



Australian Government

Department of Education, Employment and Workplace Relations

HLTDA417A Take a clinical photograph

Release: 1

HLTDA417A Take a clinical photograph

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to take a clinical dental photograph under conditions that can be reproduced

All procedures are carried out in accordance with occupational health and safety 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 dental assisting work

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
- HLTIN302B Process reusable instruments and equipment in health work

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

PERFORMANCE CRITERIA

1. Interpret the request for photography

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

1.2 Provide full details of the procedure to the client and/or carer

1.3 Obtain and document consent following ethical and legal requirements

1.4 Prepare *accessories for intraoral photography*

1.5 Prepare *personal protective equipment* for the client and members of the dental team

ELEMENT	PERFORMANCE CRITERIA
2. Prepare to take the photograph	2.1 Compose the image so that the most important aspects are in the centre of the photograph 2.2 <i>Orientate the image</i> so that subsequent photos are reproducible 2.3 Ensure there is no calculus or plaque deposits on the teeth before the image is taken 2.4 Locate the image source to be photographed appropriately in the depth of field so that the photograph is in complete focus 2.5 Check the viewfinder to ensure there are no <i>obstructions to the image</i>
3. Take basic intraoral views in a standardised approach	3.1 <i>Position the client</i> so that conditions for photography are reproducible 3.2 Stand in a stable position for <i>standard intraoral views</i> which is reproducible for all photographs 3.3 Select the magnification ratio according to the desired frame and focus 3.4 Frame the image and ensure positioning of retractors and mirrors is correct 3.5 Use appropriate lighting so that the image is not overexposed
4. Take a portrait and profile photograph	4.1 Explain the purpose of the photograph to the client 4.2 Choose the <i>background</i> colour and texture so that a full assessment of the profile can be made 4.3 Follow guidelines to position the camera and the client to ensure reproducible results 4.4 Use a vertical format to completely fill the frame 4.5 Take <i>standard dental portrait views</i> that ensure images can be reproduced

Required Skills and Knowledge

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
- Basic knowledge of camera systems appropriate for dental photography:
 - conventional systems
 - digital systems
- Basic knowledge of photographic equipment:
 - camera body
 - film
 - flashlight
 - lenses
- Client management techniques
- Current infection control guidelines
- Fundamentals of photography, including:
 - ability to reproduce photographic conditions
 - appropriate reproduction ratio
 - reduction of image contents either through an appropriate scale or through selective focusing
- Knowledge of why medical and dental emergencies occur and the appropriate response.
- Legal and ethical issues relating to: informed consent, duty of care, confidentiality, disability awareness
- Principles and practices which underpin interpersonal communication
- Principles of quality assurance and work effectiveness

REQUIRED SKILLS AND KNOWLEDGE

- Relevant occupational health and safety policies and procedures
- The rationale and objectives for the taking of clinical photographs under conditions that can be reproduced:
 - communication of information to the client and between dentists, doctors and laboratories
 - documentation of the processes and stages of treatment
 - documentation of the state and changes to the state of the teeth, mucous membranes of the mouth
 - illustration for teaching and research
 - quality control of treatment outcomes

Essential skills:

It is critical that the candidate demonstrate the ability to

- Consistently prepare client, camera and accessories for intraoral photography
- Consistently take intraoral photographs following the same standardized procedure
- Consistently reproduce photographic conditions to make a series of images
- Consistently take standard dental portrait views to ensure reproducible images
- Consistently comply with occupational health and safety procedures
- Consistently implement standard precautions
- Consistently follow procedures to ensure client safety during all dental photography

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:

- Consistently apply standard precautions during clinical dental photography
- Consistently select and prepare equipment and materials required for the photographic procedure
- Consistently produce a good dental radiograph which has:
 - adequate reproduction ratio
 - correct colour performance
 - correct exposure
 - even illumination both for extraoral and intraoral photographs
 - sufficient depth of field
 - sufficient working distance
- Consistently take an appropriate clinical dental photograph for:
 - interim treatment records
 - post treatment records

REQUIRED SKILLS AND KNOWLEDGE

- pre-treatment records
- 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

continued ...

Essential skills (contd):

- Consistently deal with conflict
- Consistently work with others and display empathy with client and relatives
- Consistently use problem solving skills required including:
 - planning and organising personal work activities
 - using available resources
- Consistently maintain equipment, instruments and materials

Evidence Guide

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 desirable for assessment of this unit
- Consistency of performance should be demonstrated over the required range of workplace situations

EVIDENCE GUIDE

- 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

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. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Charts and records 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

- Accessories for intraoral photography may include:*
- Conventional camera
 - Dental photo mirrors - palatal and buccal
 - metal mirrors
 - metal-film plated glass mirrors
 - Gauze squares
 - Lip and cheek retractors
 - Millimeter ruler
 - Triplex syringe

RANGE STATEMENT

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

Orientation of the image may include:

- Ensuring occlusal plane is parallel to the horizontal frame of the photograph
- Ensuring the optical axis runs through the occlusal plane
- Using a mirror to ensure lateral views are photographed perpendicular to lateral teeth
- Using a mirror to ensure occlusal views are as near perpendicular to the camera as possible

Obstructions to the image may include:

- Fogged mirrors
- Incorrectly positioned mirrors
- Lip and cheek retractors

Positioning the client may include:

- Adjusting the height of the chair so that the client's head is lower than the photographer's head
- Asking the client to turn or tilt their head
- Seating the client so that they are leaning back slightly in the chair

Standard intraoral views may include but are not limited to:

- Frontal view (anterior-posterior)
 - overview of the entire dentition
 - frontal view of the anterior teeth
- Lateral views
- Oblique lateral view
- Occlusal mandibular view
- Occlusal maxillary view

RANGE STATEMENT

Background requirements may include:

- A background without structure
- A background which is non-reflective

Standard dental portrait views may include:

- Frontal view (norma frontalis)
- Lateral view (norma lateralis)
- Three-quarters profile
- Views for aesthetic purposes such as three-quarters profile smiling

Unit Sector(s)

Not Applicable