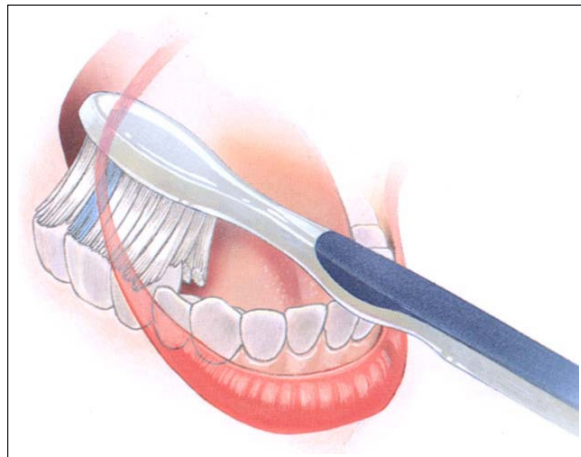




CERTIFICATE III
IN
DENTAL ASSISTING
HLT31807

Course 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

Version 6 : November 2009

Certificate III In Dental Assisting

HLT31807

General Information

The Australian Dental Association (Queensland Branch) RTO, ADAQ Education Certificate III in Dental Assisting (HLT31807) is run as a service to the members of ADAQ. It offers training for dental assistants employed by ADAQ members, in the public health sector and by the University of Queensland Dental School. Dental assistants employed with non-member dentists may seek special permission to enrol via written application to ADAQ.

Entry Recommendations

School Leavers - Year 10 with a Sound achievement in English (or equivalent) and Science is recommended OR **Mature Age Entry/Non School Leavers** - upon application. Consideration is given to experience in the field, previous study and eligibility. Current employment in a dental practice as a dental assistant is required. Persons seeking employment as a dental assistant may also apply, however only a limited number of non-clinical units may be completed while unemployed.

Completion Requirement

HLTFA301B Apply First Aid is a core unit. ADAQ Education requires that Senior First Aid or equivalent (including CPR) must be current prior to course completion. No award will be issued without the completion of HLTFA301B Apply First Aid. This is to be undertaken at the student's own expense and in the student's own time.

Recognition

Recognition is available, when applicable, for course units. Information regarding Recognition for prior life experience or comparable qualification or subjects/modules/units from other courses is available on request.

Course Duration

The course will run for one full year. Units will be completed in course order. ADAQ Education currently runs 2 courses per year. The first course commencing in February offers both Metropolitan and Distance modes of study. The second course (mid year, commencing in July) offers Distance mode only.

Modes of Learning

Metropolitan mode will require attendance of one evening a week at evening lectures and assessments, along with tasks and assessments to be completed both at work, on-line and in own time.

Compulsory Workplace Assessment is included in the course. This will comprise one or two visits to the student in their workplace for the purpose of assessment and discussion.

Brisbane metropolitan and near metropolitan students are expected to enrol in this mode of study. Classes are held from 6.00 – 8.30 pm Monday at Christensen House, 26-28 Hamilton Place, Bowen Hills. On street parking is available or easy walking distance to Bowen Hills Station.

Distance mode will require completion of readings, exercises and assessment tasks to be completed both at work, on-line and in own time.

Distance mode will also require the student to access practice and local support and a regional ADAQ training group if available. (These may be developed in response to student enrolments.)

Compulsory Workplace Assessment is included in the course and several visits may be made (determined by need). Workplace Assessments may be conducted by ADAQ staff or a regional ADAQ assessor if available and agreed.

ADAQ Benefits Students enrolled with ADAQ will additionally obtain:

- ❖ The ADAQ Badge and Certificate on completion of the course
- ❖ Complimentary entry to the Graduation Dinner and ceremony held annually in March following the completion of studies
- ❖ Discounted entry to ADAQ Professional Development events such as:
 - Dentistry Under the Sun Annual Conference
 - Annual Clinic Day

Cost

(Fees reviewed annually)

The current course fee is **\$1600.00**

Plus - A once only Administration Fee of **\$200** applies to all students.

Senior First Aid must be completed at student's own expense prior to course end.

Monthly and term payment options are also available.

For additional information and enrolment packages:

Phone: 07 3251 2160
Fax: 07 3852 1427
Email: training@adaq.com.au

Mail: ADAQ Education
PO Box 611
ALBION DC QLD 4010

Website: www.adaq.com.au

ABN 56 009 663 754



Course Overview

The qualification Certificate III in Dental Assisting (HLT31807) will provide you with the skills to work as a dental assistant, competently and safely assisting a dentist, dental therapist or dental hygienist during oral health care procedures. You will also gain the skills to assist with practice administration.

To be eligible for the qualification Certificate III in Dental Assisting (HLT31807) you must successfully complete the following -

8 Units of Competency
(including 1 Unit First Aid) **PLUS**
4 Units of Underpinning Knowledge.

Units of Competency are the core units of the course while **Units of Underpinning Knowledge** provide the essential knowledge required for you to successfully complete the **Units of Competency**.

Units of Competency

HLTHIR301A:	Communicate and work effectively in health
HLTIN301A:	Comply with infection control policies and procedures in health work
HLTIN302A:	Process reusable instruments and equipment in health work
HLTOHS200A:	Participate in OHS processes
HLTDA303B:	Prepare for and assist with oral health care procedures
HLTDA304B:	Assist with dental radiography
HLTDA306B:	Assist with administration in dental practice
HLTFA301B:	Apply First Aid

Note: - The unit HLTFA301B: Apply basic first aid, must be completed before the Certificate III in Dental Assisting is awarded. The student may complete this unit at any stage throughout the course.

Units of Underpinning Knowledge

Biology
Pathology and oral disease
Dental materials
General practice dentistry

Award

When you have successfully completed the prescribed **Units of Competency** you will be awarded the qualification Certificate III in Dental Assisting (HLT31807).

Completion of some Units of Competency and not the entire course will result with a **'Statement of Attainment'** for the units successfully completed.

Core Unit Descriptions

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

HLTIN301A Comply with infection control policies and procedures in health work

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation.

Students will learn to:

- Follow infection control guidelines
- Identify and respond to infection risks
- Maintain personal hygiene
- Use personal protective equipment
- Limit contamination
- Handle, package, label, store, transport and dispose of clinical and other waste
- Clean environmental surfaces

HLTIN302A Process reusable instruments and equipment in health work

This unit of competency describes the skills and knowledge required for workers in the health care setting to clean and sterilise reusable instruments and equipment and to maintain associated environments. All procedures must be carried out in accordance with current infection control guidelines, Australia and New Zealand Standards and the policies and procedures of the health care establishment.

Students will learn to:

- Prepare to clean used items
- Clean and dry used items
- Prepare and pack items for sterilisation
- Sterilise loads
- Maintain sterilising equipment

HLTOHS200A Participate in OHS processes

This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

Students will learn to:

- Plan and prepare to work safely
- Conduct work safely
- Participate in OHS consultative activities
- Follow emergency response procedures

HLTDA303B Prepare for and assist with oral health care procedures

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

Students will learn to:

- Prepare the dental surgery for oral health care procedures
- Use dental terminology in communication within the health care setting
- Record personal, medical and dental details
- Select and prepare syringe safely for local anaesthesia
- Assist the operator during oral health care procedures
- Maintain and store instruments, equipment, materials and medicaments

HLTDA304B Assist with dental radiography

This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by preparing clients, equipment and materials for dental radiography, to protect themselves, the client, other members of the dental team and the public from the hazards associated with ionising radiation and to process and mount dental radiographs to diagnostic and quality assurance standards.

Students will learn to:

- Prepare clients for dental radiography
- Prepare equipment and materials for dental radiography
- Process and mount dental radiographs
- Maintain stock of unexposed radiographic film and chemicals
- Assure the quality of dental radiographic processing

HLTDA306B Assist with administration in dental practice

This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by managing appointments to suit the client and the organisation, to record and reconcile payments and to maintain client records.

Students will learn to:

- Communicate effectively with clients and other persons
- Respond appropriately to enquiries from clients and visitors
- Allocate appointments appropriate to client and organisation requirements
- Calculate and record basic financial transactions
- Handle cash and record financial transactions
- Maintain client records
- Assist with client recalls

(HLTDAFA301B Apply first aid is not conducted by ADAQ, it is the students' responsibility to organise attendance at a first aid course in their area)

HLTFA301B Apply first aid

This Unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

Students will learn to:

- Assess the situation
- Apply first aid procedures
- Communicate details of the incident
- Evaluate own performance

NOTE: - Demonstration of all performance criteria is to be under the direction of the dentist or dental specialist.

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.



ADAQ EDUCATION

Useful Contacts

Staff to assist you:

Administration Officer – Education

Sharon Stanley – Certificate III

Natasha Pasfield – Certificate IV

Phone 07 3251 2160

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Email training@adaq.com.au

Education Officers

Sonya Bartlem – Certificate III (Distance) Coordinator

Sharyn Dunn – Certificate III (Metropolitan) Coordinator

Pam Johnson – Certificate IV Coordinator

Desley di Bella – Certificate III & IV (Distance) Assessor

Chelsea Haddon – Certificate III & IV (Metropolitan) Tutor

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BOWEN HILLS Qld 4006

Postal Address

PO Box 611

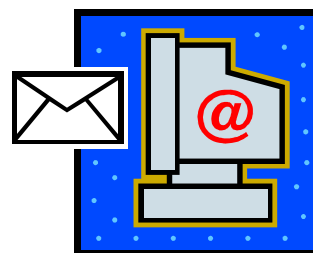
ALBION DC Qld 4010

General ADAQ Telephone Contacts

Phone 07 3252 9866

Fax 07 3252 4488

Website: www.adaq.com.au



FEE AND REFUND POLICY

Next Review Date: November 2010

POLICY STATEMENT

The Australian Dental Association (Queensland Branch) will ensure fees which are charged for training, 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.

All monies received by the Australian Dental Association (Queensland Branch) for course fees are maintained in a separate account and are not accessed until the course commences. A relevant proportion of fees paid will remain in that account until the course is completed, to ensure pro-rata refunds for eligible students.

FEES AND CHARGES

HLT31807 Certificate III in Dental Assisting

Payment of Course Fees

Payments may be made by one of three options.

Option 1: Full payment of course on enrolment.

Admin Fee \$200 *plus*

1 Course Fee \$1600 to be paid ***on enrolment*** **\$1800.00**

Option 2: Initial Payment **\$800.00** (due on enrolment)

Plus 2 payments of **\$500** (one due 3 months after enrolment and another due 6 months after enrolment)

Option 3: Initial Payment **\$360.00** (due on enrolment)

Plus 9 monthly payments of **\$160** (due by 14th of each month after enrolment)

- Non-payment of agreed initial fee payments 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 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.

Administration Fees

A non-refundable Administration Fee of **\$200** is payable by all students to cover the administrative cost of the course and provision of course materials.

NOTES

NOTES



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