



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>