2 The fitting surfaces of the mouthguard are checked for accuracy and comfort3.3 Current NHMRC infection control guidelines are followed
4. Alter mouthguard, if required	<ul style="list-style-type: none">4.1 Materials and equipment required to carry out alterations are used in accordance with manufacturer's instructions, current NHMRC infection control and OHS guidelines4.2 Fitting surfaces and occlusion are checked for accuracy and altered where pressure is indicated or where discrepancies to retention and stability are found4.3 Documentation is completed as required
5. Instruct the patient	<ul style="list-style-type: none">5.1 Hygiene and maintenance instructions of the mouthguard are discussed with the patient and/or carer/guardian5.2 Patient and/or carer/guardian is given advice on follow up treatment required

RANGE OF VARIABLES

Protective mouthguards may include preformed mouthguards or custom fitted mouthguards.

Relevant guidelines may include:

- National Health and Medical Research council document, *Infection Control in the Health Care Setting - Guidelines for the Prevention of Transmission of Infections Disease, April 1996*
- Organisational policies and procedures
- State/territory and commonwealth legislation including: dental Acts, legislation that defines consent to dental procedures/duty of care, OHS

EVIDENCE GUIDE

Critical aspects of assessment:

The unit should be assessed in relation to both preformed and custom fitted mouthguards. The mouthguard must meet its required protective capabilities. The following units are pre-requisite to this unit:

- C2 Identify, select and prepare instruments, equipment, materials as required for removable dental prosthetic procedures
- C5 Gather data, take history, conduct a dental prosthetic examination and develop a treatment plan for removable dental prosthetic treatment
- C18 Take impressions

Underpinning knowledge:

- Rationale and objectives for mouthguards
- Types of mouthguards
- Maintenance requirements for mouthguards
- Principles and practices which underpin interpersonal communication
- Principles of quality assurance and work effectiveness
- Legal and ethical issues relating to: informed consent, duty of care, confidentiality
- Relevant ohs regulations
- Current nhmrc infection control guidelines

Underpinning skills:

- Interpersonal communication
- Planning and organising personal work activities
- Problem solving

Interdependent assessment of units:

This unit may be assessed with other units making up a job role. The following units are pre-requisite to this unit:

- HLTIN2A Maintain infection control in small to medium sized health care establishments
- HLTHSE3A Establish, maintain and evaluate the organisation's occupational health and safety system

Resource implications:

This unit should be assessed directly or through simulation.

UNIT HLTDP9A Manage the delivery of quality patient service

Unit Descriptor

This unit is concerned ensuring the needs of existing and new patients continue to be met within complex or changing circumstances.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Co-ordinate services provided to patients | 1.1 All work is undertaken to ensure appropriate and accurate records of patient needs and service delivery options are developed and maintained |
| | 1.2 Information on patients and delivery options is routinely collected and analysed to ensure services delivered reflect patient needs and rights, current best practice, organisational and legislative guidelines, ethical practices and duty of care considerations |
| | 1.3 Understanding of all the relevant options for service delivery is used to match services to patients needs and rights |
| | 1.4 All available opportunities are used to promote patient services and their benefits |
| | 1.5 The strategic direction of the organisation, individual and community needs and external requirements guide the provision of patient services |
| | 1.6 Performance indicators are developed and implemented to routinely monitor patient service delivery |
| 2. Manage service delivery within a planning framework | 2.1 Appropriate goals, strategies and outcomes are negotiated and agreed with the patient before commencing work |
| | 2.2 Strategies are identified to deal with contingencies which may arise |
| | 2.3 Relevant support/expert people and organisations are identified to maximise effectiveness |
| 3. Review patient services | 3.1 Patient requirements and service delivery are reviewed routinely to ensure they continue to match |
| | 3.2 Review of service delivery involves patient and all other relevant personnel |
| | 3.3 Changes in circumstances, environmental factors or alterations to patient needs and rights are |

ELEMENT

PERFORMANCE CRITERIA

- monitored and incorporated in review of service delivery
- 3.4 Patient service is modified to reflect changing needs and rights and feedback on effectiveness of service delivery
- 3.5 Appropriate work is undertaken to ensure patient concerns about the service are resolved and complaints of a serious nature dealt with in accordance with organisational procedures

RANGE OF VARIABLES

Patient services are:

- Specific to the organisation

EVIDENCE GUIDE

<i>Critical aspects of assessment:</i>	Service delivery is managed and maintained through changing circumstances.
<i>Underpinning knowledge:</i>	<ul style="list-style-type: none">• Design and development of patient services• Legislative and statutory frameworks influencing provision of patient services• Current developments in effective patient service delivery• Evaluation and review
<i>Underpinning skills:</i>	<ul style="list-style-type: none">• Marketing and promotion techniques• Strategic planning and organisational development
<i>Interdependent assessment of units:</i>	<ul style="list-style-type: none">• This unit may be assessed with other unit(s) making up a job role
<i>Resource implications:</i>	<ul style="list-style-type: none">• No special requirements