



HLT43007
CERTIFICATE IV
in
DENTAL ASSISTING
(Dental Radiography stream)
COURSE INFORMATION



- ◆ Course by Dental Professionals for Professional Dental Assistants

Australian Dental Association (Queensland Branch)
RTO 30621

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HLT43007 Certificate IV in Dental Assisting (Dental Radiography stream)

General Information

The Australian Dental Association (Queensland Branch) (ADAQ) HLT43007 Certificate IV in Dental Assisting (Dental Radiography stream) is run as a service to the members of ADAQ.

ADAQ offers training for dental assistants employed by ADAQ members, in the public health sector and by university dental training clinical facilities.

Dental assistants employed with non-member dentists may seek special permission to enrol via written application to ADAQ.

It is recommended that students enrolling in this course be employed as a dental assistant for a minimum of 20 hours a week and must be able to gain on-the job experience with the support of your employer to undertake this course.

Students must have current employment in a public or private sector dental practice or dental education facility which will enable access to on-the-job training in the exposing and processing of dental radiographs for patients of the practice/clinic.

Students will need to be employed in a practice where dental radiography is undertaken by a licensed dental practitioner. The dental practitioner must be willing to allow the dental assistant to obtain the necessary practical experience in radiography and assist in all aspects of workplace learning and practise. A statement of support from the employer will be required to ensure access to appropriate on-the-job training supervision.

Applicants must have completed HLT31807 Certificate III in Dental Assisting (or equivalent).

Certified photocopies of the Certificate III in Dental Assisting qualification will be required with enrolment. (See Pre-requisite Requirements, Page 7).

Recognition

Recognition is available when applicable for course units. (See Recognition, Page 7). Information regarding recognition for prior life experience or comparable subjects/modules/units from other courses is available on request.

Course Duration

The course will run for a full 12 months.

Units will be completed in blocks –

- The three Compulsory Units will be delivered over a period of three months, with a further three months for assessments to be undertaken and portfolio work to be completed.
- The three Elective Units in Radiography will be delivered concurrently over the subsequent three months, with a further three months for practicum placement, log and portfolio work to be completed and assessments to be undertaken.
- The Elective Unit in Photography will be delivered over a weekend during the final three months of the course, with three months allowed for portfolio work to be completed and assessments to be undertaken.

There will be some overlap in times for delivery of units and completion Portfolio and Assessment, with some being concurrent. A Delivery & Assessment Schedule will be provided to all enrolled students.

Modes of Learning

The course is offered in both Metropolitan and Distance modes of study.

Metropolitan mode will require attendance for **one evening, of three hours duration per month**, consisting of lecture, tutorials and assessments, along with completion of exercises, log book and assessment tasks to be completed both at work and in own time.

- ***Please note - Brisbane metropolitan and near metropolitan students are expected to enrol in this mode of study.***
- Classes are held from 6.00 – 9.00 pm one Thursday each month at Christensen House, 26-28 Hamilton Place, Bowen Hills. Ample street parking is available. All dates will be advised in advance.
- Compulsory Workplace Assessment is included in the course. This will entail one or two visits to the student in their workplace for the purpose of assessment and discussion.
- A Workplace Assessment agreement is to be made between the ADAQ, the employer/supervisor and the learner.
- Attendance at one (1) x one week practical session is compulsory for the Radiography units of the course. An option of a second week must be reserved if necessary for competency to be attained. Practical visits are subject to timetabling. All attempts to meet both the needs of students and employers will be considered. However, no guarantee of meeting specific times is able to be given.

Distance mode will require completion of readings, exercises, with log book and assessment tasks to be completed both at work and in own time.

- Distance mode may also require the student to access 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. This will entail one or two visits to the student in their workplace for the purpose of assessment and discussion Workplace Assessments may be conducted by ADAQ staff or a regional ADAQ assessor if available.
- Attendance at one (1) x one week practical session is compulsory for the Radiography units of the course. An option of a second week must be reserved if necessary for competency to be attained. Practical visits are subject to timetabling. All attempts to meet both the needs of students and employers will be considered. However, no guarantee of meeting specific times is able to be given

Students who successfully complete the prescribed **Units of Competency** will be awarded the qualification **HLT43007 Certificate IV in Dental Assisting** (*Dental Radiography stream*).

Partial completion of the course with competency attained in one or more of the units of competency, but short of the full number of units required, will allow the student to be issued with a '**Statement of Attainment**' for those units successfully completed.

ADAQ Benefits

Additionally, students enrolled with ADAQ will receive:

- ❖ 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

The course consists of seven (7) Units with a total cost of **\$2100.00** course costs *plus* a once only Administration Fee of **\$200 plus \$120** Text Book which applies to all students.

A full fee schedule with payment options is attached.

(Fees are reviewed annually)

For additional information and enrolment packages:

Phone: Ph : 07 3251 2160 or 07 3252 9866
Fax: 07 3852 1427

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PO Box 611
ALBION DC QLD 4010

Email: training@adaq.com.au

Website: www.adaq.com.au

ABN 56 009 663 754



Course Overview

The qualification **HLT43007 Certificate IV in Dental Assisting** provides the knowledge and skills necessary to provide an advanced level of chair-side assistance to the operator, including contributing to the quality of dental care provided through well developed communication skills; providing an oral health education program that promotes good oral health as part of general good health; as well as implementing and monitoring infection control policy and procedures.

This qualification allows the dental assistant to select electives to address specific workplace needs in line with current legislative provisions.

ADAQ is delivering a **Dental Radiography** stream, incorporating dental radiography and photography electives.

The qualification **HLT43007 Certificate IV in Dental Assisting** with the **Dental Radiography** stream provides the skills needed to interpret a request from a dental operator for a radiographic image and to produce the image in those states where Dental Assistants are allowed to undertake these tasks under State Dental Acts and regulations. The qualification includes patient preparation and positioning and selection of equipment requirements.

At the completion of this course, students will be able to take intra-oral and extra-oral radiographs for patients, under the direction of the dental operator. This course aims to provide the qualified practicing dental assistant with the information, practical training and skills necessary to undertake appropriate dental radiographic tasks.

Students will gain knowledge of the basic physics of how x-rays are produced and study the internal and external parts of the dental x-ray machine. Applying this understanding will give students the underpinning theoretical knowledge to progress to practical skills. Theoretical and practical skills including radiation hygiene, identifying the factors that affect image quality, infection control and complying with legal requirements for dental radiography are included.

Successful completion of this stream of **HLT43007 Certificate IV in Dental Assisting** will enable dental assistants to apply to the appropriate statutory authority for a licence to take both intra-oral and extra-oral radiographs.

Units of Competency

To be eligible for the qualification **HLT43007 Certificate IV in Dental Assisting** in the **Dental Radiography** stream you must successfully complete the following –

3 Compulsory Units of Competency

HLTIN403B	Implement and monitor infection control policy and procedures
HLTOHS300A	Contribute to OHS processes
HLTAMBFC301B	Communicate with clients and colleagues to support health care

- each of these units incorporates applicable underpinning knowledge.

PLUS 4 Elective Units of Competency.

Mandatory electives for Dental Radiography

The following three (3) competency units are **mandatory** for work in dental radiography:

HLTDA410B	Apply the principles of radiation biology and protection in dental practice
HLTDA411B	Prepare to expose a prescribed dental radiographic image
HLTDA412B	Produce a dental radiographic image

1 additional Unit of Competency. As the additional unit, ADAQ is delivering – **HLTDA417A Take a clinical photograph**

- each unit incorporates applicable underpinning knowledge.

Pre-Requisite Requirements

Students wishing to enrol in the qualification **HLT43007 Certificate IV in Dental Assisting (Dental Radiography stream)** will be required to hold the qualification **HLT31807 Certificate III in Dental Assisting**, or equivalent or be able to obtain Recognition for all units as a pre-requisite for entry

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

For information regarding the completion of the units within the qualification HLT31807 Certificate III in Dental Assisting, please refer to the information for this qualification contained in the following HLT31807 Certificate III in Dental Assisting documents.

- **HLT31807 Certificate III in Dental Assisting, Introduction booklet**
- **(The Dental Assistant Online)**
- **Orientation and Forms booklet**
- **Enrolment and Information for Student and Staff booklet.**

Recognition

Recognition is available when applicable for course units. Information regarding recognition for prior life experience or comparable subjects/modules/units from other courses is available on request. Due to licencing requirements with Radiation Health, recognition is not generally available for radiography units unless in the form of credit recognition for completion of the same or equal units with another RTO.

Information regarding the Recognition process and applying for Recognition is found in:

- **Enrolment and Information for Students and Staff booklet.**

PLEASE NOTE: - ADAQ requires students to maintain current Senior First Aid and CPR for completion of this course.

Compulsory Unit Descriptions

For all units -

- All procedures are carried out in accordance with occupational health and safety policies and procedures, current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the dental practice or organisation
- All tasks are carried out in accordance with state or territory legislative requirements

NOTE: - Demonstration of all performance criteria in a clinical situation with patients is to be under the direction of the dentist or dental specialist.

HLTIN403B Implement and monitor infection control policy and procedures

This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organisation

The following competency unit is pre-requisite for this unit:

HLTIN301A Comply with infection control policies and procedures in health work

The student will learn to:

- Provide information about *infection control policies* and procedures
- Integrate infection control policy and procedure into work practices
- Monitor infection control performance and implement improvements in practices

HLTOHS300A Contribute to OHS processes

This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others

The student will learn to:

- Plan and conduct work safely
- Support others in working safely
- Contribute to OHS participative processes
- Contribute to hazard identification, OHS *risk assessment* and *risk control* activities
- Participate in the control of emergency situations

HLTAMBFC301B Communicate with clients and colleagues to support health care

This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry

The student will learn to:

- Exercise effective communication techniques
- Convey and receive information using available modes of communication
- Follow routine *instructions*
- Communicate with clients
- Complete *reports* as required
- Present a positive image of the organisation to the public

Elective Unit Descriptions

For all units -

- All procedures are carried out in accordance with occupational health and safety policies and procedures, current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the dental practice or organisation
- All tasks are carried out in accordance with state or territory legislative requirements

NOTE: - Demonstration of all performance criteria in a clinical situation with patients is to be under the direction of the dentist or dental specialist.

HLTDA410B Apply the principles of radiation biology and protection in dental practice

This unit of competency describes the skills and knowledge required to minimise the risk of radiation to the client, the operator and others during the exposure of a prescribed dental radiographic image. It also describes the quality assurance measures necessary to ensure all radiographs are of consistent diagnostic standard

Students will learn to:

- Apply knowledge of ionising radiation to produce a dental radiograph
- Apply knowledge of radiation biology to protect client, operator and others from ionising radiation
- Determine image characteristics of a dental radiographic image to minimise the necessity for re-takes
- Minimise radiation by maintaining quality in processing

HLTDA411B Prepare to expose a prescribed dental radiographic image

This unit of competency describes the skills and knowledge required to interpret a prescribed request for a dental radiographic image. It also includes the preparation of the client for dental radiography and the selection of equipment requirements

Students will learn to:

- Interpret the request for the prescribed dental radiographic image
- Refer to previous dental radiographic imaging
- Assess and determine the procedure prior to exposing a dental radiographic image
- Select and prepare dental radiographic imaging equipment and accessories appropriate to the procedure

HLTDA412B Produce a dental radiographic image

This unit of competency describes the skills and knowledge required to operate dental radiographic equipment and position the client and radiographic film in order to produce a diagnostic image

Students will learn to:

- Position client to obtain radiographic image
- Position dental radiographic film
- Operate radiographic imaging equipment safely to produce image
- Process and provide quality assurance for the exposed dental radiographic film

HLTDA417A Take a clinical photograph

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

Students will learn to:

- Interpret the request for photography
- Prepare to take the photograph
- Take basic intra-oral views in a standardised approach
- Take a portrait and profile photograph

SENIOR FIRST AID

It is an ADAQ requirement that Senior First Aid/CPR is to be updated at the student's own expense and in the student's own time before the course is completed.



FEE AND REFUND POLICY

Next Review Date: June 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.

NB See refund policy for withdrawal or 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

HLT43007 Certificate IV in Dental Assisting (Dental Radiography stream)

Payment of Course Fees

Payments may be made by either of two options.

Option 1: Full payment of course on enrolment.

Admin Fee \$200 *plus*

Text Book \$120 *plus*

1 Course Fee \$2100 to be paid ***on enrolment*** **\$2 420.00**

OR

Option 2: 3 Payments, one on enrolment, the second payment to be made before the Radiography Units are mailed out, the third payment to be made before the Photography Unit mail-out.

Payment 1

Admin - \$200 *plus*

3 Compulsory Units - \$900.00

To be paid ***on enrolment*** **\$1,100.00**

Payment 2

Radiography Text Book – Mandatory - \$120.00

3 Elective Radiography Units - \$900.00

To be paid before Radiography Units are mailed out **\$1,020.00**

Payment 3

Photography Unit - \$300.00

To be paid before Photography Unit is delivered **\$300.00**

- 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.

Recognition

If a student gains (or wishes to gain) Recognition, then a percentage of the total fee is payable. This will be determined in conjunction with the claim for Recognition and the student informed in writing.

Fee Schedule

A complete fee schedule is issued each time the course is offered. The fee schedule is subject to review prior to each issue. Students will receive the current fee schedule on initial enrolment enquiries in addition to with each full enrolment package. The fee schedule will also include due dates for fees payable.

Financial Advice

Financial advice relating to the payment of course fees is available from ADAQ. Students experiencing financial difficulties in the payment of fees are encouraged to seek a private consultation with the Deputy CEO who will refer the student on if necessary. The services of ADAQ CEO will be utilised and referral to outside agencies will be made if the support needed is beyond the scope of ADAQ.

Payment Methods

Payments may be made by cheque, credit card, money order or by direct deposit to ADAQ bank account. Receipts will be mailed. Monthly statements will be issued.

Payments must be made to ADAQ by post, fax or direct deposit. Cash payments will not be accepted by lecturers or tutors at training sessions outside of ADAQ office hours.

Refunds

- A full refund (less Administration Fee) will only be given if ADAQ Education receives **written** notification of cancellation by the student at least **5 working days before the commencement of the course**.
- A **\$200** Administrative Fee will be retained to cover costs. Therefore any fee refund will consist of the total fee paid **less \$200**.
- A **50%** cancellation fee may apply if written notification is received **less than two (2) working days** before the commencement of the course. This will be at the discretion of the Deputy CEO and based on written information supplied by student with cancellation notification.
- No refund will be given for cancellations or a student's failure to attend **after the commencement of the course; No refund will be given once students have received course material**.
- A refund of fees on a pro-rata basis may be granted if the student gains Recognition through part of the Unit of Study or suffers an illness, injury or other exceptional circumstances preventing completion of the Unit. This will be subject to approval by the Deputy CEO and based on written information supplied by the student.
- All monies received by the Australian Dental Association (Queensland Branch) for Dental Assistant course fees are maintained in a separate account.
- Termination of enrolment must be given in writing. Enrolled students who seek to terminate their enrolment will be liable for all course fees accrued until written notification is received.

ADAQ EDUCATION

Useful Contacts

Staff to assist you:

Administration Officer – Education

Sharon Stanley

Natasha Pasfield

Phone 07 3251 2160

Fax 07 3852 1427

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

Natasha Pasfield – Certificate III & IV (Metropolitan) Tutor

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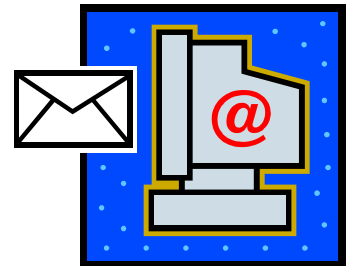
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General ADAQ Telephone Contacts

Phone 07 3252 9866

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