



Australian Government

HLTDEN001 Prepare for and assist with oral health care procedures

Release: 1

HLTDEN001 Prepare for and assist with oral health care procedures

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Minimum hours added. Removal of pre-requisites Supersedes HLTDA303D

Application

This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by preparing the dental surgery including preparing necessary equipment, instruments and materials for oral health care procedures, and to assist the operator during the delivery of these procedures.

This unit applies to dental assisting work.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

Elements define the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Prepare the dental surgery for oral health care procedures

1.1 Make accessible in the clean zone of the surgery the patient's necessary charts and records

1.2 Identify correctly the planned procedure

1.3 Anticipate and select correctly the equipment, instruments materials and medicaments for the planned procedure, and arrange them in their likely order of use

1.4 Give personal protective equipment to the patient and members of the dental team

1.5 Support aseptic techniques to prevent the spread of infection

2. Use dental terminology in communication within the health care setting

2.1 Communicate with other members of the dental team using dental terminology

2.2 Receive, understand and document written and oral instructions using dental terminology

2.3 Use and correctly interpret frequently used abbreviations and symbols in dentistry

2.4 Refer to the Australian Schedule of Dental Services and Glossary for interpreting information used in dental assisting work.

3. Record personal, medical and dental details

3.1 Actively encourage patients to provide complete information without embarrassment or hesitation

3.2 Make accurate, legible and legal records of the patient's personal, medical and dental information as directed by the operator

3.3 Verify this information in accordance with operator requirements

3.4 Maintain confidentiality of patient information

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

4. Select and prepare syringe safely for local anaesthesia

4.1 Select and prepare the correct syringe, cartridge and needle for local anaesthesia as directed by the operator

4.2 Check the expiry dates for the local anaesthetic cartridge prior to use

4.3 Transfer the unused local anaesthetic syringe to the operator in accordance with infection control guidelines for the transfer of sharps between health care workers

4.4 Disassemble syringe, cartridge and dispose of needle and cartridge appropriately

5. Assist the operator during oral health care procedures

5.1 Select and transfer to the operator the instruments, the equipment, materials and medicaments required for oral health care procedures

5.2 Assist the operator to maintain a clear field of vision

5.3 Clear the mouth of oral fluids and debris, and control moisture

5.4 Retract and protect the patient's soft tissues using instruments and materials appropriate to the procedure

5.5 Monitor the patient's well-being and take the necessary actions without delay to support the patient and the operator

5.6 Prepare the correct materials and medicaments using the correct technique and to the correct consistency and quantity required, and within the designated timelines as directed by the operator

5.7 Select additional instruments and materials as required without contaminating sterile stock

5.8 Dispose of waste materials appropriately during the cleaning and change-over using sustainable practices and organisation protocols

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

6. Maintain and store instruments, equipment materials and medicaments

6.1 Check that instrument sharpness conforms to operator specifications and advise of any deficiency

6.2 Maintain instruments and equipment in good working order

6.3 Store instruments, equipment, materials and medicaments correctly, according to manufacturers' instructions

6.4 Monitor storage requirements, shelf life and expiry dates of materials and medicaments

6.5 Report faults in equipment or instruments promptly to the operator

6.6 Ensure tracking and maintenance records are legible and accurate

6.7 Arrange for servicing of instruments and equipment in line with manufacturers' instructions

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No Equivalent Unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTDEN001 Prepare for and assist with oral health care procedures

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Minimum hours added. Removal of pre-requisites Supersedes HLTDA303D

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- performed the activities outlined in the performance criteria of this unit during a minimum period of 50 hours of dental assisting work in a simulated environment using scenarios based on general and specialised dentistry including endodontics and oral surgery
- performed the activities outlined in the performance criteria of this unit during a minimum period of 250 hours of dental assisting work in a dental clinic workplace
- prepared at least 3 patients in the dental clinic workplace for oral health care procedures at the chair-side including:
 - applying standard precautions
 - ensuring instruments used for invasive procedures are sterile at time of use
 - protecting materials, equipment and instruments from contamination until required for use
- provided chair-side support to the operator in the dental clinic workplace on at least 3 occasions during oral health care procedures for general dentistry and specialised dentistry including:
 - selecting and preparing instruments, equipment and materials as directed by the operator
 - dispensing and preparing materials and medicaments according to manufacturers' specifications and operator's request
- stored materials and medicaments in accordance with manufacturers' specifications and operator's requirements in the workplace.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- dental practice and organisation policy and procedures
- dental and medical records and charts including:
 - confidentiality of patient records
 - items that constitute a dental record
 - correct dental terminology and how it is used in hand written dental charting and computer software charting programs
 - the purpose and requirements for maintaining accurate records of examination, treatments, materials used and drugs and medicaments prescribed
 - the purpose of study casts and the materials used in their construction
 - the reasons for taking radiographs and photograph
- fundamental oral anatomy and physiology including:
 - deciduous and permanent dentition and dates of eruption
 - structure and functions of teeth and the periodontal tissues
 - structures of the oral cavity including salivary glands and saliva
 - tooth identification
- fundamental oral pathology including:
 - pathology of dental caries and periodontal disease
 - the main causes of dental caries and periodontal disease
 - the role of bacteria, diet and dental plaque
- fields of dentistry required to assist the operator to carry out procedures for the full range of general oral health care procedures
- normal growth and development of children and the promotion and maintenance of oral health and requirements of children with special needs
- effects of ageing upon the oral tissues and the special needs of elderly dental patients
- dental materials, their properties and correct storage
- fundamental dental pharmacology and anaesthesia including:
 - local anaesthetic techniques
 - local anaesthetic equipment and drugs
 - complications which may arise from the administration of local anaesthesia
- retracting soft tissues and moisture control:
 - methods of retracting and protecting soft tissue
 - methods for providing a clear field of vision
 - methods for controlling moisture
- reasons why patients need to follow pre- and post-operative instructions, and the importance of this

- contributing factors to medical and dental emergencies that can occur, and the appropriate response
- aseptic techniques used in oral health care procedures
- additional precautions of maintaining clean surfaces and managing blood and body fluid spills.

Assessment Conditions

Skills must have been demonstrated in the dental clinic workplace or in a simulated environment as specified in the performance evidence.

The requirement in the performance evidence for a minimum of 50 hours in a simulated environment using scenarios must be undertaken before demonstration of skills in the workplace with members of the public.

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources including:
 - autoclaves
 - barrier protection materials
 - cleaning equipment
 - curing light
 - dental chair
 - dental unit (suctioning unit, water line, air turbine motors, operator light)
 - operator and assistant protective equipment
 - radiographs
 - waste disposal equipment
 - dental materials (medicaments and impression and restorative materials)
 - dental instruments (including endodontic, surgical and restorative) handpieces and burs
 - Dental Board of Australia guidelines on infection control on which the candidate bases the planning process
- modelling of industry operating conditions, including access to real people for simulations and scenarios in dental assisting work.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

In addition, assessors must hold a minimum of 5 years clinical experience in dental assisting work.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>