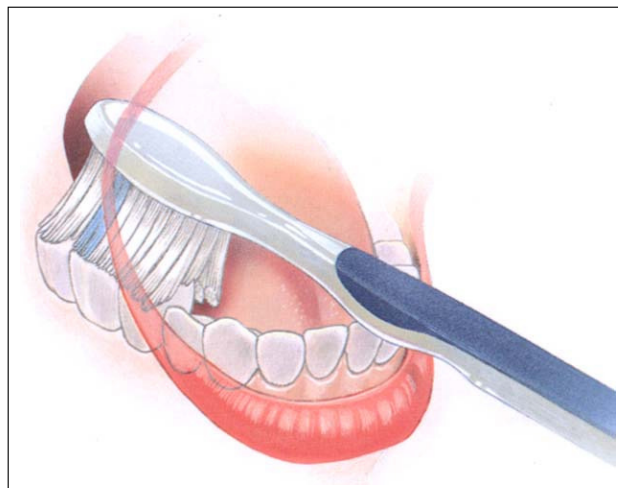




INTRODUCTION TO DENTAL ASSISTING WORKSHOP

With one Core Unit from
HLT31807 Certificate III in Dental Assisting
HLTHIR201A Communicate and Work Effectively in Health

Workshop Information



Australian Dental Association (Queensland Branch)
PO Box 611, ALBION DC QLD 4010

26-28 Hamilton Place, BOWEN HILLS QLD 4006

Phone: 07 3251 2160 Fax: 07 3852 1427

Email: training@adaq.com.au

General Information

The ADAQ Introduction to Dental Assisting Workshop provides participants with current and detailed information highlighting the daily duties carried out by Dental Assistants. This workshop will engage students using investigative interactive training methods developed to assist participants with making informed decisions for future study.

Entry Recommendations

Non School Leavers / School Leavers - Year 10 with a Sound Achievement in English (or equivalent) one of Science or Biology is recommended but not essential.

Course Offerings and Duration

The Workshop will run for five consecutive days during each school holiday period for June/July, September/October or December/January (exact dates to be confirmed).

Workshop Location, Times and Public Transport Options

The Workshop is run at ADAQ - Christensen House, 26-28 Hamilton Place, Bowen Hills from 9.00 am to 3.00 pm daily. On street parking is available for up to 2 hour periods only as the area is regularly patrolled by Brisbane City Council. On street parking is at your own risk. ADAQ is located a short walking distance from Bowen Hills Train Station and The Royal Brisbane Hospital Bus Way. Workshop sessions will commence daily at 9.00 am. Students are expected to arrive by 8.45 am at the latest. Security doors are locked from 9.00 am onwards to ensure safety and to minimise disruption.

Benefits to Students

Students enrolled with ADAQ for the Dental Assisting Workshop will additionally obtain:

- ❖ Training using our modern fully equip state of the art dental assistant training surgery
- ❖ ADAQ 1 GB memory stick inclusive of all Workshop and Certificate III promotional information
- ❖ ADAQ Identification Lanyard (to be worn daily)
- ❖ ADAQ Tote Bag
- ❖ Samples of Personal Protective Equipment including Safety Glasses, Dental Gloves and more
- ❖ ADAQ Note Pad and Pen
- ❖ HLTHIR301A Communicate and Work Effectively in Health Learner Guide
- ❖ HLTHIR301A Online Assessment
- ❖ Address by School of Dentistry Staff Member and Guided Tour of learning facilities
- ❖ Daily catered morning tea and lunch

Upon Completion

Students will receive a Statement of Attainment which is recognised as full Recognition of Prior Learning (RPL) for HLTHIR301A Communicate and work effectively in health which is one core unit from the HLT31807 Certificate III in Dental Assisting course.

Cost (*Fees reviewed annually*)

The current course fee is **\$490.00** inclusive of administration costs and all above items.

For additional information and enrolment packages:

Phone: 07 3251 2160

Fax: 07 3852 1427

Email: training@adaq.com.au

Website: www.adaq.com.au

Mail: ADAQ Education

PO Box 611

ALBION DC QLD 4010

ABN: 56 009 663 754



Workshop Objectives

- ❖ Completion of one core unit from HLT31807 Certificate III in Dental Assisting under the Health Training Package
- ❖ Exposure to field of dentistry/health sector
- ❖ 'Hands on' work experience in dental assistant training surgery and purpose built facility
- ❖ Exposure to career pathways in health/dentistry

- ❖ Overview of dental assisting
- ❖ Tour of the University of Queensland Dental School facilities

Course Overview

The dental assisting workshop will give you a complete overview of what working life as like for a dental assistant which will provide you with necessary information to make an informed decision about your future career in the dental industry.

Unit of Competency

HLTHIR301A Communicate and Work Effectively in Health

This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

Students will learn to:

- Work ethically
- Communicate effectively in a health setting
- Practise high standards of personal hygiene
- Promote a positive approach to health
- Maintain professional work standards
- Work effectively within the health care system
- Take responsibility for personal skill development

Note: - The completion of HLTHIR301A – Communicate and work effectively in health is beneficial to the student as it is recognised through RPL upon enrolment of HLT31807 Certificate III in Dental Assisting. Recognition of Prior Learning for this unit will see a course fee reduction.

Workshop Session Units

Day 1 – Overview of Dental Assisting, workshop objectives and benefit to students, what to expect in the dental surgery, life as a dental assistant lecture, professional communications lecture and tutorials activities from HLTHIR301A Professional Communication in health.

ADAQ Useful Contacts – Staff to assist you

Primary Contact

Employment & Development Coordinator

Michelle Bouwhuis

Phone 07 3251 2160

Fax 07 3852 1427

Email training@adaq.com.au

Administration Officers – Education

Sharon Stanley – Certificate III

Natasha Pasfield – Certificate IV/Tutor

Education Officers – Certificate III and IV

Sonya Bartlem – Certificate III (Distance Coordinator)

Sharyn Dunn – Certificate III (Metropolitan Coordinator)

Day 2 – Continuation of tutorial activities, Online assessment availability, basic biological and pathological systems, general practice dentistry, immunisation schedules for dental assistants and dental history.

Day 3 – Basic infection control legislation, infection control practical activity, Occupational health and safety, sterilisation, processing re-usable instruments and introduction to dental radiography. **NOTE:** *All procedures are carried out in accordance with infection control guidelines, occupational health and safety policies, Australian and New Zealand Standards and legislative requirements as they relate to the dental assistant's specific job role.*

Day 4 – Diversity of patients and cultural awareness, Medicare information, private health insurance, Australian schedule of dental services, administration in the dental practice, dealing with difficult patients, Online career/personality exploration activity, dental positions descriptions.

Day 5 – Excursion to an operational dental facility with complete guided tour. Lectures on professional development, lifelong learning, wages in dental, other career opportunities in dental and school based apprenticeships for Dental Assistants.

Statement of Attainment

Upon successful completion and attendance of the prescribed **Workshop** students will be awarded a Statement of Attainment with **HLTHIR301A – Communicate and work effectively in health.**

Pam Johnson – Certificate IV Coordinator

Phone 07 3251 2160

Fax 07 3852 1427

Email training@adaq.com.au

Deputy Chief Executive Officer

Lyn Hunt

Phone 07 3251 2160

Mobile 0403 068 493

Fax 07 3852 1427

Email training@adaq.com.au

Chief Executive Officer

Paul Andrews

Phone 07 3252 9866

Fax 07 3252 4488

Email mail@adaq.com.au



TERMS AND CONDITIONS as at July 2009

POLICY STATEMENT

The Australian Dental Association (Queensland Branch) will ensure fees which are charged for training and workshops are fair and equitable to all participants. Refunds are available to students in accordance with Government guidelines and fair and proper standards. Should any course be cancelled by ADAQ, any monies paid by participants will be fully refunded or transferred to a future course. See refund policy for course cancellation information.

FEES AND CHARGES

Introductory Workshop for Dental Assisting (Payment of Workshop Fees)

Full payment of course due upon enrolment: **\$490**

Administration Fees

A non-refundable Administration Fee of **\$150** will apply on all cancellations (see refund, cancellation, and withdrawal or deferment policy below for more details).

REFUND, CANCELLATION, WITHDRAWAL OR DEFERMENT POLICY

- Workshop fees are generally non-refundable. Fees will be transferred to a later workshop upon request.
- Students withdrawing from the workshop prior to its commencement must give two working weeks notice and their intention in writing in order to receive a partial refund. A non-refundable administration fee of \$150 will apply on all cancellations or withdrawals.
- Students wishing to cancel enrolment after the commencement of the course are required to do so in writing and will forgo the entire workshop fee.
- Students may defer their studies for up to six months due to medical and or school/ employment commitments. Applications for deferment must be made in writing and should be addressed to:

**The Deputy Chief Officer (Lyn Hunt) or
The Employment & Development Coordinator (Michelle Bouwhuis)
Australian Dental Association (Queensland Branch)
PO Box 611
Albion Qld 4010
Email to: training@adaq.com.au**

- If participants are unsatisfied with any aspect of training, the participant is invited to contact the Employment & Development Officer for resolution in the first instance (see page 4 for details).
- Any concerns will be investigated in full by the Chief Executive Officer and written reply will be sent within 30 days addressing all issues.

CONDITIONS OF ENROLMENT FOR WORKSHOPS

- Non-payment of fees by the start of the course will result in cancellation of enrolment. No responsibility will be accepted for students who are refused access to their nominated course or workshop due to non-payment of fees.
- Due dates: Agreed Fee payments are to be made by the due date as per the current fee schedule or a **\$50** Late Fee will be payable.



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