



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTDP601D Identify, select and prepare instruments, equipment, materials**

**Release: 1**

## HLTDP601D Identify, select and prepare instruments, equipment, materials

### Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTDP601C Identify, select and prepare instruments, equipment, materials	HLTDP601D Identify, select and prepare instruments, equipment, materials	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

### Unit Descriptor

#### Descriptor

This unit of competency describes the skills and knowledge required to identify, select and prepare appropriate instruments, equipment, materials and medicaments for specific removable dental prosthetic procedures

All procedures are carried out in accordance with work health and safety (WHS) policies and procedures, current infection control guidelines, Australian and New Zealand Standards, State/Territory legislative requirements and organisation policy

### Application of the Unit

#### Application

This unit applies to work in dental prosthetics at advanced diploma level

### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

### Pre-requisite units

This unit must be assessed after successful achievement of pre-requisites:

- HLTIN301C Comply with infection control policies and procedures
- HLTIN302C Process reusable instruments and equipment in health work
- HLTWHS401A Maintain workplace WHS processes

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

1. Prepare the clinic for the removable dental prosthetic treatment of clients

### PERFORMANCE CRITERIA

- 1.1 Make accessible in the clean zone of the surgery the client's required laboratory work and necessary *charts and records*
- 1.2 Give *personal protective equipment* to the client and members of the dental team
- 1.3 Ensure emergency procedures are in place and ready for use according to relevant guidelines

**ELEMENT****PERFORMANCE CRITERIA**

- |  |   |
|--|---|
| 2. Identify and select instruments and equipment for a range of removable dental prosthetic procedures                                   | 2.1 Implement <i>standard precautions</i> to prevent the spread of infection  |
|  | 2.2 Select correctly the <i>equipment, instruments and materials</i> for the planned <i>prosthetic procedure</i>  |
|  | 2.3 Arrange instruments in order of use for a range of prosthetic procedures  |
| 3. Prepare instruments and equipment for the range of removable dental prosthetic treatment/care procedures                              | 3.1 Prepare instruments and equipment according to the manufacturer's instructions  |
|  | 3.2 <i>Maintain and store instruments and equipment</i> 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 Prepare the correct materials and medicaments using the correct technique, to the correct consistency and quantity required and within the designated timelines |
|  | 4.2 Monitor storage requirements and <i>shelf life</i> of materials and medicaments   |
|  | 4.3 Check materials for integrity prior to use  |
|  | 4.4 Monitor expiry dates of materials and medicaments and re-order materials correctly  |
|  | 4.5 Store materials and medicaments according to manufacturer's instructions  |
|  | 4.6 Confine materials to clean zone of surgery to minimise contamination by aerosols and splatter   |
|  | 4.7 Follow WHS policies and procedures when preparing materials   |

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and

manage contingencies in the context of the identified work role

This includes knowledge of:

- Applied oral anatomy
  - dentition - arrangement of the teeth, naming and coding of teeth
  - structures of the oral cavity - hard and soft palate, lateral and posterior borders of the oral cavity, tongue and floor of the mouth
  - teeth - form and function
- Changes that occur in elderly people
  - fundamental knowledge of systemic disease including angina, congestive heart failure, stroke, parkinson's disease, diabetes, osteoporosis, arthritis, nutritional deficiencies
  - fundamental knowledge of the relationship between nutrition and the efficiency of the dentition
  - psychological changes
  - xerostomia produced by certain medications and its adverse effects on denture retention and comfort
- Dental practice/organisation policy and procedures
- Dental and medical records and charts including:
  - confidentiality of client records
  - FDI notation and Palmer notation systems and charting symbols for tooth surfaces, cavities and other dental problems
  - items that constitute a dental record
  - knowledge of correct dental terminology and how it is used in dental charting
  - the purpose and requirements for maintaining accurate records of examination, treatments, materials used and drugs/medicaments prescribed
  - the purpose of study casts and the materials used in their construction
  - the reasons for taking radiographs and photographs
- Factors influencing the outcome of prosthetic treatment
- Why medical and dental emergencies occur and the appropriate response
- Dental materials
- Oral pathology including:
  - pathology of dental caries and periodontal disease.
  - signs and symptoms of infectious diseases that affect the oral cavity including oral fungal and bacterial infections
  - the causes of dental caries and periodontal disease.
  - the role of bacteria, diet and dental plaque.
- Retracting soft tissues and moisture control
  - methods for controlling moisture
  - methods for providing a clear field of vision
  - methods of retracting and protecting soft tissue

*Essential skills:*

It is critical that the candidate demonstrate the ability to

- Consistently prepare clients, environments, instruments and materials for prosthetic procedures
- Consistently maintain and store instruments, equipment, materials and medicaments in accordance with manufacturer specifications
- Consistently comply with WHS procedures
- Consistently implement standard precautions
- Consistently follow procedures to ensure client safety during prosthetic procedures
- Consistently maintain records of maintenance procedures and processes

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Care for the older client and modify a course of treatment so that it meets the particular needs of the elderly
- Communicate appropriately with the older client so that their particular problems can be assessed as accurately as possible allowing a realistic treatment plan to be developed
- Consistently apply standard and additional precautions during all prosthetic procedures
- Consistently follow sequenced written instructions and manufacturer specifications for the preparation of materials and medicaments
- Consistently demonstrate interpersonal skills when relating to people from a range of social, cultural and religious backgrounds and physical and mental abilities
- Consistently demonstrate communication skills as required in fulfilling the job role as specified by the dental practice/organisation including:
  - acknowledging and responding to a range of views
  - active listening
  - asking for clarification from client and/or carer
  - asking questions
  - negotiation
- Consistently deal with conflict
- Consistently work with others and display empathy with client and relatives
- Consistently use problem solving skills required including:
  - selecting and preparing instruments, equipment and materials as required for specific removable dental prosthetic procedures
  - using available resources
- Explain both the treatment plan and the limitations of treatment using language that can be easily understood by the client
- Recognise, respond to and assist with dental and medical emergencies
- Select and apply procedures to perform a range of tasks specific to the dental prosthetist's job role

- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including efficient use of power and other resources
- Use literacy skills to read and follow directions, policies and procedures including:
  - infection control policies and procedures
  - WHS policies and procedures
  - practice policies and procedures
- Use safe work practices to minimise the risk of transmission of infection including:
  - consistently follow the procedure for washing and drying hands
  - consistently limit contamination
  - consistently maintain clean surfaces and manage blood and body fluid spills
  - consistently protect materials, equipment and instruments from contamination until required for use
  - consistently put into practice clean and sterile techniques
  - consistently use personal protective equipment

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistent compliance with infection control guidelines, Australian and New Zealand Standards and legislative requirements as they relate to the dental prosthetist's specific job role
- Consistency of performance should be demonstrated over the required range of workplace situations

*Context of and specific resources for assessment:*

- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible

*Method of assessment*

- Evidence of essential knowledge and understanding may be provided by:
  - traditional or online (computer-based) assessment
  - questions during workplace assessment
  - written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice.
- Staff and/or client feedback
- Supporting statement of supervisor
- Authenticated evidence of relevant work experience and/or formal/informal learning
- Role play/simulation

*Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

## Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.



*Charts, records and required laboratory work may include:*

- Completed medical questionnaires
- Consent documents obtained for treatment
- Copies of correspondence relating to the client
- Dental charts and dental treatment records
- Diagnostic models
- Notes made by staff following telephone conversations
- Photographs
- Radiographs, tracings and measurements
- Records of financial transactions
- Reports to and from referring dentists and specialists

*Personal protective equipment may include:*

- Examination gloves that comply with AS/NZS 4011 and surgical gloves that comply with AS/NZS 4179
- Footwear to protect from dropped sharps and other contaminated items
- Glasses, goggles or face-shields
- Gowns and waterproof aprons that comply with AS 3789.2 and AS 3789.3
- Guidelines for latex allergic clients and staff
- Surgical face masks that comply with AS 4381

*Standard precautions must include:*

- Appropriate reprocessing and storage of reusable instruments
- Aseptic technique
- Personal hygiene practices especially washing and drying hands before and after client contact
- Safe disposal of sharps and other clinical waste
- Safe handling of sharps
- Surface cleaning and management of blood and body fluid spills
- Techniques to limit contamination
- Use of personal protective equipment

*Equipment, instruments and materials may include but are not limited to:*

- Equipment
  - handpieces
- Instruments
  - diagnostic
  - prosthetic
- Rotary cutting instruments
  - tungsten carbide burs
  - diamond burs
  - finishing burs
  - stones and discs
- Materials
  - impression
  - tissue conditioning
  - relining

*Prosthetic procedures may include:*

- Full dentures construction
- Mouthguard construction
- Partial denture construction

*Maintenance and storage of instruments and equipment may include but is not limited to:*

- Arranging for the servicing of instruments and equipment at intervals recommended by the manufacturer
- Checking that instrument sharpness conforms to operator specifications
- Maintaining equipment in good working order
- Maintaining legible and accurate maintenance records are
- Storing equipment and instruments correctly

*Shelf life of materials and medicaments.*

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

## **Unit Sector(s)**

Not Applicable