



Australian Government

HLTDEN015 Prepare for and assist with dental procedures

Release: 3

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Modification History

Release	Comments
Release 3	Minor change. Updated knowledge evidence. Equivalent outcome.
Release 2	Release 2 HLTDEN015 Prepare for and assist with dental procedures supersedes and is equivalent to Release 1 HLTDEN015 Prepare for and assist with dental procedures. Updated: Mapping details and minor corrections.
Release 1	HLTDEN015 Prepare for and assist with dental procedures supersedes and is not equivalent to HLTDEN001 Prepare for and assist with oral health care procedures.

Application

This unit of competency describes the performance outcomes, skills and knowledge required to prepare the dental surgery including equipment, instruments and materials, for dental procedures and assist the practitioner during dental procedures.

This unit applies to dental assisting work under the instruction and supervision of the dental practitioner.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Dental Assisting

Unit Sector

Dental

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

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

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| 1. Prepare dental surgery for dental procedures. | 1.1. Make patient records accessible in the surgery clean zone.
1.2. Identify planned procedure.
1.3. Identify and select equipment, instruments, materials and medicaments for planned procedure and arrange in likely order of use.
1.4. Explain and support patient and provide pre-procedural items to patient.
1.5. Support aseptic techniques to prevent spread of infection. |
| 2. Use dental terminology. | 2.1. Communicate with dental team using dental terminology.
2.2. Receive, interpret and document written and oral instructions using dental terminology.
2.3. Use and interpret common dental abbreviations and symbols. |
| 3. Record personal, medical and dental details. | 3.1. Make accurate, legible and legal records of patient personal, medical and dental information as directed by practitioner.
3.2. Verify records in accordance with practitioner requirements.
3.3. Maintain confidentiality of patient information. |
| 4. Select and prepare syringe local anaesthesia. | 4.1. Select and prepare the syringe, cartridge and needle for local anaesthesia as directed by practitioner.
4.2. Check expiry dates and anaesthetic cartridge prior to use. |
| 5. Assist practitioner during dental procedures. | 5.1. Select equipment, instruments, materials and medicaments and transfer to the practitioner.
5.2. Assist practitioner to maintain a clear field of vision.
5.3. Clear mouth of 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 patient wellbeing and take timely action to support patient and practitioner.
5.6. Prepare materials and medicaments using appropriate technique and timing to ensure consistency and quantity following manufacturer instructions.
5.7. Retrieve additional items, instruments, materials and medicaments using appropriate methods to avoid contamination. |
| 6. Manage waste and decontaminate the | 6.1. Wear personal protective equipment throughout the changeover procedure and replace as required to maintain |

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| clinical area during changeover of patients. | safety and infection control. |
| | 6.2. Dispose of single use items in waste receptacle. |
| | 6.3. Place reusable items in transfer container. |
| | 6.4. Flush dental unit water lines and suction. |
| | 6.5. Use disposable detergent wipes to clean and decontaminate surfaces using techniques to prevent cross contamination. |
| | 6.6. Ensure changeover procedures are carried out using infection prevention and control practices according to current Australian standards and guidelines. |
| 7. Maintain and store instruments, equipment materials and medicaments. | 7.1. Maintain instruments and equipment in good working order and fit for purpose. |
| | 7.2. Ensure maintenance records are legible and accurate. |
| | 7.3. Store instruments, equipment, materials and medicaments according to manufacturer instructions and National and State or Territory guidelines. |
| | 7.4. Monitor stock rotation and expiry dates. |
| | 7.5. Ensure packaged sterile items are stored and labelled according to National and State or Territory guidelines. |
| 8. Work legally, ethically and professionally in a dental setting. | 8.1. Identify sources of legal information relating to the dental industry. |
| | 8.2. Identify own legal responsibilities in context of the job role. |
| | 8.3. Adhere to legal requirements in work practice according to organisational policies and procedures and work role. |
| | 8.4. Recognise situations where reporting is required. |
| | 8.5. Identify relevant professional bodies and their role. |
| | 8.6. Identify opportunities and sources of professional development. |
| | 8.7. Recognise potential ethical issues, dilemmas and discuss with appropriate person. |
| | 8.8. Recognise own personal values and attitudes and take into account to ensure non-judgemental practice. |

Foundation Skills

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

Unit Mapping Information

HLTDEN015 Prepare for and assist with dental procedures supersedes and is not equivalent to HLTDEN001 Prepare for and assist with oral health care procedures.

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 HLTDEN015 Prepare for and assist with dental procedures

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- perform the activities outlined in the performance criteria of this unit during a period of at least 350 hours of dental assisting work that involves:
 - at least 300 hours in a real dental clinic workplace
 - up to 50 hours in a simulated dental clinic workplace environment.

The dental assisting work in the real dental clinic workplace must include each of the following:

- preparing for at least 3 individual patient dental procedures at the chair-side involving:
 - 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
- providing chair-side support to the practitioner on at least 3 separate procedures involving
 - general dentistry treatment and specialised dentistry treatment
 - selecting and preparing instruments, equipment and materials as directed by the practitioner
 - dispensing and preparing materials and medicaments according to manufacturer instructions and practitioner request

- storing materials and medicaments in accordance with manufacturer instructions and practitioner requirements in the workplace during the above activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- dental practice and organisation policy and procedures
- current Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines and practice standards
- Dental Board of Australia (DBA) guidelines applicable to preparing for and assisting with dental procedures:
 - infection prevention and control
 - record keeping
- Australian Schedule of Dental Services and Glossary information relevant to dental assistants
- dental and medical records and charts:
 - confidentiality of patient records
 - items that constitute a dental record
 - dental terminology used in dental charting and computer software charting programs
 - purpose and requirements for maintaining accurate records of examination, treatments, materials used, and drugs and medicaments prescribed
 - purpose of study casts and materials used in their construction
 - reasons for taking radiographs and photographs
- fundamental general anatomy and physiology:
 - body systems
 - common systemic diseases and their relationship to oral health
- fundamental oral anatomy and physiology:
 - deciduous and permanent dentition and dates of eruption
 - structure and functions of teeth and periodontal tissues
 - structures of oral cavity including salivary glands and saliva
 - tooth identification
- fundamental oral pathology:
 - pathology of dental caries and periodontal disease
 - main causes of dental caries and periodontal disease
 - role of bacteria, diet and dental plaque
- fields of dentistry required to assist the practitioner to carry out procedures for the full range of general dental procedures
- normal growth and development of deciduous and permanent dentition including the promotion and maintenance of oral health requirements
- effects of ageing on oral tissues and special needs of elderly dental patients
- types, properties and storage of dental materials

- difference between detergent and disinfectant and their application including dilution rate and surface contact time as referenced in:
 - AS/NZS 4815:2006 Office-based health care facilities - Reprocessing of reusable medical and surgical instruments and equipment, and maintenance of the associated environment
 - AS/NZS 4187:2014 Reprocessing of reusable medical devices in health service organisations
- fundamental dental pharmacology and anaesthesia:
 - local anaesthetic techniques
 - local anaesthetic equipment and drugs
 - complications which may arise from administration of local anaesthesia
- specialised dentistry:
 - endodontics
 - oral surgery
 - orthodontics
 - periodontics
 - and basic instruments used
- 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
- contributing factors and responses to medical and dental emergencies
- aseptic techniques used in dental procedures
- precautions of maintaining clean surfaces and managing blood and body fluid spills
- dental instruments:
 - endodontic
 - surgical and restorative including handpieces and burs
 - dental unit including suctioning unit, water line, air turbine motors and practitioner light
- dental materials including medicaments and impression and restorative materials
- components of basic tray setups and use of instruments:
 - examination
 - scaling and prophylaxis
 - restoration
 - extraction
 - basic extraction forceps and elevators
 - luxator
 - needle holders
 - scalpel
 - suture
- organisational policies and procedures for reporting faults in equipment

- sources of State or Territory legal information relevant to the role of the dental assistant including regulation applicable to:
 - the practice of dentistry
 - privacy
 - Work Health and Safety Act
 - child protection
 - Fair Work Act & Regulation
- relevant codes and guidelines including:
 - Dental Assistants Code of Ethics
 - mandatory notifications about registered health practitioners
- situations where a report is required and reporting processes:
 - known or suspected child abuse or neglect
 - professional negligence
 - breach of privacy
 - assault
 - conflict of interest
 - corruption
- government and professional body roles:
 - Australian Dental Association (ADA)
 - Dental Assistants Professional Association (DAPA)
 - National Health and Medical Research Council (NHMRC)
 - Sterilising Research and Advisory Council of Australia (SRACA)
 - Australian Commission on Safety and Quality in Health Care (ACSQHC)
 - Australian Health Care Complaints Commission (AHCCC)
 - Dental Board of Australia (DBA)
 - Fair Work Ombudsman and Registered Organisations Commission.

Assessment Conditions

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

Assessment must ensure:

- access to suitable facilities, equipment and resources including:
 - steam steriliser
 - barrier protection materials
 - cleaning equipment
 - curing light
 - dental chair
 - dental unit including, suctioning unit, water line, air turbine motors and practitioner light

- practitioner and assistant protective equipment
- radiographs
- waste disposal equipment
- dental materials including medicaments and impression and restorative materials
- dental instruments including endodontic, surgical and restorative handpieces and burs
- current Dental Board of Australia (DBA) and Australian Health Practitioner Regulation Agency (AHPRA) guidelines and practice standards
- Dental Board of Australia (DBA) infection control and record keeping guidelines
- organisational infection control guidelines and procedures.
- access to pre-procedural items:
 - dental bib
 - protective eyewear
 - mouth rinse
 - cup
 - hair covering
 - surgical drape
 - rubber dam
- modelling of industry operating conditions, including access to people for simulations and scenarios in dental assisting work

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and hold a minimum of five years clinical dental experience.

Links

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